

Evans Head Preschool Association Inc.

Emergency and Evacuation Policy

APPENDICES

1. Risk Assessment
2. Bomb Threat Checklist
3. What to do during an Earthquake
4. Plan for Pandemic Response

Emergency and Evacuation Policy

RISK ASSESSMENT

Appendix 1

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current control measures implemented	Risk Rating			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Bushfires / Grassfires	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p>	<p>Liaise with local fire services to determine potential controls e.g. clearing trees, building safety, etc.</p> <p>Ensure Emergency and Evacuation Policy is up to date including identification of shelter in place and evacuation points.</p> <p>Check RFS website, alerts during the bushfire season.</p> <p>Schedule and practice emergency evacuation drills in a specific week each school term.</p> <p>Ensure there is a business continuity plan in place.</p> <p>Grief counselling for children, families and staff.</p> <p>Follow guidelines in Red Cross Book Helping Children and Young People Cope with Crisis.</p>	Severe	Possible	Extreme	Write Business Continuation Plan.
Fire	<p>Risk of injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p>	<p>Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.</p> <p>Test communication systems on a regular basis.</p> <p>Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas.</p> <p>Ensure batteries are changed in smoke detectors and gutters are cleared at each February working bee and checked in October.</p> <p>Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment, etc. are disposed of in an appropriate manner.</p>	Major	Unlikely	Medium	Ensure there is a business continuity plan in place.

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Severe weather and storms	<p>Risk of roof down flooding.</p> <p>Risk of injury.</p> <p>Risk of property damage.</p> <p>Psychological injury.</p>	<p>Ensure roofs/gutters/drains are clear.</p> <p>Liaise with SES/local government to identify potential risks.</p> <p>Develop contingency for storage of equipment/materials if necessary.</p> <p>Test communications.</p> <p>Complete the Flood risk identification assessment.</p>	Major	Possible	High	Ensure there is a business continuity plan in place.
Flooding	<p>Risk of riverine flooding.</p> <p>Risk of injury.</p> <p>Risk of property damage.</p>	<p>Ensure Emergency and Evacuation includes planning and response procedures for floods.</p> <p>Liaise with SES/local government to identify potential risks.</p> <p>Develop contingency for storage of equipment/materials if possible.</p> <p>Complete the Flood Risk identification assessment.</p>	Major	Possible	High	Ensure there is a business continuity plan in place.
Intruders/Personal Threat	<p>Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physical assaulted by an intruder.</p> <p>There is a risk that property could be damaged.</p>	<p>Ensure records are in a secure area and that office can be locked.</p> <p>Ensure all staff know the code word for a lockdown.</p> <p>Ensure rehearsal of emergency scenarios occurs every three months.</p> <p>Ensure any visitors/contractors sign in when they first arrive on site.</p>	Moderate	Possible	Medium	
Earthquake	<p>Risk of injury.</p> <p>Risk of property damage or property loss.</p> <p>Risk of psychological injury.</p>	<p>Ensure Emergency and Evacuation Plan is up to date.</p> <p>Training to staff to lead children in emergency response procedures during an earthquake e.g. drop, cover and hold.</p>	Major	Unlikely	Medium	Ensure there is a business continuity plan in place.

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Bomb Threat	Physical or psychological injury could occur to staff, visitors or contractors.	Schedule and practice emergency evacuation drills on a regular basis. Implement and follow Bomb Threat response procedure (located in Emergency & Evacuation Policy).	Severe	Unlikely	High	Ensure a Bomb Threat checklist is available.
Vehicle Incident	Risk of death/injury	Ensure drivers are provided with suitable first aid kits, reflective vests and emergency contact numbers for the vehicle. Drivers complete a safety check prior to driving the vehicle. Ensure drivers have a valid driver's licence. Drivers should check adverse weather conditions e.g. floods, bushfires (check CFA website), road closures prior to leaving and if necessary, postpone the trip.	Major	Possible	High	
Bus Incident	Risk of death/injury	Drivers should check adverse weather conditions (e.g. floods, bushfires (check SES, RFS website), road closures (RTA) prior to leaving and if necessary, postpone the trip. Ensure all drivers have means of communication with School Bus Operators and Bus Coordinating Schools.	Major	Possible	Medium	Emergency and Evacuation Policy should include details relating to contract school bus emergency procedures and bus routes.
Pandemics and Communicable Diseases	Risk of health and/or death (in extreme cases of a pandemic)	Ensure basic hygiene measures are in place and relevant warnings are displayed when sent by authorities. Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. Ensure staff and children are educated about covering their cough to prevent the spread of germs.	Severe	Possible	Extreme	Ensure relevant staff are familiar with the preschool's Pandemic Response Plan.

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current control measures implemented	Risk Rating			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Consequence	Likelihood	Risk Level	
Major Medical Emergency	There is a risk to health and possibly death.	Permanent educators are up to date with First Aid training. Educators follow first aid and infection control processes. Staff are aware of emergency procedures.	Major	Possible	High	
Hazardous Substance Release: Inside and outside facility grounds	Exposure to certain liquids or gases may be hazardous to health.	Develop and implement safe work procedures for handling chemicals. Schedule and practice emergency evacuation drills on a regular basis. Ensure Emergency and Evacuation Policy is up to date. Maintain Safety Data Sheets (SDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer.	Major	Unlikely	Medium	
Dangerous Animal/ Insect (e.g. dog, snake, spider)	Sting/bite/scratch. Psychological injury. Risk to property damage.	Educators regularly carry out safety checklist and notify Nominated Supervisor and/or fix identified risk. Staff are vigilant and note any potentially dangerous insect or animal in the vicinity. Educators are trained in First Aid. Regular yearly pest inspections and spraying is scheduled and carried out and more often if required.	Severe	Possible	Medium	

Evans Head Preschool Association Inc.

Phone Bomb-Threat Checklist

Remember to keep calm.

Important questions to ask:

Where did you put it?

When is the bomb going to explode?

What does it look like?

Exact wording of threat

General questions to ask

How will the bomb explode?

OR

How will the substance be released?

Did you put it there?

Why did you put it there?

Bomb threat questions

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

Other questions to ask

What is your name?

Where are you?

What is your address?

Notes for after the call

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Dictation (clear, muffled):

Manner (calm, emotional, etc):

Did you recognize the caller?

If so, who do you think it was?

Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

BACKGROUND NOISES

Street noises:

House noises:

Aircraft:

Voices:

Music:

Machinery:

Local call noise:

STD:

OTHER

Sex of the caller:

Estimated age:

CALL TAKEN

Duration of call:

Number called:

ACTION (Obtain details from supervisor)

Report call immediately to:

Phone number:

Who received the call

Name (print):

Telephone number:

Date call received:

Time received:

Signature:

What to Do During an Earthquake

If you are inside when the shaking starts, you should:



Drop, cover, and hold on.
Move only a few steps to a nearby safe place.



If you are elderly or have a mobility impairment, remain where you are, bracing yourself in place.



If you are in bed, stay there, hold on, and protect your head with a pillow.
You are less likely to be injured if you stay in bed. Broken glass on the floor can injure you.



Stay away from windows.
Windows can shatter with such force that you can be injured by flying glass even if you are several feet away.



Stay indoors until the shaking stops and you are sure it is safe to exit.
If you go outside, move quickly away from the building to prevent injury from falling debris.



Check for and extinguish small fires, and exit via the stairs.

If you are in a coastal area:



Drop, cover, and hold on during an earthquake and then move immediately to higher ground when the shaking stops.
Tsunamis are often generated by earthquakes.



Find a clear spot away from buildings, trees, streetlights, and power lines.

If you are outdoors when the shaking starts, you should:



Drop to the ground and stay there until the shaking stops.
Injuries can occur from falling trees, streetlights, power lines, and building debris.



If you are in a vehicle, pull over to a clear location, stop, and stay there with your seatbelt fastened until the shaking stops.
Trees, power lines, poles, street signs, overpasses, and other overhead items may fall during earthquakes. Stopping in a clear location will reduce your risk. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.



If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris that could be loosened by the earthquake.
Landslides are often triggered by earthquakes.

Source: www.disastereducation.org
Text by Paolo Ferrer
Illustration by Analyn Perez



Plan for Pandemic Response

Evans Head Preschool Association Inc. adopts this plan to prepare for and respond to a threat of Influenza or other pandemic that causes serious widespread illness. The Approved Provider appoints the Director as Co-ordinator for the pandemic response plan.

The purpose of this plan is to address the following issues related to pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working offsite while ill, systems to reduce infection transmission, and worker education.
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism.
- Where possible, establishing mechanisms to allow workers to provide services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other services and agencies to provide mutual support and maintenance of essential services during a pandemic.

The Approved Provider also appoints a team of management level and other appropriate staff to assist the Coordinator known as the Pandemic Response Team. The members of this team must include at least one person from each department of our agency, including at least one person from each service. The Coordinator and each Pandemic Response Team member will select a back-up employee to assume their duties in case of their own illness. This person will be kept current on all emergency procedures and this list will be kept with this plan and updated as needed.

Members of this team are: The Director, the Educational Leaders from each service and the Administration/Finance Officer.

It is the duty of the Coordinator to:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.
- Organise and/or conduct employee training.
- Communicate with public health agencies, emergency responders and others regarding our plan, and understand their capabilities should an outbreak occur.
- Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.
- Implement this plan should it become necessary.

Pandemic Response Team members will have the following responsibilities:

- Identify and communicate to the Coordinator which employees, suppliers and systems are essential to maintaining operations at their locations.
- Guidance for families on exclusion periods and systems for infection control.
- Identify and communicate to the Coordinator the names of possible casual, committee members or ancillary employees who could perform certain job duties in the case of a pandemic.
- Develop and communicate to the Coordinator an emergency communications plan for their service/locations, including identification of key personnel, suppliers and families.
- Develop and submit a plan to continue operations at their locations with the least possible number of staff.
- Ensure that all employees are adequately trained on emergency procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees to be vaccinated annually for influenza.
- Assist the Coordinator in the implementation of this plan, if necessary, at their locations.

Preparation

The Coordinator will maintain a list of contacts e.g. NSW Department of Health and other health care professionals to provide consultation and advice regarding this plan and its implementation.

The Coordinator will, at least annually prior to the influenza season, provide information to all employees regarding those practices that are recommended to reduce the spread of the infection. The Coordinator will also develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has a sufficient supply of them.

The Coordinator will ensure that employees are cross-trained where possible and liaise with other services. Should staffing levels drop due to an outbreak, supervisors can use this list to fill in positions where needed.

The Coordinator will work to build digital infrastructure and consider a list of duties that employees can perform from home, as well as any equipment (such as computers) that may be necessary to perform those duties. Supervisors can then draw on this list to have those duties performed by employees from home should it become necessary.

The Coordinator shall recommend to the Board an emergency sick leave policy to be adopted in the event of a pandemic. The policy is to be non-punitive and require employees who have been exposed or who exhibit symptoms of the illness to remain at home.

The Coordinator will establish the following policies and procedures:

- Flexible work hours, including staggered work hours and telecommuting.

- Restricting employee travel to affected areas.
- Guidance for employees returning to work from affected areas.

The Coordinator shall develop a plan to keep families and employees informed of developments as they occur, including those who remain at home. This plan could include recorded messages, pages on the website for employees, and so on. The plan must also include procedures for responding promptly to employees' questions about such issues as whether to report for work and special conditions during a flu outbreak.

Should a Pandemic Occur

Should a pandemic occur, the Coordinator will, after consultation with the NSW Department of Health and local health officials, implement the following steps, as deemed necessary:

- Encourage families and potential families to remain home.
- Employees with job duties that can be accomplished off-site will be encouraged to work from home unless they have been cross-trained to work in place of an employee who is ill.
- The emergency sick leave policy shall be implemented. Supervisors will be instructed to send and keep employees home if they exhibit symptoms of the illness, working from home if practical.
- Team members will contact their key vendors to determine the impact of the outbreak on their operations and its effects on our ability to perform our daily functions, and they will communicate the results to the Coordinator. The Coordinator will see to it that we obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- The Coordinator, with the assistance of team members, will monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations in light of any staffing shortage. Should the closing of any locations be a consideration due to inadequate staffing availability, the Coordinator will first contact the NSW Department of Health and Department of Education to obtain their advice prior to closure. Should a service be closed:
 - All families will be contacted and alternative arrangements made if possible for working families who cannot access any care for their children where possible.
 - The Coordinator will ensure the Department of Education will be kept informed and paperwork lodged via NQA ITS.
 - The Coordinator is to ensure current families and the public is kept informed of any changes that affect their interactions with us. This information is to be included on the home page of our website, displayed at our locations, and in other media as appropriate.
 - The Coordinator is to ensure that all employees are kept informed of developments as they occur, including employees who remain at home.

Review

The Plan will be reviewed regularly as part of our Emergency Management Plan.