

EMERGENCY RESPONSE PLAN



Emergency Shelter / on-site assembly point / off-site evacuation site – see site plan.

INITIAL ASSESSMENT	DECIDE	EVACUATE	LOCKDOWN / SHELTER IN PLACE	NOTIFY	LOCAL CONTACT NUMBERS
<p>Confirm warnings, automatic alarms or other occurrences:</p> <p>What is the problem (e.g. failure, fire, flood or leak)?</p> <ul style="list-style-type: none"> •Where is it? •When did it start? •Is it still happening? <p>Has the situation caused or does it have the potential to cause:</p> <ul style="list-style-type: none"> •injury or loss of life? •damage to property or assets? •reduced water quality? •environmental impact? •disruption to service? •damage to reputation? <p>Can educator resolve it themselves?</p>	<p>What is the incident level?</p> <p>Minor:</p> <ul style="list-style-type: none"> • Can be resolved on-site • Minimal or no off-site impact • Emergency services <u>not required</u> <p>Major:</p> <ul style="list-style-type: none"> • People’s safety is an immediate concern • Cannot be resolved with on-site resources • Some or significant off-site impact • May require emergency services (Fire & Rescue, Ambulance or Police) 	<p>If the building/area is unsafe:</p> <ul style="list-style-type: none"> ▶ Contact emergency services if necessary – advise you are operating FDC home-based child care ▶ Collect Emergency pack ▶ Gather and move children calmly to safest assembly point ▶ Close windows and doors as exiting if possible ▶ Leave a note where you are going + contact number, if possible ▶ Contact LMFDC ▶ Account for people present - advise emergency services if a person is missing ▶ Support and supervise children ▶ Administer first aid as necessary ▶ Liaise with emergency services and other agencies ▶ Ensure children are signed out as collected if possible ▶ Remain at assembly point until advised by emergency services it is safe to return <p>Particular child needs/assistance required:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>When it is safer to lockdown/shelter in place:</p> <ul style="list-style-type: none"> ▶ Lock external doors and close blinds/curtains where possible. Turn off ventilation system if chemical release or heavy smoke outside. ▶ Collect emergency pack ▶ Move everyone who is present to shelter location – move away from external windows if there is threat of an explosion or destructive winds ▶ Contact emergency services if needed – advise you are providing FDC home-based child care ▶ Contact LMFDC ▶ Support and supervise children ▶ Administer first aid as necessary ▶ Liaise with emergency services and other agencies ▶ Shelter until the incident is resolved 	<p>If required, immediately notify emergency services and provide the following:</p> <p>Name</p> <p>Contact phone number</p> <p>Advise you are providing FDC home-based child care</p> <p>Address/location</p> <p>Nearest cross road</p> <p>Landmarks</p> <p>Best entrance</p> <p>Exact location of emergency.</p> <p>Brief description of emergency.</p> <p>When safe to do so;</p> <ul style="list-style-type: none"> • Notify neighbours nearby (if affected, or likely to be) • Notify Lake Mac FDC within 24 hours (Lake Mac FDC will notify NSW DoE/ACECQA NQAITS) <p>Seek direction for information / messages to be passed on to families</p> <ul style="list-style-type: none"> • Contact families to advise of emergency situation. If appropriate/safe, arrange for children to be collected • Maintain a record of actions - incident / injury / illness / trauma • Debrief + support • Review/update emergency plans <p>Contact the Coordination unit, notify families, and complete an incident / injury / illness / trauma record for all emergencies, as soon as practicable, and within 24 hours (Regulation 87).</p>	<p>Emergency 000 (triple zero) / 112</p> <p>Ambulance 1300 655 200</p> <p>Police 131 444 (non-emergency)</p> <p>RFS 1800 679 737 (bushfire)</p> <p>SES 13 25 00 (floods and storms)</p> <p>EPA 13 15 55 (pollution)</p> <p>RMS 13 17 00 (incident reporting)</p> <p>LiveTraffic 13 27 01</p> <p>Poisons Info 13 11 26</p> <p>WIRES 1300 094 737 (wildlife rescue line)</p> <p>Local contacts</p> <p>Medical Centre _____</p> <p>Council _____</p> <p>Water _____</p> <p>Power _____</p> <p>Waste _____</p> <p>Gas _____</p> <p>Lake Mac FDC 4921 0156 / 0437 313 061 (parent contacts on Harmony program)</p> <p>Stay up to date</p> <p>https://lakemacquarie.disasterdashboards.com</p> <p>https://newcastle.disasterdashboards.com</p> <p>https://cessnock.disasterdashboards.com</p> <p>https://emergency.centralcoast.nsw.gov.au</p> <p>Local Radio Station: _____</p>

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FLOOD	SEVERE STORM / WEATHER EVENT	EARTHQUAKE	BOMB / SUBSTANCE THREAT	SECURITY INCIDENT / PERSONAL THREAT
<ol style="list-style-type: none"> 1. Monitor conditions and alerts – Disaster Dashboard, local ABC radio 2. Complete initial assessment 3. Enact flood plan 4. Account for all children and visitors 5. Prepare for possible evacuation 6. Evacuate and relocate if required 	<ol style="list-style-type: none"> 1. Monitor conditions – Disaster Dashboard, local ABC radio 2. Complete initial assessment 3. Call 000 if needed – follow advice 4. Shelter in place 5. Account for all children and visitors 6. Monitor conditions and road closures – for parents being able to collect children, or for evacuation if necessary 7. Monitor health 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. DROP to the ground, take COVER/Cover head and neck, HOLD on until shaking stops 3. Evacuate if unsafe to stay – stay away from buildings, utilities, windows, heavy objects etc 4. Account for all children and visitors 5. Administer first aid / seek medical assistance 6. Follow emergency instructions 	<ol style="list-style-type: none"> 1. Safely save letter/email or if by phone, obtain as much information as possible (gender, age, accent, background noises, key phrases, where is it, what time release/detonate, what device, what look like, who put it there, when, where are you, name? contact? etc) and record details while talking if possible 2. Clear and cordon-off area 3. Call 000 for Police - follow advice 4. Evacuate if safe – avoid location 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. Restrict entry if possible / confine or isolate the threat from children 3. Call 000 and notify Police 4. Lockdown / Shelter in place 5. Comply with any demands if possible (if applicable) – do only what you are told/don't volunteer information 6. Observe and note details of person 7. Evacuate only if safe to do so
BUSHFIRE	STRUCTURE FIRE	MEDICAL EMERGENCY	LOSS OF UTILITIES / ESSENTIAL SERVICES	HAZMAT / SPILL / POLLUTION
<ol style="list-style-type: none"> 1. Monitor conditions and alerts – disaster dashboard, local ABC radio 2. Complete initial assessment 3. Enact bushfire response plan 4. Account for all children and visitors 5. Shelter in place on or off-site as appropriate – protective clothing + shoes, water, monitor health, communication/phone. 6. Contact families to collect if safe 7. Evacuate early/relocate 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. Remove yourself and others from risk where safe to do so 3. Send for help – 000 for fire 4. Contain – extinguish fire ONLY if safe to do so; close doors and windows, isolate ventilation 5. Evacuate – to the evacuation assembly area on or off-site as safest 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. Danger – Ensure area is safe 3. Response - does the individual respond? 4. Send for help – 000 ambulance, or first aid 5. Manage individual and apply first aid / CPR if necessary until emergency services arrive 6. Follow child's medical emergency plan (if applicable) 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. Call 000 if emergency services are needed (eg power lines down outside) 3. Account for all children and visitors 4. Contact provider/s to report outage and find out when will be restored. 5. Enact plan to continue service if appropriate – if not, contact families to collect children 6. Evacuate if required 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. Evacuate people from the area 3. Shelter in place if necessary 4. Isolate anyone exposed, wash-down as required 5. Call 000 if emergency services are needed 6. Call EPA and notify – seek advice 7. Contain/isolate the spill/hazard and manage to the extent of training 8. Families only collect when safe
CHILD MISSING / UNACCOUNTED FOR	CHILD NOT COLLECTED FROM CARE	EDUCATOR EMERGENCY		SNAKE
<ol style="list-style-type: none"> 1. Search and secure the area 2. Contact the family (to confirm if child is meant to be attending if applicable) 3. Contact Police 000 to report missing child and follow instructions - Provide description, last time seen, location and any care needs 4. Contact LMFDC 5. Remain at location until assistance arrives 	<ol style="list-style-type: none"> 1. Contact family / emergency contacts – continue attempts 2. Reassure child 3. Contact Police if child not collected – advise any care requirements 4. Leave contact details with Police 5. Advise family of child's whereabouts and reassure 	<ol style="list-style-type: none"> 1. Complete initial assessment 2. Contact LMFDC for assistance and support with contacting families to collect their children + arranging children to be supervised 3. Alert neighbour/volunteer you may need assistance from 		<ol style="list-style-type: none"> 1. Alert children – if very close, 'freeze' + stay still until snake moves away 2. Watching snake, move slowly to safe distance away 3. Leave snake alone - allow to escape. Monitor from safe distance. 4. Evacuate if snake poses a threat 5. If it remains, try and isolate it safely and call local licensed snake catcher for collection.