

EMERGENCY MANAGEMENT PLAN

FROEBEL Australia FROEBEL Carlton

700 Swanston Street, Carlton VIC 3053

March 2024

Prepared by **Australian Compliance Management** in accordance with



National Fire Safety Regulations &

A.S. 3745-2010 "Planning for Emergencies in Facilities" and relevant local Policies and Procedures

Table of Contents

INTRODUCTION	3
PURPOSE OF THE PLAN	3
SCOPE OF THE PLAN	3
GENERAL STRATEGIES	4
RISK ASSESSMENTS	4
REVISION AND MAINTENANCE	5
STORAGE	5
PREMISE INFORMATION	6
EMERGENCY PLANNING STRUCTURE	10
EMERGENCY PLANNING COMMITTEE (EPC)	11
EMERGENCY PLANNING COMMITTEE (EPC) LIST	11
EMERGENCY CONTROL ORGANISATION	12
WARDEN TRAINING	12
AUTHORITY OF WARDENS	13
EMERGENCY CONTROL ORGANISATION (WARDEN TEAM) LIST	14
ECO DUTIES	15
DUTIES OF CHIEF WARDEN – CHILDCARE	15
DUTIES OF FLOOR WARDENS – CHILDCARE	16
EMERGENCY PROCEDURES	18
FIRE / SMOKE	18
MEDICAL EMERGENCY	20
BOMB THREAT	21
PERSONAL THREAT	22
INTERNAL EMERGENCY	22
EXTERNAL EMERGENCY	24
LOCKDOWN PROCEDURES	25
ALERTS TO EVACUATE	27
ALERT TO EVACUATE A CENTRE IN AN EMERGENCY	27
FIRE INDICATOR PANEL AND EWIS SYSTEM	27
VERBAL	27
COMMUNICATION DURING EVACUATION	28
COMMUNICATION WITH CHIEF WARDEN – WIP PHONE	28
VERBAL COMMUNICATION	29
PHONES	29
ALERTING EMERGENCY SERVICES	30
DIALLING 000	30

EVACUATION PROCEDURES	32
GENERAL EVACUATION INSTRUCTIONS	32
VISITOR AND CONTRACTOR SIGN-IN BOOK / STAFF REGISTER	33
MEETING THE FIRE SERVICE	33
THE USE OF EVACUATION COTS/PRAMS IN CHILDCARE	34
ALERTING REGULATORY AUTHORITIES	34
CENTRE EVACUATION PROCEDURES	35
ASSEMBLY AREA PROCEDURE	37
EVACUATING MOBILITY IMPAIRED AND SPECIAL NEEDS PERSONS	38
SITE PLAN	40
METHOD OF OPERATION OF FIRE FIGHTING EQUIPMENT	41
TRAINING, RECORD KEEPING AND DRILLS	43
TRAINING REQUIREMENTS	43
RECORD KEEPING	44
EVACUATION DRILLS PROCEDURES	45
EVACUATION DIAGRAM	46
APPENDICES	48
APPENDIX A – EVACUATION/LOCK DOWN RECORD	49
APPENDIX B – PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	51
APPENDIX C – EMERGENCY EVACUATION BAG CHECKLIST	53
APPENDIX D – FIRST AID KIT CHECKLIST	55
APPENDIX E – BOMB THREAT CHECKLIST	56

Introduction

Purpose of the Plan

The objective of this plan is to articulate FROEBEL Australia FROEBEL Carlton's compliance with National Law and Regulations.

It is the priority of FROEBEL Australia FROEBEL Carlton to ensure a safe and secure environment for all children, staff and volunteers who work or participate in the centre every day to maintain the highest level of care and safety.

The purpose of this plan is to document procedures for handling various types of emergencies and for the evacuation of FROEBEL Australia FROEBEL Carlton, 700 Swanston Street, Carlton VIC 3053. The procedures should not be considered rigid but rather as flexible guidelines to be adapted to cope with any unanticipated emergency.

Effective planning and management of emergencies helps minimise trauma and distress to those within the centre and allows normal activities to be maintained or resumed as a priority.

Natural disasters such as floods, fires and storms can strike a community with little or no warning. Children rely on and find great comfort in the adults who protect them. Staff must therefore know how to help them through an emergency and support their recovery.

This manual and procedures herein have been formulated to fully comply to any National Regulations and may be used as part of an Emergency Plan as mentioned in Australian Standard AS 3745 – 2010 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces. This plan also references the Education and Services National Regulations 97 & 168.

Scope of the Plan

Many circumstances may present themselves as an emergency in a childcare environment and each one presents its own risks. Some locations are more susceptible to emergencies due to their geographical location, so procedures must be reviewed regularly to ensure they are suitable to the individual services. Below are some examples of types of emergencies:

- **Natural disasters:** Natural disasters may include bush fires or severe weather events such as cyclones, flood, or earthquakes.
- **Fires:** As well as bush fires, other fires may occur in the building including from electrical appliance faults, cooking or naked flame accidents.
- **Other environmental factors:** Factors in the vicinity may be cause for emergency procedures to be implemented such as chemical spill, nearby building fire, bomb threat or serious road accident.
- **Threatening people:** People external to the centre such as a prison escapee or person declared as 'armed and dangerous.' People involved in the centre may also be a threatening person such as person that is a non-custodial parent.

Emergencies covered by this plan are listed in the contents section. This plan must be made available for inspection, by anyone, within the building, during normal business hours on request.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

General Strategies

This Emergency and Evacuation Plan applies to all Staff, Visitors, Contractors, and Volunteers at this Centre.

All workers engaged by FROEBEL Australia FROEBEL Carlton are responsible for ensuring that they are familiar with the content of the Emergency Management Plan and evacuation policies. During orientation, and at regular intervals thereafter, all staff will review these procedures to reinforce their understanding and responsibilities regarding emergency procedures, evacuation, lockdown as well as the use of fire equipment.

As FROEBEL Carlton Early Learning Centre forms part of a low-rise multi tenancy building, there will be a Chief Warden appointed by the whole building that would take charge of the building's evacuation. Within the Childcare Centre there will be a designated Centre Chief Warden, which will be the nominated supervisor or a nominated Responsible Person in Charge. The Centre Chief Warden will be the point of contact for all matters relating to emergency procedures, evacuation, and lockdown.

The Centre Chief Warden will also be responsible for attending the red WIP phone to liaise with the Building's Chief Warden during the evacuation process. The Centre Chief Warden will then liaise with the nominated Floor Wardens within the centre who will organise their rooms during the emergency response/evacuation. Within FROEBEL Carlton Early Learning centre the Floor Wardens will be:

- For Level 3: the Room Leader Nursery / or RL Toddler if Room Leader for the Nursery is not on site
- For Level 4: the 4YO Kinder Teacher / or 3YO Kinder Teacher if the 4YO Kinder Teacher is not on site.

Emergency procedures, evacuation and lockdown will be discussed at staff meetings at least twice per year and documented.

Risk Assessments

Each childcare centre must develop a risk assessment to assess the most likely risks and hazards to potentially occur. As each centre has its own characteristics, the assessment must be tailored to each individual centre. It is important to think of characteristics such as:

- Any specific design features for or between the buildings
- Activities conducted within buildings
- Access arrangements

When assessing the risk of the centre, the following items need to be considered:

Demographic factors including:

- Number of children
- Staff numbers
- Disability / medical needs

Geographic factors such as:

- Roads into and away from the centre
- Access to public transport
- Distance from the centre to other community facilities

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Specific risk factors to include:

- Natural emergency risks (e.g., severe storms, snow, bushfires, earthquakes, and floods other risks identified for the centre.

Revision and Maintenance

This plan shall be reviewed annually or as soon as practically possible but no later than 1 month after any change of circumstance which affects the implementation of the plan by the Emergency Planning Committee or relevant appointed agent who shall ensure revisions are logged and all reproductions updated accordingly.

This plan should be witnessed by a Fire Safety Auditor once per year.

A register shall be kept by the Emergency Planning Committee or relevant appointed agent of the location and number of all reproductions of this plan.

Storage

A copy of this plan, along with all other relevant approval documents must be kept within the building it pertains to in such a way that it is unlikely to be damaged in the event of a fire or hazardous materials emergency.

An additional copy must be kept in a secure place in other premises. If the copy is kept in the form of an electronic copy at a separate location, this electronic copy must be able to be readily accessed from the building this plan pertains to, to be useable for subsequent reference.

Abbreviations

ECO	Emergency Control Organisation
EPC	Emergency Planning Committee
FIP	Fire Indicator Panel
FHR	Fire Hose Reel
FER	Fire Engineer Report
MCP	Manual Call point
AS	Ambulance Service
PS	Police Service
FRS	Fire & Rescue Service
Centre Chief Warden	The Nominated Supervisor / Responsible Person
Floor Warden	Kinder Teachers and Room Leaders

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0
	Next Review Date: 26 March 2025

Premise information

Building Details	
Building Name	FROEBEL Australia FROEBEL Carlton
Building Address	700 Swanston Street, Carlton VIC 3053
Operating Hours	7:30am – 6:30pm, Monday to Friday
Local Police	Melbourne North Police Station – 03 8379 0800
Local Fire Brigade	FRV Fire Station 3 – 03 9662 2311
Local Hospital	St. Vincents Hospital – 03 9231 2211 or The Royal Melbourne Hospital – 03 9342 7000

Building Owner	Melbourne University in Partnership with Lendlease
Owner Address	700 Swanston St, Carlton VIC 3053
Owner Phone Number	03 9035 5553
Owner Email	
Facilities Manager	Spotless
Facilities Manager Ph:	1300 663 957

Parent Company (if Applicable)	
Centre Occupier	FROEBEL Australia
Occupier Address	Suite 501, 105 Pitt Street, Sydney NSW 2000
Occupier Phone Number	02 8080 0065
Occupier Email	info@froebel.com.au
Number of Staff	TBA
Number of EPC Members	TBA

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0
	Next Review Date: 26 March 2025

Building Type	Low Rise Building (LRB) – 5 x Levels
Occupier Levels	Levels 3, 4 & 5
Building Classification	Childcare – Class 9b
Alternate Solution	TBA

Emergency Contacts			
Local Police	Melbourne North Police Station – 03 8379 0800	Local Police Station (Non-Urgent)	13 114 44
Local Fire Brigade	FRV Fire Station 3 – 03 9662 2311	Health Department	9391 9000
Local Hospital	St. Vincents Hospital – 03 9231 2211 or The Royal Melbourne Hospital – 03 9342 7000	Poisons Information Hotline	13 11 26
State Emergency Services	13 25 00	National Security Hotline	1800 123 400
Melbourne City Council	09 9658 9658	Environmental Protection	131 556
Leaking Gas	13 27 71	Work Safe	1800 136 089

Service Providers*

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0
	Next Review Date: 26 March 2025

On Site Security	Spotless	1300 663 957
Gas	Australian Gas Networks	1300 001 001
Water	City West Water	132 642
Electricity	City Power	1300 301 010
Fire Services	Fire Services	1300 663 957
Lift Maintenance	Lift Maintenance	1300 663 957
Air Conditioning	Spotless	1300 663 957

*Please contact Spotless Facilities Manager on 1300 663 957 prior to contacting service providers to advise them of any issues

Bushfire Register

Is the Centre in a registered Bushfire Zone?	No
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Persons Responsible for administering the centre Emergency Management Plan

Name	Australian Compliance Management
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Persons Responsible for Giving Fire Training Instructions

First Response:	Australian Compliance Management	Warden Training:	Spotless – Ph: 1300 663 957
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Fire Safety Advisor (FSA)

Australian Compliance Management

Emergency Management Plan Amendment Register

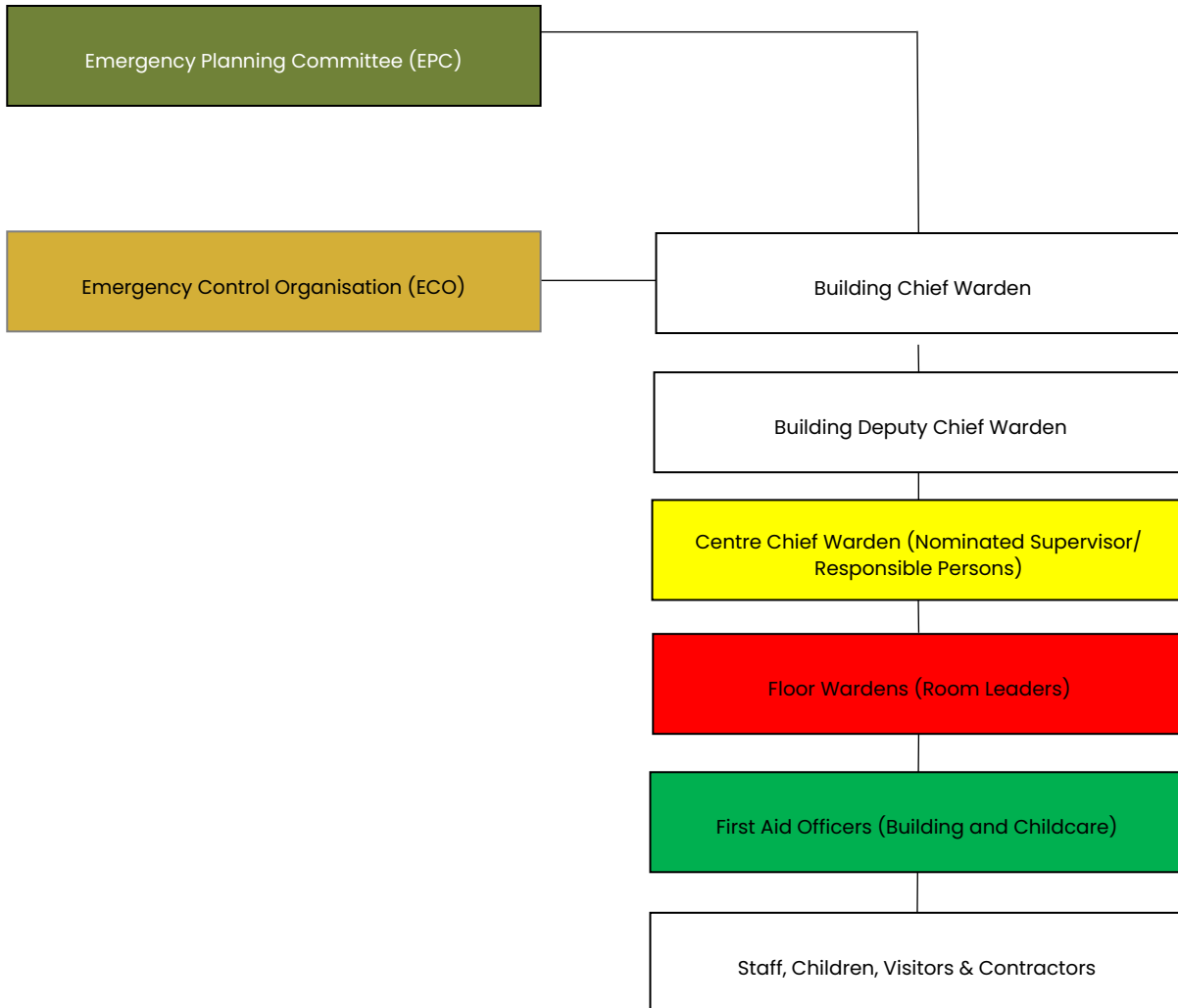
Date of Amendment	Reviewed By:	What Changes were Made?
26/03/2021	ACM	Emergency Management Plan Created.
23/08/2021	ACM	Updated Emergency Procedures.
03/09/2021	ACM	Finalised Emergency Management Plan.
20/02/2023	ACM	Updated to new Emergency Management Plan Template. Completed annual review of Procedures and Warden details.
27/03/2023	ACM	Updated Building Chief Fire Warden details, and Centre Warden Details.
26/03/2024	ACM	Updated Final Assembly Area as per Melbourne connect change – additionally updated RPIC – issues as interim as awaiting building EMP from Prensa to finalise potential changes/ update Melbourne connect diagram.

Building Management Plan Amendment Register

Date of Amendment	Reviewed By:	What Changes were Made?
02/08/2021	Australian Compliance Management	ACM Reviewed Building Management Plan by Prensa to determine evacuation procedures.
20/02/2023	TBA	To be reviewed, have requested information from spotless

Emergency Planning Structure

The below diagram outlines the Emergency Planning structure for this childcare centre. Please refer to the additional information provided which details the responsibilities and duties of each of the persons.



Emergency Planning Committee (EPC)

An Emergency Planning Committee (EPC) is a group of people/staff that are responsible for discussing and implement the Emergency Management Plan. The committee can be formed of different representatives including but not limited to:

- Chief Warden for the building
- FM Subcontractor Representative
- University of Melbourne Representative
- Precinct Management Representative
- Other Tenant Representatives – In this instance for the Childcare – the Centre Manager will be the tenant representative

The Emergency Planning Committee will be provided with summary reports by the Spotless Contractor Manager, which will be issued at each EPC meeting that is carried out on a 6 monthly basis or as required. The procedures will be reviewed on an annual basis. It is the duty of the Spotless contract to ensure all EPC members have access to appropriate training within the first 6 months of starting their role.

The duties of the EPC will be to:

- Ensuring that the emergency response procedures are readily identifiable and available to the appropriate persons
- Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan
- Ensuring a formalized training schedule shall be developed to ensure that relevant training based on the emergency response procedures is provided to ECO members and facility occupants
- Testing the emergency procedures through drills
- Establishing arrangements to ensure the continuing operation of the ECO e.g., resignation, holidays
- Ensuring that the register of ECO members is current and readily available
- Establishing strategies to ensure visitors are made aware of emergency response procedures and
- Ensuring that a permanent record of events for each emergency is compiled and retained

Emergency Planning Committee (EPC) List

Name	Phone	Email	Start Date
Leora Aksman-Glosz	02 8080 0065	leora.aksman-glosz@froebel.com.au	01/01/2022
Emma Veliscek	03 8672 7990	emma.veliscek@froebel.com.au	01/01/2023
Miguel Pereira – Chief Warden for Melbourne Connect	0438 228 189	Miguel.Pereira@spotless.com.au	01/01/2023
Styfan Sirjy – Spotless Representative	0412 149 628	George.Tsitsis@spotless.com.au	01/01/2023

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan

Print Date: 26 March 2024

Authorised by: Leora Aksman-Glosz

Version #: 1.0

Next Review Date: 26 March 2025

Gary Carter – Melbourne Connect Representative	0417 658 711	gary.carter@unimelb.edu.au	01/01/2023
Phil Callaghan – Melbourne Connect Representative	0412 912 371	phil.callaghan@unimelb.edu.au	01/01/2023

Emergency Control Organisation

In the event of an emergency, it is the responsibility of the Emergency Control Organisation (otherwise known as a warden team or ECO) to follow their centres procedures to organise and supervise occupants and children to ensure the safety of persons. If necessary, they will also organise the orderly evacuation of persons from the childcare centre. The Emergency Control Organisation will also supervise and ensure the orderly re-entry to the building when declared safe.

The Emergency Control Organisation is comprised of dedicated persons each with their own individual but equally important level of responsibility. Emergency control necessitates effective communication, co-operation, and identification of appointed Wardens. Identification should be achieved by wearing coloured helmets, caps or vests.

The ECO/Warden Team will perform duties before, during and after an emergency, and their priorities will be to:

1. **Protect people and children** endangered by the emergency
2. **Protect property** endangered by the emergency
3. **Restore normality** to the affected area

Warden Training

All ECO members, including nominated deputies shall be trained to develop the skills and knowledge necessary to undertake the duties set out in these emergency response procedures. There shall be sufficient personnel trained in all positions within the ECO to allow for projected absences.

Training shall address, but not limited to the following:

- The duties of the ECO as described in this emergency response procedure and emergency plan
- Procedures for the specific emergencies contained in this emergency response procedure
- Responding to alarms and reports of emergencies
- Reporting emergencies and initiating the installed emergency warning equipment
- Communication during emergencies
- Pre-emergency activities

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0
	Next Review Date: 26 March 2025

- Emergency activities
- Post emergency activities
- Occupants and visitors with disabilities
- Human behaviour during emergencies
- The use of installed emergency response equipment; and
- The performance of the building and its installations during a fire or other emergency.

Authority of Wardens

Once an emergency is declared, the powers of the Wardens SHALL override all normal non-emergency management procedures. Wardens shall have the authority to marshal all children and any visitors to evacuate the centre and move to the assembly area. The purpose of these powers is to ensure that during an emergency, life safety takes precedent over asset protection matters.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Emergency Control Organisation (Warden Team) List

Name	Phone	Email	Centre Role	Fire Safety Role	Start Date
Emma Veliscek	03 8672 7990	emma.veliscek@froebel.com.au	Centre Director	Chief Warden	01/01/2023
Laura Cetina	03 8672 7990	carlton@froebel.com.au	Level 3/4	Floor Warden	01/01/2023
Amy Williams	03 8672 7990	carlton@froebel.com.au	Level 4	Floor Warden	01/01/2023
Melani Rojas	03 8672 7990	carlton@froebel.com.au	Level 3	Floor Warden	01/01/2023
Steffi Tan	03 8672 7990	carlton@froebel.com.au	Level 3/4	Floor Warden	01/01/2023
Joanne Tanean	03 8672 7990	carlton@froebel.com.au	Level 3/4	Floor Warden	01/01/2023
Miguel Pereira	0438 228 189	Miguel.Pereira@spotless.com.au	Melbourne Connect	Chief Warden	01/01/2023
George Tsitsis	0428 593 678	George.Tsitsis@spotless.com.au	Melbourne Connect	Deputy Chief Warden	01/01/2023
Vania Tanniara	03 8672 7990	carlton@froebel.com.au	Level 3/4/5	Chief Warden	01/01/2024
Andres Quimbayo	03 8672 7990	carlton@froebel.com.au	Level 3/4/5	Chief Warden	01/01/2024
Laura Cetina	03 8672 7990	carlton@froebel.com.au	Level 3/4/5	Warden	01/01/2024
Lara Williams	03 8672 7990	carlton@froebel.com.au	Level 3/4/5	Chief Warden	01/01/2024
Melani Rojas	03 8672 7990	carlton@froebel.com.au	Level 3/4/5	Chief Warden	01/01/2024

ECO Duties

The following information provides the centre and Warden Team with details on how to prepare for emergency situations, procedures for how to respond to an emergency, and any tasks that may need to be completed once the emergency has occurred.

Duties of Chief Warden – Childcare

Nominated Supervisor / Responsible Persons

The Melbourne Connect building has a nominated Chief Warden and Deputy Chief Warden, and they will be in charge for the evacuation of the overall building. From a childcare perspective however, there will be a Centre Chief Warden who will be the Nominated Supervisor / Responsible Person who is on duty at the time of the emergency response.

All of the Nominated Chief Warden's for the centre should have completed Warden training and have comprehensive training of how to use the red WIP phones in an emergency.

Initial Response:

When an emergency has been declared (via the alarm system, Building Chief Warden or another warden), the Centre Chief Warden will take the following actions:

- Report to the nearest red WIP phone and receive instructions from the Building's Chief Warden to receive initial instructions
- Collect their coloured helmet, vest and the centres emergency evacuation bag from the nominated locations (Located in smoke lobbies within each level of the centre)
- Listen for instructions from the Building Chief Warden over the PA System
- Advise the Floor Wardens in the centre of the alert and advise them to stand by for instructions
- Report your situation back to the Building Chief Warden via the Warden Intercommunication Point (WIP – Red Phone).
- Prepare the centre to evacuate if required

Evacuation Response:

Once the Building's Chief Warden has given the signal to evacuate, the Centre Chief Warden will complete the following:

- Communicate with the Building's Chief Warden where necessary*
- Note* If communicating with the Chief Warden via the WIP phone, remain at the phone for no more than 1 minute if trying to reach them
- Assess which is the best evacuation route for the centre to take, and notify the Floor Wardens in the centre via the 2 way radio which exit point to evacuate to, and advise them to commence the evacuation procedures for the centre
- Ensure that the nominated person (administrative office / chef) to collect the evacuation cots from the Ground Floor lobby has been dispatched
- Collect the sign in register/lpad from reception to take the assembly area to account for any visitors/contractors
- Liaise with the Floor Wardens to check that all childcare rooms have been evacuated and are notified as 'all clear'
- Complete a final sweep of the centre's common areas i.e. toilets, staff rooms etc. to ensure that all occupants have been evacuated, before assisting the staff with the evacuation of the children

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

- Once staff and children have been evacuated down the stairwell to the muster area, liaise with the Floor Wardens to complete another roll call/head count to ensure all children are accounted for
- Use the sign in register/Ipad to check off any visitors/contractors.
- Report findings back to the Building's Chief Warden via the 2 way radio to advise the childcare centre is all clear, and if anyone is left within the building and wait for approval from the Building Chief Warden to proceed to the designated Assembly Area.
- Advise the Floor Wardens to commence evacuating the centre to the nominated Assembly Area located on the evacuation diagrams.
- Complete final roll call at the Assembly area and report findings to the Building's Chief Warden to advise everyone within the childcare is accounted for.
- Follow all instructions from the Building Chief Warden until the all clear is given.

Duties of Floor Wardens – Childcare

Room Leaders / Kinder Teachers

At FROEBEL Carlton Early Learning Centre, the Room Leaders and Kinder Teachers for the centre will form part of the ECO team as Floor Wardens. Their role will be to assist the Centre Chief Warden and will be responsible for the evacuation of their children's rooms, and to assist during the evacuation to the muster point and the nominated assembly area.

The Floor Wardens will be the following persons:

- For Level 3: the Room Leader Nursery / or RL Toddler if Room Leader for the Nursery is not on site
- For Level 4: the 4YO Kinder Teacher / or 3YO Kinder Teacher if the 4YO Kinder Teacher is not on site.

Initial Response:

When an emergency has been declared (via the alarm system, Chief Warden or another warden), the Floor Wardens will take the following actions:

- Collect their red helmet and vest from the nominated locations (In each of the children's rooms)
- Listen for instructions over the PA system
- Identify if any children are mobility impaired in preparation to evacuate
- Follow all the Centre Chief Warden's instructions

Evacuation Response:

Once the Centre Chief Warden has given the signal to evacuate, the Floor Wardens will complete the following:

- Collect the Emergency evacuation bag from the nominated location along with any medications and children's rolls
- Liaise with the Centre Chief Warden via the 2 way radios to receive advice which nominated exit route to evacuate to
- Advise the educators to gather the children and line them up in an orderly fashion at the door to the nomination exit door
- Complete a head count against the roll to ensure all children are accounted for
- When the Centre Chief Warden has communicated to evacuate to the muster point, give the signal to educators and staff to start moving the children to the muster point, located within the smoke lobby at the top of the exit stairs
- Once all children and staff have evacuated, the Floor Wardens will complete a final sweep of their rooms including prep and bathrooms. Close all windows and doors to identify that the room

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

has been cleared and notify the Centre Chief Warden that the children's room have been fully evacuated

- Move to the smoke lobby where the remaining staff and children have mustered, check against the roll that all children are accounted for
- The Centre Chief Warden will give approval to evacuate, and Floor Wardens will instruct staff to lead the children into the stairwell and descend down the stairs.
- At the bottom of the exit stairs, muster the children in an orderly line and complete another roll call to check all children made it down the stairs
- Wait for instructions from the Centre Chief Warden, and once advised commence the evacuation to the nominated Assembly Area.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Emergency Procedures

Fire / Smoke

What is considered a Fire Emergency?

A fire emergency is defined as an emergency response involving the prevention of fire, or the protection from fire to ensure the safety of life and property. It can also be known as a 'Code Red'.

It is important to take the following steps if confronted by a fire:

- Notify the Centre Chief Warden for them to alert the Building's Chief Warden
- Raise the alarm and call triple zero (000)
- Fight the fire using accessible fire equipment such as a fire extinguisher, but only if it is safe to do so
- Evaluate the danger and evacuate if necessary
- Keep children calm during the evacuation process

General Fire Prevention

Prevention is always the best method to stop a fire before it starts. It is important that you are aware of any unsafe practices which could cause a fire.

Staff should take note of any poor safety practices and bring it to the attention of the Centre Chief Warden. Some of these unsafe practices might include items such as:

- Unnecessary accumulation of rubbish (empty boxes, overflowing bins etc.)
- Unsafe storage of flammable liquids*
- Placement of furniture, decoration or equipment which obstruct clear passage to firefighting equipment, exits and fire stairs
- Fire doors if installed should be kept shut except during use, and not wedged or fixed in an open position. The installation of door hold open devices (fire services approved) can overcome any offences in this area
- Accidental discharge or faulty extinguishers should be immediately reported to the Centre Chief Warden

**Storing flammable liquids in general areas is not permitted except under certain circumstances, in which case only minimal quantities are to be held in approved containers.*

All staff are encouraged to take care while using matches, portable heaters, electrical appliances, and other possible causes of ignition. Always remember to keep your surrounding workspace and rooms neat and tidy.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

RACE Acronym

In the event of fire or smoke, we recommend following the RACE Acronym:



<p>Remove any persons in immediate danger to a safe area, evacuate if necessary.</p>	<ul style="list-style-type: none"> • Raise the alarm • Ensure personnel are aware of the emergency • Ensure ECO members (Wardens) have been notified • Ensure the Emergency Services have been notified 	<p>Decide on action</p> <ul style="list-style-type: none"> • Support – Do not attempt to fight the fire alone • Size – Ensure the fire can be contained using the equipment at hand • Surroundings – Check for danger such as the spread of fire, gas cylinders or chemicals. • Smoke, Gases, Fumes, and Heat – Ensure you always remain below the smoke level <p>Equipment</p> <ul style="list-style-type: none"> • Check that you have the correct equipment for that class of fire • If the appropriate extinguisher is not available, then contain the fire by closing doors. <p>Safety</p> <ul style="list-style-type: none"> • Test the equipment prior to approaching the fire. • Keep low – stay below the smoke level • Safe escape route – when fire is in-doors, keep between the fire and the exit; when the fire is outdoors, approach the fire up hill and up wind • If the fire cannot be controlled, close the doors if safe before leaving 	<p>Ensure you have a safe exit path and proceed to your Assembly Area. Do not re-enter the building.</p>
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Medical Emergency

What is a Medical Emergency?

A Medical Emergency is defined as being 'A serious and unexpected situation involving illness or injury and requiring immediate action.' A Medical Emergency may also be known as a 'Code Blue'.

Life Support Flowchart

Below is a chart detailing the steps to take in the event of a medical emergency:

D	CHECK FOR DANGER	<ul style="list-style-type: none"> To yourself. To others. To the casualty. 	
R	RESPONSIVENESS	<ul style="list-style-type: none"> Is the casualty conscious? Does the casualty respond to talk and touch? 	
S	SEND FOR HELP	<ul style="list-style-type: none"> Call triple zero (000) for an ambulance. Alternatively ask another person to make the call. 	
A	CHECK AIRWAY	<ul style="list-style-type: none"> Is the airway clear of obstructions? Is the airway open? 	
B	CHECK FOR BREATHING	<ul style="list-style-type: none"> Is chest rising and falling? Can you hear or feel air from the mouth or nose? If not give two initial breaths. 	
C	GIVE CPR	<ul style="list-style-type: none"> If no signs of life begin CPR. CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by two breaths. 	
D	APPLY A DEFIBRILLATOR	<ul style="list-style-type: none"> Follow the voice prompts. 	

Bomb Threat

What is a Bomb Threat?

Bomb threats are defined as a person sending an intimidating message, threatening to place or detonate an explosive, or likewise destructive device, with the intent to cause damage to persons or property; regardless of whether such a device exists. A bomb threat can also be known as a 'Code Purple'.

Types of Threats:

Threats can be categorised into two types, neither type should be discredited, and all threats should be treated as serious:

Specific Threat: Less common but more credible. Detail may be provided which may describe the device, its placement, the reason, its time of actuation, building name, address etc.

Non-Specific Threat: Little or no useful information is provided by the person/s involved.

Bomb Threat - Telephone

If a bomb threat is received by telephone, it is important to:

- Remain calm
- DO NOT hang up the phone
- Complete the bomb threat checklist for the centre
- Obtain as much information as possible
- If possible, discretely alert nearby staff as to the situation
- At the end of call, DO NOT hang up
- Inform Centre Chief Warden and act on their instructions
- Contact Emergency Services if required

Bomb Threat - Mail

If a bomb threat is delivered by mail, it is important to:

- Immediately inform the Centre Chief Warden
- DO NOT handle the article; move away from the immediate area, leaving doors open
- Minimise further contact with the letter - use tweezers if available
- Retain the envelope or packaging
- Segregate all persons who have come into contact with the item
- Remove people and children from the immediate area
- Follow the instructions given by the Centre Chief Warden
- the Centre Chief Warden for them to alert the Building's Chief Warden
- Centre Chief Warden to contact Emergency Services if required
- Await arrival of Emergency Services and follow their instructions

Suspicious object

If a suspicious object is found in the centre, it is important to:

- Notify the Centre Chief Warden of the description and location
- Not touch or tamper with the item
- Ask people in immediate area if they know who the item belongs to, can it be accounted for, or if it has been seen before
- Move people and children away from the immediate area, leave doors open

- The Centre Chief Warden will contact the Building's Chief Warden & Emergency Services before initiating the evacuation procedures

Personal Threat

What is a Personal Threat?

There may be a risk of a person entering the centre who is behaving in an aggressive, threatening, or violent manner. This can include confrontation and verbal abuse with a person, verbal abuse over the phone and assaults. A personal threat may also be known as a 'Code Black'.

In the event of a personal threat by either armed or unarmed persons it is important to:

- Remain calm and notify the Centre Chief Warden, if safe to do so
- The Centre Chief Warden will initiate to Lockdown the centre if safe and possible
- Attempt to move away from the offender
- Relay all relevant details regarding type of situation, location, who is involved etc.
- Where possible, encourage offender outside and lock them out
- Try to gather a description of the offender noting things like height, eyes, hair, complexion, approximate age and vehicle
- Preserve evidence (including anything that the offender has handled)
- The Centre Chief Warden will notify the Building's Chief Fire Warden, and then contact Emergency Services, if safe to do so
- Await arrival of Emergency Services and follow their directions
- Ensure all staff and children are safe and follow procedures as per the Centre Chief Warden instructions

Prevention of Criminal and Violent Incidents

Applying a situational approach to crime prevention based on locally identified risks aims to reduce the opportunity for people to commit crimes. In case of criminal incidents, the Nominated Supervisor or Responsible Person in Day-to-Day Charge will be expected to implement crime and violence prevention strategies through:

- Ensuring window/door locks are in good working order
- Checking environmental design - trimmed foliage, lighting, natural surveillance, fences, signs
- Confirming Electronic systems are working - e.g. Alarms
- Safe Procedures - e.g. safe lock up procedures and daily checks of play areas, effective supervision

Internal Emergency

What is an Internal Emergency?

When an incident occurs inside the centre that threatens the safety of staff and/or children, it is called an Internal Emergency. This could be identified as a gas leak, electrical hazard or a chemical hazardous spill. An internal emergency can also be known as a 'Code Yellow'.

How to respond to an Internal Emergency:

- Notify the Centre Chief Warden immediately of the type, location, and size of emergency
- Depending on this information, the Centre Chief Warden will instruct you to evacuate or stand by

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

- The Centre Chief Warden will contact the Building's Chief Warden and the appropriate Emergency Services
- Remain calm, and ensure that staff and children are moved away from the emergency
- Follow any instructions from the Centre Chief Warden
- If the Centre Chief Warden deems the internal emergency to become unsafe, they will advise to commence the evacuation of the centre

Electrical Hazard

An electrical hazard is any situation where an individual may be directly exposed to items with electrical current, such as faulty electrical equipment or exposed wires.

If a person discovers that there is an electrical hazard in the centre, it is important to:

- Notify the Centre Chief Warden
- Turn off the power to the affected area if possible
- Look for signs of smoke, heat or fire being careful not to come into contact
- If wires are down, cordon off the area and notify staff nearby
- If staff members or children are present, ensure they are removed from the area the hazard is located

Chemical / Hazardous Material Spills

Hazardous materials can be a potential source of harm with the uncontrolled release of substances such as chemicals, radiation, oil, and biohazard materials.

Hazardous Substance Release – Inside Centre Grounds

The Centre Chief Warden will assess the need to evacuate the centre based on all immediately available information and hazardous substance guidelines. In the case of a hazardous substance released inside the centre grounds the centre will need to:

- Advise the Centre Chief Warden who will notify the Building's Chief Warden
- Centre Chief Warden will notify emergency services if the spill is unsafe for staff to deal with
- Place a waste bin over the substance to confine. Avoid handling
- The Priority is to confine and quarantine the spill. If substance has been touched, ensure those people are separated from others and if available washed or showered. Clothes should be quarantined for analysis
- Ensure that all staff and children are kept away from the spill
- Area is to be kept clear until arrival of Emergency Services
- The air conditioning system should be shut down immediately
- If the centre becomes unsafe, staff and children to complete evacuation and follow the centre's evacuation procedures
- Ensure the spill is cleaned up by staff if safe to do so
- Follow all instructions of the Warden team and Emergency Services

Hazardous Substance Release – Outside Centre Grounds

An event such as fire, motor vehicle accident, train derailment, industrial incident or a natural disaster may cause a hazardous substance release. As a result, emergency Services may request that the centre is secured and sealed.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Those who have been advised to secure and seal the building will be notified if additional measures are required and when it is “all clear.” During such an event, it is important to maintain communications with the emergency services and The Department of Education and Training Regional Offices.

In the case of a hazardous substance being released where the contamination is confirmed as outside the buildings, the Nominated Supervisor or Responsible Person in Charge will be expected to:

- Move all staff /children into the building immediately
- Centre Chief Warden will contact and communicate with the Building’s Chief Warden and Emergency Services where required
- Check child attendance against class rolls at assembly area
- Occupy rooms furthest from emission source, close to an exit and upwind if possible
- Close all external doors and windows. Draw curtains/blinds and seal ventilators, turn off air conditioners
- Contact the Regulatory Authority Regional Office to report the incident and to seek advice and support, as appropriate; and evacuate if directed by Emergency Services or forced to by extraordinary circumstances such as a building being full of fumes. In this instance move to an area upwind of the incident

External Emergency

What is an external emergency?

While at the centre, events developing from an external source may have the potential to overwhelm the buildings structural integrity, such as a severe weather event. An external emergency also goes by the name of a ‘Code Brown’.

In the event of an external emergency, it is important to:

- Raise the alarm
- Notify the Centre Chief Warden, who will advise the
- Alert staff in the centre, and keep the children calm
- Evaluate the danger and assist the injured, if safe to do so
- Follow instructions of the Centre Chief Warden

Cyclone / High Intensity Storm

Cyclones or High Intensity Storms are weather events that can cause potentially catastrophic damage to buildings and injury to staff and children.

In the event of a Cyclone or High Intensity Storm, it is important to:

- Stay inside the centre until advised otherwise
- Check all windows are closed (if applicable)
- Move all staff and children away from the windows
- Secure all loose objects in open areas if possible
- Check child attendance against class rolls and account for all visitors at internal assembly area
- Tune to local radio / TV broadcasts for alerts / additional information
- Centre Chief Warden to contact Emergency Services if required
- If the building starts to break up, move the children to the smallest room and use evacuation cot or sleeping mats where possible to protect staff and children

- Once the storm passes check for damage and listen to the local radio for official warnings/advice
- Keep staff/children on the premises until it is safe to return to normal activities or go home

Lockdown Procedures

A lockdown may be triggered in your centre when there is an immediate threat to you, other staff and/or children in the centre. This procedure should be used when the risk of an evacuation is greater than the risk of remaining indoors e.g. an armed perpetrator on site.

Most childcare centres will use a code word to raise the alarm to commence a lockdown, such as 'the chickens are in the coop'. Each staff member should be aware of the code to initiate a lockdown within the centre. The code word should not be easily accessible to any other occupants.

If a Lockdown event occurs, staff should complete the following:

- Notify the Centre Chief Warden and relay the nominated code word
- The Centre Chief Warden will notify the Building's Chief Warden if safe to do so
- Keep calm during the lockdown process
- Ensure that all children are accounted for and kept calm

When the Lockdown code word is activated:

What to do:

- Lock / barricade the door and close all curtains or blinds
- If you or children are in a corridor, go to the nearest room not already secured
- Keep yourself and others away from windows and doors
- Turn off all electrical and audio devices
- Ensure you and any children stay low and quiet
- Put mobile phones on quiet or vibrate mode and do not make non-essential calls

What NOT to do:

- Do NOT open the door until you are officially advised "All Clear" or you are certain that it is emergency personnel at the door
- Do NOT hide in toilets or bathrooms unless necessary
- Do NOT travel down long corridors
- Do NOT assemble in large open areas
- Do NOT call Emergency Services unless you have immediate concerns for your safety or the safety of others
- Do NOT call Emergency Services unless you have critical information that will assist emergency personnel

During the Lockdown, staff should:

- Follow instructions given by the Centre Chief Warden and Emergency Services only
- If there is a fire alarm at the centre and it is activated, remain where you are with the children and await further instructions
- Emergency Services must initially consider all individuals as a potential threat; follow all instructions always given by them so as not to be suspected as a potential threat

After a Lockdown has occurred, it is important to:

- Remain calm and attend to any staff or children who may be distressed as some individuals may experience shock
- Cooperate with Emergency Services to ensure an orderly evacuation of the centre
- If advised, follow the evacuation procedures, and proceed to the designated Assembly Area with the children
- Assist Emergency Services if they require individuals to remain for questioning

Lockout

A lockout is used when an internal and immediate danger is identified, and it is determined that children, staff and visitors should be excluded from buildings for their safety.

The Centre Chief Warden will announce the lockout with instructions, and in line with the next response, planning should have been undertaken to determine where the children, staff and visitors will evacuate to. All staff and children will then follow the relevant evacuation instructions.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Alerts to Evacuate

Alert to Evacuate a Centre in an Emergency

Within every childcare centre, there are nominated ways to alert staff and children that there is an emergency, and that an evacuation is required.

It may be that there is a Fire Indicator Panel installed that emits a siren upon activated, or it may simply be that a person discovering the emergency will verbally announce the emergency to the staff and children.

It is important to know the method of alert in the childcare centre, so that staff and children are prepared to respond once the alert has been sounded.

Fire Indicator Panel and EWIS system

In the Melbourne Connect building where FROEBEL Carlton Early Learning Centre is located, the building is fitted with a Fire Indicator Panel (FIP) that is connect to an Emergency Warning Intercommunication System, which is also know as an EWIS. Upon activation of the panel, a signal will be sent to a third-party monitoring company advising them of an alert for the building. A signal is also sent to the EWIS which will then set off the evacuation tones for the childcare centre.

The childcare is also fitted with visual warning devices (red flashing lights) Which will be activated through the centre to advise staff of an evacuation.

Also connected to the Fire Indicator Panel are Red Manual Call Points, which are located throughout the building and look like the below:



If a staff member or educator with the childcare discovers an emergency e.g. a fire, they can press these fire alarms which will automatically send a signal to the Fire Indicator Panel and will notify emergency services. Staff should then advise the Centre Chief Warden who will contact the buildings Chief Warden.

Verbal

In the event of fire or any other emergency, the staff member who discovers the emergency event should verbally announce the requirements for evacuation to the staff and children. This announcement should include the nature of the incident and the actions required.

If the staff member discovers the fire, the staff member **MUST** raise the alarm by shouting:

“FIRE, FIRE, FIRE”

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Ensure staff continue this call until all staff have been alerted and begin the evacuation process for the centre.

If the emergency is not fire related and an evacuation is still required, the staff members may shout:

“EVACUATE, EVACUATE, EVACUATE”

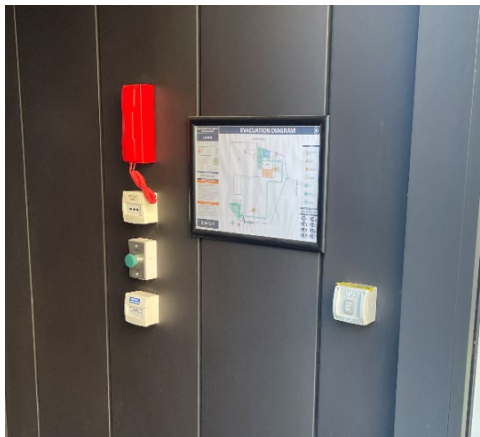
It is important during this time to speak clearly and calmly. Ensure that the instructions to the centre are specific so staff understand what steps they need to take to evacuate safely.

Communication During Evacuation

Communication with Chief Warden – WIP Phone

Located within each smoke lobby on each level of the childcare centre, there is a red telephone installed. These phones are called Warden intercommunication Phones, otherwise known as WIP Phone. The phone will be used for the Centre’s Chief Warden to be able to communicate with the Building’s Chief Warden who will be situated in the Fire Control Room for the complex.

Below is what the WIP Phone will look like e.g., in the playground on Level 5:



In an emergency, The Building’s Chief Warden will make an announcement over the PA system for the Warden’s to attend their WIP Phone, so they can be advised of the situation’s details. The announcement by the Chief Warden will say:

Announcement 1:

Your attention please, this is the Chief Warden speaking, can all nominated Wardens please attend your Warden Phone. I repeat
Can all nominated Wardens please attend your Warden Phone.

Upon hearing this announcement, the Centre Chief Warden will attend to the WIP phone for whichever level they are currently on and pick up the phone to communicate with the building Chief Warden. They will also use this phone to communicate to the Building’s Chief Warden of any situations with relation to the childcare centre.

To advise of an evacuation, the Building Chief Warden will make the following announcement over the PA System:

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Announcement 2:

Your attention please, all occupants on level/s..... are required to evacuate, please follow all Warden Directions. I repeat
Occupants on level/s..... are required to evacuate, please follow all Warden Directions.
This is not a drill.

*Please note the above announcements have been extracted from the building's Emergency Management plan completed by Prensa.

Verbal Communication

The Centre Chief Warden and Wardens/staff may need to verbally communicate on the status of the evacuation during an emergency event. Staff should speak to each other without unnecessary shouting. Shouting may cause added concern to evacuating occupants and children.

Floor Wardens will report to the Centre Chief Warden before leaving the centre. Their report should include "room / area all clear" or any problems that they may have encountered (e.g., abnormal situation / persons refusing to evacuate etc).

Phones

Mobile Phones

Staff may communicate with the Centre Chief Warden by mobile phone during the evacuation. The Centre Chief Warden will have each of the staff members phone numbers loaded. All staff should also have the Centre Chief Warden phone numbers preloaded in their mobile phone. It is important that if staff are using this method, that mobile phones are kept charged at all times.

Portable Radios (Two-Way – Walkie Talkies)

Portable two-way radios will be located in each of the smoke lobbies for the Centre Chief Warden to liaise with the Floor Wardens, who will also have radios located in their Children's rooms. All unnecessary chatter or overuse of the radio should be avoided.

To operate the portable radio, ensure it is turned on then depress the trigger before speaking. Take a moment to think of what your message will be before broadcasting it. Speak clearly and calmly without shouting. To ensure voice clarity, hold the radio to the side of your mouth so that you speak across the microphone and not directly into it.

If interference is experienced, the Centre Chief Warden will broadcast a new channel to be used for that particular emergency event.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Alerting Emergency Services

It is important during an emergency that Emergency Services are notified so they can respond to the Emergency and assist the centre. Normally the Centre Chief Warden will be the designated person to contact the Emergency Services using the following methods.

Monitored Fire Indicator Panel with Manual Call Points

The centre is fitted with a Fire Indicator Panel (FIP) that is connected to Emergency Services or a local security company and has Manual Call Points installed throughout the centre.

When a Manual Call Point (MCP) is activated, it will operate the Fire Indicator Panel, and emergency services will be automatically contacted upon activation.

Regardless of whether the centre has a Fire Indicator Panel, the Centre Chief Warden will follow up notify the Building's Chief Warden, who will then contact Emergency Services, so they are aware of the nature of the emergency, and their response is adequate to handle the situation.

Staff should advise the Centre Chief Warden as soon as practicable as to the reason for the activation of the Manual Call Point (MCP) if activated in the childcare centre (e.g. accidental operation, malicious operation, fire, etc).

Phone

During an Emergency Event, it may be that Emergency Services need to be contacted, for them to respond to assist with the emergency and provide direction.

Normally the Building Chief Warden will make the call to Emergency Services and identify the nature of the emergency and provide any other information so that emergency services can ensure their response is adequate to handle the situation.

If using a mobile phone, it is important to ensure that the phone is fully charged in case Emergency Services need to make contact again to gather further information.

Dialling 000

Stay focused, stay relevant, stay on the line

The Triple Zero (000) service is the quickest way to get the right Emergency Services to help you. You can contact Police, Fire or Ambulance in a life threatening or emergency situations.

Making the call:

- Stay calm and call Triple Zero (000) from a safe place
- When your call is answered you will be asked if you need Police, Fire or Ambulance
- If requested by the operator, state your town and location
- Your call will be directed to the service you asked for
- When connected to the Emergency Services, stay on the line, speak clearly, and answer the questions
- Don't hang up until the operator tells you to do so

Contacting Emergency Services:

During the call:

- You will be asked where you are

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

- Try to provide street number, street name, nearest cross street, and the area
- In rural areas give the full address and distances from landmarks and roads as well as the property name
- If calling from a mobile or satellite phone, the operator may ask you for other location information
- If you make a call while travelling, state the direction you are travelling, and the last motorway exit or town you passed

Instructions from the operator:

- The operator may ask you to wait at a pre-arranged meeting point to assist Emergency Services to locate the incident

Your location / address details are:

FROEBEL Australia FROEBEL Carlton

700 Swanston Street, Carlton VIC 3053

Ph (Business): Quote the number you are calling from

Evacuation Procedures

General Evacuation Instructions

The evacuation procedures and diagrams for this centre have been designed to outline site specific information to ensure that all staff are aware of the evacuation procedures and designated exits for their centre. The evacuation procedures may also be known as a 'Code Orange'.

It is important that staff-to-child ratios are maintained during the evacuation, please refer to the ACECQA website below to ensure the centre follows the correct staff-to-child ratios.

<https://www.cecqa.gov.au/nqf/educator-to-child-ratios>

In the event of an evacuation, follow the steps below:

- Don't panic. Children need staff to be confident and capable in an emergency and their behaviour will reflect how they act
- Alert the Centre Chief Warden immediately and follow all directions given by the Warden team
- Collect equipment from emergency response area (e.g. grab bags, first aid kits, classroom rolls or iPad)
- Leave immediately by nearest safe exit
- Move quickly; do not run
- If possible, close but do not lock the doors behind you
- Do NOT use lifts
- All staff should assist children in the evacuation, particularly in the nursery and any persons with special needs
- If a staged evacuation is ordered, you may be required to:
 - Stage 1 - Move away from immediate danger
 - Stage 2 - Move to a safe area within the building such as another compartment (e.g., other side of fire safety doors)
 - Stage 3 - Evacuate from the building
- Report to your designated Assembly Area
- Complete a rollcall to ensure all persons are accounted for
- Immediately notify the Centre Chief Warden if:
 - Any injuries have been sustained
 - If you are aware of anyone who is unaccounted for
- Once all persons have been evacuated, the Centre Chief Warden will conduct a final check of the building, including toilets, common areas and playgrounds
- Do not leave the Assembly Area until Centre Chief Warden gives the "All Clear"

Visitor and Contractor Sign-in Book / Staff Register

The Visitor and Contractor sign in register is very important within a Childcare environment, as they track when people are in the centre.

Once a visitor/contractor/temporary staff member arrives at the centre the Centre Chief Warden will need to ensure they sign in and out using the sign in register (paper or iPad) and then advise them of the designated exits as well as the location of the assembly area.

During the time they are at the centre, they are under the responsibility of the staff member they are meeting with, and if an emergency event or evacuation occurs, the Warden Team needs to ensure that all visitors are accounted for when leaving the centre, and then again at the assembly area.

Once an evacuation has been called, it is the responsibility of the Centre Chief Warden to ensure a warden or staff member collects the sign in register/iPad from the front reception prior to evacuating to the assembly area.

This document will assist in ensuring that all known visitors are accounted for.

Meeting the Fire Service

The Centre Chief Warden will meet the Fire Service at the nominated area (Fire Indicator Panel or Assembly Area).

On the arrival of the Fire Service, the Centre Chief Warden will identify themselves to the Officer-in-Charge (OIC) and give a brief overview of the situation. This should be done in a concise and calm manner.

The briefing should include the nature of the incident, the status of the evacuation, and whether anyone needs immediate assistance. They should then act on directions of the Officer-in-Charge and assist as requested.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

The Use of Evacuation Cots/Prams in Childcare

This centre is equipped with Emergency Evacuation Cots/Prams to assist with the evacuation of young children during an emergency. It is important to know the locations of where the cots/prams are kept to be utilised in an emergency.

You may need to check the manufacturing details of your specific cot to confirm the exact capacity, however, most evacuation cots/prams are suitable to carry a maximum of 6 children in each cot/pram, with a maximum weight capacity as specified. It is important to keep the wheels always locked when the evacuation cot is not being used for transportation.

It is also important to distribute the occupant's weight evenly when in use. Do not place any items in the evacuation cot/pram with the children during an evacuation e.g. emergency grab bags or medication as this could be a potential hazard.

When transporting children to the assembly area, it is important that staff are always holding onto the cot/pram handle with someone at the front and back to ensure the cot/pram is kept secure.

Evacuation Pram Specific information:

Each child in the pram is provided with a safety harness that must always be used. Ensure the shoulder and waist straps are adjusted to fit the child snugly. The shoulder harness straps automatically disengage from the seat straps when not attached. This stops loops forming that may cause a strangulation hazard. Connect the shoulder strap to the waist strap before engaging in the middle buckle for each child.

There are 2 brake systems included on the pram. The parking brake is operated by engaging the red foot pedal. When engaged ensure the brake is correctly engaged by stepping on the pedal all the way down then gently pushing the stroller back and forth to confirm proper engagement before removing the wrist tether strap. The second brake system is a friction brake operated by a lever on the handlebar.

Alerting Regulatory Authorities

Procedure for Reporting Obligations Following an Emergency Event or Serious Incident

The Centre Chief Warden will notify their management from head office, when at a logical point once the centre has been evacuated to alert them of the situation. If possible and safe to do so the centre will then notify families of the event via the most suitable method according to the event (e.g. phone, SMS, CRM).

The Centre Chief Warden must log onto the Australian Children's Education & Care Quality Authority (ACECQA) portal National Quality Agent IT Systems (NQA ITS) and lodge the IOI Notification of Serious Incident within 24 hours of the incident occurring.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Centre Evacuation Procedures

The below Evacuation Procedure and You Are Here Diagrams have been created in conjunction with recognised authorities specifically for FROEBEL Carlton Early Learning Centre. It is FROEBEL's policy that evacuation drills are to be carried out at various times of the day and should be completed on a monthly basis. Staff should rehearse alternating the exit routes and to the nominated assembly area. This will prepare all staff and children to respond swiftly regardless of which evacuation path is taken. It is also important during the drills that staff:child ratios are maintained at all times.

Evacuation of Level 3 – Babies and Toddlers

Upon acknowledgement of an emergency situation via the WIP Phone from the Building's Chief Fire Warden, the nominated Centre Chief Warden will advise the centre to commence the evacuation. At this stage the designated person (chef or Administration Assistant) will be dispatched to the ground floor lobby to collect the portable cots from their allocated cupboard. The designated person will then move the cots to the bottom of the nominated exit stairs advised by the Centre Chief Warden in preparation for the non-walking children to evacuate. Once the cots are setup, the designated person should also put on a designated baby carrier in preparation to assist with the evacuation.

Evacuating the room to the muster point:

- The Floor Wardens will collect the emergency evacuation bags and any medications from their nominated location
- A staff member will be allocated to collect the evacuation cots from the nursery rooms
- Meanwhile, all other staff will gather the children in one place, and complete a head count to ensure all children are accounted for
- Educators will place the non-walking children into the evacuation cots, ensuring maximum 6 per cot and that the children are distributed evenly
- Once approval is given by the Centre Chief Warden, the Floor Wardens will then signal the educators to move the children out of the room through the designated exit, and proceed to the nominated muster point as advised by the Centre Chief Warden, which will be either the smoke lobby on the north-western or eastern side of the centre
- The non-walking children will be taken in the evacuation cots, and any young children that are able to walk will be led by staff to the muster point
- Upon arrival to the muster point in the smoke lobby, staff and children are in a 60-minute rated room before smoke will start to spread.

Evacuating down the exit stairs:

- When all children and staff are safely in the smoke lobby, staff are to put on their designated evacuation baby carriers
- The first educator will place a child in their carrier, and commence walking down the exit stairs, ensuring to always maintain 3 points of contact. It is important to walk calmly and do not run with the child
- Once they reach the bottom of the stairs, the child will be placed into the waiting evacuation cot prepared earlier by the designated staff member
- The waiting staff member (at the bottom of the stairs) will then proceed to head up the stairwell to collect the next child while the other staff member remains with the evacuated child to keep staff:child ratios
- Meanwhile the next staff member in the smoke lobby has started the descent of the stairs with another child
- This process will continue until all non-walking children have been evacuated down the stairs and placed into the waiting evacuation cots

- Staff will then notify the Centre Chief Warden that all non-walking children have been evacuated, and the remaining staff will then commence walking down the stairs with the walking children, ensuring they hold the handrail and always maintain 3 points of contact
- It is important that staff communicate verbally when walking up/down the stairs to notify people in the stairwell of their location. The staff should also alternate evenly and take it in turns walking up/down the stairs and ensuring that the ratios are kept between the top and bottom of the stairwells

When all walking and non-walking children have been evacuated, staff will complete a final head count to ensure all children and staff are accounted for. The Floor Wardens will notify the Centre Chief Warden That their part of the centre has been fully evacuated and accounted for. Staff will then await instructions from the F Centre Chief Warden.

Evacuation of Level 4 – Kinder Rooms

Evacuating to the muster point:

- The Floor Wardens will collect the emergency evacuation bags and any medications from their nominated location
- Meanwhile, all other staff will gather the children and ask them to line up in an orderly fashion in front of the designated exit door
- Staff will then complete a headcount to ensure that all children are accounted for
- Once approval is given by the Centre Chief Warden, The Floor Wardens will then signal the educators to move the children out of the room through the designated exit, and proceed to the nominated muster point as advised by the Centre Chief Warden, which will be either the smoke lobby on the north-western or eastern side of the centre
- Once all children and staff have entered the smoke lobby, staff will complete another headcount before asking the children to hold onto the handrail, and commence the descent of the fire stairs.

Evacuating down the exit stairs:

- It is important as the children descend that there is a staff member situated at the front and rear of the children as a minimum
- The staff member at the front and rear should also keep an eye out for other building occupants as this is a shared stairwell from levels 2 to ground.
- If children reach the lower stairwells and building occupants are also evacuating, staff are to ensure they are mindful of the children and that the occupants move past the children safely, or ask occupants to wait until the children are on the next landing before moving past them
- As the staff and children reach the ground level and exit into the open area, staff will need to check that all children are accounted for by completing a head count/roll call
- The staff will then advise the Centre Chief Warden that their room has safely evacuated the stairwells
- The process will be the same for all walking children as they descend down the stairs
- Once all children have been evacuated and a final roll completed, the Floor Wardens will notify the Centre Chief Warden that the children's rooms have been evacuated and all children and staff have been accounted for
- Staff and children will remain at this point and await the Centre Chief Warden's further instructions.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Evacuation of Level 5 – Playground

Evacuation to the muster point based on children in the playground:

- The Floor Warden's will advise all staff to gather the children from within the playground, and ask them to line up in an orderly fashion in front of the nominated exit door leading to either the smoke lobby on the north-western or eastern side of the centre
- Prior to leaving the playground, the Floor Wardens will need to ensure that any doors leading inside are closed, to ensure that the mechanical ventilation system will work
- Once all children and staff have entered the smoke lobby, staff will complete another headcount before asking the children to hold onto the handrail, and commence the descent of the fire stairs
- Floor Warden's will report to the Centre Chief Warden that the playground level has been cleared

Evacuation down the exit stairs:

- It is important as the children descend that there is a staff member situated at the front and rear of the children as a minimum
- The staff member at the front and rear should also keep an eye out for other building occupants as this is a shared stairwell from levels 2 to ground.
- If children reach the lower stairwells and building occupants are also evacuating, staff are to ensure they are mindful of the children and that the occupants move past the children safely, or ask occupants to wait until the children are on the next landing before moving past them
- As the staff and children reach the ground level and exit into the open area, staff will need to check that all children are accounted for by completing a head count/roll call
- Once all children have been evacuated and a final roll completed, the Floor Wardens will notify the Centre Chief Warden that the Playground level has been fully evacuated and all children and staff have been accounted for
- Staff and children will remain at this point and await the Centre Chief Warden further instructions

Procedure for level 5 if there are no children in the playground:

If there are no children or staff located in the playground on level 5 during an emergency situation, the Centre Chief Warden will conduct a final sweep of the level 5 playground prior to evacuating. The Centre Chief Warden will access level 5 via the emergency exit stairs.

Assembly Area Procedure

Procedure upon arrival to the Assembly Area

Once Staff and children have arrived at the nominated assembly area, staff should complete the following:

- Floor Wardens are to complete a physical check of children evacuated against the room rolls.
- The Centre Chief Warden is to check and confirm with each Floor Warden that all children, staff, and visitors have all been accounted for.
- Staff trained in first aid are to administer First Aid if required.

Staff will then guide the children to sit in a circle on the grassy part of the assembly area.

Educators and staff will then utilise items from their emergency bags to keep the children occupied and calm while they await further instructions from the Centre Chief Warden or the Buildings Chief Warden.

Some of the methods used include - read a storybook, sing songs or play games within the circle. Educators and staff members are to ensure that staff:child ratios are maintained at all times to ensure that children are continued to be accounted for while they wait for further instructions.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Upon arrival to the assembly area, any children from the nursery rooms will have staff members appointed to keep the young children calm. Staff are to ensure that the children are protected from the elements e.g. by placing a light blanket over the cots to keep the young children protected from the sun.

If the evacuation is impacted by a weather event e.g. rain or storm, the Centre Chief Warden may make the decision to contact families to come and collect the children.

Procedure once all clear have been given at the Assembly Area

After Emergency Services have arrived and spoken with the Buildings Chief Warden, the below procedure should be completed:

- The Building Chief Warden will advise the Centre Chief Warden that the all clear is given, and in turn will advise each group if it is safe to return to the building
- If it is NOT safe to return to the building, the Centre Chief Warden and Floor Wardens will commence contacting families to organise collection of their child
- If it is safe to do so, children are to return to their rooms in the same way that they were evacuated (evacuation cot)
- Staff will check that all children are accounted for prior to leaving the Assembly Area, and again, once inside their rooms.
- The Centre Chief Warden is to complete the Emergency and Evacuation Log, record details of the action taken, attaching copies of the room rolls as signed off by staff during and after the incident as a cross check to account for all children, Educators and Staff.

Evacuating Mobility Impaired and Special Needs Persons

A Mobility Impaired or Special Needs Person is any adult or child who is unable to exit the centre without assistance. This includes people who:

- Are wheelchair bound or require mobility equipment due to injury or disability, such as crutches or frame
- Are visually or hearing impaired
- Injured due to the nature of the emergency
- Has a completed Personal Emergency Evacuation Plan (PEEP) which outlines additional assistance required

In the event of an evacuation the Centre Chief Warden will nominate a staff member to assist the mobility impaired out of the immediate danger area as per the instructions of the PEEP form.

PEEP Forms

The centre has a procedure in place to complete a plan for any children or staff that requires additional assistance to evacuate in the event of an emergency. This is completed using a Personal Emergency Evacuation Plan (PEEP) form. Once a form has been completed a copy is to be kept in the Fire Safety Folder and a copy attached to the emergency bag.

The purpose of the PEEP form is to ensure that all staff are aware of children/staff needing additional assistance to evacuate, and to also notify Emergency Services upon arrival if they need to evacuate any persons with additional needs.

Direct Evacuation

If a direct evacuation from the building is possible, such as being located on a ground floor, mobility impaired individuals should be assisted to, but not obstructing, the nearest safe exit. When all children have been evacuated, assist mobility impaired individuals directly to the Assembly Area, if safe to do so.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

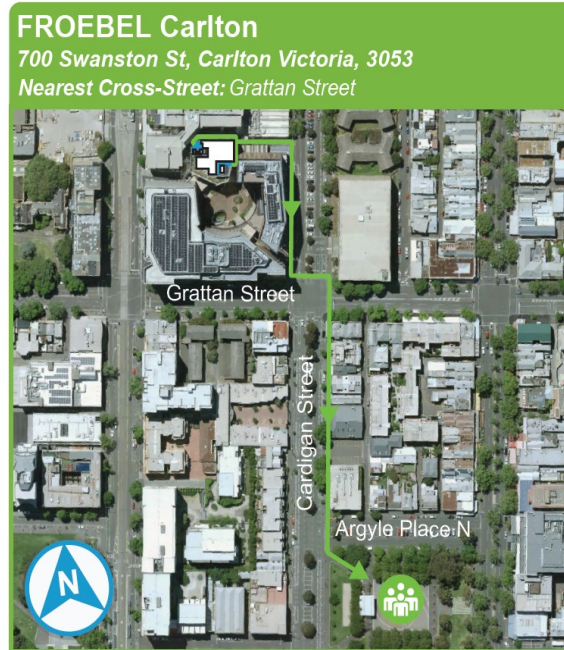
Fire Safe Area

If a direct evacuation from the building is not possible, such as being located on an upper floor level, mobility impaired individuals should be assisted to, but not obstructing the nearest safe area. When all children have been evacuated, assist mobility impaired individuals into the safe area and ensure the Centre Chief Warden has been notified. Any doors should be closed to provide isolation from the danger area. A nominated staff member shall wait with the mobility impaired until assisted by the Emergency Services, if safe to do so.

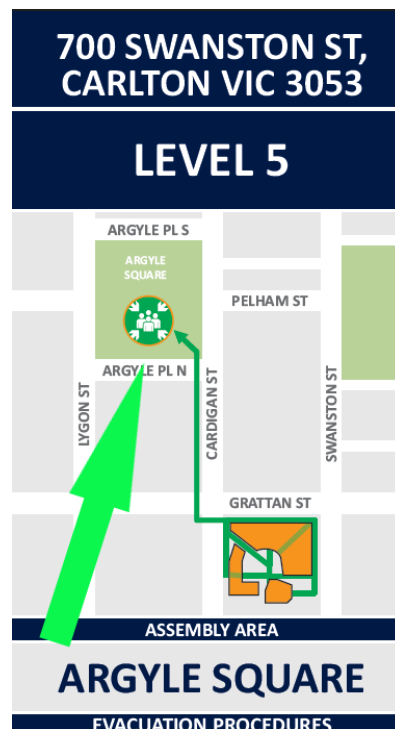
Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Site Plan

FROEBEL Carlton Site Plan






Melbourne Connect Site Plan



Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0
	Next Review Date: 26 March 2025

Method of Operation of Fire Fighting Equipment

****Below are examples of Fire Equipment that may be installed in the centre. We recommend checking the centre's evacuation diagrams to identify the specific types of fire equipment installed.****

	<p>Fire Extinguisher/s – Dry Chemical Powder</p> <p>To be used for paper, wood, plastics, textile, flammable liquids, flammable gases, and electrical equipment.</p> <p>To use a fire extinguisher:</p> <ul style="list-style-type: none"> • Pull pin from and squeeze handle • Aim the nozzle at base of fire • Squeeze handles and operate extinguisher • Sweep the fire from side to side <p>Remember to:</p> <ul style="list-style-type: none"> • Stand back at a safe distance • Keep the exit door to your back • Ensure correct grip of the 'nozzle' • Direct the extinguisher stream at the base of the fire, not at the smoke • Distance yourself immediately the situation becomes unsafe
	<p>Assembly Area</p> <p>The Assembly Area is the designated place or places where staff and children should assemble once evacuated.</p> <p>If you are instructed to evacuate you should follow all the instructions given by your Wardens or Fire Officers. You should leave immediately by the nearest safe exit, moving quickly but not running. Once out of the centre, report to your designated assembly area and do not leave until instructed to do so by your Wardens or Fire Officers.</p>
	<p>Exit Sign</p> <p>An Exit Sign is a device that is located within the centre that denotes the path to follow that will guide children to the final emergency exit.</p> <p>Exit Signs may display a directional arrow to indicate the evacuation route to either the left or to the right.</p>

They may be permanently illuminated and display a pictogram showing a character at a door, or they may have the written word "EXIT" prominently displayed.



Fire Blanket

A Fire Blanket is a safety device designed to extinguish small fires. It consists of a sheet of fire-retardant material which is placed over a fire in order to smother it. They may be used for a kitchen fire or a clothing fire and are usually made of fibreglass (and sometimes Kevlar) and are folded in to a quick-release container for ease of storage.

To use a Fire Blanket:

- Pull down the tabs to release the blanket.
- Open the blanket fully and position your hands so they are protected by the blanket.
- Place the blanket gently over the flames.
- Turn off the heat source and leave the blanket in place, call 000.



Fire Indicator Panel (FIP)

A Fire Indicator Panel (FIP) is the controlling component of a Fire Detection / Alarm System. The panel receives information from environmental sensors such as heat or smoke detectors that detect changes in the environment associated with fire such as smoke.

Once fire has been detected the panel can produce both audible and visual alarms to warn the staff and children of impending danger and can be used to carry out tasks such as shutting down air-conditioning systems.

When the FIP is activated, a call must be made to the Fire Service to ensure that they are aware of its activation and their response is adequate for the situation.




Fire Hose Reel

Fire Hose Reels provide a reasonably accessible and controlled supply of water to combat a potential Class A fire risk (wood, paper and plastics). They are 36 metres in length and designed to be used by occupants in an emergency event only and should not be used for any other purpose.

To operate a Fire Hose Reel:

- Turn water on to the hose reel by operating the control valve
- Remove nozzle from its bracket
- Proceed to a safe distance from the fire
- Turn the water on by operating the nozzle

	<ul style="list-style-type: none"> • Direct the water at the base of the flames • Extinguish the fire by using a sweeping action
	<p>Manual Call Point (MCP)</p> <p>Manual Call Points (MCP) are designed for the purpose of raising an alarm manually once confirmation of a fire or emergency condition exists. By operating the push button or break glass the alarm signal can be raised.</p> <p>MCP's can be connected to a central Fire Indicator Panel which in turn may be connected to the local Fire Service. If a connection exists, once a MCP has been activated a call must be made to the Fire Service to ensure that they are aware of its activation and their response is adequate for the situation.</p> <p>To use a Manual Call Point</p> <ul style="list-style-type: none"> • Push button or break the glass by pressing in the indicated area.

Training, Record Keeping and Drills

Training Requirements

All persons working in the childcare centre, and this includes any volunteers and contractors, must be given general evacuation instructions as soon as practically possible but no later than 2 days from when the person commenced work and should be reviewed every 12-month interval thereafter.

Within one month of a person commencing work or again as soon as practically possible from their commencement date, that person must receive First Response Evacuation Instructions. This must then be given again at 12-month intervals.

If however there is a material change that would affect the instructions given e.g. the operational of the manual alarm system or change in the procedures for evacuation. Then the changes need to be conveyed to all persons working within the centre affected as soon as practically possible but no later than one month after the changes have been implemented.

In addition to the above-mentioned evacuation instructions, all persons working in this centre must also receive instruction on the building's evacuation coordination procedures.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

The Melbourne Connect building has been assessed to be a **High Occupancy level** and as such the following persons working or visiting in this building must receive the following training.

- **Fire Warden Training** must be undertaken by all staff that have been nominated as the Centre Chief Warden or Floor Wardens. This training must be reviewed **6 monthly**. Initially all Warden Training will be completed via the Facilities Manager Spotless and their contractor Prensa.
- **General evacuation instructions** must be given to staff within 2 days of a person commencing work in the building and discussed at staff meeting at least twice annually.
- **First Response Evacuation Training** must be undertaken by staff within one month of a person commencing work in the building and discussed at staff meeting at least twice annually. This training must be reviewed **annually**.
- **Evacuation coordination procedures** must be given to any new Wardens within the month prior to that person taking on those responsibilities and discussed at staff meeting at least twice annually.
- Instructions on **any change** to the **Emergency Management Plan** must be given to all persons as soon as possible after the change taking effect.

Any person who during the previous 3 months who has worked or visited the building for at least 2 weeks for a total period of at least 10 hours per week must undertake the **First Response Evacuation Training** Course and present a certificate of completion to the Centre Manager.

Record Keeping

All of your documentation with relation to fire compliance needs to be stored in such a way that it would not be damaged in the event of a fire. We recommend copies are kept at the centre, as well as a copy with head office. The documentation needs to be made available during Fire Safety Audits conducted by 3rd Party Contractors as well as to the Emergency Services upon request (Fire Brigade).

Failure to do so may result in a breach of your facilities Fire Safety obligations.

Your compliance documentation should contain the following Information:

- Your Emergency Management Plan (this document)
- A list of local emergency numbers as well as 000. This should also be located next to each phone at the facility for quick reference.
- All Records of Emergency Evacuation and Lockdown drills performed within the centre.

Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan	Print Date: 26 March 2024	
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

- A Copy of the **Fire Equipment** Maintenance report provide to you by the Maintenance Contractor upon completion of the six-monthly service. If the building completes this maintenance, we also recommend requesting copies of the maintenance records.
- A Copy of the **Electrical Test & Tag** register provided to you by your Maintenance Contractor upon completion of the Annual Testing.
- A Copy of the Relevant State Authorities required building documentation such as the below:
 - Occupiers Permit – In Victoria when a building is constructed, the final certifier will issue a document called an Occupiers Permit. This document will outline all of the essential safety measures for the building and will outline what date the annual compliance certificate (AESMR) will be due.
 - Annual Essential Safety Measures report (AESMR). This will be completed by your Head Office Compliance team on an Annual Basis and must be kept on record to supply to the local council upon request.

Evacuation Drills Procedures

All occupants shall take part in an evacuation drill, and notice shall be provided prior to the drill commencement.

The aim of the evacuation rehearsal is to:

- Provide practice of the duties and procedures by all occupants,
- Allow occupants to participate in an evacuation in a controlled condition, use exits that may not normally be used day to day and travel to and physically identify the Assembly Area,
- Allow the evaluation of the effectiveness of the procedures,
- Ensure the working condition and effectiveness of emergency alarm and/or communications equipment,
- Observe any other conditions or limitations to the effective evacuation of people from the premises.

FROEBEL Carlton Early Learning Centre will complete monthly evacuations for the centre and will also participate in an annual building evacuation drill which would be conducted by the Facilities team from Spotless.

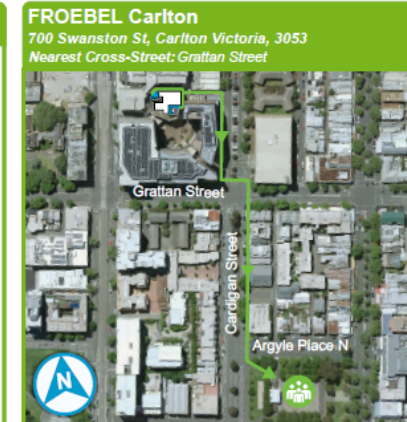
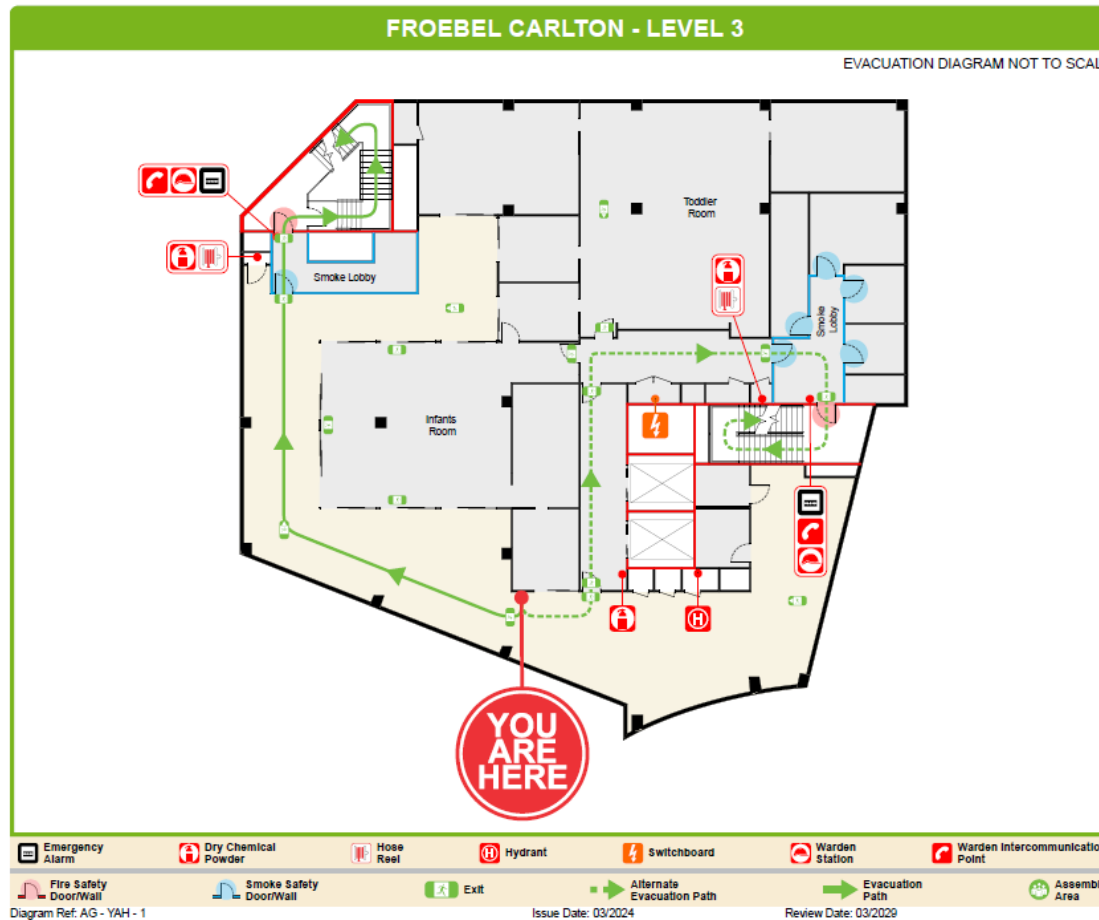
Document Title: FROEBEL Australia FROEBEL Carlton Emergency Management Plan		Print Date: 26 March 2024
Authorised by: Leora Aksman-Glosz	Version #: 1.0	Next Review Date: 26 March 2025

Evacuation Diagram

EVACUATION DIAGRAM



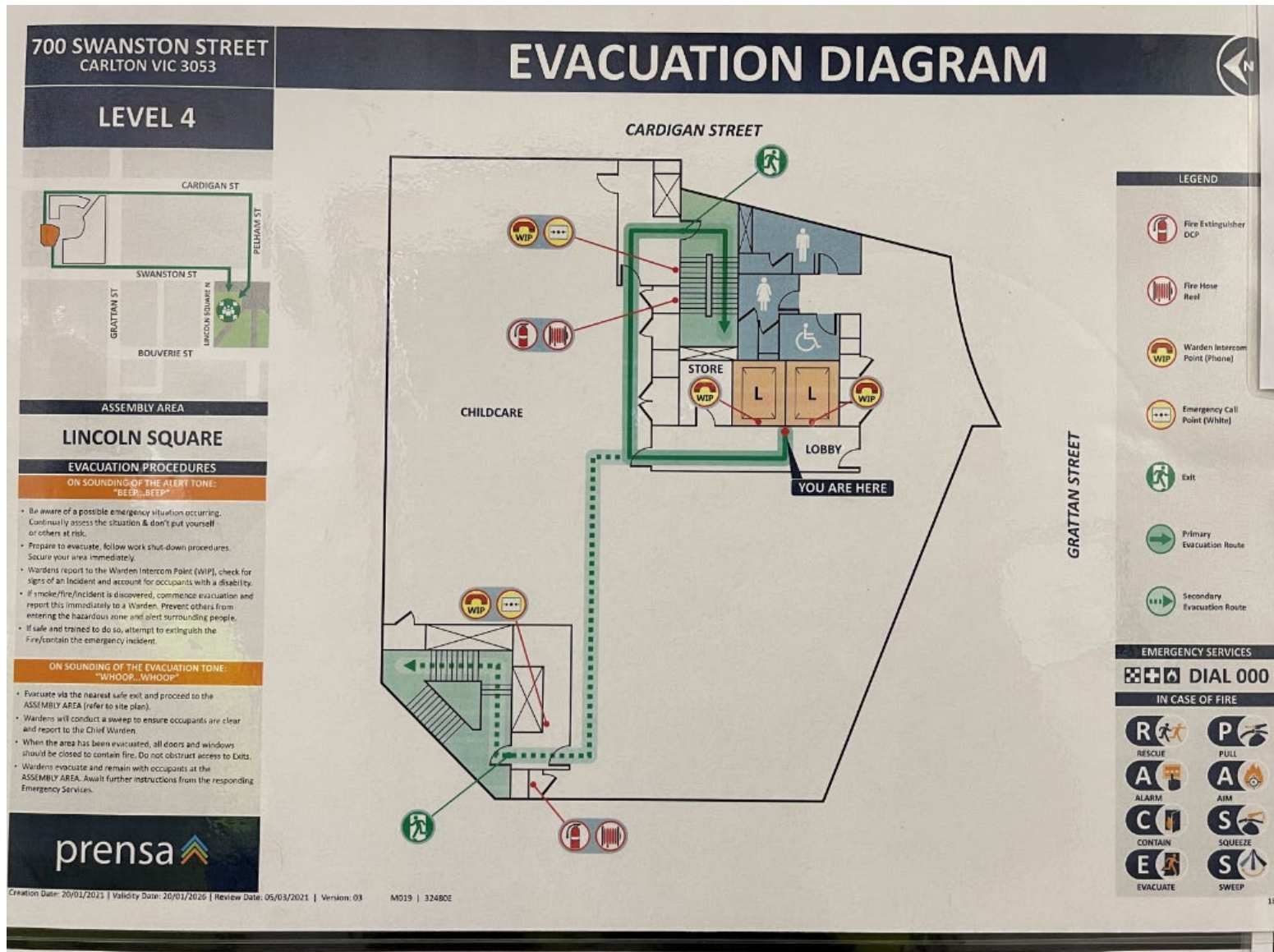
FRÖBEL
Competence for Children



EVACUATION INSTRUCTIONS

- On Evacuation Signal, gather the children, emergency grab bags and medications.
- Conduct initial head count and begin exiting classroom/play area.
- Make your way with the children to the top of the designated exit stairs as advised by the Floor Warden (RPIC).
- When approval to evacuate is given, guide the children down the exit stairs, ensuring to maintain 3 points of contact at all times.
- Once at ground level muster point, conduct further head count before moving to the Assembly Area.
- Continue to Assembly Area, once there complete roll call and final head count.
- Await further instructions from the Chief Warden

© Diagram produced by Australian Compliance Management - 1300 206 006



Appendices

Appendix A - Evacuation/Lock Down Record

Details of the Conducted				
Name of Service			Date	
Type of Drill	Fire	Lock down	Natural disaster	Other:
Time Drill Commenced:				
Time Drill Completed:				
Conducted By:				
Location of the incident:				
Describe how the evacuation proceeded:				
Sign In & Out Sheets collected by:				
Roll call conducted by:				
How many children were in attendance:		<i>Please attach a copy of the rolls for the children in attendance.</i>		
How many children were asleep:				
Areas to follow up on, suggestions for improvement or training ideas or any relevant matter concerning safety for the next drill:				
Team Members Present During the Drill				
Name	Signature	Name	Signature	

Please attach a copy of the Roster and Visitors Book if visitors were present during the drill

Others Present During the Drill			
Name	Signature	Name	Signature

FIRE DRILL REFLECTION

Fire Safety Equipment Checklist – To be checked after each fire drill			
Item Checked	Yes	No	Comments
Alarm Bell or Whistle			
Fire Evacuations and Procedures evident in all rooms			
Fire Extinguishers (date last tested)			
Fire Blankets			
Evacuation Equipment and Contact Details			
Gate & Centre Keys			
Fire Evacuation Cots			
Exit Signs Illuminated			
Fire evacuation plans evident throughout centre and clearly displayed at all exit points			
Evacuation Bag (<i>including basic first aid kit, nappies, wipes, gate and centre keys (if required), bottled water</i>)			

Fire Drill Completed

By (Name): _____ Signature: _____



Fire Warden (Name): _____ Signature: _____

Manager (Name): _____ Signature: _____




Appendix B – Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP) Complete this for any person who has a disability and would require assistance during an emergency evacuation.

General Details:

Persons Name:		Company/Department/Element:	
 Mobile:		 Work:	
Location:			
Campus:	Building:	Level:	Room:
Period Onsite:	Fulltime <input type="checkbox"/>	Part-time <input type="checkbox"/>	Visitor <input type="checkbox"/>
Date(s):	Days:	Onsite Hours:	

Designated Assistance and Contact Details:

Building Warden	Name:			
Assistant	Name:			
Assistant	Name:			
Are the designated assistants trained in emergency and evacuation procedures?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Are the designated assistants trained in the use of evacuation equipment?	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a diagram required for preferred route of assisted evacuation?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Issued Date:	/	/	Review Date:	/

Approved:

Person requiring assistance:	_____	Date:	/	/
Building Warden:	_____	Date:	/	/

Evacuation Requirements

Is an assistance animal involved? (guide dog etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the person trained in the Emergency Response Procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred method of receiving updates to emergency response procedures? (e.g. email)			
Preferred method for notification of emergency? (e.g. visual alarm)			
Type of assistance required:			
Equipment required for evacuation:			
Egress procedure:			

Appendix C – Emergency Evacuation Bag Checklist

This is a guide to the recommended contents of your emergency evacuation bag. Complete a risk assessment to identify if additional equipment is necessary in your center's bags.

Items to Collect During Evacuation or Lockdown	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Children' rolls												
Family and emergency authorised contact details												
Staff attendance record												
Visitor and contractor sign in sheets												
Staff contact details												
Medication required by children and staff												
Portable first aid kit												
Charged mobile phone and charger												
Items Located in Emergency Kit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lanyard with exit gate keys and whistle												
Safety vest and/or tabards												
Facility keys												
Torch with replacement batteries (or wind-up torch)												
Whistle												
Portable battery powered radio												
Bottled water												
Non-perishable snacks e.g. dried fruit, crackers and muesli bars												
Sunscreen and spare sunhats												
Plastic garbage bags and ties												
Toiletry supplies												
Spare nappies												
Books or other small resources for children												

Appendix D – First Aid Kit Checklist

The content of a first aid kit is determined after completing a risk assessment to consider the size and configuration of the centre and the number of children and adults. There must be at least one main well-stocked first aid kit located in a central location and smaller or portable first aid kits may be positioned around the centre and outdoor areas. When auditing content monthly, be sure to check expiration dates and discard any products past their expiration date.

Item	Quantity (Guide only)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adhesive dressing strips (e.g. Band-aids)	Box of 50-100												
Coloured adhesive dressing strips (Blue)	Box of 50												
Adhesive dressing pads	5												
Non-adhesive dressing pads	5												
Gauze swabs	5												
Hypoallergenic tape	1 roll												
Triangular bandages	3												
Crepe bandages	3												
Safety pins	10												
Eye-pads	2												
Saline tubes	10												
Cotton buds	Box of 50												
Square-ended tweezers	1												
Stainless steel scissors	1												
Splint	1												
Kidney dish or similar (plastic)	1												
Disposable gloves	10 pairs												
Digital thermometer	2												
Commercial cold pack/compress (in freezer)	4												
Resuscitation mask	2												
First aid handbook	1												
Resuscitation chart (on display)	1												

Checked By:

Appendix E – Bomb Threat Checklist

Caller Name:	Date:	Time:
Phone Number:	Duration of Call:	
General Questions to Ask: <ol style="list-style-type: none"> 4. What is it? 5. When is the bomb going to explode? OR when will the substance be released? 6. Where did you put it? 7. What does it look like? 8. When did you put it there? 9. How will the bomb explode? OR how will the substance be released 10. Did you put it there? 11. Why did you put it there? 	Callers Voice: Accent (specify): Any impediment (specify): Voice (loud, soft): Speech (fast, slow): Dictation (clear, muffled): Manner (calm, emotional): Did you recognise the caller? If so... who do you think it is? Was caller familiar with the area? Gender? Estimated Age:	
Chemical/Biological Threat Questions <ol style="list-style-type: none"> 1. What kind of substance is in it? 2. How much of the substance is there? 3. How will the substance be released? 4. Is the substance a liquid, powder, or gas? 	Background Noise: Street Noises: House Noises: Aircraft: Voices: Music: Machinery: Other: Local Call:	
Bomb Threat Questions: <ol style="list-style-type: none"> 1. What type of bomb is it? 2. What is in the bomb? 3. What will make the bomb explode? 	Report Call Immediately: Phone Number: Advice received:	
Exact Wording of Threat:		
Remember – Keep Calm – Don't Hang Up		