



Emergency Evacuation Plan

Aims:

- Outline of how Madison Park Kindergarten will respond in emergency situations
- To ensure the safety of children, staff and visitors in emergency situations
- Links to the National Quality Standards:
 - 2.2 Each child is safe and protected
 - 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Context:

Madison Park Kindergarten is a large site with large indoor and outdoor spaces. The main entry points are into the outdoor learning environment and is accessible from 2 gates that lead to the street. Entry and exit into and from the building is via 3 doorways.

The sites designated evacuation site is to the sandpit. Educators will make the decision to move to the carpark of the church on Smith Road if the sandpit is an unsafe location.

Plans:

In the case of a **Fire/Smoke/Gas Emergency** within the building, children will be taken outside of the building to the sandpit to await further instruction.

The fire alarms will likely have sounded, indicating the need to evacuate quickly.

Note *If alarms sound and there is no emergency e.g cooking smells/mishaps, please enter code into Alarm system and call **8116 9230** to advise MFS attendance is not needed.*

Calls will be made to 000, as needed .

Once staff are aware of a real threat, the building will be evacuated.

Staff Roles in an emergency (Refer to listing by Entry Door):

2nd Teacher: leads the evacuation, by using the green whistle (3 blows, pause, 3 blows). This person will take the following to the sandpit:

- Kindy Mobile phone
- Children's Sign in Sheet
- Visitor Sign in Sheet

At the sandpit, children will be directed to sit down and listen carefully for their name and answering – “here” in a loud voice, staff will support confirming a child is present. Names will be marked clearly on the sign in sheet, that children are accounted for. Visitors and staff will also be accounted for, through a roll call. Children with alternative evacuation plans will be noted and staff will remain with them, at all times.

Designated Supervisor (Director/Teacher) and **ECW-Warden** will check all rooms and areas of the inside building collecting the following to be taken to the sandpit:

- Allergy Buddy Bag
- First Aid Kit

Check these have been taken by 2nd Teacher:

- Mobile phone - Sign in Sheet - Visitor Sign in Register

ECW – Support staff to ensure all children have left the building and have made their way to the sandpit. Visual Yard check (as directed by 2nd Teacher). Refer to individual children's evacuation plans (for children needing alternative evacuation processes).

Once the **Designated Supervisor**, is at the sandpit they will check all are accounted for (via the Sign in Sheet and Visitor Sign in Register). They will coordinate any further relocations, as necessary. The designated supervisor will liaise with emergency services as they arrive.

First aid will be offered and emergency services contacted in more serious injury.

Parents/families will be contacted as quickly as possible of the emergency situation, including collection processes, as needed.

Other key agencies will be notified as soon as possible, e.g Education Director, Department for Education

The Director/Designated Supervisor will:

- Complete Incident Report as soon as practical (within 24 hours)
- Provide families and other agencies with updates
- Organise social work or counselling support – as needed

Emergency systems in place:

- Practice drills are run at least every 3 months, ensuring all children and staff are aware of what to do in an emergency.
- The roll book contains emergency contact details, there is also a copy in the allergy buddy bag.
- Children who are unable to follow evacuation plans have individual safety plans
- Emergency Management Roles are displayed by the entry door.
- The centre's mobile phone has emergency contact numbers for each child.
- The Allergy Buddy Bag includes children's medications, Asthma and Epi-pen and Individual children's health plans.
- The exit doors have easy open locks which can be opened in an emergency.
- The gates are open at all times.

References:

- Madison Park Kindergarten Emergency Management Plan
- Madison Park Kindergarten Emergency Evacuation Procedure Risk Assessment
- DfE Work Health and Safety
- DfE Emergency Management Policy
-



Emergency Invacuation/ Lockdown Plan

Aims:

- Outline of how Madison Park Kindergarten will respond in emergency situations
- To ensure the safety of children, staff and visitors in emergency situations
- Links to the National Quality Standards:
 - 2.2 Each child is safe and protected
 - 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Context:

Madison Park Kindergarten is a large site with large indoor and outdoor spaces. The main entry points are into the outdoor learning environment and is accessible from 2 gates that lead to the street. Entry and exit into and from the building is via 3 doorways.

Invacuations/Lockdowns could occur for a number of reasons: hazard in the community (person/substances e.g smoke/gas), Dangerous animals (snake, dog, other), Behaviour from a child, damaging winds or other reasons.

The sites designated invacuation site is on the carpet on the Eastern side of the building. Educators will make the decision to move to an alternative location dependant on the risk and if visibility is a concern. Alternative locations include: Staff Room, Directors Office, Quiet Room, Kitchen

Plans:

In the case of a **External Emergency** outside of the building, children will be taken inside to await further instruction. **Calls will be made to 000, as needed.**

Once staff are aware of an external threat, the gong will be sounded continuously for 1 minute or until all children are inside. The gong indicates that children need to come inside. The gong is used for transitions during the day, indicating to children to come inside and await further instructions. The educator raising the alarm by the gong will lead the children to an invacuation location.

Staff Roles in an invacuation/lockdown emergency (Refer to listing by Entry Door):

2nd Teacher/Director: leads the Invacuation, by using the gong – continuously hitting it for up to a minute, raising the alert to others that an invacuation is taking place. This person will lead children to a safe location using the gong for children to follow (especially in the event of an alternative location being chosen). This person will also ensure they take the follow to the room:

- Kindy Mobile phone
- Children's Sign in Sheet
- Visitor Sign in Sheet

At the Invacuation location, children will be directed to sit down and listen carefully for their name and answering – “here” in a loud voice, staff will support confirming a child is present. Names will be marked clearly on the sign in sheet, that children are accounted for. In the event that a more quiet invacuation is needed the teacher/director will visually complete the check, while keeping noise to a minimum. Visitors and staff will also be accounted for, through a roll call. Children with alternative invacuation plans will be noted and staff will remain with them, at all times.

Designated Supervisor (Director/Teacher) and **ECW-Warden** will check all outside areas through a visual inspection, if safe to do so. They will also check these have been taken by 2nd Teacher:

- Mobile phone - Sign in Sheet - Visitor Sign in Register

ECW – Support staff to ensure all children are within the invacuation location and support the 2nd Teacher/Director to keep children calm and quiet as needed. They will also support individual children. 1 staff member will stand by the main entry door, keeping it locked while the yard search is undertaken, letting the staff back in as needed and keeping a visual eye on what is occurring – alerting the 2nd Teacher to any change in the circumstances.

Once the threat has passed the Director/Nominated Supervisor, will provide the all clear.

Parents/families will be contacted as quickly as possible of the emergency situation, including collection processes, as needed.

Other key agencies will be notified as soon as possible, e.g Education Director, Department for Education

The Director/Designated Supervisor will:

- Complete Incident Report as soon as practical (within 24 hours)
- Provide families and other agencies with updates
- Organise social work or counselling support – as needed

Emergency systems in place:

- The daily transition process is children coming inside when they hear the gong. This is undertaken 3 time daily.
- Once per term an out of regular time drill will be undertaken.
- The roll book contains emergency contact details.
- Children who are unable to follow invacuation plans have individual safety plans
- Emergency Management Roles are displayed by the entry door.
- The centre's mobile phone has emergency contact numbers for each child.
- The doors have easy close locks which can be closed in an emergency.
- All staff have keys to allow easy re-entry into the building.

References:

- Madison Park Kindergarten Emergency Management Plan
- Madison Park Kindergarten Emergency Invacuation Procedure Risk Assessment
- DfE Work Health and Safety
- DfE Emergency Management Policy



Bomb Threat Plan

Threat Overview: Bomb threats are usually in form of communication that is either written or verbal. Written threats may be made in the following ways and are used to disrupt or cause alarm:

- Electronically
 - Email
 - Web chats/Social Media
 - SMS
- Letters / Notes

These procedures are design to help staff respond to and deal with a threat in accordance with current directions provided by the Australia Federal Police and Australian Standard 3745-2010 and help to assess the level of the threat, on the information available, decide on a course of action.

Telephone Threat Procedure

Any person receiving a telephone threat should observe the following:

- **Keep Calm.** If possible attract the attention of another staff member
- **Keep the caller on the line** as long as possible to gather information
- **Use the Bomb Threat Checklist.** The checklist can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings
- **Obtain as much detail as possible** about the bomb and it's location.
- **Listen carefully** for any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity of the caller.
- **Do not discuss the call** with other staff in order to minimise distress, be discreet with the information and take direction from the Director/Designated Supervisor.
- **Immediately after the threat**, contact the Director/Designated Supervisor and notify the police.
- **Complete the Bomb Threat Checklist** and provide it to the Director or the Police when they arrive.

Written Threat

Once it has been confirmed that a message is a bomb threat, the message and envelope or its container should be place in a paper envelope or a paper folder for further examination by police. Do not photocopy the letter or note.

Threat received by email

It is possible that a threat may be received as an email. In this event evidence is still availblae within the software. To preserve the evidence:

- Save an electronic copy of the email and any attachments
- Print a hard copy of the email for referencing the details of the threat.
- Notify the Director and SAPOL.

Threat Evaluation

Following the receipt of the threat, the Director must consider the level of the threat and decide on the course of action using:

- The threat report
- Information supplied by the Police.

The threat may be assessed as:

Non-specific threat

For example, a call made by a child and/or childish laughter in the background or where little detail is received.

Specific threat

For example, a call made in a calm and deliberate manner where greater details regarding timing, location or type of device is given.

To help determine the level of threat from a suspect item found during a search, consideration must be given to:

- Calling triple zero 000
- Whether the item was hidden
- If it is an obvious device
- If it is similar to the original threat description
- If it is typical of all other items in the area
- If there has been reports of unauthorised people onsite
- If there is evidence of forced entry.

Other factors that may provide assistance are:

- A threat is only that until something obvious is found.
- A perpetrator will infrequently give warning of an attack
- The consequence for issuing a threat is not as severe as the placement or initiation of a device.

Searching the Kindy

Police may request staff conduct a search of the Kindy. Searches can take considerable time, and consideration should be made to contact families to collect children. If a search is decided on, Staff will search looking for suspicious items:

Staff should look anything that:

- Should not be there
- Cannot be accounted for
- Is out of place

Detailed room search

Divide the Kindy into sections, search teams should:

- Listen for any unusual sounds
- Conduct a passive search only (look without touching)
- Operate with one team progressing clockwise and one team anti-clockwise, checking the area as follows:
 - Floor to waist level
 - Waist to head level
 - Head to ceiling level
- Mark the area as clear, using chalk marks or post-it's

If a suspicious object is found:

- No-one is to touch it or move it
- Clear people away from the immediate vicinity
- Secure the area
- Inform the Director
- Evacuate the area, using Emergency management procedure
- Inform the Police

Course of Action:

The Police will make recommendations on what to do and the Director will make decisions based on their advise/direction.

- **Disregard the threat:** If there is enough evidence that the threat is just a prank and there is no substance to the threat, the Director may decide to ignore it. If there is any doubt another type of option must be taken.
- **Search and evacuate only if a suspicious object is found:** This choice means people will be in the building for a longer period if there is a device present. Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the chief warden may then consider the building can be declared safe. This may be considered if the threat level is low.
- **Search with partial evacuation:** When the threat level is considered to be moderate, and there is no reason to believe an initiation will be imminent, a partial evacuation – removing children from the Kindy may be considered with staff left to search the Kindy.
- **Evacuate Immediately without a search:** If the risk is assessed as credible and high the evacuation will begin immediately. The building must be searched before children return.

Evacuation

In the event of a partial or complete evacuation the Emergency Evacuation procedure should be followed. High consideration for relocating to the Church Carpark or Salisbury East High School must be considered. During the check of the building, staff should take their belongings and look for any suspicious items and inform the Director.

Threats after hours

If a threat is received after hour or while staff are offsite. The Director needs to be informed and all staff will be notified not to return until the Kindy is cleared by the police.

Decision to reoccupy

Once an evacuation has been completed the Director will decide when the building can be reoccupied. The Police will assume control until the building is declared safe.



Bomb Threat Checklist

Remain Calm – gather information from the caller – Inform the Director – Call SAPOL 000

First Questions	Details
Where did you put the bomb?	
When is it going to explode?	
What does it look like?	
Exact wording of the threat:	
Why are you doing this?	
What is your name?	
Was a caller ID visible on the phone and what was the number?	
Date/Time received:	
The Caller	Details
Gender and approximate age:	
Accent or speech impediment:	
Voice – Loud, soft, fast, slow:	
Manner – calm, emotional, abusive	
Did you recognise the voice? Do you know who it was? –Why do you know it was them:	
Did the caller seem familiar with the Kindy?	
Were they coherent or incoherent?	
Background Noises	Details
Inside or outside:	
Street or house noises heard:	
Other person/s with the caller:	
Any music heard?	
Any machinery noises?	
Who Received the call	Details
Name:	
Signature:	
Actions	Advise the Director or Designated Supervisor. Call 000 – Police



Medical Emergency Plan

All Staff hold First Aid Qualifications and will follow their training in cases of Emergency.

In life threatening situations **call triple zero (000)**.

In the event of a suspected cardiac arrest or if there is a need for urgent medical assistance, remain calm, and follow these basic life support steps:

D	Check for DANGER . Ensure the area is safe for yourself, other and the patient.
R	Check for RESPONSE – ask name – squeeze shoulders.
S	Send for HELP . Call triple zero (000) for an ambulance, or ask another person to make the call.
A	AIRWAY . Open mouth if foreign material present. Clear airway with fingers.
B	Check for BREATHING . If not breathing, start CPR. Normal breathing – place in recovery position and monitor breathing.
C	Start Cardio Pulmonary Resuscitation (CPR). Give 30 chest compressions (almost 2 compressions/second) followed by 2 breaths.
D	Attach Automated External Defibrillator (AED) if available and follow its prompts. There is no AED at Madison Park Kindergarten

Continue CPR until a qualified personnel arrives or signs of life return.

Never leave a patient alone. Do not move patient unless exposed to a life-threatening situation. Provide support and appropriate assistance until emergency help arrives.

RAISE ALARM

Call for help – **ring triple zero (000)** and ask for ambulance
Advise your location, patient's age/sex, symptoms and signs, and any other prior medical illnesses, medications (see questions below).

Information that may be required for the ambulance service:

Your location is:

Madison Park Kindergarten - **29 Piccadilly Road, Salisbury East SA 5109**. Entry from Piccadilly road.

Corner of Yale Street and Piccadilly Road – Behind Church on Smith Road.

The major intersections are: Bridge Road, Smith Road and Main North Road

Your contact number

- Madison Park Kindy Mobile is: **0427 363 668** (written on back of phone). Kindy phone is 8258 8939.

What is the medical problem?

- Description of complaint (shortness of breath/sweating/where and what type of pain).

Age of the person requiring assistance

- Approximate if unsure.

Are they conscious? Yes/no.

Are they breathing? Yes/no.



Personal Threat Plan

This section refers to armed confrontation, hostage seizure, siege or other situation involving high risk of injury.

General Procedures

If you are confronted by an armed or unarmed intruder:

1. If you are able to alert others discretely – do so.
2. Obey the intruder's instructions, do what you are told and nothing more, and do not volunteer any information.
3. Stay out of danger if not directly involved in the incident, if it is safe to do so, leave the building, warning others along the way if possible and safe to do so then discretely raise the alarm. Call the Police and notify management. If possible move children away from the area.
4. If the confrontation is occurring outside the building, usher children inside to a safe location (refer to invacuation procedure).
5. If directly confronted be deliberate in one's actions if ordered to carry out an instruction by the offender. The act should be carried out with due consideration to one's safety.
6. Discretely telephone the Police emergency number (000) if able to do so without danger and to keep the phone line open. Alternatively, ask some other responsible member of the staff, by way of pre-determined gesture/s or key word/s, to phone the Police if it is safe to do so.
7. Carefully observe any vehicle used by the offender/s, taking particular note of its registration number, type, colour, and number of occupants and their appearances.
8. Immediately after the offender/s have/ has left, mark off any areas where they stood or touched. Do not allow anybody in these areas until the Police have checked for fingerprints and other clues.
9. Observe the offender/s as much as possible. In particular, take note of the speech, mannerisms, clothing, scars, tattoos or any other distinguishing features, and record these observations in writing as quickly as possible after the incident, as the Police will want your individual impressions of what happened before your memory is influenced by discussion with others

Note: for this purpose, some suggestions for describing an offender are set out at the end of this section.

9. Ask all witnesses to remain until the Police arrive and explain to the witnesses that their view of what happened, however fleeting, could provide vital information when placed together with other evidence.
10. Exclude all members of the media from the area and allow only the authorised person to make statements.

During an Armed Incident

Tell yourself to stay calm. Try to accept the situation and be prepared to wait.

1. Do not speak unless spoken to and only if necessary.
2. Be as compliant as possible.
3. Do not be argumentative with either the offender or other staff.
4. Do not make suggestions to the offender. If your suggestion is wrong the person may think you planned it that way.
5. Try to be observant.
6. Notice the offender's mannerisms, clothing and speech.
7. Try not to involve other staff in the incident.

Precautions

There are steps you can follow for your safety

1. Comply with site access protocols and policies, including locking doors when onsite alone.
2. Be aware of people loitering for extended periods that appear agitated and may be holding bulky items.
3. Advise the Director if you see anyone acting strangely or suspiciously.
4. Keep doors locked from external access when onsite alone.
5. Keep payment of fees locked in money box at all times. Never discuss cash transactions or procedures involving the holding or movement of cash with any person other than staff who have a direct need to know.
6. Do not discuss security procedures with anyone other than staff members who have a direct need to know.
7. Record the telephone numbers of your security company and the Police near the telephone.
8. Keep offender and weapon description forms and learn how to complete them correctly.

After an Incident

After an incident as the offender leaves:

1. Gauge height.
2. Secure the premises or at minimum your immediate area.
3. If safe, observe which direction offender goes, the type of car, its colour and its registration number.
4. Do not touch any areas the offender touched.
5. Cordon area off.
6. Attempt to keep witnesses there until Police arrive.
7. Post sign on gates and doors - *Closed Due Security Incident*.

Describing the Offender

Armed intruders are not commonly apprehended while committing the crime, so Police rely heavily on factual information supplied to them by eyewitnesses. Working to a system is always effective and staff should develop a systemised approach to observing the offender.

Here are some prompts to help you with your descriptions:

Build	Thin, fat, normal, stocky, pot-bellied, solid, lean, angular.
Age	Lines around the eyes, wrinkled forehead, age spots, or lines on hands, lines on neck.
Name	Offenders might use nick-names or a name that can be associated with one of the offenders.
Hair	Think about the style as well as the colour. Hair short, long, straight, curly, in a pony-tail, wavy, receding, afro, wooly, thick, crew-cut.
Eyes	Colour and shape. Wide, close together, narrow, sleepy, squinting, deep-set, protruding, blood-shot, slit, closed.
Complexion	Skin tone and colour can indicate the offender's ethnicity. Descriptive terms could include fair, dark, olive-skinned, tanned, pimply acne-scarred, Anglo-Saxon.
Mannerisms	Think about the posture. Descriptive terms could include slouched, round-shouldered, erect or relaxed.
Face	Bushy eyebrows, big nose, thin lips, pouting lips or dimpled cheeks. Look for a beard, moustache, moles, broken or missing teeth, capped or bad teeth, pimples, freckles, scars.
Clothing	What was on the upper and lower body, feet? If they were wearing rings, gloves, sunglasses, spectacles, ear-ring/s, or a watch. If a disguise was worn, ski masks, balaclava, stocking, overalls, raincoat.
Hands	Tattoos, rings, missing digits, colouration, scars, staining.

After the incident - Describing the Weapon

It is difficult for those who are not familiar with firearms to give an accurate description of a weapon. To help you more accurately describe the weapon, you may find the following of value:

TYPE	Shotgun, rifle, revolver, pistol, air rifle, machine gun
ACTION	Bolt, lever, pump, semi-automatic, automatic
BARREL	Sawn off, single, double, side by side, over and under
STOCK	Cut down, wood, metal, normal, plastic, coloured

Never assume that the gun is a replica. Many of the more unusual brands of guns look like toys and most replica guns look more real than the original.

If you are a victim of crime, it is important to remember that help is at hand. The most common effect of crime is for the victims to blame themselves for its occurrence. Generally, we have a perception of being invulnerable. When our vulnerability is revealed by a violent crime, it is easy to believe that we were somehow the cause and deserve the blame.

It is normal to be scared and it is imperative for you to remember that you are not on your own. If you prefer to handle the problem independently the Victims of Crime Association will provide further advice. You can access support through the Department as well.

Example of checklist

PERSONAL THREAT	
For all workplace incidents/ emergencies relating to a PERSONAL THREAT, ARMED OFFENDER etc call Triple Zero (000) immediately.	
Personal threats include assault, armed hold-ups/robbery, persons at risk (suicide etc)	
REMAIN CALM	DO NOT panic or raise your voice. Avoid direct eye contact. DO NOT make any sudden movements.
DO NOT TAKE RISKS	Hand over whatever is requested. Do not do anything which may antagonise the offender.
DO ONLY WHAT YOU ARE TOLD	DO NOT volunteer any additional information.
NOTE OFFENDER'S CHARACTERISTICS	Sex, height, voice, clothing, tattoos, jewellery, any distinctive clothing and note areas the offender has touched (after the offender has left, ensure other persons do not contaminate areas that the offender has touched). Note type of vehicle used for escape, registration number if possible and last known direction.
ALERT	If safe to do so without endangering yourself alert other staff members.
ISOLATE	Remain in a secure area such as locking your office door. Stay away from windows and if possible close blinds.
TELEPHONE	REMAIN CALM. Ring Triple Zero (000) immediately and follow the instructions given by the operator including giving your name and location and details of the incident.
RECORD	Record the offender's description and details such as serial numbers of any items taken or any other details you feel may be relevant to the Police.