

# Emergency Management Plan

## Chabad Youth Holiday Program: Feathertop Chalet



Date approved	Date Last amended	Date of next review	Status
15 <sup>th</sup> August 2017	28 <sup>th</sup> March 2025	28 <sup>th</sup> March 2026	Endorsed by: Dina Kahn Ezra Susskind Tim Shaw Approved by: Moshe Kahn In conjunction with: CFA and ATAP

This policy will be renewed yearly in conjunction with the CFA and ATAP.

Renewal dates are in our Policy update spreadsheet and reminders are set to come up when the policy needs to be renewed.

## Emergency contact phone numbers:

Fire/Police/Ambulance	000
SES	13 2500
SP Ausnet	13 1799
Dept of education	9589 6266
Workcover	018 312 534
Gas leaks	13 2771
North East water	1300 361 644
Poisons information centre	13 1126
Bright Hospital	57550100
Electrician	0419 528 563
Manager	0438 592 688
Fallons bus service	03 5722 9255

## Location:

22 Bon Accord Track Harrietville, VIC, 3741

## Nearest Intersection:

Great Alpine Road/ Bon Accord Track

# 1. Obligation to prepare adequately

## A. Preparation

Nominated Supervisor / Coordinators/educators must ensure that:

- adequate pre-excursion planning and emergency preparation is undertaken and other safety considerations take place, including preparing children
- Full records are maintained and, if accidents or injuries occur, comprehensive reports are completed and filed promptly.

## B. Offsite activities emergency management

Nominated Supervisor / Coordinators/educators should establish contingency plans for offsite activities that may be affected by extreme weather (including bushfires). Contingency plans document the arrangements to cancel, relocate, recall or otherwise change the offsite activity to ensure participant safety.

The hiring Emergency Management Plan should extend to and incorporate all off-site activities and include the impact on participant supervision if staff members are required to assist injured participants or go for help.

All excursion staff and, where appropriate, participants need to be familiar with the procedures for dealing with emergencies on each excursion. Emergency procedures pertaining to campsites should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to familiarise staff and participants with emergency evacuation protocols and ensure the procedures are appropriate.

On days of Catastrophic fire danger Principals may cancel excursions. Where possible, three days' notice will be given. Where excursions are not cancelled, special fire safety precautions will be required.

## Bushfire preparedness

### A. Early communication is vital

In the event of a bushfire the prime consideration is the safety of Educators, children, Feathertop staff, parents and guardians.

During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted.

**It is imperative that families attending Chabad Youth Holiday Program have a clear understanding of our response to the declaration of 'catastrophic' or similar fire warnings.**

**FEATHERTOP CHALET DOES NOT OPERATE ON CATASTROPHIC FIRE DAYS!**

### B. During heightened fire danger

Feathertop Chalet staff will advise Nominated Supervisor / Coordinators/educators of the increased fire danger.

All educators must maintain an accurate record of participants to enable the hiring to account for missing or extra participants.

Nominated Supervisor/coordinators will communicate with Feathertop Chalet staff and bus transport authorities to facilitate participants returning to their initial point of origin.

### C More information

- Local Government Authority
- Victorian Bushfire Information Line (24-hours) on 1800 240 667
- ABC Radio broadcasts regular bushfire activity in consultation with relevant authorities as do local radio stations in rural areas

### **C Very High, Severe or Extreme Fire Danger Ratings including Total Fire Bans and when Fire is Reported in the Local District**

On days where the Fire Danger Rating is Very High, Severe or Extreme, or when fire is reported in the local district, the service will inform families by posting a warning by email, broadcast What App message, and on the front door/foyer/noticeboard.

Children will be transitioned throughout the day as per our usual practice.

Any educators who planned to attend off-site training will stay at the service and have their training cancelled/rescheduled.

The Nominated Supervisor will ensure that:

- all gates have access keys and ensure the locks are in working order.
- all outdoor taps are in working order with hoses attached and buckets placed beside each exterior tap
- any outdoor industrial dumpster is closed at all times.
- all hazards are removed from passages and walkways and nothing is blocking emergency exits.

All educators will monitor conditions when outside. Educators will also ensure that no art and craft works, posters etc are hung outside and that garbage bins are emptied throughout the day.

Educators will ensure the Bushfire Survival Kit is easily accessible and contains a mobile phone which is in full working order, has a fully charged battery, and a battery charger. The Emergency Contact register, Daily Roll and the medical register for the day will also be added to the kit.

Family members will be required to provide a reliable contact number for the day together with their child's asthma medication.

### **D Additional Steps Where Fire Reported in Local District**

In addition to the steps outlined in the previous section of the policy:

The Nominated Supervisor will ensure all preparation activities have been undertaken. They will also ensure there is a current evacuation plan in place that can be implemented after considering any local road closures etc.

All children's activities outside the building will be cancelled.

Educators, families and visitors to the service will be encouraged to reverse park their cars.

The Nominated Supervisor/educators will:

- turn off power and gas (including gas cylinders)
- back up all computer files.
- ensure that whistles are in place beside each portable fire extinguisher so they can be used to notify everyone if a fire starts on site.

Educators will be diligent in ensuring children's personal items are placed in their bags when not in use.

## **E Fire Reported in Immediate Vicinity or Directly Impacting the Service**

The steps outlined in the previous sections will be followed immediately.

In addition:

The Nominated Supervisor will:

- contact and liaise with the emergency services
- implement emergency evacuation procedures if it is safe to do so
- implement emergency shelter in place procedures if it is not safe to evacuate. In this case the Nominated Supervisor will ensure educators:
  - move all hoses inside building
  - close all doors and windows
  - access the roof space every 10-20 minutes to check for spot fires
  - soak towels and place under external doors
  - block drain pipes and fill gutters with water
  - continually patrol property for spot fires and extinguish
  - remove curtains, move furniture away from windows

The Nominated Supervisor will inform the approved provider of the situation and regularly keep them updated.

The approved provider/nominated supervisor will inform the regulator about the situation, advising the number of children affected, the educator ratios in place and any issues or injuries that have arisen.

## **F Catastrophic Day**

If the service will be closed due to extreme bushfire risk or a Catastrophic day, the Nominated Supervisor will ensure that:

- families are advised as soon as possible about the service closure eg by Email, Whats app Broadcast
- information about the closure is posted on the service website and any service social media
- the advice is updated if the service will be closed for more than one day
- nobody, including staff, remain on site on days of closure.

## **G Power outage:**

Power outages can create potential hazards for children at services and are likely to mean a service cannot operate safely. This could occur if there are extreme heat days and no cooling, or no ability to use air conditioning to protect the service from poor air quality outside due to smoke.

When there is no functioning communication equipment or there is a total power outage, the service will weigh up and consider the potential dangers to the health and safety of both children and staff.

If power is lost while the service is operating, the Nominated supervisor will:

- Ensure all children are safe from any potential risks relating to visibility
- Ensure all children are safe from any fallen power lines
- Use flashlights and emergency lighting to provide light at the service
- Contact the energy supplier to ascertain if the outage is temporary or if further actions are required to ensure children's safety and wellbeing

- Assess if the lack of power is going affect the safety and comfort of children due to no heating, cooling, cooking facilities or refrigeration
- Contact families and recommend that children are collected if there is going to be an extended power outage.

## 2. During a Fire

Key steps in this section	
1.	Immediate response
2.	Decide and act
3.	Communicate and stay informed
4.	Consider the needs of different emergencies

### Responding to an emergency –

Coordinators/ Educators should take reasonable steps to reduce the impact of the emergency prior to the arrival of the Emergency Services.

Once the Emergency Services have taken responsibility for managing the emergency, hiring efforts should be directed towards the immediate welfare of affected individuals and groups, and to providing resources or information requested by the Emergency Services.

When an incident occurs, make the basic decisions about what type of action is needed and respond as quickly as you can.

The ability to respond effectively to emergency situations depends on:

- being focused on the safety of children and educators
- being prepared
- having a clear understanding of the roles and responsibilities in the event of an emergency
- having ready access to critical information
- obtaining timely external help from Emergency Services.

Documenting every action taken during an emergency will assist with tracking the implementation of the Emergency Management Plan. Keep all original notes and records for future reference.

## Step 1: Assess the situation

Your initial response requires a quick and careful assessment of the situation.

First, determine if an emergency exists. If yes, what is the type of incident, its location and size.

Once more information is obtained about the incident adjust the Emergency Management Plan as required.

Ask yourself:

- Has the worst already happened? Can the situation get worse?
- Where is it? Is it close enough to be a threat?
- How is the hazard behaving? Is it getting:
  - bigger/smaller
  - closer/moving away
  - moving quickly/slowly
  - affected by weather conditions.
- How far does the danger area extend?
- Is it safer to move to another area?
- Which areas or access routes cannot be used?
- Is it best to remain indoors or leave the building/site?
- Have you sealed the building to the best of your ability if remaining indoors?

## Step 2: Enact your EMP and respond immediately

### A. Notify Emergency Services

If you have the slightest doubt, call the Emergency Services.

Do not delay calling the Emergency Services. It is better to have the Emergency Services on scene as soon as possible, even if the incident is resolved by the time they arrive. To delay calling may risk further injury and damage.

### B. Anticipate first-hour priorities

During the first hour of an emergency, Feathertop staff / Nominated Supervisor / Coordinators / educators will need actively communicate to:

- determine who does what, where, and how
- attend to the first aid needs of injured children
- account for all camp participants
- extinguish small fires before they become uncontrollable
- check damage to utility systems and appliances; if necessary, shut off main power, and water (only turn off gas if you can smell it)
- seal off and indicate areas where hazardous materials have spilled
- calm and reassure frightened camp participants
- anticipate an influx of concerned and anxious parents and guardians
- keep records of camp participants released to parents and guardians or other authorised persons



#### What do camp participants need in the short-term?

The calm presence of, and contact with Nominated Supervisor / Coordinators/educators who understands the feelings and needs of the child.

Assurance of safety and security in honest, realistic and understanding terms. Validation of their feelings of fear, grief, anxiety, loss, anger, confusion.

### Step 3: Decide and act: lock in, lockout or evacuate



**The primary duty of staff involved in emergencies is to ensure, as far as practicable, the safety of camp participants, themselves, other staff not engaged in responding to the emergency, and visitors – it is *not* to combat emergencies.**

#### A. Lock In

Used when an external and immediate danger is identified, and it is determined that the camp participants should be secured inside the building for their safety. Announce the lock in with instructions. These may be to close internal doors and windows, sit below window level or move into corridors and remain outside classroom, or a combination of these instructions.

- Check outside areas are clear of camp participants
- Check that all external doors are locked, non-engaged staff to be posted at locked doors to allow camp participants/staff to enter if locked out.

#### B. Lockout

Used when an internal and immediate danger is identified, and it is determined that camp participants should be excluded from buildings for their safety. Announce the lockout with instructions.

There may be nominated staff to:

- lock doors to prevent entry
- sweep the premises for anyone left inside.

#### C. Evacuate

This depends on the circumstances of the Chalet and the critical incident or emergency.

Incident Controllers must exercise their judgement but, as a general rule, if a threat is external to the Feathertop Chalet (and evacuation to a distant safer place is not feasible) it is safer to remain at the Chalet. If the threat is internal to the Chalet (e.g. chemical hazard) it may be safer to be outside of the boundaries of Feathertop Chalet. The internal fire alarm at Feathertop Chalet indicates the need to evacuate the buildings and assemble at Feathertop Chalets Emergency Assembly Area between the Bon Accord Entrance driveway and the tennis courts.

### Evacuation sequence

For buildings evacuate:

1. the affected room or area
2. any room, adjoining area
3. other rooms or areas, commencing with the closest.



**A roll call or head count of all children, educators and staff must be conducted following any evacuation, lock in or lockout.**

## Step 4: Communicate and stay informed

### A. Communicate the situation and your response

- Have your communications/contacts telephone list ready and updated
- Have a clear/consistent message - e.g. "We have evacuated to XXX and Emergency Services are on their way"
- If you have the staff available, assign someone to make calls and another person to handle incoming calls
- Ensure accommodation room allocation list, first aid kit and any necessary emergency medications are readily accessible.
- Send an email and whats app broadcast message updating families on the situation.

### B. Helpful contacts

- Your Local Government Authority
- Victorian Bushfire Information Line (24-hours) on 1800 240 667
- ABC Radio - FM 106.5 - broadcast regular bushfire activity in consultation with relevant authorities, as do local radio stations in rural areas
- CFA website: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- Fallons bus service 03 57229255

## Step 5: Consider the needs of different emergencies

### A. Localised fire event

If early evacuation advice is not issued or the fire is approaching the Chalet and it is unsafe to evacuate, everyone should remain in the building after the following precautions are taken:

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings
- Phone 000 for Fire Brigade (dial an additional 0 for an outside line, if required; 112 from a mobile) and follow advice. Inform 000 / fire brigade operator which building/s the staff and participants will be housed in. Keep in contact as fire approaches buildings so the operator can direct services as they may become available
- Move everybody inside, assembled away from the part of the building that will be initially exposed to the fire
- Check attendance against Feathertop Chalet room allocation list at assembly area
- Turn off power and gas
- Listen to the local radio or TV on battery-powered sets for bushfire/weather warnings and advice
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing)
- Fill gutters, all sinks, washbasins and drums with water
- Stay inside in the identified area (preferably bricked and tiled) with available water and away from windows
- Once the fire has clearly passed evacuate the building, assess and remain in a safe area
- Staff should extinguish fires that may have started in or near the buildings once they have determined it is safe to do so. Douse embers around building with wet mops etc. This should be done in teams of not less than two staff and they should have some form of communication with the staff member managing the lock in procedure.
- Staff should be suitably attired in natural fibre clothes (long sleeved top, long pants) and sturdy shoes
- Ensure staff/participants do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees

## B. Internal fires/smoke

- Remain calm and raise the alert
- Immediately evacuate the room where the internal fire/smoke occurs
- Assist people in immediate danger – in particular people with disabilities
- Notify the Fire Brigade, phone 000 (dial an additional 0 for an outside line if required; 112 from a mobile)
- Implement partial or full evacuation procedures if necessary
- Close doors and windows on departure If possible to prevent the spread of fire and smoke
- Check Feathertop Chalet room allocation list at assembly area.



**Personal safety is always the first priority.**

## C. Storms and flooding

Feathertop Chalet needs to prepare for both external and internal wind and water damage caused by torrential rain, low lying grounds, drainage issues, burst water pipes etc.

### *Before the storm strikes:*

- direct staff /children/educators to assemble inside buildings
- stand against interior walls or hallways on lowest floor possible (tops of buildings may be damaged)
- stand away from windows
- avoid auditoriums, gymnasiums and other enclosures that have long roof spans
- avoid rooms that will bear the full force of the wind
- close windows and blinds on the windward side
- secure loose objects in open areas e.g. garbage bins
- check attendance against Feathertop Chalet room allocation list at internal assembly area
- close down any utilities that may cause additional hazards, e.g. electricity, gas, water
- ensure everyone has taken shelter

### *After the storm passes:*

- check for damage
- listen to the local radio for official warnings/advice
- beware of fallen power lines, damaged buildings and trees, flooded watercourses.
- ensure staff /children/educators do not hamper Emergency Services or put themselves at risk by going near the damage
- conduct an attendance/roll check at the first appropriate opportunity
- keep staff /children/educators on the premises until it is safe to return to normal activities or go home
- implement procedures to resume hiring activities, including arranging counselling support for anyone affected by the storm.

### 3. Evacuation plan and checklists

#### Recommended Steps for Evacuation

1. Senior person on site (Tim Shaw) takes charge and decides who does what.
2. Call 000.
3. Inform Emergency Services of the nature of the emergency (i.e. 'There is smoke in the building').
4. Using all available staff/volunteers/educators, calmly move/carry/walk the children out of the buildings to the pre-determined outdoor assembly area (beside the entry to the tennis courts) if this is the evacuation option.
5. Staff member in front reception (if onsite at time of emergency) to take the list of attendance, staff roster and emergency/first aid kit to assembly area.
6. Once at assembly area, check all staff /children/educators are accounted for.
7. Call 000 and inform them of your location at the outdoor assembly area.
8. Focus on safety and wellbeing of staff /children/educators.
9. Wait for Emergency Services to arrive.

#### Evacuation Checklist: *Before*

To maximise the safety of staff /children/educators, check these things (at a minimum) are in place beforehand.

Have you:	✓
A site plan showing clearly marked exits, including the safest possible alternative exits from the building?	✓
Posted the site plan on walls where you can access it easily?	✓
Designated two outdoor assembly areas, the first 150 metres away and an alternate location further away (walking distance)?	✓
An easily accessible first aid/emergency kit containing required medications such as asthma inhalers, auto adrenaline injection devices (EpiPens®), bottled water and sunscreen?	✓
A portable contacts sheet with updated and after-hours numbers?	✓
A working mobile phone?	✓
A portable attendance list of staff /children/educators?	✓
Your evacuation plan?	✓
A record of any problems you encountered during drills?	✓

### Evacuation Sequence Checklist: *During*

Check:	✓
Evacuate the affected room or area	
Evacuate any room, adjoining area	
Evacuate other rooms or areas, starting with the closest	

### Evacuation Checklist: *During*

Check:	✓
Phone 000 and Camp Director	
Bring first aid/emergency kit	
Bring mobile telephone and emergency telephone contact sheets	
Assemble the staff /children/educators in the pre-determined assembly area	
Account for all staff /children/educators at the assembly area against your accommodation/attendance/staff roster list	

### Evacuation Checklist: *After*

Check:	✓
Record the incident and report it to Nominated Supervisor	
Write down what went wrong and what went well to improve your plan for the future (e.g. 'The assembly point was too exposed to the sun' or 'It took X number of minutes to leave the building.')	
Notify the Regulatory Authority of incident as set out in our Incident, Injury, Trauma and Illness Policy.	
Notify families via email, text messaging and Whats app broadcast list	

## 4. Relocation (off-site evacuation) plan and checklists

Feathertop Chalet personnel may have similar roles in an offsite evacuation to an on-site evacuation.

After an offsite evacuation Feathertop Chalet site may need to be inspected or cleared by relevant authorities before people return to the site.

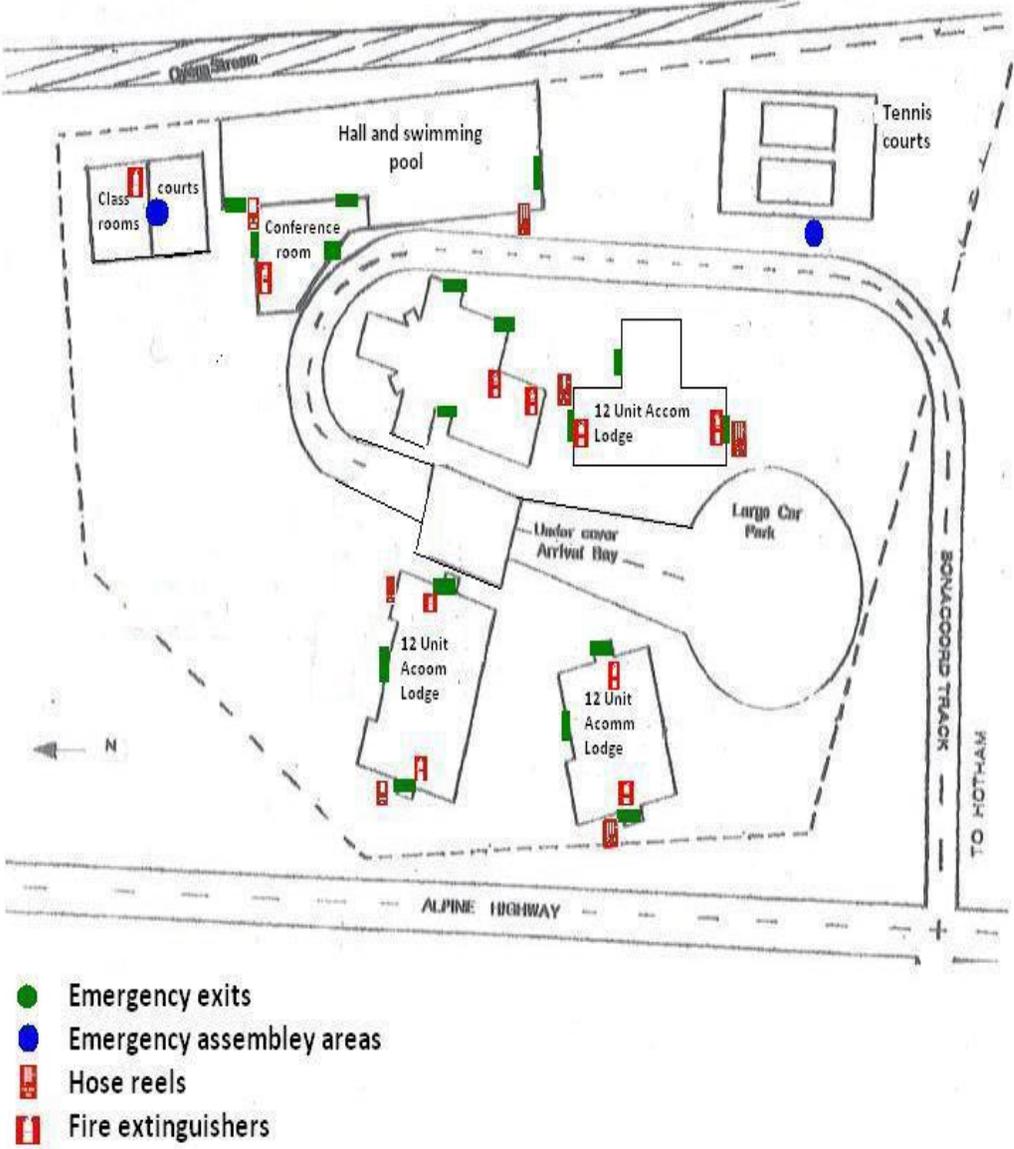
Transport arrangements for an offsite evacuation should be planned in advance.

### Suggested steps for relocation

1. Assess situation and seek advice from:
  - Fire and Emergency Services agencies
  - CEO Emergency Management Officer
  
2. In case of bushfires, seek more information from:
  - CFA website: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
  - Victorian Bushfire Information Line: 1800 240 667
  - 106.5FM ABC Radio.
  
3. Enact evacuation plan/sequence.

Ensure you have updated information on safe evacuation road routes and alternatives.

# Feathertop Chalet site plan





**Complete this list before relocating.**

**Remember: Staff /children/educators safety is your primary concern. The safety of the Chalet facility is secondary to your primary duty of care.**

## 5. Pre-evacuation checklist

Areas	Location	Notes
Central Control Point	Reception Office	
Central Control Point (Alternative)	Class Room	
Evacuation Assembly Areas	Sealed area beside entrance to tennis courts Basketball court between conference center and classrooms	
First aid Kit	Reception Office	
Security keys (Distributed)	Reception Office	
Power board	Main outside back kitchen door. Others located in back of kitchen on east wall, Equipment storage (formerly showers) in commercial laundry and inside main door of sports hall and storage room of conference room. There is also a power board in the class rooms	
Water mains – shut off	At the south –west boundary of the managers residence	
Gas main – shut off	On each of the two major storage units (beside the pool and off the car park. There are also two cylinders under the stairwell outside the entry to the ski hire shop	
List of people on site	Room allocation list and roster	

## 6. Lock In procedures checklists

### Actions during Lock IN – site manager (incident controller)

Actions during lock in– hiring camp groups	✓
Decide on location to assemble staff /children/educators (in individual lodges, in hall etc.)	
Liaise with hiring group staff, other agencies and camp manager in considering a lock in	
Activate lock in using the predetermined activation signal (verbal cue)	
Advise Police and other appropriate Emergency Services	
Advise Nominated Supervisor	
Allocate responsibilities	
Collect evacuation kit	
Guide staff /children/educators to safe lock in location	
Ensure a telephone line is kept free	
Keep public address system free	
Secure external doors and entrances	
Constantly monitor main entrance (no unauthorised people allowed access)	
Have a delegated staff member wait at the main entry to guide Emergency Services personnel	
Ascertain (as possible) if all staff /children/educators are accounted for using room allocation forms	
Record some details of actions undertaken and times	
Await de-activation advice from Emergency Services personnel or Nominated Supervisor.	

**Actions after lock in – site manager (incident controller)**

Actions to de-activate and immediately following lock in	
Confirm with Emergency Service personnel that it is safe to de-activate lock in	✓
Determine if there is any specific information staff, participants and visitors need to know (e.g. areas of the Chalet to avoid)	
De-activate lock in using predetermined de-activation signal (verbal cue)	
Advise staff /children/educators of any specific information they need to know	
Ensure any staff /children/educators with medical or other needs are supported	
Advise the Nominated Supervisor that the lock in is over	
Brief staff on the incident	
Prepare and maintain records and documentation	
Follow up with any staff /children/educators who need support	
Undertake operational debrief to review the lock in and hiring procedural changes that may be required	
Actions (follow-up)	
▪	
▪	
▪	
▪	
▪	
<b>Signature:</b>	

## 7. Emergency kit checklist

Have you:	✓
Standard portable first aid kit with bandages, Savlon, antiseptic wipes	
Participants and staff with special needs list: camp participants with asthma, allergies	
Special medications e.g. asthma inhalers, EpiPens®	
Updated attendance/participant roll list or printout	
Bottled water/sunscreen/spare hats	
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	
Emergency contacts telephone list	
Charged mobile phone	
Torch with replacement batteries	
Copy of your building site plan with marked exits	
Map of local streets with evacuation route	
Battery powered radio (if available) and spare batteries	
Other	

## 8. Emergency services call sheet

Dial 000, ask for the Emergency Service and be ready with the following information:

1. Your telephone number 03 57592688
2. Details of your location 22 Bon Accord Track Harrietville Vic 3741
3. Street directory reference. As above
4. Exact location within the building.
5. Your name.
6. A brief description of the incident
7. Advice on the best entrance to use.
8. Advise the name of the person who will meet the Emergency Services.

Speak clearly and slowly and be ready to repeat information if asked.

## 9. Post-emergency record

<b>Date</b>	
<b>Time of Notification</b>	
<b>Name of Person Taking the Call</b>	
<b>Position</b>	
<b>Name of Person Reporting the Incident</b>	
<b>Contact Telephone Number</b>	
<b>Details</b>	
<b>Immediate Action</b>	<p><b>Organiser notified:</b>          YES / NO      Time _____</p> <p><b>Other guests notified:</b>          YES / NO      Time _____</p> <p><b>Emergency Services notified:</b>          YES / NO      Time _____</p> <p><b>CEO Emergency Management Officer notified:</b>          YES / NO      Time _____</p>
<b>Major Activities</b>	
<b>Issues</b>	<p><b>Operational debriefing required:</b>          YES / NO      Date/Time: _____</p> <p><b>Person responsible to organise:</b>          _____</p> <p><b>Confirmation of operational briefing: Date/Time:</b>          _____</p> <p><b>Issues for Follow up action:</b></p>
<b>Signature</b>	
<b>Date</b>	

# 10. Phone/bomb threat guide and checklist

## Details of the person who received the call

Name (print): \_\_\_\_\_

Date call received: \_\_\_\_\_

Time call received: \_\_\_\_\_

## General questions to ask the caller

1. What is it? Is it a bomb?
2. When will it explode or the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will it explode or the substance be released?
7. Why did you put it there?
8. What is your name?

## Bomb threat questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

## Chemical/biological threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. When will the substance be released?
4. Is the substance a liquid, powder or gas?

## Exact wording of the threat:

\_\_\_\_\_

Gender of the caller:

**Male**

**Female**

Asian

American

European

Other (specify)

**Background noise:**

None

TV/Radio

Train

Traffic

Music

Construction

Sirens

Aircraft

Voices

Other (specify)

**Estimated duration of call:**

**Estimated age of the caller:**

**Did the caller appear familiar with the area?** Yes No

**Other comments:**

## 11. Emergency Management Plan exercise record

Item	Yes ✓	No ✓
Were Emergency Services briefed on exercise prior to exercise being started?		
Did the person discovering the emergency alert the other occupants?		
Was the alarm activated?		
Were Emergency Services notified promptly?		
Was the CEO Emergency Management Officer notified promptly?		
Did hiring staff direct persons from the building/site per the evacuation procedures?		
Were isolated areas searched?		
Was the evacuation logical and methodical?		
Did someone take charge? If yes, who?		
Did occupants act as per instructions?		
Was a roll call conducted for:		
Children		
Staff		
Educators		
Was someone appointed to liaise with Emergency Services?		
Was someone appointed to liaise with the parents and guardians/hiring community?		
Were Emergency Service given the correct information?		
Did anyone re-enter the premises before the “all-clear” was given?		
Did anyone refuse to leave the building/site? If yes, see attached list for name and reason. To be followed up.		
Area of Emergency Plan tested by current exercise:		

## Emergency drills/training schedule

Evacuation/Lock in/Lockout (ELL) Exercise Timing	Time	
	Hours	Mins
Alarm sounded and ELL message given (exercise warning included)		
Feathertop staff (wardens) check building /area		
Evacuation/lock in/lockout commenced		
Feathertop staff (wardens) report floor/area clear or locked down		
Arrive at assembly point (evacuation & lockout only)		
Hiring staff check staff /children/educators present against rolls		
Evacuation/lock in/lockout completed		
Exercise completed		
Staff /children/educators debriefed on exercise		
Problems encountered:		
Issues raised		

## Sample emergency drills/training schedule

Month	Training Event	Person Responsible	Date(s) completed
January			
February			
March			
April			
May/June			
July/August			
September/October	Evacuation and relocation for staff /children/educators.		
November/December	CFA training on fires and bushfires and policy renewal		