

Early Childhood Education and Care Services

Emergency Response Plan - Lockdown



Based on Windermere’s risk assessment for potential emergencies, Educators are required to complete Emergency Response Plans. You may need to complete more than one emergency response plan for your environment, i.e.: If you need to evacuate, stay inside and lock down or if you have a car accident. Please refer to Windermere’s policy ‘Emergency Procedures’ for more information.

Educators are to discuss their Emergency Response Plan/s with parents/guardians of each child in care, then obtain parents/guardians authorised signatures agreeing to the execution of the plan/s if required. Educators must review their plan/s annually and obtain updated parents/guardians signatures annually.

A copy of this plan is to be kept in your administration file, in your evacuation bag and put on your file at Windermere ECECS Office. **Please forward a copy of this completed form to the office annually.**

Educator:		Address:	
Select potential emergencies/risks for your environment:			
<input type="checkbox"/> Bush or grass fire	<input type="checkbox"/> House fire	<input type="checkbox"/> Storms & flooding	<input type="checkbox"/> Bomb/chemical threat
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Intruder	<input type="checkbox"/> Pandemic	<input type="checkbox"/> Medical emergency
<input type="checkbox"/> External emissions or spill	<input type="checkbox"/> Internal emissions or spill	<input type="checkbox"/> Car accident	<input type="checkbox"/> Other (state below)
In the event of the above emergencies, my response plan will be to: <input type="checkbox"/> Lock-down			
Calmly gather children & collect keys, any medication required for child/ren in care, mobile phone, land line (if applicable) & evacuation bag, containing current emergency contacts list, medical action plans, first aid kit & attendance records (if applicable)			
If time permits, ensure all windows & doors are locked & blinds closed on my way to moving children to the lock-down area, as marked on the Emergency Evacuation Diagram & Procedures			
If a child is injured, assess the medical situation & apply first aid if required. If there is a serious medical emergency contact 000			
Ring 000 & advise of the situation. Wait on the line & follow any further instructions			
Contact Windermere, asap, to advise of the situation & inform if emergency services have given instructions to evacuate the FDC house &/or the immediate area. If so, inform Windermere of location I will be evacuating to			
Remain calm & reassure the children			
Next steps – follow these procedures once you have responded to the emergency:			
Attend to child/ren:			
<ul style="list-style-type: none"> • Check that all children are accounted for • Identify any injuries and apply first aid • Contact ambulance and/or emergency services if necessary • Comfort injured child/ren and reassure children they are safe 			
Contact parent/s:			
<ul style="list-style-type: none"> • Contact parent/s of injured child/ren as soon as possible and inform them of the situation • Inform them if emergency services have been contacted • Contact remaining parents, inform them of the situation and advise if early collection of their child/ren is required 			
Contact Windermere:			
<ul style="list-style-type: none"> • Contact Educational Program Coordinator or Windermere and inform of the situation • Provide update of which parents have been successfully contacted • Ask for any assistance or support if required • Complete and submit an incident form within 12 hours of the incident 			
For children showing difficulty in breathing:			
<ul style="list-style-type: none"> • Contact 000 and apply emergency asthma management 4 X 4 X 4 plan • Continue 4 X 4 X 4 plan if no improvement until ambulance arrives 			

BUSHFIRE AT-RISK AREAS

Is the area you live in considered a Bushfire 'At-Risk' Area? Yes No
Are you listed on WFDC's Bushfire 'At Risk' Record? Yes No

If you answered 'Yes' to either or both of the above questions, then the following 2 sections applies to you and your service. Educators to whom this applies must adhere to the guidelines within this section in conjunction with Windermere's policy 'Emergency Procedures'. These Educators must also have their own individual bushfire survival plan developed.

My plan on days forecast as **CATASTROPHIC Fire Danger** is to:

Close my service. (If Educators live in a Bushfire 'At-Risk' Area & are listed on WFDC's Bushfire 'At Risk' Record, they are not permitted to care for children if the fire danger rating is Catastrophic).

My plan on days forecast as **EXTREME Fire Danger** is to:

- Check my bushfire survival plan & that my property is fire ready.
- Regularly monitor local conditions & seek information by listening to ABC Local Radio, AM station 3LO-774, commercial radio stations or Sky News TV; accessing the VicEmergency App &/or the [Welcome to CFA | CFA \(Country Fire Authority\)](#) website or calling either the Victorian Bushfire Information Line on 1800 240 667 or the VicEmergency Hotline on 1800 226 226.
- If a fire starts, take immediate action. I will contact parents to arrange early pick up of children, then leave my property for a safer place, if I am not prepared to the highest level.
- Consider staying at my property only if I am prepared to the highest level – this means my home is situated & constructed or modified to withstand a bushfire, at least 2 adults are present & I am well prepared & can actively defend my home.
- Reconsider travel through bushfire risk areas. If trips in the car are necessary however (e.g.: school drop-offs/pick-ups), I will check the CFA website for any current warnings or fire incidents & tune into a local radio station to keep informed of any warnings that may be broadcast.

OR:

Close my service.

My plan on days forecast as **HIGH** or **MODERATE Fire Danger** is to:

- Be ready to act & be alert for fires in my area.
- Keep myself informed & monitor conditions.
- Decide what I will do if a fire starts.

Notes:

My Fire District is: **Central** or **West & South Gippsland**

Annual review dates:

Parent/guardian authorisation:

I agree to the above arrangements for my child/ren while in care:

Child/ren's names	Parent name	Signature	Date signed

Early Childhood Education and Care Services Emergency Response Plan - Lockdown



Parent/guardian authorisation:

I agree to the above arrangements for my child/ren while in care:

Child/ren's names	Parent name	Signature	Date signed