

Emergency Management Plan 2026

YACKANDANDAH KINDERGARTEN



*In an emergency dial **000**
for **police, ambulance or fire services***

Physical Address	30 Isaacs Avenue, Yackandandah Vic 3749
Phone Number	02 6027 1560
Email Address	Yackandandah.kin@kindergarten.vic.gov.au
DET Region	North-Eastern
QARD Area	Hume
Bureau of Meteorology/Fire District	000 www.cfa.vic.gov.au CFA DISTRICT 24
Is the Service on the Bushfire- At-Risk Register or Category 4?	Yes
Service SE Number	00005998
Provider PR Number	13319
Approved Provider or Person with Management or Control (PMC) Approving Plan	Stacey Hogan, Acting Principal in Term 1, 2026 Yackandandah Primary School
Nominated Supervisor	Marisel Blefari, Director
Date Plan Approved	2026
Next Review Date	First Edition: February 2026 Start of Term Reviews to be done: 22 April 2026 15 July 2026 & 7 October 2026

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1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Yackandandah Kindergarten will prepare for and respond to emergency situations.

2. Scope

This EMP applies to all staff, children, visitors, contractors, and volunteers at Yackandandah Kindergarten.

3. Distribution

Noting that our EMP contains sensitive/private information and we comply with the Privacy and Data Protection Act 2014 (Vic) and only distribute the relevant parts of the Plan on a 'need to know' basis. We have distributed this EMP to the following:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Michael Edwards	Principal, Yackandandah PS	10/03/2026	YPS email
Kinder Policy Folder	Yackandandah Kinder	10/03/2026	Paper copy
Kinder First Aid Bags	Yackandandah Kinder	10/03/2026	Paper copy in 3 bags
NQAITS Portal		10/03/2026	Email

PART 1– EMERGENCY RESPONSE

4. Emergency Contacts

4.1 Emergency services

In an emergency requiring **POLICE, AMBULANCE AND FIRE SERVICES** attendance call **000**.

4.2 Service contacts

Key Roles	Name	Phone	Mobile
Approved Provider or PMC	Stacey Hogan, Acting Principal YPS	02 6027 1431	
Second in Charge [Provider]	Earle Mason	02 6027 1431	0402 646 165
Education Support [Provider]	Sandra McKibbin	02 6027 1431	0418 271 729
Nominated supervisor	Marisel Blefari, Director	02 6027 1560	0427 078 928
Assistant	Claire Vale	02 6027 1560	0407 955 136
Person in day-to-day charge	Marisel Blefari, Director	02 6027 1560	0427 078 928
Administration	Maryori Jimenez	02 6027 1560	0452 397 043
First Aid Officer	Maryori Jimenez	02 6027 1560	0452 397 043
Psychologist/Social Worker	Hume Psychology & Counselling	03 5728 3466	
YPS Council President	Matt Flower		0414 136 476
Kindergarten Committee Convenor	Marisel Blefari, Director	02 6027 1560	0427 078 928
Kinder Cleaner	Natasha Devereux		0408 890 049
Indigo Shire Council Property Officer	Darryn Arnold	03 5728 8000	

4.3 Key organisational and Department of Education and Training (DET) contacts

Organisation	Name	Contact number
OM Area EC Performance & Planning Team	Ms Jo Bruce, Branch Manager	0417 059 275
OM Area EC Performance & Planning Team	Ms Sarah Wilkins, ECPAPA	03 5858 8979
OM Area EC Performance & Planning Team	Ms Laura Young, ECPAPA	03 8904 2518
VECRA	Victorian Early Childhood Regulatory Authority <ul style="list-style-type: none"> Hume Region vecra.hume@education.vic.gov.au	03 5771 4471
	North Eastern Region	0448 284 749
VECRA Hume Area Team	Sen CS Auth Officer, Wodonga	03 5771 4471
Ovens & Murray ECIB Team	Sally Seitz, Kindergarten Improvement Advisor, Wodonga	0417 055 029

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4.4 Local/other organisations contacts

Organisation	Contact Number
Police Station	02 6027 1205 (Yack) 03 5728 1032 (Beechworth)
Hospital/s	02 6027 1208 (Yackandandah Health) 02 6051 7111 (Wodonga)
Gas	
Electricity	133466
Water Corporation	1300 361 622 (N East Water) 1300 361 644 (24 hr. emergency)
Facility Plumber	
Facility Electrician	Bruce Parker 0428 270 969
Local Government – Indigo Shire Council	1300 365 003
SES (flood, storm and earthquake)	13 25 00 www.ses.vic.gov.au
WorkSafe Victoria	1800 136 089
Notify of water & fire services cut off/bridge/road closure	1800 668 511
Department of Environment, Land, Water & Planning	www.delwp.vic.gov.au
ABC Radio	AM 774 FM 106.5 Broadcasts bushfire & emergency warnings
Victorian Bushfire information	1800 240 667
Poisons Information Centre	131 126
EPA	(03) 9695 2722
Emergency Management Services Unit (ESMU)	(03) 9589 6266
DET Student Critical Incident Advisory Unit	03 9637 2934 / 03 9637 2487
Department of Human Services (Regional Office)	02 6055 7777 (Wodonga)
Department of Human Services- Child Protection (Regional Office)	1800 650 227 (intake team) 1300 360 391 (Regional Office) 131 278 (State-wide)

4.5 Reporting requirements

Early childhood services are reminded that they must report serious incidents to the relevant **DET VECRA Hume Area Team** in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident.

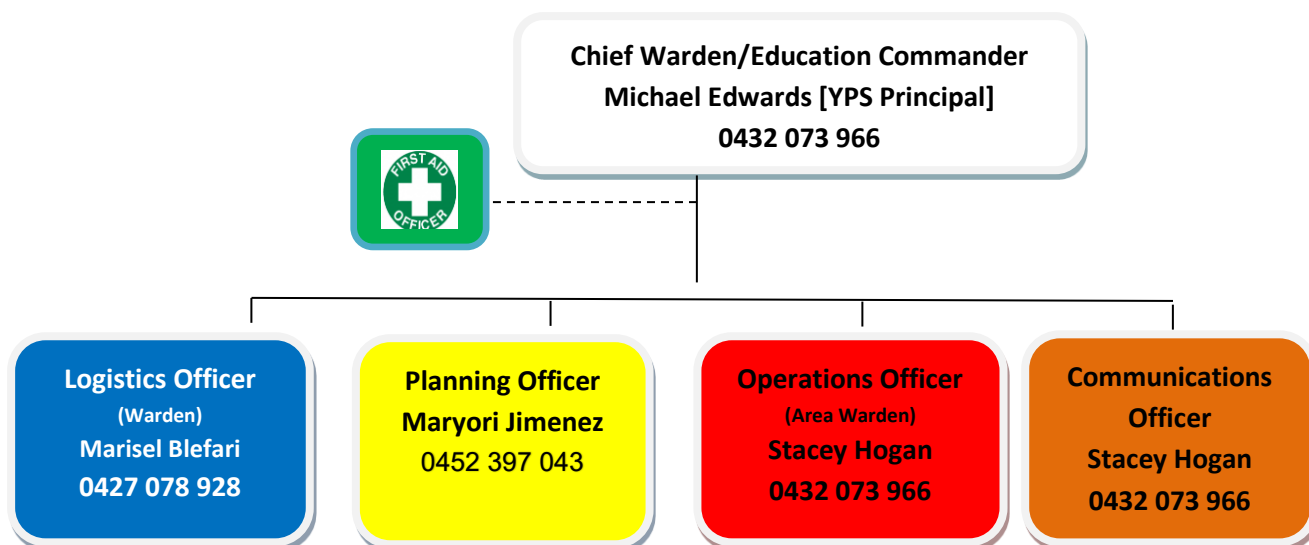
For [Education and care services](#) operating under the National Quality Framework (NQF), which include kindergartens (pre-school), long day care services, outside school hours care services and family day care services, notifications of serious incidents, incidents and complaints must be submitted online via the [National Quality Agenda IT System \(NQA ITS\)](#)

- To make notifications, see: [Notification types and timeframes | ACECQA, The National Quality Agenda IT System \(NQA ITS\)](#) or call: 1300 307 415.
- For more information, see [Regulation and Quality Assessment](#)

For [children's services](#) operating under the Children's Services Act 1996 (Children's Services Act) limited hours services and occasional care services (for detailed service types, see [here](#)) notifications of serious incidents, incidents and complaints must be notified in writing within the specified timeframe. o make notifications refer to page 6, Serious incidents available at: [New regulatory requirements for Children's Services – Fact sheet](#)

6. Incident Management Team

5.1 Incident Management Team (IMT) structure



5.2 Incident Management Team contact details

IMT Member	Tasks	Name of staff member and contact details	Name of 'Back up' staff member and contact details
Incident Controller	In charge of overall management of emergency	Stacey Hogan Acting Principal YPS Term 1	Earle Mason 02 6027 1431 0402 646 165
Communication Officer	All media/internal & external information management/ will be supported by regions/DET media unit	Stacey Hogan	Earle Mason 02 6027 1431 0402 646 165
Operations Officer	Student care/ensuring adherence to school protocols, procedures	Acting Principal YPS Term 1	Earle Mason 02 6027 1431 0402 646 165
Logistics Officer	Responsible for securing materials, resources, services, additional staff	Marisel Blefari 0427 078 928	Claire Vale 0407 955 136
Planning Officer	Collects and evaluates information related to development of incident/status of resources	Maryori Jimenez 0452 397 043	Sandra McKibbin 0418 271 729
Child Monitor	Student care/ensuring adherence to school protocols, procedures	Claire Vale 0407 955 136	Marisel Blefari 0427 078 928
Information Person	All media/internal & external information management	Stacey Hogan Acting Principal YPS Term 1	Earle Mason 02 6027 1431 0402 646 165

5.3 Incident Management Team (IMT) responsibilities

Chief Warden / Early Childhood Commanders

Pre-emergency

- Maintain current contact details of IMT members.
- Ensure 'Children & staff with additional needs' list & 'Staff trained in first aid' list are up to date.
- Ensure strategy to evacuate non-ambulate children is in place.
- Ensure ready access to an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services.
- Conduct regular exercises/drills in line with regulatory requirements.
- Ensure our emergency response and recovery procedures are kept up to date.
- Ensure staff on the IMT are aware of their responsibilities.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our IMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.

Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and children return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.
- Complete the Post Emergency Record (see Appendix 1).
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements. Service agreements also require approved providers to notify DET in the event of a serious incident (see Reporting Requirements in the Emergency contacts section)

Planning

Pre- emergency

- Assist the Chief Warden/Early Childhood Commander.
- Identify resources required.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden/Early Childhood Commander.
- Act as directed by the Chief Warden/Early Childhood Commander.
- Plan for contingencies.

Post- emergency

- Collect and evaluate information relating to the emergency.

- Identify recovery needs and develop a recovery plan (if required).

Operations

Pre- emergency

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

- Attend the emergency control point.
- Communicate with the Chief Warden/Early Childhood Commander by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden/Early Childhood Commander is notified.
- Direct Logistics /Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on the floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist Logistics (Warden/s) during an emergency.
- Confirm that the Logistics and Warden's activities have been completed and report this to the Chief Warden/Early Childhood Commander or a senior officer of the attending emergency services if the Chief Warden/Early Childhood Commander is not contactable.

Post emergency

- Compile report of the actions taken during the emergency for the debrief.

Communications

Pre- emergency

- Assist the Chief Warden/Early Childhood Commander.
- Attend training in the use of the service's communication system as appropriate.
- Maintain records and logbooks and make them available for emergency response.
- Ensure emergency and parent/carer contact details are up to date.
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate IMT members.
- At the direction of the Chief Warden/Early Childhood Commander provide instruction and information to staff, children and parents/carers as required.
- At the direction of the Chief Warden/Education Commander provide instruction and information to the staff member responsible for bulk messaging as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden/Early Childhood Commander.

Post- emergency

- Contact parents/carers as required.
- Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.

Logistics

Pre- emergency

- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (eg clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills in line with regulatory requirements.

During emergency

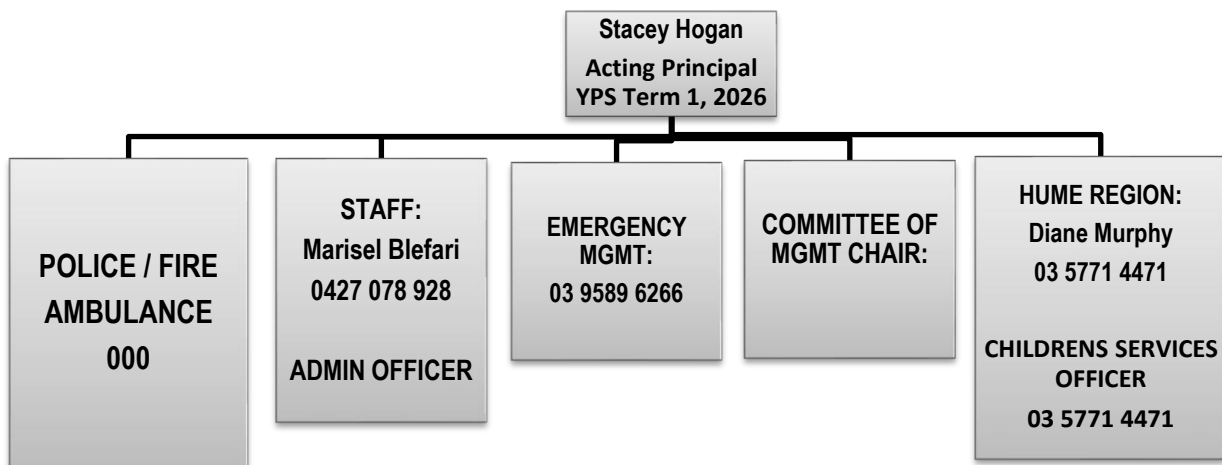
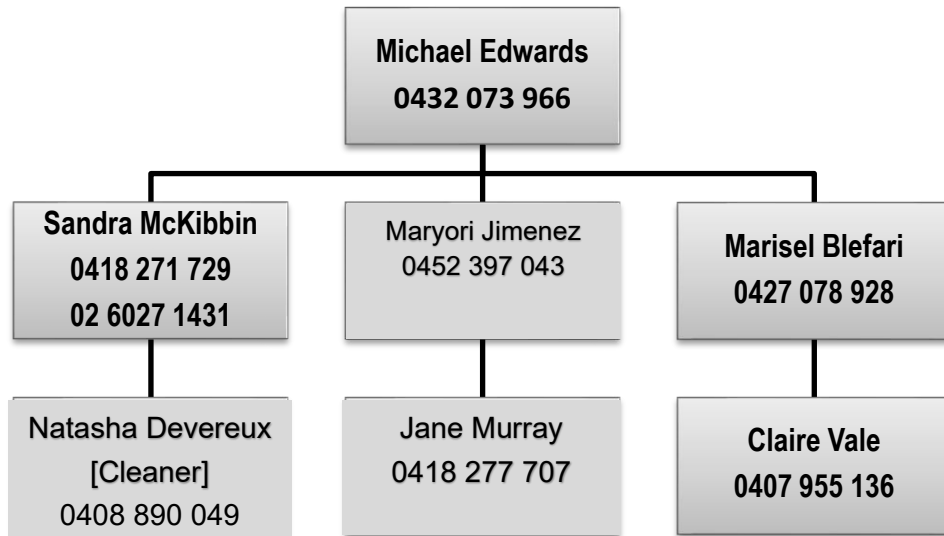
Persons selected to perform as Logistics /Warden will carry out activities as set out in the emergency response procedures and as directed by Operations /Area Warden. Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist non-ambulant occupants and those with disabilities.
- Act as lead of groups moving to nominated assembly areas.
- Report status of required activities to Operations / Area Warden on their completion.
- Act as directed by the Chief Warden/Early Childhood Commander.

Post- emergency

- Compile report of the actions taken during the emergency for the debrief.

7. Communication Tree



8. Staff Trained In First Aid

Note: Education and care services must comply with the requirements set out in regulation 136 (first aid qualifications) of the Education and Care Services National Regulations 2011 (National Regulations), and children’s services must comply with the requirements set out in regulation 95 (Staff members to have first aid and anaphylaxis management training) of the Children’s Services Regulations 2020.

Staff Member	Training	First Aid Date Qualified To	CPR Date Qualified To
Marisel Blefari	First Aid Level 2	December 2026	December 2027
Samantha Rampling	TO BE RENEWED		
Maryori Jimenez Villamil	First Aid Level 2	December 2027	December 2027
Jane Murray	First Aid Level 2	May 2026	December 2027
Claudia Keenan	First Aid Level 2	December 2026	December 2027
Kerry Smith	First Aid Level 2	June 2027	December 2027
Erin Tinney	First Aid Level 2	December 2026	December 2027
Claire Vale	First Aid Level 2	December 2027	December 2027
Meagan Wells	First Aid Level 2	December 2027	December 2027
Kathleen Withers	First Aid Level 2	December 2027	December 2027
Melissa Beverley	First Aid Level 2	August 2027	August 2027
Fiona Forbes	First Aid Level 2	October 2025	October 2026

9. Core Emergency Response Procedures

During an emergency it may be necessary to activate one or a combination of the following five core emergency procedures:

- On-site evacuation (relocation)
- Off-site evacuation
- Lock-down
- Lock-out
- Shelter-in-place

These emergency procedures are based on a risk assessment identifying potential emergencies that are relevant to Yackandandah Kindergarten. [see attached RA]

8.1 On-site evacuation/relocation procedure

When it is unsafe for children, staff and visitors to remain inside the facility, the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- Call 000 and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, staff and visitors at your nominated on-site **YACKANDANDAH KINDERGARTEN CARPARK**.
- Take the child attendance list and staff attendance list, your Emergency Kit/First Aid Kit, a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers & emergency services.
- Once at the assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (eg reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

8.2 Off-site evacuation procedure

If it is unsafe for children, staff and visitors to remain on the facility's grounds the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- Call 000 for emergency services and seek and follow advice.
- Determine which off-site assembly point you will evacuate children, educators, staff and visitors to.
- Assemble children, staff and visitors at your nominated on-site **SIR ISAAC ISAACS PARK, Isaacs Avenue, Yackandandah**.
- Take your emergency kit/first aid kit (including your children, educator and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services)
- Once at assembly point, check all children, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after off-site evacuation procedure

- Ensure any children, staff or visitors with medical or other needs including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (eg reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section)

8.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the children should be kept securely inside the building the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level, or move into corridors.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Check that all external doors (and windows if appropriate) are locked.
- If available, allocate educators/staff to be posted at locked doors to allow children, educators, staff and visitors to enter if locked out.
- Divert parents/carers and returning groups from the facility if required.

- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- As appropriate, ascertain that all children, staff and visitors are accounted for.
- If it is safe to do so, have an educator/staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after lock-down procedure

- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information staff, children and visitors need to know (eg reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with educators and staff and IMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

8.4 Lock-out procedure

When an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point/s is most appropriate to use.

Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Assemble children, staff and visitors at your nominated on-site **YACKANDANDAH KINDERGARTEN CARPARK**.
- Check that children, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Seek advice from your PMC if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents/carers as required or as per service policy.

Actions after lock-out procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (eg reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

8.5 Shelter-in-place procedure

When an incident occurs outside the early childhood service and emergency services or the Chief Warden/Early Childhood Commander determines the safest course of action is to keep children, educators and staff inside a designated building in the facility (as evacuation might reasonably expose people to a greater level of danger), the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Move all children, staff and visitors to your pre-determined shelter-in-place location **MATERNAL & CHILD HEALTH ROOMS** (refer to Guide).
- Take your emergency kit/first aid kit (including your children and staff attendance lists and a copy of this EMP and an operating telephone or other similar means of communication to enable immediate communication to and from parents/carers and emergency services)
- Check that all children, staff and visitors are accounted for.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications.
- Ensure communications with emergency services is maintained. Wait for emergency services to arrive or provide further information.
- Where appropriate, confirm with emergency services personnel that it is safe to return to
- Maintain a record of actions/decisions undertaken and times.
- Seek advice from your PMC if required.
- Contact parents/carers as required or as per service policy.

Actions after shelter-in-place procedure

- Ensure any children, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent/carer reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (eg reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent/carer letters as appropriate.
- Undertake operational debrief with staff and IMT to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record form (see Appendix 1).
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9. Specific Emergency and Critical Incident Response Procedure

9.1 Bomb/substance threat

If a suspicious object is found (or the threat identifies the location of a bomb)

Immediate response

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden, Director of the Kindergarten and our Service Provider, Yackandandah PS Principal who will co-ordinate the emergency response on-site until police arrive.
- Do not approach, touch, tilt or tamper with the object.

Evacuation

- Evacuate the facility and:
 - ensure children and staff are not directed past the object
 - alert any other services co-located at the site
 - check that all children, staff and visitors are accounted for
 - have enrolment sign-in logbooks, medications and first aid bags to hand
 - restrict all access to the site and ensure there are no barriers inhibiting access by police.

Communication

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Contact parents/carers when evacuation is complete and it is safe to do so.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Await "all clear" advice from police before returning to buildings to resume normal activities.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

If a bomb/substance threat is received by telephone (see checklist at Appendix 2):

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker if possible to:
 - call 000 for police on a separate phone
 - notify the Chief Warden / Director and Yackandandah PS Principal
- Fill out the *Bomb Threat Checklist* and record the details while you are on the phone to the caller if possible (the checklist should be located with staff who normally answer in-coming phone calls).

If a bomb/substance threat is received by letter:

- Place the letter in a clear bag or sleeve and store in a secure place.

- Avoid any further handling of the letter or envelope.
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden / Director and Yackandandah PS Principal.
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.

If a bomb/substance threat is received electronically eg by email:

- **DO NOT DELETE THE MESSAGE.**
- Call 000 for police and seek and follow advice.
- Notify the Chief Warden / Director and Yackandandah PS Principal.
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt or tamper with the object.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above.

If you are at the site of an explosion:

- Direct staff to shelter children eg under sturdy tables or cots if objects are falling around you.
- Implement evacuation and communication procedures as indicated in section **"If a suspicious object is found"** above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area. Use stairs instead of elevators.
- Be aware of weakened floors and stairways and watch for falling debris.
- Once out of the affected building:
 - Move children away from windows and glass doors or other potentially hazardous areas
 - Use caution to avoid debris that could be hot or sharp
 - Call 000 for emergency services and seek and follow advice
 - Notify the Chief Warden / Director and Yackandandah PS Principal
 - Be aware of any potential secondary explosions
 - Limit use of phones as communications systems may become congested.

9.2 Building fire

- Activate the fire alarm.
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to the **YACKANDANDAH KINDERGARTEN CARPARK OR SIR ISAAC ISAACS PARK**, closing all doors and windows (if safe to do so).
- Check that all areas have been cleared and notify the Chief Warden / Director and Yackandandah PS Principal.
- Check that all children, staff, visitors and contractors are accounted for.
- Notify and/or seek advice from your PMC if required.
- Contact parents/carers as required.

- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.3 Bushfire/Grassfire

Triggers for Action:

The need for action by the facility is triggered when there is a bushfire or grassfire that:

- is observable, or
- identified via Vic Emergency App within 15km from the facility, or
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes your Facility.

Immediate Actions:

- If immediate emergency services assistance is required phone '000'.
- Seek advice from your DET regional emergency management team or your local VECRA Hume Area Team. They can gain additional information and advice from emergency services for you.

Name	Role	Mobile number
	Manager Operations and Emergency Management	TBA
	Emergency Management Support Officer	TBA
	VECRA Hume Area Team	03 5771 4471

- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the facility site, seek further advice to determine if any actions are necessary.

Other sources of Information:

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

Actions for the Facility when it is within a VicEmergency warning area:

VicEmergency Warning	What it means	Facility Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your facility is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your facility is in a Watch and Act Warning area, seek advice and then decide whether to:

		remain on site, shelter in place (if required) and monitor the situation call parents/carers to pick up their children
Emergency Warning	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your facility is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents/carers that they should not travel at the facility to pick up their children. If parents/carers do arrive, then advise them to also shelter in place with staff and children at the facility.
Prepare to Evacuate	Prepare to Evacuate – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.
Evacuate Now	Evacuate Now – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your facility is in an Evacuation area; comply with evacuation instructions provided and seek advice.

Sheltering in Place:

If sheltering-in-place is required, move all children, staff and visitors to the Shelter in Place location if possible, provided it is safe to do so.

- Take your emergency kit, a first aid kit, your EMP and child and staff attendance lists.
- Check fire equipment including torches, water, batteries, radio, water, mops, buckets, facility portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the shelter in place.
- Check that all children, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents/carers that the facility is sheltering-in-place and they should not come to pick their children up.
- If parents/carers arrive, encourage them to stay with their children at the facility.
- Check all windows and doors in the shelter in place are closed (but doors are not locked).
- Turn off gas supply.
- Any sprinkler system around the facility grounds to be turned on (if this does not compromise other water-based defence systems).
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the *Shelter in Place* and the evacuation path between the shelter in place and Onsite Bushfire Evacuation location and Offsite Bushfire Evacuation Location (if appropriate).
- Staff should attend to children who show signs of or are known to be susceptible to smoke.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.

- Any decision to leave the Shelter in Place should only occur on advice of emergency services
- Continually monitor Shelter in Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full length, fire resistant natural fibre clothing (eg wool or cotton) and other personal protective equipment including goggles, leather gloves and P2 smoke masks, for patrolling the Shelter in Place for embers and building ignitions.
- If the Shelter in Place has ignited and is not safe to extinguish – evacuate to the Onsite Evacuation Location or Offsite Bushfire Evacuation Location (if appropriate), via the defined route.
- Maintain a record of actions/decisions undertaken and times.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).
- Keep the Centre Director and Service Provider, Yackandandah PS Principal informed.

Pre-emptive Actions:

This facility:

- As specified in our service condition certificate, will close on a Catastrophic Fire Danger Rated day

A sample Closure Checklist is provided at Appendix 3.

9.4 Child abuse

Follow the four critical actions (of the [Child protection in early childhood \(PROTECT\)](#) protocol) to respond to incidents, disclosures and suspicions of child abuse:

1. Responding to an emergency:

Ensure immediate safety. If a child has just been abused or is at immediate risk of harm, you **must** take reasonable steps to protect them. These include:

- separating the alleged victim and others involved, ensuring all parties are supervised by a service staff member
- arranging and providing urgent medical assistance where necessary by:
 - administering first aid assistance
 - **calling 000 for an ambulance or urgent police assistance**
 - preserve evidence.

2. Reporting to authorities:

If the source of suspected abuse comes from within the service you must comply with legislative requirements (including [Reportable Conduct Scheme](#) and [Child Safe Standards](#)):

- you must contact Victoria Police via your local police station
- you must report internally to management (approved provider)
- you must notify QARD
- you must identify a contact person at the service.

If the source of suspected abuse comes from within the family or community:

- you must report to [DFFH Child Protection](#) if a child is considered to be:
 - in need of protection due to child abuse
 - at risk of being, harmed (or has been harmed), and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.
- you must also report suspected sexual abuse (including grooming) to Victoria Police

- you must also report internally to management (your approved provider in all instances)
- you must notify VECRA of any serious incidents, circumstances, or complaints which raise concerns about the safety, health, and wellbeing of a child being educated and cared for by a service (see Reporting Requirements in the Emergency contacts section).

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing, see [Family support - DHHS Services \(dffh.vic.gov.au\)](https://dffh.vic.gov.au) and [Making a report to child protection - DFFH Service Providers \(dffh.vic.gov.au\)](https://dffh.vic.gov.au)

3. Contact parents/carers:

- Before contacting parent/carer, you must contact Victoria Police or DFFH Child Protection (depending on who the report has been made to). They will advise your service about whether it is appropriate to contact parents/carers at this stage.
- Where advised to be appropriate, your service should make sensitive and professional contact with parents/carers as soon as possible on the day of the incident, disclosure or suspicion.
- For advice on what information can be shared, see [Privacy and information sharing](#).

4. Providing ongoing support:

Where appropriate, services should consider:

- establishing regular communication with the child's parent/carer to plan support strategies and discuss a child's progress, and the success of any support strategies
- engage allied health professionals with expertise in addressing child abuse and trauma to support the service to design and implement support strategies.
- establish a safety plan, in instances where the abuse has been led by a person within the service, and/or visiting the service to mitigate risk of further abuse.

As appropriate, refer children and their families to a wide range of support services, specialising in providing tailored support and advice for children impacted by abuse and their families e.g. the Centre Against Sexual Assault (CASA), Australian Childhood Foundation, Safe Steps, the Domestic Violence Resource Centre, [Family support - DFFH Services \(dffh.vic.gov.au\)](https://dffh.vic.gov.au)

9.5 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the IMT if necessary.
- Notify and/or seek advice from your PMC if required.

If Outside:

Instruct staff and children to:

- Stay outside and move away from buildings, street lights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

If Inside:

Instruct staff and children to:

- Move away from windows, heavy objects, shelves and any other potential hazards
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
 - HOLD on until the shaking stops.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported.

After the earthquake:

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden / Centre Director and Service Provider Yackandandah PS Principal.
- Contact parents/carers as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the service's property is damaged and it is safe to do so, take notes and photographs for insurance purposes.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.6 Flood

- **Call 000** if immediate/life threatening.
- Monitor the VicEmergency website and/or VicEmergency App.
- Contact the VicEmergency hotline on 1800 226 226 for information.
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice.
- Report emergency to the Incident Support and Operations Centre on 1800 126 126.
- Notify and/or seek advice from your PMC if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Do not drive, ride or walk-through floodwater.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).
- Report any building damage to Indigo Shire Council Building Services [as owner of the kinder building]

9.7 Heat (extreme)

To minimise the risks associated with extreme hot weather, services must develop appropriate strategies and measures. Actions may include the following:

- Call '000' if immediate medical assistance is required

Scheduling/Activities:

- Restrict outdoor time.
- Cancel or re-schedule any outdoor activities by duration and intensity ie to start earlier or later in the day when the heat is less intense, and to include more rest breaks.
- Consider using approved alternative venues to modify and relocate activities during extreme hot weather (eg sports programs moved to indoor area).
- Reschedule/move children from rooms with direct sunlight/no cooling.
- In extreme weather conditions, consider adjusting dismissal time accordingly.
- Ensure children make use of extra shade from both man-made structures (eg sails and umbrellas) and natural features such as trees to provide cooler environments for outdoor activities.
- Implement sun and UV protection policy
- Where possible, ensure sufficient shelter is available for children awaiting pick-up by parents/carers.

Hydration:

- Ensure children and staff continue to hydrate and monitor the hydration of children with additional needs.
- Remind parents/carers to provide their child with water and modified uniform, including sunhats.
- Ensure staff monitor children for early signs of heat stress/dehydration.

Notification/Information:

- Seek advice from your PMC if required.
- Notify parents/carers about facility heat conditions
- Brief staff to be extra vigilant during periods of prolonged heat
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section)

9.10 YCDCo Petrol Station / Yackandandah Health Services Incident

In the event of an industrial fire or chemical emissions incident at a nearby location:

- Call 000 for emergency services. Seek & follow any advice from Emergency Services.
- Report the emergency immediately to the Chief Warden / Centre Director and YPS.
- If you can detect smoke or fumes, move all staff, children, visitors and contractors indoors. Close windows and doors and turn off air-conditioning.
- Check staff, children and visitors are accounted for.
- Check staff, children and visitors with respiratory/relevant illnesses or conditions that may make the particularly vulnerable to smoke or fumes. If at any time you determine the situation poses an unacceptable risk to these individuals, consider arranging for their evacuation from the early childhood service.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required.
- Monitor the VicEmergency website at www.emergency.vic.gov.au, or the VicEmergency App on your mobile device, for any warnings and advice.
- Contact families and advise them that children are safe and not to come to the facility until further notice (or the end of the service day).

- Await advice from emergency services or from the Department before resuming normal activities outdoors.
- Follow-up communications with parents/carers as required.

Specific actions prior to the start of operations:

- Monitor the situation and if it is determined to pose an unacceptable risk to staff and children based on local assessment of risk, consider contacting families and advising them that children are not to come to the service until further notice
- Decision making through consultation of the Centre Director and YPS Principal.

Specific actions at the end of the day:

- Await advice from emergency services or further advice before resuming normal end of day procedures
- Consider contacting families and advising and not to come to the facility for collection until the 'all clear' has been given
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section)
- Decision making through consultation of the Centre Director and YPS Principal.

9.11 Information security

- Contact your IT specialist technician for advice and support
- Contact the Centre Director and YPS Principal
- If the incident involves sensitive and/or personal information that may identify an individual without their consent, contact your PMC.
- If the information security breach is considered malicious contact local police.
- Offer impacted staff the option of support.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.11 Intruder

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden, Centre Director and YPS.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Notify and/or seek advice from your PMC or the DET regional emergency management staff if required.
- Contact parents/carers as required.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.12 Loss of essential services

When there is a loss of essential services (power, water, communications):

- Determine which services are affected and the extent of the impact.

- Respond to any immediate threat to children and staff safety and isolate/secure buildings/areas if necessary.
- Call 000 if emergency services are required to respond eg power lines down in front of the facility.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, eg power outage will impact on phone lines and IT systems.
- Notify and/or seek advice from your PMC if required.
- Notify Centre Director and Yackandandah PS Principal.
- Contact parents/carers as required.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.13 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice.
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
- Notify Centre Director and Yackandandah PS Principal.
- Move staff and children away from the spill to a safe area and isolate the affected area.
- Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as required.
- Notify and/or seek advice from your PMC or DET regional emergency management staff if required if required.
- Contact parents/carers as required.
- Consider notification to WorkSafe 13 23 60.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.14 Medical emergency

If a medical emergency occurs on the facility site or on an excursion:

- Call '000' if immediate/life-threatening.
- Administer first aid.
- Ensure any children, staff or visitors with medical or other needs and including those that are non-ambulant are supported and have access to any required medications
- Contact parent/carer of affected child.
- Record evidence (if applicable).
- Keep other children away from the emergency/incident.
- Provide support for children who may have witnessed early stage of emergency
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).
- Notify Centre Director and Yackandandah PS Principal.

9.15 Mental stress

- If there is immediate and/or life-threatening concern for an individual's health or wellbeing contact '000'.

- Notify Centre Director and YPS Principal.
- Notify parents/carers.
- Administer first aid (if appropriate) – keep physically and emotionally safe.
- See [child safety measures](#) and consider what other supports are needed and appropriate, including:
 - Pre-school field officer (PSFO)
 - Kids Helpline - 1800 55 1800
 - Bravehearts counselling and support for survivors of child sexual abuse on 1800 272 831 or www.bravehearts.org.au Lifeline - 13 11 14
 - Suicide prevention resources from Beyond Blue and/or Headspace
 - Child and Adolescent Mental Health Team – acute mental health triage
 - Children and Young People with Disability Australia on 1800 222 660 or www.cyda.org.au
 - For additional helplines and counselling services for children, young people and parents/carers, Australia-wide and by state and territory, see this [resource sheet](#) developed by the Australian Institute of Family Studies.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.16 Missing child

If child is missing and/or cannot be accounted for or appears to have been removed from the premises by a person not authorised by a parent:

- Search the immediate area and ensure on-going monitoring, supervision and safety of other children.
- Contact '000' for police to report child missing.
- Contact the Centre Director and the YPS Principal.
- Contact the parent/carer.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section).

9.17 Pandemics and Communicable Diseases (COVID-19 and Influenza)

COVID-19

Advice is available about safely managing early childhood services and day to day operations during COVID-19 on the COVID-19 pages of the [Department of Education and Training Victoria](#) website.

Key steps to respond to a confirmed COVID-19 case are outlined in the [Managing a confirmed case of COVID-19 in early childhood education and care services](#) and include:

Process for closing

- On receipt of notification from DoH – follow advice provided

- On becoming aware directly from parents/carers or staff – notify QARD via NQAITS or call 1300 307415.
- Inform families – download the [communications pack](#).
- Lodge a notification through the [National Quality Agenda IT System \(NQA ITS\)](#) or call [1300 307 415](#). (CSA services advised to email in bullet point further down)
- Arrange a deep clean (see [factsheet](#)).
- Update your emergency contact details on NQAITS - these details will be used if DET or DoH need to contact the service after hours. CSA services cannot access to action changes.
- Report a closure – on NQAITS within 24 hours of closure.
- Services operating under the *Children's Services Act 1996* email licensed.childrens.services@edumail.vic.gov.au within 48 hours of closure.

For more information about early childhood services operating during COVID-19 see:

- [Advice about safely managing a service during COVID-19](#)
- [Operating guidelines for early childhood education and care services](#)
- [Managing illness in schools and early childhood education and care services](#)
- [Managing an unwell child or staff member](#)

Kindergarten providers having staffing difficulties for unavoidable reasons (such as staff on medical absence) should call the dedicated COVID-19 phone advice line on [1800 338 663](#) to discuss your situation.

Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

Influenza Pandemic

Appendix C of the DET Pandemic Influenza Incident Response Plan provides details of the [Key Actions](#) for early childhood services to implement at each of the preparedness and response stages of a pandemic influenza event.

Incident response:

In April, (or at the time of the overseas detection if earlier), prepare to enact pandemic response section of your EMP with stakeholders and prepare to activate IMT.

Hygiene measures:

Reinforce basic hygiene measures including:

- provide children and staff with information about the importance of hand hygiene (more information is available at [Better Health](#)).
- provide convenient access to water and liquid soap and alcohol-based hand sanitiser
- educate staff and children about covering their cough with tissue or inner elbow to prevent the spread of germs.
- careful disposal of used tissues.
- Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc.

Communications:

- In May, (or at the time of the overseas detection, if earlier), ensure hygiene information/posters are communicated/ displayed.

- In late May, (or at the time of the overseas detection, if earlier), consider providing information sessions for staff and parents/carers to communicate:
 - the status of the situation
 - the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DoH
 - best practice hygiene measures
 - measures for vulnerable children.
- Access and follow Chief Health Officer, DoH/Principal Health Advisor advice provided by DET and distribute consistent messaging to staff, children and parents/carers.
- Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection).
- Prepare sample letters for parents/carers for the next stage (if required).

Travel advisories:

- Encourage staff and parents/carers to access the *smartraveller* website prior to international travel.

Business continuity:

- Ensure currency of business continuity plan which:
 - identifies minimum requirements and key staff for continued operations (including planning for the absence of the PMC)
 - considers workforce strategies to enable continued operations, if pandemic affects a portion of the workforce.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).
- Notify our Service Provider the Yackandandah PS Principal.

9.18 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm:
 - consider notifying parents/carers, especially those with children with additional needs
 - store or secure loose items external to the building, such as outdoor furniture and rubbish bins
 - disconnect/cover/move electrical equipment away from windows
 - secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Monitor the VicEmergency website and/or VicEmergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings
- During a severe storm:
 - remain in the building and keep away from windows.
 - restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of children, staff and visitors to the Chief Warden / Centre Director and YPS Principal.
- Notify and/or seek advice from your PMC if required.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

9.19 Smoke

This procedure may be used if you are not under direct threat from a fire and are remaining in smoky conditions.

Medical

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on children and staff.
- Children and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.
- Notify parents/carers about conditions and to ensure they cater for their child's needs eg extra inhaler.

Activities/Indoors

- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.
- Switch air conditioners to 're-circulate' or 'reuse air' (turn it off if it doesn't have this function).
- Limit prolonged or heavy physical activity relative to the conditions.

Notification/Information

As appropriate:

- Notify and/or seek advice from your PMC if required
- For health information about smoke go to: [betterhealth bushfiresmoke](#) or
- For information about planned burns in your area call 1800 226 226, download the VicEmergency app. Detailed information about the time, location and status of planned burns for the next 10 days can be found at [Planned Burns Victoria](#)
- Tune in to your ABC Radio station and keep listening for advice and warnings. You can find your local station on the ABC Radio frequency finder as well as listen online or via the ABC Radio app.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section)
- Liaise with Centre Director and YPS Principal.

9.20 Snakes

- Treat all snakes as venomous – almost all snakes occurring on or entering properties in Victoria are venomous.
- Remain calm and alert children and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly and slowly move to a safe distance away from the snake observing its position at all times.
- If the snake is located around buildings, homes and playgrounds consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the room or building.

- Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) in order to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
- If the snake remains on facility grounds, call the local licensed snake catcher DARREN CAMPBELL on 0438 623 497.
- Report serious incidents to the relevant DET VECRA Hume Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section)

9.21 Traumatic death/injury/grief

If death or injury occurs on the service's site (that impacts or risks impacting the health, safety and wellbeing of children or staff):

- Contact '000' for police/ambulance attendance
- Notify the Centre Director and our service Provider the YPS Principal
- Monitor the wellbeing of staff
- Contact parents/carers as appropriate
- Actively implement self-care strategies
- If the incident occurs on service premises/excursion
 - Preserve the evidence
 - Consider a Worksafe Notification 13 23 60
- Report serious incidents to the relevant DET VECRA Hume Area Team as soon as practicable and in accordance with relevant regulatory requirements and service agreement (see Reporting requirements in the Emergency contacts section)
- For general guidance, refer to the [Managing Trauma Guide](#) to support, plan for, and lead an effective recovery including:
 - Develop a Communications Plan – check what information can be released
 - Notification (as appropriate) to the service community – letter, newsletters, emails, phone calls, text messages or SMS alert
 - Limit exposure to ongoing trauma, distressing sights, sounds and smells
 - Continue to identify those most at risk and triage for support
 - Consider tribute, memorial, ritual

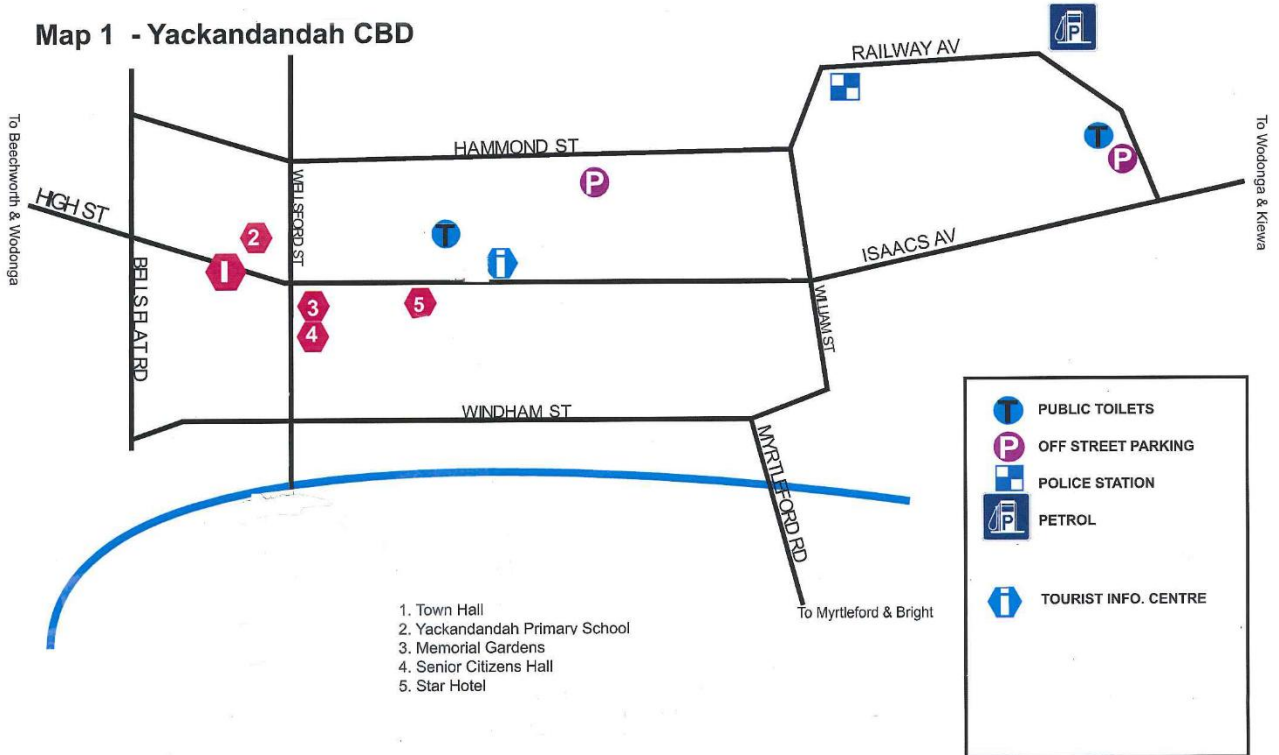
9.22 Violence, aggression and/or harassment

- Intervene only if safe to do so.
- Contact '000' if immediate/life threatening and require police/ambulance attendance.
- Initiate action to confine or isolate the aggressor.
- Notify the Centre Director and YPS Principal.
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Administer first aid if required and safe to do so.
- Contact parent/carer of children impacted.
- Record evidence (if applicable).
- If multiple children involved and/or witness incident, isolate to preserve the integrity of the evidence until interviews etc can take place.
- If staff are directly impacted, consider whether a report to WorkSafe is required.
- Report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements and service agreement (see Reporting Requirements in the Emergency contacts section).

10. Area Map

Date Area map validated: February 2022

Town Map

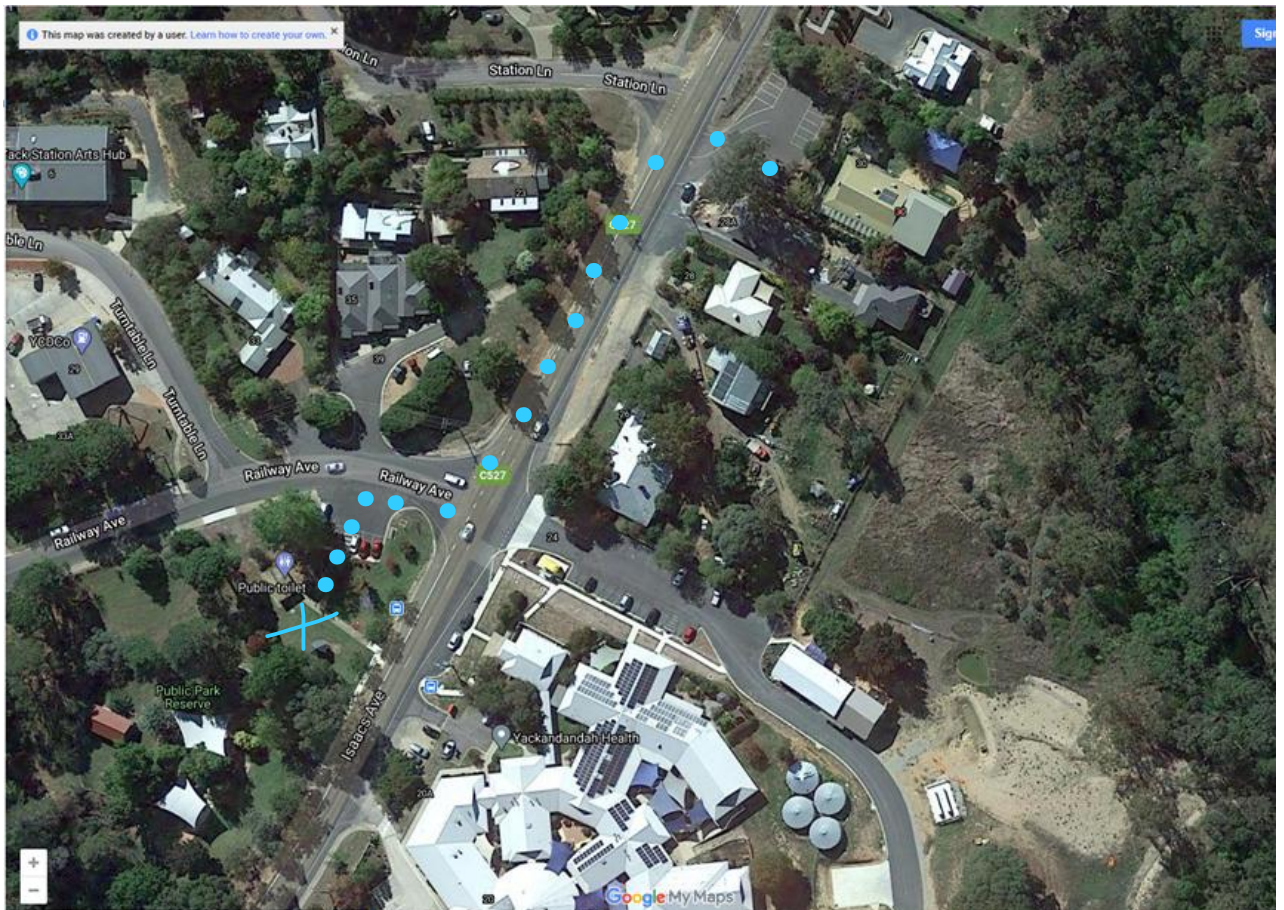


11. Evacuation Diagrams

Date Evacuation diagram validated:	February 2026
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Site Plans

KINDER CLASSROOM EVACUATION ROUTE – WALKING FROM THE FRONT OF THE KINDER THROUGH THE CARPARK TO SIR ISAAC ISAACS PARK, YACKANDANDAH

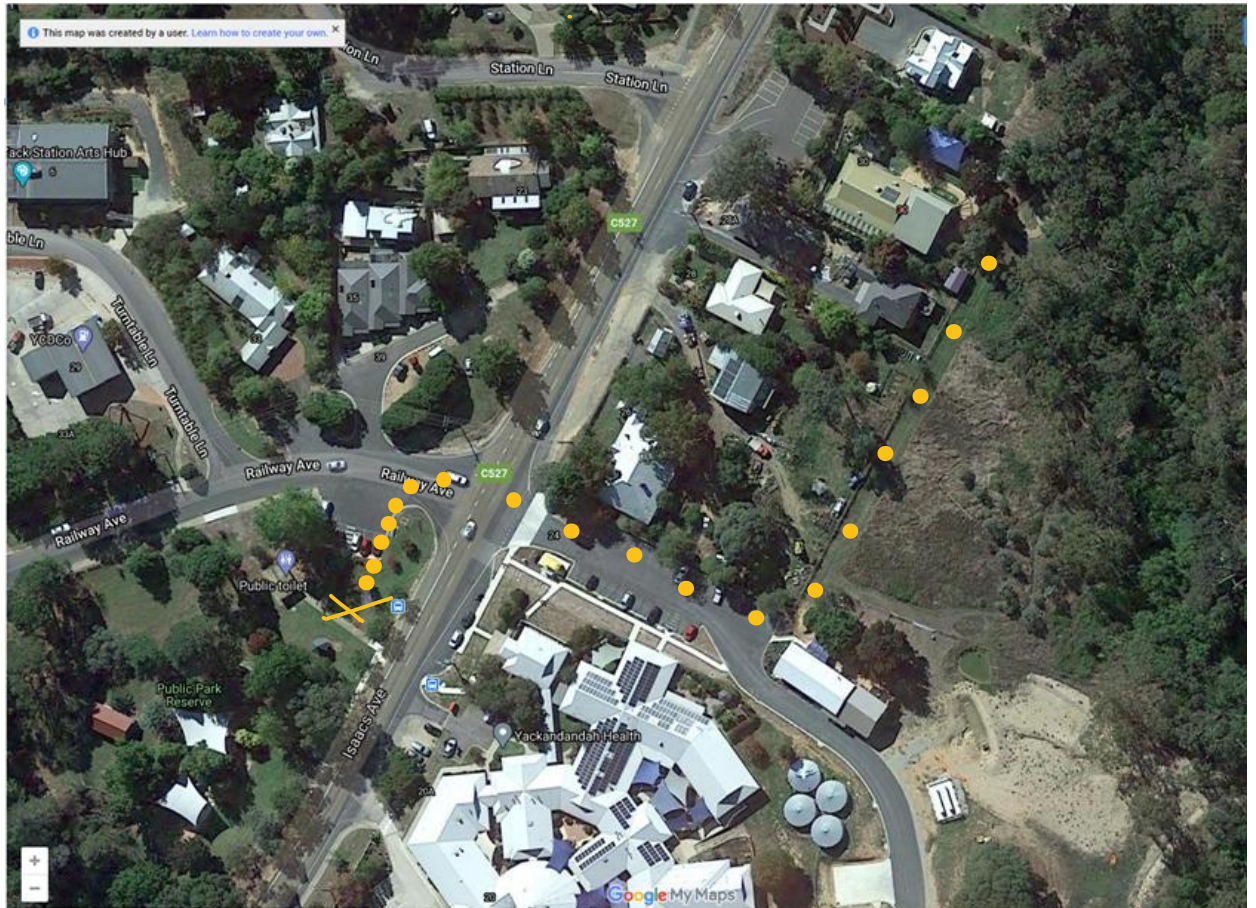


EMERGENCY NUMBERS

Police	000
Yackandandah Primary School:	02 6027 1431
Fire	000
Yackandandah Medical Centre:	02 6027 1404
Ambulance	000
Wodonga Hospital:	02 6051 7111
Dept Human Services:	02 6055 7777
DET Emergency Contact ECIB Team:	Jo Bruce 02 6048 5217 / Sally Seitz 02 6048 5216 03 5771 4417 Landline
DET Hume Region Benalla Office:	1300 333 231
DET Hume VECRA Team:	03 5771 4474

Site Plans

BUSH KINDER EVACUATION ROUTE – WALKING FROM BUSH KINDER SPACE AT THE REAR OF THE KINDER ALONG THE BACK FENCES OF THE ISAACS AVE PROPERTIES, THROUGH THE MEN'S SHED CARPARK AND ACROSS TO SIR ISAAC ISAACS PARK, YACKANDANDAH



EMERGENCY NUMBERS

Police	000
Yackandandah Primary School:	02 6027 1431
Fire	000
Yackandandah Medical Centre:	02 6027 1404
Ambulance	000
Wodonga Hospital:	02 6051 7111
Dept Human Services:	02 6055 7777
DET Emergency Contact ECIB Team:	Jo Bruce 02 6048 5217 / Sally Seitz 02 6048 5216 03 5771 4415 Landline
DET Hume Region Benalla Office:	1300 333 231
DET Hume VECRA Team:	03 5771 4474

12. Parent/Carer Contact Information ALL CLASS DATA TO BE UPDATED

2026 FAMILY CONTACT NUMBERS – GROUP 1 TUE/THUR 4YO FUNDED PROGRAM

CHILD NAME		PARENT NAME	CONTACTS
SURNAME	FIRST		
Boschetti	Sam	Kate & Andrew Boschetti	Kate: 0418 657 825 Andrew: 0438 286 343
Burston	Genevieve	Emma Polkinghorne & John Burston	Emma: 0408 110 931 John: 0407 256 076
Davies	Zoe	Mel & James Davies	Melissa: 0419 313 023 James: 0419 650 811
Edmondson	Ina	Kate Sonogan & Hugh Edmondson	Kate: 0400 174 720 Hugh: 0408 374 558
Doyne	Martha	Carolyn & Michael Doyne	Carolyn: 0415 565 592 Michael: 0400 881 059
Ellis	Olivia	Cindy Chalmers & Michael Ellis	Cindy: 0439 475 536 Michael [Alexander]: 0427 075 303
Emmins	Hunter	Amanda Searle & Billy Emmins	Amanda: 0447 215 012 Billy: 0406 882 694
Frith-Asagrim	Vali	Lauren Frith & Odin Asagrim	Lauren: 0402 607 750 Odin: 0412 147 335
Hinchcliffe	Walter	Camilla & Jason Hinchcliffe	Camilla: 0423 909 401 Jason: 0403 742 911
Jervois	Tayt	Brianna McAuliffe & Tynan Jervois	Brianna: 0458 258 668 Tynan: 0427 909 791
Jones	Miles	Janice Kwa & Matthew Jones	Janice: 0431 830 526 Matthew: 0435 718 278
King	Ruby Eliza	Gemma & David	Gemma: 0406168210 David: 0406164907
Mackley	Benaiah	Elizabeth & Jordan Mackley	Elizabeth: 0458 351 150 Jordan: 0475 268 198
McGowan	Franca	Francesca Ciantar & Ben McGowan	Francesca: 0448 460 792 Ben: 0400 826 236
Moran	Kai	Sara Fraser & Nathan Moran	Sarah: 0432589297 Nathan: 0420383413
Oliver	Violet	Matthew Oliver & Nishar Oliver	Matt: 0451 661 090 W: 0467 711 255 Nishar: 0439 396 169 W: 6057 9000
Parker	Theodora	Rebecca & Lindsay Parker	Rebecca: 0458 627 147 Lindsay: 0432 488 388
Reyes	Sofia	Jessie & Miguel Reyes	Jessie: 0406 289 945 Miguel: 0417 127 087
Taylor	Billie	Maria Bertoncini & Shaun Taylor	Maria: 0406 476 330 Shaun: 0420 822 240
Toohey	Ellidy	Kassie & Daniel Toohey	Kassie: 0421 675 703 Daniel: 0437 877 257
Vening	Reuben	Nik Hazeleger & Gabrielle Vening	Nik: 0400 093 931 Gabrielle: 0499 249 133 W: 0436 634 560
Webster-Ruaro	Noah	Sally Webster & Timothy Ruaro	Sally: 0401 666 053 Timothy: 0427 801 716

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MEDICAL NOTE

FRITH-ASAGRIM	VALI	4YO	LACTOSE INTOLERANT	
BOSCHETTI	SAM	4YO	ALLERGY TO WASPS	

2026 FAMILY CONTACT NUMBERS – GROUP 2 TUE/THUR 4YO FUNDED PROGRAM

CHILD NAME		PARENT NAME	CONTACTS
SURNAME	FIRST		
Bellpatrick	Finlay	Alice & Riordan Fitzpatrick	Alice: 0457332792 Riordan: 0434846420
Clark- Jiminez	Abigail	Maryori Jimenez Villamil & Michael Clark	Maryori: 0452 397 043 Michael: 0413 850 714
Collins	Isabella	Gemma Collins	Gemma: 0492 990 416 Donna Collins [Gma] 0423 312 804
Elias R	Reuben	Stephanie Smith-O'Brien & Joshua Elias	Stephanie: 0439 578 920 Josh: 0434 263 097
Horne	Archie	Jane Currie & Mathew Horne	Jane: 0418 199 751 Mathew: 0434 411 602
Hutchings	Alma	Emma & Tim Hutchings	Emma: 0418 200 567 Tim: 0439 946 289
Innes	Addison	Shari Rippingale & Kade Innes	Shari: 0413 474 303 Kade: 0419 789 689
Mc James	Elvie	Erin Mcjames & James Morrison	Erin: 0423866908 james: 0455340232
Matthews	Finnegan	Siobhan & Jesse Matthews	Siobhan: 0457 174 373 Jesse: 0490 175 005
Pendleton	Sally	Jayne Guy & David Pendleton	Jayne: 0438 360 638 David: 0432 714 741
Phillips	Molly	Jamie Brown & Ashley Phillips	Jamie: 0422543849 Ashley : 0407737641
Piper	Matthew	Nicole & Samuel Piper	Nicole: 0429 557 009 Samuel: 0412 039 601
Porter	Arlo	Taylor Harkness	Taylor: 0407 300 976
Poyner	Edith	Miriam Poyner & Bernie Wilson	Miriam: 0409 547 706 Bernie: 0419 512 236
Pulleine	Alexandra	Hannah Little & David Pulleine	Hannah: 0409 191 640 David: 0427 116 539
Rowe	Ruby	Lauren & Thomas Rowe	Lauren: 0488 139 846 Thomas: 0429 057 465
Rote	Evelyn	Monica & Riley Rote	Monica: 0437 151 742 Riley: 0434 216 883
Shirley	Frank	Jo-Anne & Brent Shirley	Jo-Anne: 0499 988 543 Brent: 0414 725 877
Simmons	Isla Joy	Tamika Jackson	Tamika: 0455153991
Smith	Penny	Erin Allenby-Smith & Scott Smith	Erin: 0476 794 194 Scott: 0456 639 201
Thurtell	Vincent	Annaleigh Nash & Patrick Thurtell	Annaleigh: 0444 541 569 Patrick: 0417 427 815
Wright	Juniper	Jennifer Wright & Stephen Montgomery	Jennifer: 0413 078 217 Stephen: 0430 064 130

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MEDICAL NOTE

MATTHEWS	FINNEGAN	4YO	LATEX ALLERGY	
COLLINS	ISABELLA	4YO	LACTOSE INTOLERANT	

2026 FAMILY CONTACT NUMBERS – GROUP 1 MON/WED 3YO FUNDED PROGRAM

CHILD NAME		PARENT NAME	CONTACTS
SURNAME	FIRST		
ARNOTT	Jasper	Donna & Peter Arnott	Donna: 0403 834 843 Peter: 0412 568 754
BENNETT	Callan	Verity & Nevan Bennett	Verity: 0417 283 428 Nevan: 0418 514 200
CALDWELL	Wren	Emily & Simon	Emily: 0447 244 769 Simon : 0439 640 787
CLEEVER	Angus	Victoria Fuerst & Joshua Cleever	Victoria: 0423 680 344 Joshua: 0426 200 441
CONDON	Hamish	Anastasia & Thomas Condon	Anastasia: 0458244938 Thomas: 0421495097
DOYLE	William	Jade & Chris Doyle	Jade: 0427 874 098 Chris: 0488 345 895
EDMONDSON	Sylvie	Kate Sonogan & Hugh Edmondson	Kate: 0400 174 720 Hugh: 0408 374 558
FULLER	Albie	Rechelle & Nathan Fuller	Rechelle: 0432 625 949 Nathan: 0423 478 072
GORHAM	Forrest	Louise & Elliot Gorham	Louise: 0409 937 195 Elliot: 0429 947 566
HORNE	Rory	Jane Currie & Mathew Horne	Jane: 0418 199 751 Mathew: 0434 411 602
JACKSON	Navaeh	Tamika Jackson	Tamika: 0455153991
JERVOIS	Bodhi	Brianna McAuliffe & Tynan Jervois	Brianna: 0458 258 668 Tynan: 0427 909 791
MASLEN	Elyse	Emma Maslen & Lachlan Maslen	Emma: 0400 957 372 Lachlan: 0437 874 395
MCKEEMAN	Murphy	Tyla & Lachie McKeeman	Tyla: 0439 633 972 Lachie: 0424 931 207
McNEIL	George	Emily McNeil & Ryan Mc Neil	Emily: 0409499263 Ryan McNeil :0427273541
MOREY	Rudy	Julia & Bernard Morey	Julia: 0426445833 Bernard: 0447125982
PEACOCK	Mavis	Chlorissa & Daniel Peacock	Chlorissa: 0488 747 162 Daniel: 0427 163 651
SILVER	Raphael	Miranda Salinger & Aaron Silver	Miranda: 0430 994 479 Aaron: 0414 840 140
TOOHEY	Casey	Kassie & Daniel Toohey	Kassie: 0421 675 703 Daniel: 0437 877 257
WHITTAKER	Alice Blue	Lucy & Cody Whittaker	Lucy:0488346699 Cody: 0421670678
WITHEROW	Lilly	Kristen & Sam Witherow	Kristen: 0418 895 582 Sam: 0427 813 722

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MEDICAL NOTE

RIETMANN	WALKER	3YO	ALLERGY	ALLERGIC TO EGGS
CONDON	HAMISH	3YO	ASTHMA-ANAPHYLAPSIS	FISH
TOOHEY	CASEY	3YO		HOLDS BREAD

2026 FAMILY CONTACT NUMBERS – GROUP 2 MON/WED 3YO FUNDED PROGRAM

CHILD NAME		PARENT NAME	CONTACTS
SURNAME	FIRST		
CLARKE	Jimmy	Megan & Ricky Clarke	Megan: 0488 580 111 Ricky: 0407 743 655
DOBRAUTZ	Billy	Hagen & Elisabeth Dobrautz	Elisabeth: 0490 109 616 Hagen: 0438 046 564
EDWARDS	Calvin	Lauren & Kieran Edwards	Lauren: 0416 190 409 w: 6054 1838 Kieran: 0415 162 318
HUTCHINSON	Odette	Lisa & Steve Hutchinson	Lisa: 0407 329 198 Steven: 0439 689 498
LEFOE-DANIELS	Darcy	Lauren Glass & Aaryn Lefoe-Daniels	Lauren: 0439 414 763 Aaryn: 0439 488 383
MCLACHLAN	George	Beth & Alec McLachlan	Beth: 0400906854 Alec: 0438000659
MACPHERSON-WOOD	Maeve	Rachael & Louis Macpherson-Wood	Rachael: 0407 612 777 Louis: 0427 927 488
NUCK	August	Erin Tinney & Christopher Nuck	Erin: 0438 445 433 Chris: 0439 627 090
RIETMANN	Walker	Louise & Jaecob Rietmann	Louise: 0448 271 889 Jaecob: 0448 571 613
ROBERTS	Summer	Jessica Brown & Kyle Roberts	Jessica: 0447 024 447 Kyle: 0422 219 427
ROGERS	Finn	Courtney Perrett & Sam Rogers	Courtney: 0411 048 646 Sam: 0407 541 393
THIRKELL	Florence	Kayla & Cameron Thirkell	Kayla: 0411 826 777 Cameron: 0407 679 028

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MEDICAL NOTE

NUCK	AUGUST	3YO	ASTHMA	
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2026 FAMILY CONTACT NUMBERS: 4YO MONDAY NON-FUNDED BUSH KINDER

CHILD NAME		PARENT NAME	CONTACT
SURNAME	FIRST		
Boschetti WASP ALLERGY	Sam	Kate & Andrew Boschetti	Kate: 0418 657 825 Andrew: 0438 286 343
Frith-Asagrim	Vali	Lauren Frith & Odin Asagrim	Lauren: 0402 607 750 Odin: 0412 147 335
Hinchcliffe	Walter	Camilla & Jason Hinchcliffe	Camilla: 0423 909 401 Jason: 0403 742 911
Jervois	Tayt	Brianna McAuliffe & Tynan Jervois	Brianna: 0458 258 668 Tynan: 0427 909 791
Jones	Miles	Janice Kwa & Matthew Jones	Janice: 0431 830 526 Matthew: 0435 718 278
Moran	Kai	Sara Fraser & Nathan Moran	Sarah: 0432589297 Nathan: 0420383413
Oliver	Violet	Matthew Oliver & Nishar Oliver	Matt: 0451 661 090 W: 0467 711 255 Nishar: 0439 396 169 W: 6057 9000
Pendleton	Sally	Jayne Guy & David Pendleton	Jayne: 0438 360 638 David: 0432 714 741
Webster-Ruaro	Noah	Sally Webster & Timothy Ruaro	Sally: 0401 666 053 Timothy: 0427 801 716
Wilson	Jyreh	Josh Wilson & Betsy Gathui	Josh: 0421 985 902 Betsy: 0459 900 840

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MEDICAL NOTE

BOSCHETTI	SAM	4YO	ALLERGY TO WASPS
FRITH-ASAGRIM	VALI	4YO	LACTOSE INTOLERANT

2026 FAMILY CONTACT NUMBERS: 3YO TUESDAY NON-FUNDED BUSH KINDER

CHILD NAME		PARENT NAME	CONTACT
SURNAME	FIRST		
HORNE	Rory	Jane Currie & Mathew Horne	Jane: 0418 199 751 Mathew: 0434 411 602
JERVOIS	Bodhi	Brianna McAuliffe & Tynan Jervois	Brianna: 0458 258 668 Tynan: 0427 909 791
MASLEN	Elyse	Emma Maslen & Lachlan Maslen	Emma: 0400 957 372 Lachlan: 0437 874 395
ROBERTS	Summer	Jessica Brown & Kyle Roberts	Jessica: 0447 024 447 Kyle: 0422 219 427
TOOHEY	Casey	Kassie & Daniel Toohey	Kassie: 0421 675 703 Daniel: 0437 877 257
WITHEROW	Lilly	Kristen & Sam Witherow	Kristen: 0418 895 582 Sam: 0427 813 722

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TOOHEY	CASEY	3YO	HOLDS BREAD
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2026 FAMILY CONTACT NUMBERS: 4YO WEDNESDAY NON-FUNDED BUSH KINDER

CHILD NAME		PARENT NAME	CONTACT
SURNAME	FIRST		
Boschetti WASP ALLERGY	Sam	Kate & Andrew Boschetti	Kate: 0418 657 825 Andrew: 0438 286 343
Burston	Genevieve	Emma Polkinghorne & John Burston	Emma: 0408 110 931 John: 0407 256 076
Collins	Isabella	Gemma Collins	Gemma: 0492 990 416 Donna Collins [Gma] 0423 312 804
Davies	Zoe	Mel & James Davies	Melissa: 0419 313 023 James: 0419 650 811
Horne	Archie	Jane Currie & Mathew Horne	Jane: 0418 199 751 Mathew: 0434 411 602
Matthews	Finnegan	Siobhan & Jesse Matthews	Siobhan: 0457 174 373 Jesse: 0490 175 005
McGowan	Franca	Francesca Ciantar & Ben McGowan	Francesca: 0448 460 792 Ben: 0400 826 236
Smith	Penny	Erin Allenby-Smith & Scott Smith	Erin: 0476 794 194 Scott: 0456 639 201
Taylor	Billie	Maria Bertoncini & Shaun Taylor	Maria: 0406 476 330 Shaun: 0420 822 240
Wright	Juniper	Jennifer Wright & Stephen Montgomery	Jennifer: 0413 078 217 Stephen: 0430 064 130

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MEDICAL NOTE

MATTHEWS	FINNEGAN	4YO	LATEX ALLERGY
COLLINS	ISABELLA	4YO	LACTOSE INTOLERANT
BOSCHETTI	SAM	4YO	ALLERGY TO WASPS

2026 FAMILY CONTACT NUMBERS: MIXED THURSDAY NON-FUNDED BUSH KINDER

CHILD NAME		PARENT NAME	CONTACT
SURNAME	FIRST		
Bannister	Lakyn	Kathryn & James	Kathryn: 0400 336 086 James: 0428777132
Dean	Imogen	Simone & Harley	Simmon: 0401 595 981 Harley: 0429367123
Pulleine,	Emilia	Hanna & David Pulleine	Hannah: 0409 191 640 David: 0427 116 539
Reyes	Samuel	Jessie & Miguel Reyes	Jessie: 0406 289 945 Miguel: 0417 127 087
Rietmann	Bentley	Louise & Jaacob Rietmann	Louise: 0448 271 889 Jaacob: 0448 571 613
Schirmer	Isabel	Madeline & Michael	Madeline: 0422123561 Michael: 0407 408 638
Rogers	Finn	Courtney Perrett & Sam Rogers	Courtney: 0411 048 646 Sam: 0407 541 393

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2026 FAMILY CONTACT NUMBERS: 4YO SCHOOL READINESS NON-FUNDED PROGRAM

CHILD NAME		PARENT NAME	PROG DAY	CONTACTS
SURNAME	FIRST			
Collins	Isabella	Gemma Collins	Monday	Gemma: 0492 990 416 Donna Collins [Gma] 0423 312 804
Clark- Jiminez	Abigail	Maryori Jimenez Villamil & Michael Clark	Wednesday	Maryori: 0452 397 043 Michael: 0413 850 714
Doyne	Martha	Carolyn & Michael Doyne	Wednesday	Carolyn: 0415 565 592 Michael: 0400 881 059
Edmondson	Ina	Kate Sonogan & Hugh Edmondson	wednesday	Kate: 0400 174 720 Hugh: 0408 374 558
Horne	Archie	Jane Currie & Mathew Horne	Monday	Jane: 0418 199 751 Mathew: 0434 411 602
Innes	Addison	Shari Rippingale & Kade Innes	Wednesday	Shari: 0413 474 303 Kade: 0419 789 689
McGowan	Franca	Francesca Ciantar & Ben McGowan	Monday	Francesca: 0448 460 792 Ben: 0400 826 236
Piper	Matthew	Nicole & Samuel Piper	Monday	Nicole: 0429 557 009 Samuel: 0412 039 601
Porter	Arlo	Taylor Harkness	Monday	Taylor: 0407 300 976
Simmons	Isla Joy	Tamika Jackson	Wednesday	Tamika: 0455153991
Taylor	Billie	Maria Bertoncini & Shaun Taylor	Monday	Maria: 0406 476 330 Shaun: 0420 822 240
TOOHEY	Casey	Kassie & Daniel Toohey	Monday	Kassie: 0421 675 703 Daniel: 0437 877 257

13. Children and Staff With Medical or Additional Needs

Child Staff Name		Room / Area	Condition	Assistance Needed During an Emergency / Evacuation	Who Will be responsible?
First name	Last Name				
FRITH-ASAGRIM	VALE	3YO	LACTOSE INTOLERANT	AVOID	
CONDON	HAMISH	3YO	ANAPHYLAXIS AND ASTHMA	HAS MANAGEMENT PLAN	
NUCK	AUGUST	3YO	ASTHMA	HAS MANAGEMENT PLAN	STAFF
TOOHEY	CASEY	3YO	HOLDS BREATH	MANAGE USING HER RISK MANAGEMENT PLAN	TEACHER
MATTHEWS	FINN	4YO	LATEX ALLERGY	AVOID	
BOSCHETTI	SAM	4YO	ALLERGY TO WASPS	AVOID	
COLLINS	ISABELLA	4YO	LACTOSE INTOLERANCE	AVOID	
SHIRLEY	FRANK	4YO	INTOLERANCE TO DAIRY, SOY & GLUTEN	AVOID	
RIETMANN	WALKER	BK	ALLERGIC TO EGG	HAS MANAGEMENT PLAN	

Phone number	Indigo Shire Council Yackandandah Office: 1300 365 003
Mobile number	Dee McKerral 1300 365 003

14.3 Building information summary

Telephones (Landlines)			
Location	Number	Location	Number
Administration Office	02 6027 1560	Classroom handsets operate on this one phone landline number	
Alarms			
	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	NO ALARM		
Intrusion:	NO ALARM		
Other:			
Utilities			
	Location	Service provider	Location of shut-off instructions
Gas / Propane:	NOT APPLICABLE		
Water:	ELECTRIC HOT WATER TANK NEXT TO ADMIN OFFICE	NORTH EAST WATER	AT RAMP ENTRANCE GATE
Electricity:	METER BOX AT FRONT OF BUILDING		
Sprinkler system			
Location of control valve:		NO SPRINKLER SYSTEM	
Location of shut-off instructions:			
Building and site hazards			
Hazard description		Location	
Cleaning products/fluids		Cleaner's cupboard in foyer	

15. Risk Assessment

Yackandandah Kindergarten Risk Assessment & Management Plan

BUSH KINDER 2026

Service Name	YACKANDANDAH PRIMARY SCHOOL KINDERGARTEN
Bush Kinder Background	<p>BUSH KINDER IS LOCATED AT THE REAR OF KINDER'S LICENCED PREMISES & IS ACCESSIBLE THROUGH A SECURE GATE IN THE REAR BOUNDARY FENCE. THE AREA IS OF SLOPING TERRAIN WITH A SMALL CREEK AT THE BOTTOM. GRAVEL PATHWAYS & A TIMBER BOARDWALK ENABLE ACCESS. NO CHILDREN ENTER BUSH KINDER WITHOUT ADULT SUPERVISION. A GATHERING AREA IS CLEARLY MARKED AND SHADE CANOPYS ERECTED FOR SUN & RAIN SHELTER. CHILDREN ENROLLED IN DEDICATED BUSH KINDER PROGRAM DAYS CAN BE IN THIS ENVIRONMENT BETWEEN 9AM – 3PM. CHILDREN ENROLLED IN OTHER FUNDED/NON-FUNDED PROGRAMS MAY ACCESS BUSH KINDER AS A CLASS [WHEN ARRANGED BY THEIR TEACHER] BETWEEN 8.30AM – 4.00PM. EACH CHILD MUST HAVE SUNSCREEN, HAT, CLOSED-TOE SHOES, LONG-SLEEVE TOPS & APPROPRIATE OUTDOOR WEAR. ALL-WEATHER SUITS ARE PROVIDED ON WET DAYS.</p>
Excursion details	<p><u>YPSK PROGRAMS USING THE BUSH ENVIRONS:</u></p> <ul style="list-style-type: none"> - DEDICATED MONDAY - THURSDAY PROGRAMS BETWEEN 8.30AM – 4.00PM MAXIMUM 12 CHILDREN PER DAY. STAFF RATIO OF 1:7 - MONDAY – THURSDAY KINDER PROGRAM CLASS GROUPS MAY, AT THEIR TEACHER'S CHOOSING, ACCESS BUSH KINDER ENVIRONS BETWEEN 8.30AM – 4.00PM.
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	<p>DEDICATED MONDAY - THURSDAY BUSH KINDER PROGRAMS OPERATE DURING VICTORIAN SCHOOL TERMS DATES ON THESE DAYS, ON-SITE BETWEEN 8.30AM – 4.00PM.</p> <p>OTHER PROGRAM CLASSES – AS PART OF THEIR GENERAL PROGRAM DAY MAY SPEND SOME TIME IN BUSH KINDER AT THE DISCRETION OF THEIR TEACHER.</p>

<p>Proposed activities.</p> <p>List all activities that will take place during the excursion.</p>	<p>Children and adults benefit from using only what nature has provided. Outdoor spaces with plants, trees, rocks, mud and water invite open-ended interactions, spontaneity, risk taking and a connection with nature. gathering, exploring, climbing, exploring are some of the activities that will take place. (NQS Element 3 Physical Environment).</p> <p>Recognition of bush in Australian folklore and significance of the land in Aboriginal culture. It draws upon and extends our service philosophy and pedagogy offering a unique educational program.</p>
<p>Pick up location and destination (s).</p> <p>List each location travelled to and from as part of the excursion.</p> <p>Eg. the museum, park for lunch and service.</p>	<p>CHILDREN GATHER IN THE KINDER BUILDING CLASSROOM TO PREPARE FOR MOVING DOWN TO BUSH KINDER. BETWEEN 8.30 – 9.30AM THEY WALK TO THE REAR OF KINDER'S LICENCED PREMISES & ACCESS BUSH KINDER THROUGH A SECURE GATE IN THE REAR BOUNDARY FENCE.</p> <p>THE BUSH KINDER BECOMES THEIR CLASSROOM UNTIL [3.45pm at the latest] WHEN THEY RETURN THROUGH THE BOUNDARY GATE TO THE KINDER LICENCED PREMISES BUILDING CLASSROOM TO CHANGE AND REST.</p>
<p>Estimated departure and arrival times and duration of the excursion.</p> <p>Eg. from the service to each destination and returning to the service.</p>	<ul style="list-style-type: none"> - DEDICATED MONDAY - THURSDAY PROGRAMS BETWEEN 8.30AM – 4.00PM - ALL OTHER KINDER PROGRAMS MAY, AT THE CHOOSING OF THE PROGRAM TEACHER, VISIT BUSH KINDER ENVIRONS BETWEEN MONDAYS & THURSDAYS FOR ANY TIME UP TO 5 HOURS MAX.
<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>	<p>Walking through the licenced premises boundary gate, directly into the bush kinder environs.</p>
<p>Means of transport</p> <p>Eg. public bus, private bus, private car, taxi</p>	<p>Walking.</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Not applicable to this excursion</p> <p>Comment:</p>
<p>Number and full names of each adult involved in the excursion.</p> <p>Eg. service staff, family members, volunteers</p>	<p>BUSH KINDER STAFF: Kathleen Withers, Kerry Smith & Melissa Beverley</p> <p>OTHER PROGRAM STAFF: Jane Murray, Claire Vale, Meg Wells, Samantha Rampling, Kirra Collins, Kerry Smith, Marisel Blefari, Claudia Keenan, Fiona Forbes, Melissa Beverley, Maryori Vilamil & Erin Tinney.</p> <p>CRT STAFF AS NOMINATED.</p>

	PARENTS AS REQUESTED BY STAFF: <i>Named upon specific excursion requirement</i>
<p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</p> <p>Eg. for children's individual needs.</p>	Ration 1:7. Kinder prefers to have extra adult numbers where possible.
<p>The number of children involved in the excursion.</p>	<p>BUSH KINDER MONDAY = 10 CHILDREN. BUSH KINDER TUESDAY PROGRAM = 6 CHILDREN.</p> <p>BUSH KINDER WEDNESDAY = 11 CHILDREN. BUSH KINDER THURSDAY PROGRAM = 6 CHILDREN.</p> <p>OTHER KINDER PROGRAMS: UP TO A MAXIMUM OF 22 CHILDREN PER CLASS GROUP</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes</p> <p>Comment:</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	1:7
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p> <p>BUSH KINDER IS LOCATED AT THE REAR OF KINDER'S LICENCED PREMISES & IS ACCESSIBLE THROUGH A SECURE GATE IN THE REAR BOUNDARY FENCE. STAFF VISUALLY TAKE A ROLL CALL OF ALL CHILDREN IS CONDUCTED IN THE KINDER BUILDING BEFORE EXITING TO BK AND BEFORE RETURNING FROM BK TO THE CLASSROOM.</p>	

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

NOT APPLICABLE

Excursion checklist – items readily available during the excursion

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults involved in the excursion
<input checked="" type="checkbox"/> List of children involved in the excursion	<input checked="" type="checkbox"/> Contact information for each adult
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & Emergency services
<input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children	<input checked="" type="checkbox"/> Other items, please list WALKIE TALKIES / WHISTLE

Priority Risks Schedule

Priority	Hazard specific risks
Very High	<ul style="list-style-type: none"> Severe storms and flooding Bushfires Vehicle Incident
High	<ul style="list-style-type: none"> Criminal Incidents Internal fires and smoke Off-Site Facility Emergency
Moderate	<ul style="list-style-type: none"> Intruders Bomb Threat Incidents
Low	<ul style="list-style-type: none"> Hazardous Substance Release: Inside and Outside Facility Grounds Pandemics and communicable diseases Earthquake

Likelihood	Very High			Severe storms and flooding	Bushfires
	High				School Bus Accident/Vehicle Incident
	Moderate	Hazardous Substance Release: Inside and Outside Facility Grounds	Intruders Incidents	Criminal Incidents Off-Site Facility Emergency	Internal fires and smoke
	Low	Pandemics and communicable diseases Earthquake		Bomb Threat	
		Low	Moderate	High	Very High
Impact					

GENERAL PREVENTATIVE MEASURES AGAINST FIRE:

1. Combustible materials must not be stored in corridors or near exits (ie: paper, flammable liquids, etc.)
2. Exits and thoroughfares must not be obstructed by stored materials or furniture.
3. Strictly observe safety rules in the classroom, et. Scientific experiments, storage of materials, congested areas, faulty door locks.
4. Flammable liquids must not be stored in classrooms.
5. All teachers should familiarise themselves with fire extinguishers in the kindergarten - how to use them, and where they are located (See map).

1.	2.	3.	4.	5.			6.	7.		
Identified Hazard or Threat	Description of Risk	Current Risk Control Measures at our Service	Effective-ness of existing controls	Risk Rating			Treatments to be Implemented	Revised Risk Rating After implementing Treatments		
				Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<Insert hazard/threat creating the risk>	<Describe the risk in terms of probable cause and consequence/s>	<List the measures you have in place to manage or mitigate the risk>	<How effective are the controls?>	<Rate the severity of the consequence/s>	<How likely are the consequence/s>	<Insert the risk level>	<List additional measures you will implement to reduce the risk or make it acceptable. Once these are implemented, move them to the 'Current Risk Controls' column>	<Re-asses the rating on the basis of additional measures>	<Re-asses the rating on the basis of additional measures>	<Insert updated risk level>

16. Emergency Response Drills Schedule

Services are required to conduct an emergency drill/exercise every three months.

Emergency Response Drills Schedule 2026

	Type of drill (eg. evacuation, lockdown) and drill scenario (e.g. fire, intruder)	Scheduled drill date	Date drill performed	Observer's Record completed
Jan-Mar	LOCK-DOWN DRILL PROCEDURES PERFORMED BY DIRECTOR & ADMIN OFFICER	FEBRUARY 2026		
	EVACUATION ON-SITE DRILL - 3YO MA GROUP 2	FEBRUARY 2026		
	OFF-SITE EVACUATION DRILL WITH MONDAY BUSH KINDER GRP	MARCH 2026		
Apr-June	EVACUATION OFF-SITE DRILL THURSDAY BUSH KINDER GRP	MAY 2026		
	EVACUATION OFF-SITE DRILL BY 4YO GROUP 2	JUNE 2026		
Jul-Sept	EVACUATION DRILL OFF-SITE WITH WEDNESDAY BUSH KINDER GRP	JULY 2026		
	SHELTER-IN-PLACE DRILL 4YO GROUP 1	AUGUST 2026		
	EVACUATION OFF-SITE DRILL WITH TUESDAY BUSH KINDER GRP	SEPTEMBER 2026		
Oct-Dec	SHELTER-IN-PLACE DRILL 3YO GROUP 1	OCTOBER 2026		

17. CHECKLIST for Emergency Kit to be Checklist

The Emergency Kit to be gathered by staff:	Check off
CLASSROOM ROLL SIGN-IN REGISTER	
CHILDREN'S SPECIAL MEDICATIONS ie asthma inhaler, epi-pen etc	
<p>FIRST AID BAG pre-prepared and containing:</p> <ul style="list-style-type: none"> • Standard First Aid Kit supplies • EMP Emergency Management Plan <i>[This document has a Facility site plan and evacuation route data, family contact lists, Medical & Special Needs List for children with asthma, allergies, anaphylaxis etc, Children's medications for asthma, epi-pen etc, emergency procedures & Ovens Murray ECIB & and VECRA Hume Area contact information etc]</i> • List of staff with emergency management or training skills • Whistle • Sunscreen • Non-perishable snacks such as sultanas, lollies, juices, energy bars • Kinder building keys • Torch with replacement batteries • Plastic garbage bag & ties • Staff safety vest/tabard 	
A charged mobile phone	
A megaphone <i>[optional]</i>	
Portable battery powered radio	
Porta-Loo bucket & Toiletry supplies	
Other	

18. Business Continuity Management Plan (BCMP)

1. Arrangements to manage inability to access a building or the service's approved site

Details of arrangements	<p>Workaround</p> <p><i>Partial site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none">• Determine if remaining areas of the site are suitable for operations based on service approval• Approved Service Provider Yackandandah Primary School Principal, Centre Director and/or Nominated Supervisor determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none">• Contact VECRA Hume Area Team to notify of any operation changes• Admin staff may need to work remotely from a neighbouring service site or from home.• Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter• If co -located, notify site users. eg. Indigo Shire Council M&CHN <p><i>Whole site unavailable:</i></p> <p><i>Consider</i></p> <ul style="list-style-type: none">• Approved provider to discuss issues and possible options for relocation once length of reinstatement program is confirmed.• Approved Service Provider Yackandandah Primary School Principal to determine what changes to operations are required. <p><i>Notify</i></p> <ul style="list-style-type: none">• Contact VECRA Hume Area Team to notify of any operation changes.• Complete and submit any required service applications to VECRA via the National Quality Agenda IT System (NQA ITS)• Provide regular updates to families and carers to notify of any operation changes via SMS, emails, social media and newsletter• If co -located, notify site users. eg. Indigo Shire Council M&CHN.• Redirect suppliers to alternate site. <p>IT Resources required</p> <ul style="list-style-type: none">• Access to wireless network. <p>Considerations</p> <ul style="list-style-type: none">• OH&S issues in relocating children's service equipment and resources• Transport arrangements for children in regional and remote areas• Children's access to early education and care.• Demands placed on families and carers due to loss of access to early education and care, co – located services and resources, relocation, etc
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- Demands placed on staff due to loss of resources, relocation, etc

Key Contacts can be found in the Contacts section of the Emergency Management Plan.

2. Arrangements to manage a loss of technology / telephony / data / power / water

Details of arrangements

Workarounds

Data/technology:

- Relocate admin and staff facilities to other networked space at Yackandandah Primary School
- Admin staff may need to work remotely from this service to access network
- Utilise laptops where available to provide access to network

Telephones:

- Ensure there is an up to date, printed, hard copy list of all child and staff contact details in an accessible, secure location.
- Utilise mobile phones to contact staff.
- Place message on answering machine, if possible, referring callers to an emergency contact number either on site or at alternative location.

Power:

- Determine the requirement for the operation of the service. I.e. water pump for toilet operation.
- Battery back-up (UPS) is on servers. Determine time limit of UPS and back up servers as required.
- Restructure the program to account of the lack of power.

Water:

- Purchase/have a supply of bottled water
- Order bulk water delivery

Considerations

- Ensure OH&S issues are considered when using back up power and water pumps
- Review and update staff contact details to include mobile phone numbers.
- Staff Communications Tree to include details of messaging systems

	<p>Key contacts</p> <ul style="list-style-type: none"> • VECRA Hume Area Team – 03 5771 4471 • Service Provider Yackandandah Primary School Principal, Michael Edwards on 02 6027 1431 or 0432 073 966
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3. Arrangements to manage a loss or shortage of staff or skills

<p>Details of arrangements</p>	<p>Workarounds</p> <ul style="list-style-type: none"> • Prioritise work allocations for remaining staff • Determine the number of Casual Relief Educators required. • Casual Relief Educators to be sourced from: <ul style="list-style-type: none"> ○ Service’s own pool of emergency educators. ○ Approved provider’s own pool of emergency educators. ○ Approved provider’s preferred CRT agency • Delivery multi aged program where possible to make up full groups • Implement succession plan/back up for key roles within service. ie. person in day-to-day charge, nominated supervisor • Inform service community of issues via social media, newsletter or via phone or face to face conversations where necessary. <p>Considerations</p> <ul style="list-style-type: none"> • Workload of staff and emergency educators <p>Table of key contacts Casual Relief Teaching Contacts – per list attached</p>
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19. Appendices

1. **Post Emergency Record**
2. **Caller Bomb Threat Checklist**
3. **Facility Closure Checklist**
4. **Drill Observer Record Template**
5. **Employee Personal Emergency Evacuation Plan Template**
6. **Drill Debrief Report Template**
7. **Emergency Kit**
8. **DET Regions**
9. **VECRA Areas and Contacts**

POST EMERGENCY RECORD TEMPLATE

Early childhood services must report serious incidents to the relevant Department of Education and Training (DET) QARD Area Team in accordance with relevant regulatory requirements. Services with a funding and service agreement will need to contact their regional Early Childhood Improvement Branch and/or your Early Childhood Performance and Planning Advisor

Facility Name	Yackandandah Kindergarten
Emergency Event	
Date and Time of Emergency	

Description/Details of Emergency	
---	--

Immediate Actions Taken	Chief Warden Notified: YES / NO Time _____ Centre Director Notified: YES / NO Time _____ YPS Principal Notified: YES / NO Time _____ Other staff Notified: YES / NO Time _____ Emergency Services Notified: YES / NO Time _____	IMT Convened: YES / NO Time _____ PMC Notified: YES / NO Time _____
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Key Actions Taken	Parent/Carer notified
--------------------------	-----------------------

Issues	Operational Debriefing Required: YES / NO Date/Time _____ Person Responsible to Organise: Confirmation of Operational Debriefing: Date/Time: Issues for Follow Up Action:
---------------	---

This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	

TELEPHONE BOMB THREAT CHECKLIST

STAY CALM

DATE CALL RECEIVED: / /

TIME OF CALL:

TIME CALL ENDED:

EXACT WORDING OF THREAT

.....
.....
.....
.....
.....
.....

Could you identify the caller's phone number?

DON'T HANG UP - KEEP THE CALLER TALKING

ASK THE CALLER

When is the bomb going to explode?

.....

Where is the bomb?

.....
.....

What will make the bomb explode?

.....

What kind of bomb is it?

.....

What does the bomb look like?

.....
.....

Why did you place the bomb here?

.....
.....

Where are you now?

.....

What is your name?

.....
.....

What is your address?
.....

When was the bomb placed here?
.....

Who placed the bomb?
.....

DON'T HANG UP (the call may be traceable if the phone line is kept open, even if caller hangs up!)

CALL DETAILS (where possible to obtain)

Did you recognise the caller?

If so, who do you think it was?
.....

Was the call: Robotic/Automated In-Person Pre-Recorded

Estimated age of caller? Did the caller seem familiar with the site?

Characteristics of the call (tick appropriate characteristics):

Voice		Speech	Manner	Background Noises
Man		Fast	Hesitant	Music
Woman		Slow	Calm	Talk/voices
Child		Well spoken	Angry	Typing
Muffled		Impeded	Emotional	Children
Unknown		Stutter	Loud	Traffic/street
Accent:		Nasal	Soft	Machinery
Telephone		Uneducated	Pleasant	Aircraft
Mobile		Lisp	Raspy	Trains
Landline	Internal Ext	Incoherent	Intoxicated	Railway crossing
Overseas	Mobile	Slurred:	Irrational	Construction
Other		Other:	Other:	Other:

Phone number call received on:

Who did you report the threatening call to?

Date: / /2026 Time:

Your Name:

Service Name:

YACKANDANDAH KINDER CLOSURE CHECKLIST - FORECAST ELEVATED FIRE DANGER RATING DAY

Date Yackandandah Kinder will be closed:			
Item	Yes	No	Comments
NOTIFICATIONS			
All parents/carers			
Staff and volunteers			
Contractors (eg. cleaners, contractor)			
Known visitors			
Co-located Maternal Child Health services			
Other users of the facility			
Approved provider – Yackandandah Primary School			
SCHOOL BUS TRANSPORT			
Bus coordinating school advised of closure			NOT APPLICABLE
SIGNAGE			
Facility closure signs are posted at all entrances/exits			
EXCURSIONS			
Planned excursions have been cancelled			
OTHER			
Receipt of notification by all parents/carers has been confirmed (eg. SMS read receipts, <i>Kindyhub</i> read receipts, email read receipt/reply)			
Contingency arrangements have been made for potential next day closure			

YACKANDANDAH KINDER EMERGENCY RESPONSE DRILL OBSERVER'S RECORD TEMPLATE

Yackandandah Kindergarten:	
Drill Address	30 Isaacs Avenue, Yackandandah 3749
Drill Type <i>(Evacuation on/off site / Lock-down / Shelter-In-Place)</i>	
Drill Date	
Drill Scenario <i>(What is the cause of the emergency?)</i>	
Drill Debrief Date	
Observer Name[s]	

NOTE: Depending on the type of drill conducted, it is recommended you advise emergency services, neighbouring properties and members of the community who may be affected ahead of the exercise.

Evacuation Drill Checklist – Yackandandah Kinder

Evacuation Drill Sequence	Time	
	Hour	Min
Evacuation alarm sounded		
Warden/s respond		
Emergency services notified		
Wardens check floor/area		
Evacuation commenced		
Wardens report floor/area clear		
Arrive at assembly area/s		
Wardens check all present		
Evacuation completed		
Drill terminated		

Evacuation Drill Items	Yes	No	N/A
Was the correct alarm/signal sounded for an evacuation?			
Were Personal Emergency Evacuation Plans implemented?			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)			
Were floor areas checked / isolated areas searched by Wardens?			
Was the Emergency kit readily available?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden			
Did anyone re-enter the premises/building before the “all clear” was given?			
Was the Evacuation procedure documented in the EMP followed, including paths of travel, assembly at the designated point/s, communication tree?			
Off-Site Evacuation:			
<ul style="list-style-type: none"> • Was the route to the designated assembly point in the EMP followed? 			
<ul style="list-style-type: none"> • Did the assembly point provide access to shelter, toilets and water? 			
<ul style="list-style-type: none"> • The assembly building/area was accessible 			

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
<ul style="list-style-type: none"> ○ Emergency services 			
<ul style="list-style-type: none"> ○ Approved provider/person with management or control 			
<ul style="list-style-type: none"> ○ Co-located facility 			

Could the hand bell signal or whistle announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness eg. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Were emergency equipment/resources required for use in a real emergency operationally ready?			

Comments/Issues for follow up by the EMP Planning Team

Lockdown Drill Checklist – Yackandandah Kinder

Lockdown Drill Sequence Checklist	Time	
	Hour	Min
Lockdown alarm/notification sounded		
Emergency services notified		
Warden/s report building/s secure		
Wardens check everyone is in the building/s and actively monitor external threat		
All persons accounted for		
Drill terminated		

Lockdown Drill Items	Yes	No	N/A
Was the correct alarm/signal sounded for a lockdown?			
Were all persons on site accounted for (children, staff, visitors, contractors and volunteers)?			
Was access to buildings restricted to authorised people only?			
Were needs of children/staff able to be met for an extended lockdown eg. toileting, water?			
Was a check made or direction given to ensure windows and doors locked?			
Wardens/response staff were able to get instructions from/provide feedback to the Chief Warden?			
Did anyone leave the premises/building before the “all clear” was given?			
Was the Lockdown procedure documented in the EMP followed?			

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
o Emergency services			
o Approved provider/person with management or control			
o Co-located facility			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness eg. by monitoring information sources and liaising with the relevant authorities?			
Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden’s instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

Comments/Issues for follow up by the EMP Planning Team:

DATE OF DRILL:

CLASSROOM / PROGRAM:

STAFF PRESENT:

NO. OF CHILDREN:

Shelter-In-Place (SIP) Drill – Yackandandah Kinder

SIP Drill Sequence Checklist	Time	
	Hour	Min
SIP alarm/notification sounded		
Emergency services notified		
Warden/s respond		
Evacuation to the SIP commenced		
Wardens check and report everyone has evacuated the non-SIP building/s		
All persons accounted for in the SIP location		
Drill terminated		

SIP Drill Items	Yes	No	N/A
Was the correct alarm/signal sounded for SIP?			
Were Personal Emergency Evacuation Plans implemented?			
Were floor areas checked/isolated areas searched by Wardens?			
Were all persons accounted for (children, staff, visitors, contractors and volunteers)?			
Did anyone refuse to leave the building/site?			
Was the Emergency kit readily available?			
Were people able to access toilets and water in the SIP?			
Was the SIP able to be secured against a fire emergency eg. tape to seal windows/doors?			
Was alternate lighting available in the SIP (in case of power outage)?			
Could everyone on the site be accommodated in the SIP?			
Was the SIP procedure documented in the EMP followed, including designated SIP location?			

General Drill Items	Yes	No	N/A
Did the Chief Warden/Early Childhood Education Commander take charge and brief IMT/Wardens?			
Was the (simulated) call to the following done promptly:			
○ Emergency services			
○ Approved provider/person with management or control			
○ Co-located facility			
Could the alarm/signal/PA announcements be heard in all parts of the facility?			
Was someone appointed to maintain situational awareness eg. by monitoring information sources and liaising with the relevant authorities?			

Did all the staff assigned response roles, including Wardens and IMT understand their responsibilities?			
Was someone appointed to liaise with the parents/carers/community?			
Was the Chief Warden's instructions followed by everyone?			
Were any people with additional needs identified during the drill?			
Was emergency equipment/resources needing to be used in a real emergency operationally ready?			

Comments/Issues for follow up by the EMP Planning Team:

DATE OF DRILL:

CLASSROOM / PROGRAM:

STAFF PRESENT:

NO. OF CHILDREN:

PERSONAL EMERGENCY EVACUATION PLAN (PEEP): EMPLOYEE TEMPLATE

What is a PEEP?

A Personal Emergency Evacuation Plan (PEEP) is a practical measure to ensure appropriate actions are taken for an individual in the event of an emergency, where that person requires additional or specific assistance to evacuate a building or premises.

Who needs a PEEP?

A PEEP is required for employees who may need assistance in the event of an emergency due to:

- Mobility impairment
- Hearing impairment
- Visual impairment
- Cognitive impairment
- Temporary condition (medical condition or short-term injury)

The document provides a framework to guide the planning and provision of emergency evacuation of a person with an assistance need.

How is a PEEP used?

The role of PEEPs for employees is to ensure that planning is completed for the individual and the buddy on the process to evacuate in an emergency situation. PEEPs are rehearsed, and if necessary adjusted as a part of the facility's overall emergency drills/exercises – PEEPs are not intended to be used for reference in the actual emergency situation.

The plan should outline the specific procedure to be followed in the event an evacuation is triggered and will also state the designated person(s) who will provide assistance (buddy) during the evacuation. This is a sample template and can be tailored to suit the individual's circumstances.

Who receives a copy of a PEEP?

Once completed, a copy of the PEEP should only be shared by the relevant officer-in-charge (Approved Provider or Person with Management or Control or Nominated Supervisor) on a 'need to know' basis. This generally includes the employee, the specified buddy/s and the relevant warden (visit the [Hybrid Working](#) page to contact your area warden).

To ensure compliance with the *Privacy and Data Protection Act 2014 (Vic)*, this PEEP must be securely stored and only made accessible to the above listed audience. It should be kept separate to your facility's Emergency Management Plan (EMP).

***NOTE:** This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services. A PEEP for students is available [on the DET website](#)*

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

THIS PART IS TO BE COMPLETED BY THE EMPLOYEE

Name	
Location (<i>Building/floor</i>)	YACKANDANDAH KINDERGARTEN
Is an assistance animal involved? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you understand the emergency response and evacuation procedures? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What type of assistance do you require? <i>(Please describe the procedure/actions necessary to assist you)</i>	
What, if any, equipment is required for evacuation? <i>(Please list the equipment eg. mobility aid, ventilator)</i>	

THIS PART IS TO BE COMPLETED BY THE SERVICE

How will the employee receive updates to the emergency response procedures? <i>(eg. text, email, Braille etc.)</i>
How will the employee be notified of an emergency? <i>(eg. visual alarm, personal vibrating device, SMS etc. or N/A)</i>
Step by Step Evacuation Procedure: <i>(List the procedure agreed with the employee)</i> Example only <ol style="list-style-type: none"> 1. As directed by floor warden: After main flow of evacuation, make way to the designated area or assembly point at own speed with evacuation buddy 2. Evacuation route may depend on location/type of emergency: (refer to diagram on next page) <ol style="list-style-type: none"> a. Closest / quickest – to Stairwell 1 b. Alternate – to Stairwell 2 3. Seek refuge in emergency stairwell or other suitable location with evacuation buddy, and wait for further instruction from floor warden or emergency services on site 4. If no instruction received from fire warden, call 000 5. Proceed to assembly point

Is the buddy/s trained in the emergency response and evacuation procedures? Yes No

Is the buddy/s trained in the use of the required evacuation equipment? Yes No N/A

Diagram of preferred route for assisted evacuation:

(Please insert diagram here or attach to this form)

Date this PEEP <insert Created or Reviewed> / / **Next Review Date** / /

DISTRIBUTION

Name	Position Title/Role	Mobile	Email
<insert employee name>			
<insert buddy name>			
<insert responsible officer-in-charge name>			
<insert warden name or delete if not required>			
<insert any other person in receipt of this PEEP or delete if not required>			

Employee

Signature

Date: / /

Officer-in-Charge Name

Position Title

.....

Signature

Date: / /

EMERGENCY RESPONSE DRILL DEBRIEF REPORT

(Attach the Drill Observer Record/s to this report)

Drill Date	
Debrief Facilitator/Chair	
Drill Observers	
Drill Scenario	
Emergency Response Type	
Debrief Date	

Debrief Participants		
Name	Position title	Role during drill

Discussion points

- Chief Warden/Early Childhood Education Commander describes drill scenario and emergency response implemented
- Observations and facts – Incident Management Team and staff involved/assigned a role in the response, observer/s and other relevant parties such as co-located facilities
- Understanding and execution of response roles, decision making, communications, safety, accounting for children and staff
- What went well, what could be improved/done differently and identified issues
- Required actions – including risk treatments, varying procedures and roles, reviewing specific arrangements and updating the EMP

What went well?

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What can be improved?

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Action Items

Ref #	Action	By who?	Due date

NOTE: This sample template is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services

BUSINESS CONTINUITY CHECKLIST

Action	Actioned?	Comment
Activate the service's Incident Management Team		
Evaluate the impact of the incident for: <ul style="list-style-type: none"> • Service operations • Impact over time • Manageability • Staffing levels • Resources for recovery 		
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> • Suspension of non-critical operational functions • Mutual support arranged with other facilities/services • Distance/virtual learning Use of different areas within site • Off-site activities • Back-up of key service data • Using paper-based systems • Flexible educational program plans • Using generators, portable lighting 		
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> • Priorities • Communications • Resource deployment • Allocation of specific roles • Monitoring • Reporting • Stakeholder engagement 		
Establish a register to log all decisions and actions		
Establish a register to log all financial expenditure incurred		
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> • Staffing • Premises • IT and equipment 		

<ul style="list-style-type: none"> • Welfare 		
<p>Deliver appropriate communications including to:</p> <ul style="list-style-type: none"> • Staff • Parents/carers • Allied Health • Co-located services/faculties eg. School Principal • Other users of site • VECRA Hume Area Team • Suppliers • Local Shire/Municipality (as appropriate) 		

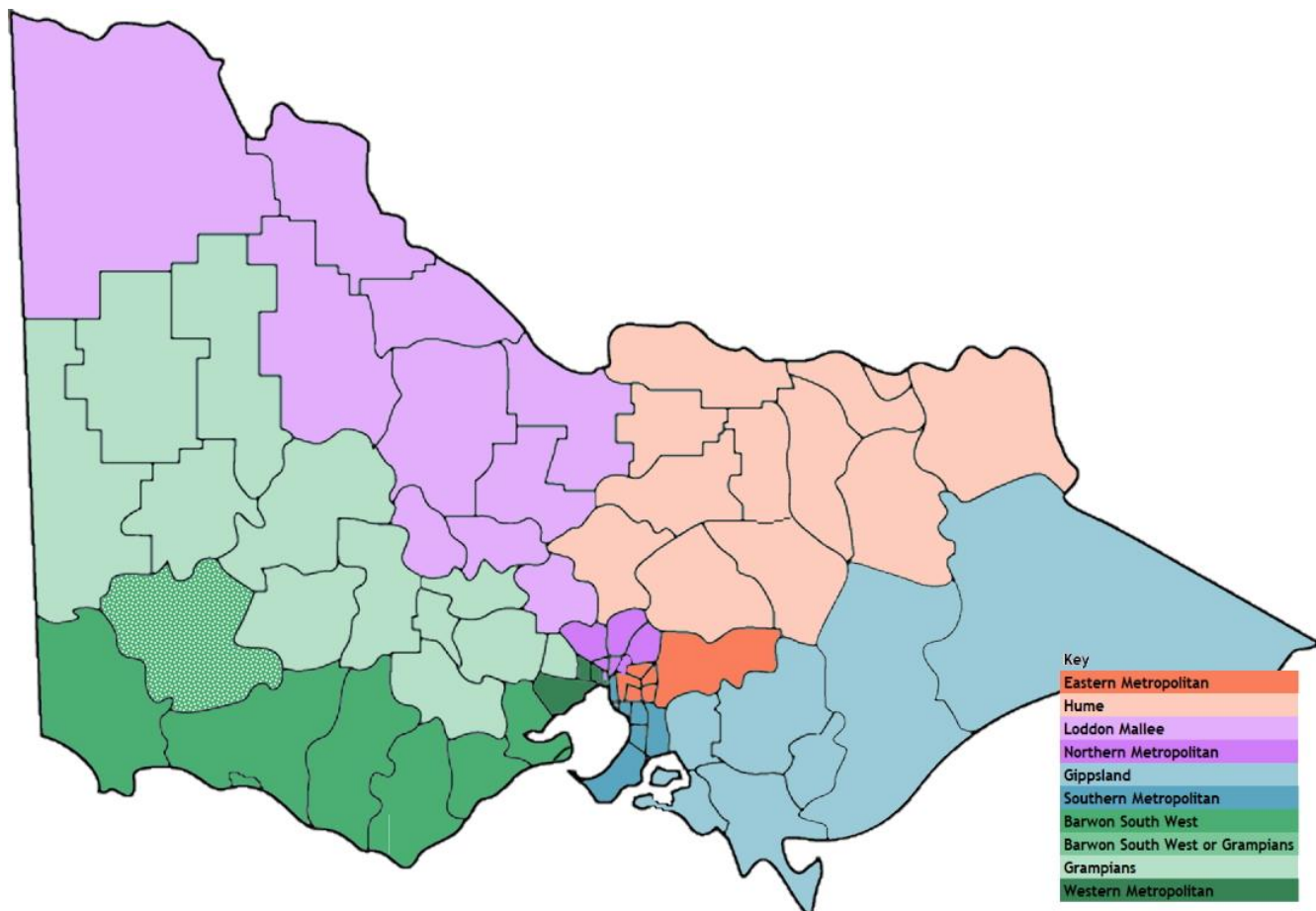
NOTE: *This sample checklist is a guide only and should be used as an aid to develop or supplement your EMP. Please adapt it as appropriate to ensure relevance to your facility and services.*

YACKANDANDAH KINDERGARTEN

EMERGENCY KIT CHECKLIST

The Emergency Kit Contains:	
Parent/carer contact information (This list is located in the Attendance Book)	
Children/staff with additional needs including medications (These are located in children's main bathroom cupboard)	
Attendance list	
Educators/staff contact information (The list is located in Admin Office first cupboard set)	
Authorisations for child pick-up [CONTAINED WITHIN ATTENDANCE LIST]	
Traffic/emergency safety vest and tabards	
Facility keys [CARRIED BY INDIVIDUAL STAFF]	
Portable First Aid Kit (contents checked)	
A charged mobile phone/chargers/power bank (CARRIED BY INDIVIDUAL STAFF)	
Torch with replacement batteries or wind-up torch (batteries checked) [CARRIED BY STAFF]	
Portable battery powered radio (batteries checked)	
Whistle	
Copy of facility site plan and EMP including evacuation routes [see in EMP]	
Portable non-perishable snacks: sugar-free jubes (expiry dates checked)	
Sunscreen and spare sunhats [if applicable]	
Plastic garbage bags and ties	
Toiletry supplies, Wet disposable cloths, sanitiser	
Juice & sweets [diabetic use]	
Date Emergency Kit checked:	
Checked by:	
Next check date:	

QUALITY ASSESSMENT AND REGULATION DIVISION AREAS



VICTORIAN EARLY CHILDHOOD REGULATORY AUTHORITY [VECRA]

HUME REGION CONTACT

Licensed Childrens Services

GPO Box 4367
Melbourne, Vic 3001
1300 307 415 | email: licensed.childrens.services@education.vic.gov.au

VECRA North-Eastern Victoria Region

Eastern Metropolitan Area

Level 4, 295 Springvale Road
Glen Waverley Vic 3150
1300 651 940
email: vecra@education.vic.gov.au

Hume Area

150 Bridge Street East
Benalla Vic 3671
(PO Box 403 Benalla Vic 3671)
(03) 5771 4471
email: vecra.hume@education.vic.gov.au