

# 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 for emergency situations where you may need to evacuate, stay inside and lock down, close your service or, if you provide transportation, have a car accident. Please refer to Windermere’s ‘Emergency Procedures’ policy for more information.

Educators are to discuss their Emergency Response Plans with parents/guardians of each child in care, then obtain authorised signatures agreeing to the steps of the plans if they are required to be executed. Educators must review their plans annually and obtain updated parent/guardian 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.**

<b>Educator:</b>		<b>Address:</b>	
<b>Select potential emergencies/risks for your environment:</b>			
<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) .....
<b>In the event of the above emergencies, my response plan will be to:</b> <input type="checkbox"/> <b>Lock-down</b>			
<ul style="list-style-type: none"> <li>• Calmly gather children &amp; collect keys, any medication required for child/ren in care, mobile phone, land line (if applicable) &amp; evacuation bag, containing ERP’s, current emergency contacts list, medical action plans, first aid kit &amp; attendance records (if applicable).</li> <li>• If time permits, ensure all windows &amp; doors are locked &amp; blinds closed on my way to moving children to the lock-down area, as marked on the Emergency Evacuation Diagram &amp; Procedures.</li> <li>• Remain calm &amp; reassure the children.</li> <li>• If a child is injured, assess the medical situation &amp; apply first aid if required. If there is a serious medical emergency contact 000.</li> <li>• Ring 000 &amp; advise of the situation. Wait on the line &amp; follow any further instructions.</li> <li>• Contact Windermere, asap, to advise of the situation &amp; inform if emergency services have given instructions to evacuate the house &amp;/or the immediate area. If so, inform Windermere of location I will be evacuating to.</li> <li>• If advised to evacuate the immediate area I will be taking the children to: 1-..... ..... or 2 - .....</li> </ul>			
<b>Next steps – follow these procedures once you have responded to the emergency:</b>			
<b>Attend to child/ren:</b> <ul style="list-style-type: none"> <li>• Check that all children are accounted for.</li> <li>• Identify any injuries &amp; apply first aid if necessary</li> <li>• Contact ambulance &amp;/or emergency services if necessary.</li> <li>• Comfort injured child/ren &amp; reassure children they are safe.</li> </ul>			
<b>Contact parent/s:</b> <ul style="list-style-type: none"> <li>• Contact parent/s of injured child/ren as soon as possible to inform them of the situation &amp; if emergency services have been contacted.</li> <li>• Contact remaining parents to inform them of the situation &amp; advise if early collection of their child/ren is required.</li> </ul>			
<b>Contact WFDC:</b> <ul style="list-style-type: none"> <li>• Contact EPC, WFDC Team Leader or Manager to inform of the situation &amp; inform which parents have been successfully contacted.</li> <li>• Ask for any assistance or support if required.</li> <li>• Complete &amp; submit a WFDC Educator incident report form within 12 hours.</li> </ul>			
<b>For children showing difficulty in breathing:</b> <ul style="list-style-type: none"> <li>• Contact 000 &amp; commence emergency asthma management 4 X 4 X 4 plan.</li> <li>• Continue asthma management 4 X 4 X 4 plan, if no improvement, until ambulance arrives.</li> </ul>			

**Bushfire Prone Areas (BPA)**

Is the area you live in considered a Bushfire Prone Area? Yes  No

Are you listed on WFDC's Bushfire At Risk Record (BARR)  
Or WFDC's Grassfire At Risk Record (GARR)? Yes  No

**If you answered 'Yes' to either or both of the above questions, then the following 2 sections applies to you & your service. Educators to whom this applies must adhere to the guidelines within this section in conjunction with WFDC's 'Emergency Procedures' policy.**

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

**Close my service** (If Educators live in a BPA & are listed on WFDC's BARR or GARR they are not permitted to care for children on days forecast as Catastrophic fire danger rating).

NA

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

- Check my bushfire survival or grassfire plan & that my property is fire ready.
- Regularly monitor my VicEmergency app for local weather conditions or incidents & remain informed by listening to ABC local radio, AM station 3LO-774, commercial radio stations or Sky News TV; accessing 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 bushfire starts in my area, take immediate action. Follow my response plan & evacuate myself & the children to the safest of my offsite evacuation locations. Contact parents to advise of the situation & arrange collection of the children from there.
- If a grassfire starts in my area, walk at least 2 streets back from the fire. If I am already 2 or more streets back from the grassfire, I will remain at home and follow my lockdown response plan.
- Follow any additional advice or instructions from emergency services.
- Reconsider travel through bushfire prone 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** (Educator's choice)  NA

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:

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## 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

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