

Emergency Management Plan

for

Hampton Park Community House



Authorised by:

Emergency Management Committee

Kate Madden Executive Officer -Chief Warden

Lorna Berry IFS Coordinator -Deputy Warden

Validity Period

Date: 30 November 2024

Review Date: 30 October 2025

HAMPTON PARK COMMUNITY HOUSE

16-20 Stuart Ave

P.O Box 440

HAMPTON PARK VIC 3976

Phone: 03 8768 8342

Email: office@hamptonparkch.vic.gov.au

EMERGENCY NUMBERS

Emergency Fire/Police/Ambulance **☎ 000**

City of Casey Services **☎ 9705 5200**

Department of Education & Early Childhood Development (DEECD) **☎ 9096 9595**

Child Protection Dandenong **☎ 1800 783 783**

State Emergency Service (S.E.S) **☎ 132 500**

Poisons Information **☎ 13 11 26**

Victorian Bushfire Info. Line **☎ 1800 240 667**

Environmental Protection Authority **☎ 9695 2722**

Emergency Mgmt Services Unit **☎ 9589 6266**

POLICE

- Narre Warren Police Station **☎ 9705 3111**
- Dandenong Police Station **☎ 9767 7444**
- Cranbourne Police Station **☎ 5991 0600**

HOSPITALS

- Dandenong Hospital **☎ 9554 1000**
- Casey Hospital (Berwick) **☎ 8768 1200**

WATER & SEWERAGE South East Water **☎132 812**

FIRE BRIGADE Dandenong Fire Brigade 9792 2104 Hampton Park Fire Brigade **☎9799 1980**

GAS & ELECTRICITY TRU Faults (Electricity) 131 799 Origin Faults (Gas) **☎1800 676 30**

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	LOCATION	
	Evac Plan Number	Room
		Date Replaced
1	Reception	30/11/2024
2	Foyer	30/11/2024
3	Office Corridor	30/11/2024
4	Hall	30/11/2024
5	Kitchen	30/11/2024
6	Executive Office	30/11/2024
7	Comm. Services & Adul Edu. Office	30/11/2024
8	Family Services Office 1	30/11/2024
9	Family Services Office 2	30/11/2024
10	Huddle Room	30/11/2024
11	Classroom	30/11/2024
12	Children Services Nursery	30/11/2024
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1 PURPOSE

The purpose of this Emergency Management Plan is to establish a comprehensive framework for how Hampton Park Care Group Inc. (HPCG) will prepare for, manage, and respond to emergencies. This plan ensures that HPCG is equipped to protect the health, safety, and well-being of all individuals within the organization, including employees, consumers, volunteers, contractors, and visitors.

2 SCOPE

This plan outlines the Emergency Management Procedures for HPCG Inc. It applies to all individuals involved with the organization, including children, families, consumers, employees, volunteers, contractors, and visitors. The scope of this plan covers all activities, services, and operations conducted by HPCG, ensuring a coordinated and effective response in the event of an emergency.

3. FAMILIARISATION WITH THE EMERGENCY MANAGEMENT PLAN

All staff, volunteers, and key stakeholders must be thoroughly familiar with the contents of the Emergency Management Plan to ensure a well-coordinated and effective response during an emergency. Key points for familiarisation include:

Read the entire document -Ensure full understanding of the procedures, roles, and responsibilities outlined in the plan.

Know the Emergency Assembly Area- Familiarise yourself with the location of the designated emergency assembly area.

Alternative exits -Identify alternative evacuation routes in case doorways are blocked (e.g., using windows).

Route and equipment awareness- Review the facility map for the designated emergency assembly area and familiarize yourself with the locations of fire extinguishers and telephones.

Alternate Assembly Points- Be aware of other emergency assembly points in case the primary area is inaccessible (e.g., Arthur Wren Hall).

Staff and volunteer roles - Ensure all staff and volunteers understand their specific roles and responsibilities during an emergency.

Types of Emergencies and Procedures -Familiarise yourself with the different types of emergencies (e.g., fire, medical, natural disaster) and the specific procedures for each.

Emergency Evacuation Drills -There must be at least **one emergency evacuation drill conducted per term** to ensure all staff, volunteers, and stakeholders are prepared and know their roles in the event of an emergency.

WHAT IS IN THE EMERGENCY MANAGEMENT PLAN (EMP)?

This plan outlines the Hampton Park Community Facility's environment, potential hazards, and the strategies for managing emergencies effectively. It assumes that staff and volunteers are knowledgeable about the plan and that preventative measures have been implemented to mitigate the risk and impact of potential emergencies.

AN EMERGENCY REFERS TO THE FOLLOWING:

- Fatality
- Serious injury, assault, sexual assault, child abuse, or child sexual abuse
- Siege, hostage situation, disappearance, or removal of child or adult
- Firearms or bomb threat
- Collapse or major damage to building or equipment
- Fire in the building or bushfire
- Fumes, spill, leak, or contamination by hazardous materials
- Outbreak of disease (Pandemic/Epidemic)
- Disruption to essential services such as electricity, gas, and telecommunications

PLAN FLEXIBILITY AND SCALABILITY

This Emergency Management Plan is designed to be flexible and adaptable to various types of emergencies, ranging from small-scale localized incidents to large-scale events requiring external assistance. The plan is structured to handle situations of varying durations—from incidents that last only minutes and can be managed internally by Hampton Park Care Group Inc. (HPCH), to larger incidents that may require several hours to resolve and involve external support.

The plan identifies clear roles and responsibilities for staff, volunteers, and consumers during emergencies and outlines the necessary actions to be followed for specific types of emergencies.

AFTER-EFFECTS AND RECOVERY

Recognising that emergencies can have long-lasting effects on individuals involved, HPCH Inc. understands the importance of not only resolving crises promptly but also providing ongoing support for the community to return to normal functioning. This plan acknowledges the potential need for post-emergency recovery efforts.

PLAN REVIEW

The Emergency Management Plan will be **reviewed annually** by the staff and the Board of Governance to ensure its relevance and effectiveness. After each emergency, the plan will be reviewed promptly to assess whether the procedures were followed properly and whether they were sufficient to address the situation.

ABOUT THE HAMPTON PARK COMMUNITY FACILITY

The Hampton Park Community Facility is located at 16-20 Stuart Avenue, Hampton Park Victoria. The Community Facility comprises;

The Hampton Park Community Facility is located at 16-20 Stuart Avenue, Hampton Park, Victoria. It consists of six distinct areas of operation:

- **Community Services:** Community projects and volunteering
- **Adult Education:** Pre-accredited and lifestyle courses
- **Occasional Care:** Care for children aged 0-6 years
- **Kindergarten:** For children aged 3-4 years
- **Out of School Hours Care:** For primary school-aged children
- **Family Services:** IFS Program for individuals and groups of all ages
- **Administration:** Office-based staff

Staff numbers vary, with approximately 25 employees based on childcare ratios. The facility serves about 1,000 adults and 500 children weekly, operating from 6:30am to 6:30pm daily.

The foyer, toilets, main hall, and kitchen are available for hire to the public on weekends, public holidays, and most weeknights for private events or community meetings.

Facilities:

The single-story brick building includes:

- Entrance and foyer
- Main Hall
- Classroom
- 7 offices
- 1 Huddle Room
- Kindergarten room
- Enclosed outdoor play area (with undercover spaces)
- Workspace (next to Arthur Wren Hall)

Additionally, there are storage sheds and two garages on-site.

Security system keypad locations

The Hampton Park Community House is connected to a Security Monitoring System and this will be used to sound the Primary Evacuation Alarm. Verbal commands will also be given in case all individuals in the House are not familiar with the emergency procedure, due to the nature of their attendance at the House. There will also be verbal notification via the intercom system in the light of a lockdown procedure being conducted.

Hampton Park Care Group Inc. has two additional facilities delivering the following our Services in the following City of Casey owned sites:

Children’s Services

101 Strong Drive, Hampton Park.

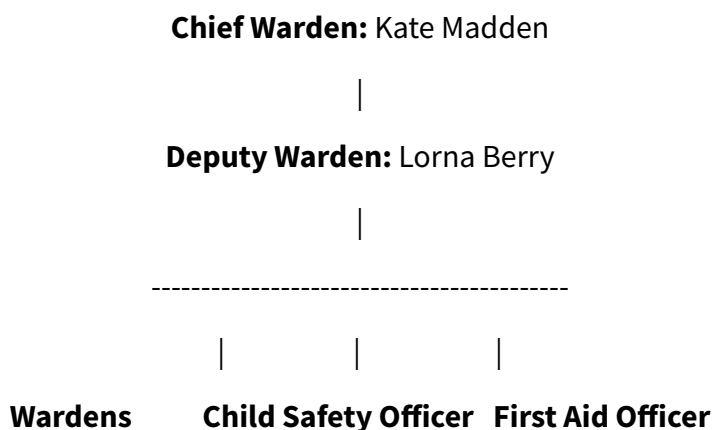
[Strong Drive Children’s Centre | City of Casey](#)

Community Services

The Old School Facility, 9A Reagans Rd Hampton Park

ROLES AND RESPONSIBILITIES

Emergency & Risk Management team structure



Incident Management Team HPCH Incident Management Team (IMT) will direct the way HPCH responds to an emergency or incident.

Incident Management Team contact:

Title	Name	Contact number
Chief Warden	Kate Madden	0407482315
Deputy Chief Warden	Lorna Berry	0438 075 302
Warden’s	Zohra Hasib (Health & Wellbeing)	0493 040 499
	Najah Hilal (First Aid)	
	Athira Arun (Child Safety)	0479036961
	Deepa Sivalingakumar	0466 099 243
Communications Officer	Kate Madden (with support from Sandra Hoy and Marketing & Comms Team)	0407482315

Refer: Managing and Reporting Incidents (including emergencies) Policy

The Manager on duty will co-ordinate activities and actions during an emergency. In the absence of a Domain Area Manager, the Responsible Person will assume the Managers roles and responsibilities.

The Manager/Responsible Person is responsible for:

- Assessing the Emergency and initiating the appropriate response
- Notification of Emergency Services as required
- Alerting staff, volunteers and participants about the Emergency
- Evacuation of staff, volunteers and participants
- Provision of resources to manage the Emergency
- Delegation of duties to staff and volunteers as required

CO-ORDINATING THE FACILITY'S RESPONSE READINESS FOR AN IMMINENT EMERGENCY

Emergency readiness is activated when there is a high likelihood of an imminent emergency event, such as a bushfire or flood. To stay informed, monitor local conditions through the following resources:

- **VicEmergency Platform:** Provides real-time updates on emergencies across Victoria, including fires, floods, storms, power outages, hazardous materials, and significant traffic incidents. The platform also shares information from the Environment Protection Authority and the Chief Health Officer.
 - Website: www.emergency.vic.gov.au
 - Mobile App: Available on Google Play and the App Store
 - Hotline: 1800 226 226
- **Emergency warnings and alerts:** Stay informed through various sources, including:
 - **Bureau of Meteorology** for weather and forecast hazards
 - **Victoria State Emergency Service (VICSES)** and **fire services** for hazard warnings
 - **Victoria Police** for public safety alerts
- **Fire Danger Ratings:** For current fire danger ratings and information about Code Red days, visit [CFA Warnings and Restrictions](#).
- **Public Health Risks:** For updates on public health risks like epidemic thunderstorm asthma, visit the Chief Health Officer's page and subscribe to Chief Health Officer Alerts for the latest health advisories.

Regularly monitor these resources to maintain situational awareness and ensure the safety of your HPCH Service/Facility.

ALWAYS CALL 000 (TRIPLE ZERO) IF THERE IS AN IMMEDIATE DANGER TO LIFE

ACTIVATE EMERGENCY MANAGEMENT PLAN

Emergency Response and Reporting Procedures

Emergency Readiness

Emergencies can occur suddenly, leaving little time to prepare. The person with delegated authority must be ready to make decisions quickly. Best practice involves staying informed through VicEmergency for alerts, warnings, and notifications, and being prepared to activate the emergency management plan as needed.

Reporting an emergency on-site

Children must report incidents immediately to an adult.

Adults should report incidents to the Responsible Person on duty.

The Responsible Person will assess the situation and report the incident via the Staff portal to Senior Management, Emergency Services, and relevant authorities, following the HPCH policies and procedures.

Out of Hours: If the Children's Services Manager (Nominated Supervisor) is not on duty, the Responsible Person assumes emergency management responsibilities.

After-hours activities: Must follow emergency procedures until help arrives and report the incident to Senior Management and the Board of Governance, as outlined in HPCH policies.

Alerting the facility

If evacuation is required, staff and individuals at HPCH facilities will be alerted by:

The Security System alarm, or

- Hand bell, or
- Verbal communication.

If power is unavailable, verbal communication and the hand bell will be used for evacuation.

Incident Management Team

The Manager or Responsible Person in charge will manage the emergency from the General Office (if feasible) or establish a command post at a suitable location.

Reporting an Emergency during an excursion

In the event of an emergency during an excursion:

- The Responsible Person in Charge must report the incident to Emergency Services.
- Senior Management and the Board of Governance must be notified immediately.
- If necessary, a representative from the Board of Governance will notify the Department of Education and Early Childhood Development.

Statement of Commitment to Child Safety

Hampton Park Community Facility (HPCH) is committed to child safety and adopts a zero-tolerance approach to child abuse. We prioritise the safety and well-being of children and empower them to be heard. If you have concerns, seek support from Senior Management or the Child Safety Officer.

Mandatory Reporting of Child Abuse

Under the **Child Protection Act (Vic) 1996** and **Children's Services Regulations 2020**, all forms of child abuse, including neglect, physical abuse, sexual abuse, domestic violence, and psychological harm, must be reported for any child under 18. **Mandatory reporters** (including educators and staff) must report to **Child Protection** or the **Police** if they reasonably suspect a child has suffered, is suffering, or is at risk of suffering significant harm.

A **reasonable belief** of abuse can be based on various types of evidence, including:

- Changes in behaviour (e.g., withdrawal, fearfulness),
- Physical signs of harm (e.g., bruises).

Mandatory reporters must report reasonable suspicions of abuse or neglect that may place a child at risk, even if physical or sexual abuse is not suspected.

A step-by-step guide to making a report to Child Protection or The Orange Door (ToD)

Protective concerns

You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	RESPONDING TO CONCERNS	STEP 2	FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3	MAKING A REFERRAL TO Child FIRST	STEP 4	MAKE A REPORT TO CHILD PROTECTION
	<ol style="list-style-type: none"> 1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*. Go to Step 4 2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3 3. In all other situations Go to Step 2. 		<ol style="list-style-type: none"> 1. Consider the level of immediate danger to the child. Ask yourself: <ol style="list-style-type: none"> a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? YES / NO and b) Am I in doubt about the child's safety and the parent's ability to protect the child? YES / NO 2. If you answered yes to a) or b) Go to Step 4 3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3 		<p>Child Wellbeing Referral</p> <ol style="list-style-type: none"> 1. Contact Southern Region ToD provider. 1800 271 170 2. Have notes ready with your observations and child and family details. 		<p>Mandatory/Protective Report</p> <ol style="list-style-type: none"> 1. Contact the police and/or Child Protection Intake provider immediately. <ul style="list-style-type: none"> - Police call 000 - Child protection Southern Region: 1300 555 526 - For After Hours Child Protection Emergency Services, call 131 278. 2. Have notes ready with your observations and child and family details.

For further information refer to *Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools*

Reportable Conduct Scheme

HPCH, in its responsibility for the care of children, is required to report any allegations of **reportable conduct** (misconduct by workers or volunteers) to the **Commission for Children and**

Young People. In all cases involving criminal conduct, the first priority is to report to **Victoria Police**.

At the conclusion of any investigation, findings and reasons must be reported to the Commission for Children and Young People.

- **Commission for Children and Young People**
Phone: (03) 8601 5884
Email: childsafestandards@ccyp.vic.gov.au

OUTBREAK OF AN INFECTIOUS DISEASE

Infectious diseases, include gastrointestinal illnesses (e.g., gastroenteritis) and other contagious conditions like Meningitis (Bacterial and viral), Conjunctivitis (Pink Eye), Chickenpox (Varicella), Measles, Rubella.

Pandemic

A pandemic is an outbreak of an infectious disease that has spread across a large geographical region, or potentially worldwide. Examples of novel respiratory infections that have caused pandemics include Influenza (H1N1), Middle East Respiratory Syndrome (MERS-CoV), Severe Acute Respiratory Syndrome (SARS) and Coronavirus (COVID-19). A pandemic may occur at any time of the year and the pattern of spread, severity and mortality cannot be predicted accurately until the disease emerges.

Refer the HPCH Pandemic and Epidemic Policy and procedures and the Response plans for HPCH and specific Program Areas.

DISRUPTION OF ESSENTIAL SERVICES

Essential services include services such as electricity, gas and telecommunications networks. Management will alert the staff, volunteers, contractors and community members of any anticipated disruption to essential services and of potential cyber security threats. In the event of an unexpected disruption to services, the responsible person will notify Senior Management immediately and alert the relevant authorities and suppliers as required.

Telecommunications: (Hyperwave) Chris Page M: 0429 200 078

IT -Razornet Support: Ron Thomas on M: 0409 139 949

EMERGENCY PROCEDURES

Fire and Explosion

- **Evacuation Signal:** The evacuation signal will be the activation of the Facility Alarm, along with verbal notification. If the alarm system is out of order, evacuation will be initiated by verbal commands and the ringing of a hand bell.
- **Evacuation Order:** The Manager, Program Area Manager / Coordinators, or Responsible Person will initiate the evacuation order.
- **Evacuation Assistance:** Staff and volunteers will assist with the rapid but orderly evacuation via exits posted in each room.
- **Tutors' Responsibilities:** Tutors should ensure all electrical appliances are turned off, room doors and windows are closed, and that the class roll is collected.
- **Childcare Evacuation:** Staff and volunteers will assist childcare and pre-kinder workers in safely evacuating children.

The Responsible Person/Manager will:

- Initiate evacuation by sounding the alarm and notifying emergency services. The Emergency Activation button on the Security Pad will be used.
- Allocate available adults to assist in evacuating children.
- For Out of School Hours care staff, ensure they assist children in evacuating.
- Collect enrolment records for Occasional Care, Kinder, and Out of School Hours care programs.
- Switch off electricity at the main fuse box.
- Check toilets and other areas for individuals before leaving the building.
- At the assembly area, confirm with the Nominated Supervisor/Responsible Person and Children's Services Educators that all children and participants are accounted for.
- Ensure no one leaves the assembly area until the "All Clear" is given by Emergency Services.

Storm Damage

- **Preparation:** If adequate warning of an approaching storm is given, notify facility users and advise them to return home. If leaving is not possible, ensure everyone remains indoors.
- **Securing the Facility:** Secure doors and windows, and store loose items indoors.
- **Maintain calm:** Keep everyone calm, stay away from windows, and seek cover under tables if needed.
- **Contact Emergency Services:** The Manager/Program Area Manager/Responsible Person will contact the State Emergency Service if required.
- **Do not venture outside:** Do not allow anyone to go outside unless the area is free of debris and/or fallen power lines.
- **Contact Fire and Police Services:** If necessary, contact Fire Services and Police.
- **Evacuate if needed:** Evacuate away from the storm or disaster area (not downwind).
- **Follow emergency instructions:** Use the Emergency Evacuation Plan if necessary, and await instructions from the Officer in Charge of Emergency Services.

Hostage/Siege situation

- **Confirm facts:** Gather as much information as possible regarding the situation.
- **Contact Police:** Immediately contact the Police for assistance.
- **Evacuation:** If safe to do so, evacuate partially or fully following the Emergency Evacuation plan.
- **Assemble key personnel:** Gather individuals with direct knowledge of the situation to assist.
- **Cooperate with authorities:** Work closely with Police as necessary.

Bomb Threat

- **Notification:** Upon receiving a bomb threat, notify the Police immediately.
- **Search for suspicious objects:** Begin a search of the building and assembly areas for any suspicious objects.
- **Evacuate:** Initiate the Emergency Evacuation plan.
- **Do not touch suspicious objects:** Do not go near or touch any suspicious objects. Wait for Police instructions.

Abductions or Attempts

- **Notify Police:** Immediately inform the Police of the suspected abduction or attempt.
- **Follow Police directions:** Follow all directions provided by the Police.
- **Assemble key personnel:** Gather individuals with direct knowledge of the event to assist the Police.

Childcare/Kindergarten/Out of School Hours Care Evacuation

- **Attendance Record:** Collect the attendance book.
- **Calmly Evacuate:** Evacuate all children and adults calmly through the nearest exit away from danger.
- **Check facilities:** Ensure the nursery and toilets are checked to confirm that no children are left behind.
- **Assembly Area Check:** Assemble children and staff in the designated assembly area and check them against the attendance book, including children with special needs and their carers.
- **Notify Manager:** Notify the Manager/Program Area Manager/Responsible Person that all children and staff are present.
- **Remain in Assembly Area:** Do not allow anyone to leave the assembly area until authorized by Emergency Services.

Notification and Reporting of Incidents

- **Executive Board of Governance:** In the event of any emergency or incident, a Member of the Executive of the Board of Governance must be notified as soon as possible.
- **Press statements:** Any statements to the press will be made only at the direction of the Board of Governance.
- **Reporting requirements:**
 - **City of Casey:** All emergencies or incidents must be reported to the City of Casey via the Community Services Co-ordinator.
 - **Funding Bodies:** Relevant funding bodies must be notified of any incident.
 - **Insurance Companies:** The relevant insurance Company must be informed as soon as an incident occurs.
 - **Department of Education and Early Childhood Development:** Any incidents involving children must be reported to the Department of Education and Early Childhood Development and any relevant regulatory authorities, as required.

Refer to the [Notification types and timeframes | ACECQA](#)

Well-Being Checks

- **Post-Incident Well-being:** After an emergency or incident, **well-being checks** should be conducted for all staff, volunteers, children, and participants. This ensures that everyone is accounted for and is safe, both physically and emotionally.
- **Support and Assistance:** Additional support and referrals may be needed for individuals who are emotionally affected or traumatized by the incident. The **Manager** or **Program Area Manager** should coordinate with mental health professionals or other support services as necessary.
- **Follow-Up:** Follow-up well-being checks should be scheduled at regular intervals following the incident to monitor any ongoing effects and ensure that all individuals continue to receive the appropriate care.

Contents of the Emergency Kit should include:

1. **First Aid Supplies:**
 - Bandages, gauze, and adhesive strips
 - Antiseptic wipes and creams
 - Pain relief medications (such as paracetamol/ibuprofen)
 - Scissors and tweezers
 - Thermometer
 - Gloves and face masks
 - Instant cold packs and heat packs
2. **Emergency Contact Information:**

- Contact numbers for local emergency services (police, fire, ambulance)
 - Key internal contacts (Board members, Program Area Managers)
 - Parent/guardian emergency contact details (for children and participants)
 - Contact information for relevant authorities (e.g., Department of Education, regulatory bodies)
- 3. Safety and Evacuation Tools:**
- Torches with extra batteries
 - Whistles or other signalling devices
 - Fire extinguisher (if not already located in the area)
 - Emergency evacuation maps and instructions
 - Emergency phone chargers (portable battery pack)
- 4. Basic hygiene supplies:**
- Hand sanitisers and disinfectant wipes
 - Toilet paper and paper towels
 - Rubbish bags (for waste disposal)
- 5. Personal Protective Equipment (PPE):**
- N95 or other medical masks
 - Disposable gloves
 - Protective eyewear
 - Face shields (if applicable)
- 6. Documentation and records:**
- Printed attendance rolls for children, staff, volunteers, and participants
 - A copy of the Emergency Management Plan for reference
 - Insurance details
 - Emergency procedure guides and contact lists
 - Consent forms for children (if applicable)
- 7. Special needs and medical information:**
- Information for children or adults with special medical needs (e.g., asthma, allergies, medications required)
 - A list of first aid needs for specific individuals (if applicable)
 - Any medical or emergency plans for participants with known conditions
- 8. Additional Items:**
- Blankets or emergency sleeping bags
 - Non-perishable food and water (enough to sustain the facility for several hours if needed)

The Program Area Manager should regularly review and update the contents of the Emergency Kit to ensure it is prepared for a wide range of potential emergencies. If any items expire or are used, they must be replaced immediately.

Attachment 1 -Emergency Kit Checklist

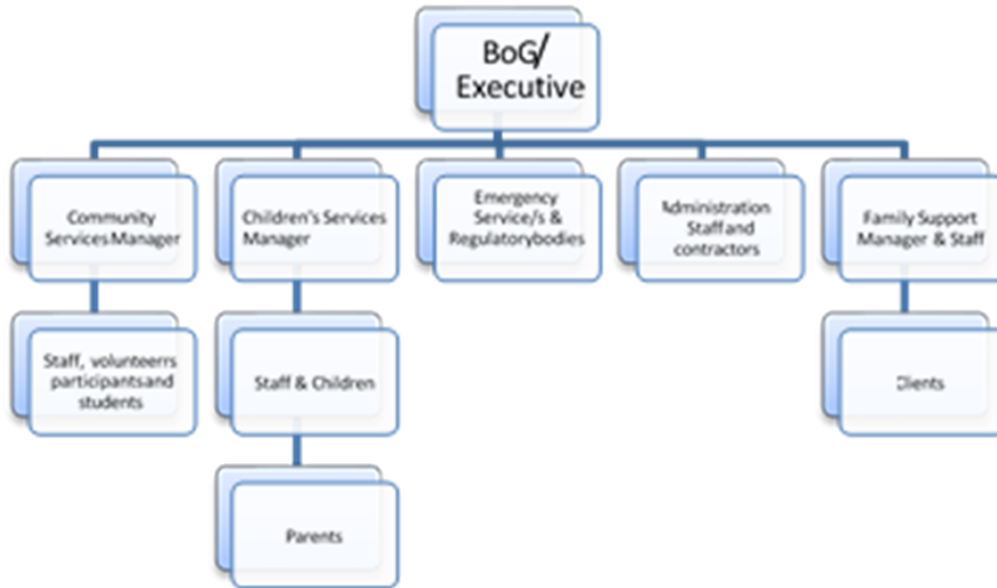
Item	Tick
------	------

Child or Participants Attendance Sheets	
Child Data (for contacting parents)	
Children and Staff with special needs list	
Child Release forms	
Staff data	
List of staff with Emergency management or training skills	
Traffic Safety Vest and tabards	
Keys	
Standard portable First Aid Kit	
Medical and Special Needs list; children with asthma, allergies, medications etc.	
A charged mobile phone	
Torch with replacement batteries (or wind up torch)	
A megaphone	
Portable battery powered radio	
Bottled Water	
Copy of facility site plan and evacuation routes	
Whistle	
Plastic rubbish bags and ties	

Attachment 2:

Item	Tick
Were Emergency Services briefed on exercise prior to drill?	
Was the alarm activated?	
Was the Emergency Service notified promptly?	
Was the Emergency & Security Mgmt Unit notified promptly? (If appropriate.)	
Did staff direct persons from the building per the evacuation procedure?	
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/visitors?	
Was someone appointed to liaise with the Emergency service/s?	
Was someone appointed to liaise with the parents/community?	
Was the 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? If yes, who (follow up)	

Communication tree



Bomb Threat Checklist

CALL TAKER		CALL TAKEN	
Name		Date	Time
Telephone No.		Duration of Call	
Signature		Number of Caller	

Complete the following for a BOMB THREAT

QUESTIONS	RESPONSES
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	

What is your name?	
Where are you going?	
What is your address?	

ACTIONS: _____

REPORT CALL TO: _____ **PHONE NUMBER:** ____

CHARACTERISTICS OF THE CALLER	
Gender of caller	
Estimated age	
Accent if any	
Speech impediments	
Voice (loud, soft etc.)	
Speech (fast, slow etc.)	

Diction (clear, muffled etc.)	
Manner (calm, emotional etc.)	
Did you recognise the voice?	
If so, who do you think it was?	
Was the caller familiar with the area?	

LANGUAGE		
Abusive	Taped	Other (specify)
Well Spoken	Irrational	
Incoherent	Message read by caller	

BACKGROUND NOISE		
Music	Local call	Machinery
Long Distance Call	Aircraft	Other (specify)

IN CASE OF FIRE/SMOKE OR BUSH FIRE EMERGENCIES

Signs of fire may include; observation of smoke or flames; smelling smoke or burning material; feeling unusual heat on a wall, door or other surface.

IN CASE OF FIRE CALL: 000

In the event of fire or smoke:

Remove persons from immediate danger

Alert nearby personnel and the Incident Controller, call 000

Confine fire and smoke. Close windows and doors (if safe) keep low, under the smoke

Extinguish or control fire – (if safe to do so)

- Pull the pin on extinguisher
- Test the extinguisher
- Stand well 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
- Squeeze the trigger, sweep the fire
- Distance yourself IMMEDIATELY the situation becomes unsafe

Bushfire emergencies - Code Red day

The Code Red fire-danger rating forecasts the worst conditions for bushfire. A Code Red day represents a significant risk.

The Emergency Management Commissioner is responsible for declaring a Code Red day. This will occur no later than 1 pm the day before the Code Red day and will specify the weather district/s it applies to. The declaration will be communicated broadly.

If HPCH is impacted by a Code Red day, Management and the Responsible Person will immediately undertake readiness activities.

Lockdown Checklist

Actions during lockdown – Principal or Site Manager (Incident Controller)

Actions during lockdown	
Liaise with staff, other agencies and the Region in considering a lockdown	
Activate lockdown using the predetermined activation signal	
Advise Victoria Police and other appropriate emergency service agencies	
Activate the incident Management Team (to plan further actions and enact the response plan)	
Allocate responsibilities	
Collect emergency kit	
Guide visitors to safety	
Divert parents and returning groups from the school	
Ensure a telephone line is kept free	
Keep public address system free	
Secure external doors and entrances	
Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access	
If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel	
Ascertain (as possible) if all children, staff and visitors are accounted for	
Record some details of actions undertaken and times (use the Post Emergency Record)	
Await de-activation advice from Emergency Services personnel (if appropriate)	

Actions after Lockdown – Principal or Site Manager (Incident Controller)

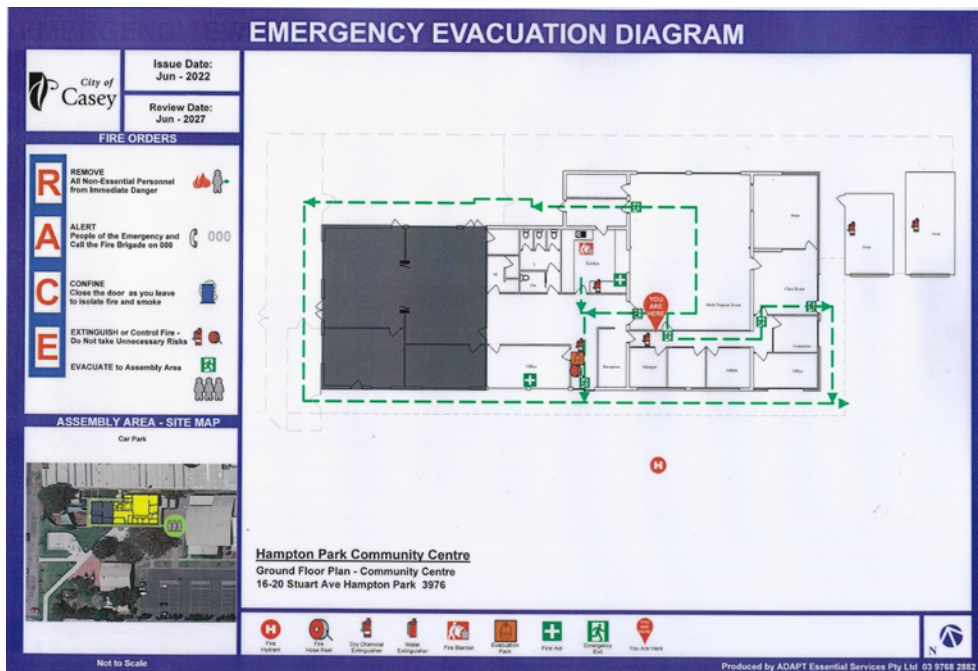
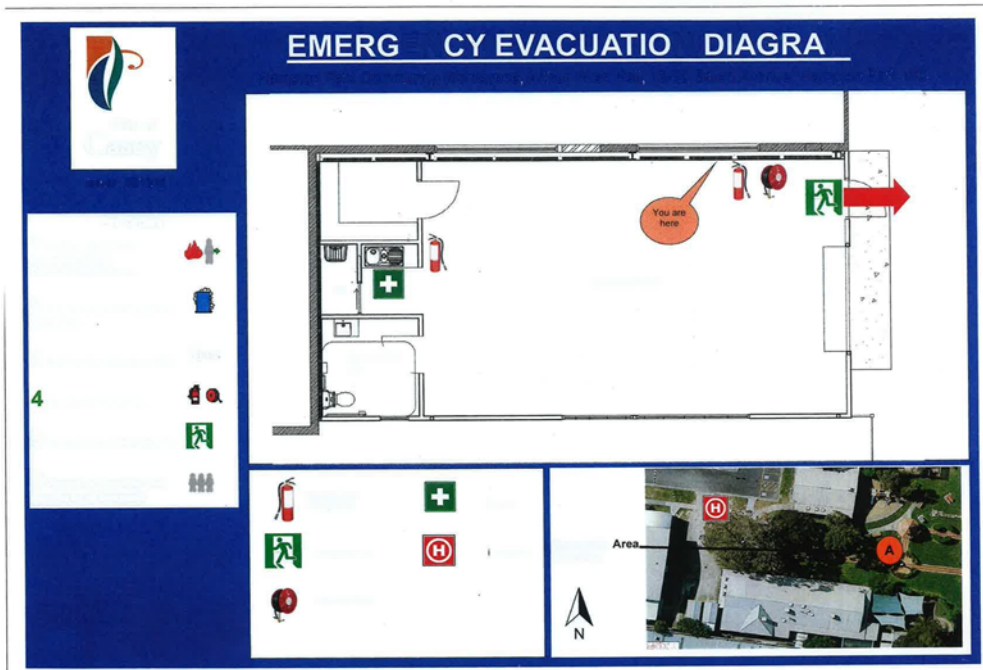
Actions to de-activate and immediately following lockdown	
Confirm with Emergency Service personnel that it is safe to de-activate lockdown	
Determine whether to activate the parent re-unification process	
Determine if there is any specific information staff, children and visitors need to know (e.g. Areas of the facility to avoid or parent reunification process)	
De-activate lockdown using predetermined de-activation signal	
Advise staff, children and visitors of any specific information they need to know	
Ensure any children, staff or visitors with medical or other needs are supported	
Print and issue pre-prepared parent letters and give these to children to take home	
Brief staff on the incident	
Ensure all personnel are made aware of Employee Assistance Program contact details	
Prepare and maintain records and documentation	
Follow up with any children, staff or visitors who need support	
Undertake operational debrief to review the lockdown and procedural changes that may be required.	



Risk Assessment

LIKELIHOOD				
Very High				
High		Intruders		
Moderate			Vehicle/bus incident	
Low		Storms and Flooding	<ul style="list-style-type: none"> • Criminal Incidents • Pandemics & communicable diseases 	<ul style="list-style-type: none"> • Bomb Threat • Internal Fires & Smoke
	Low	Moderate	High	Very High
IMPACT				

Emergency Evacuation Map (Main House and Workspace)

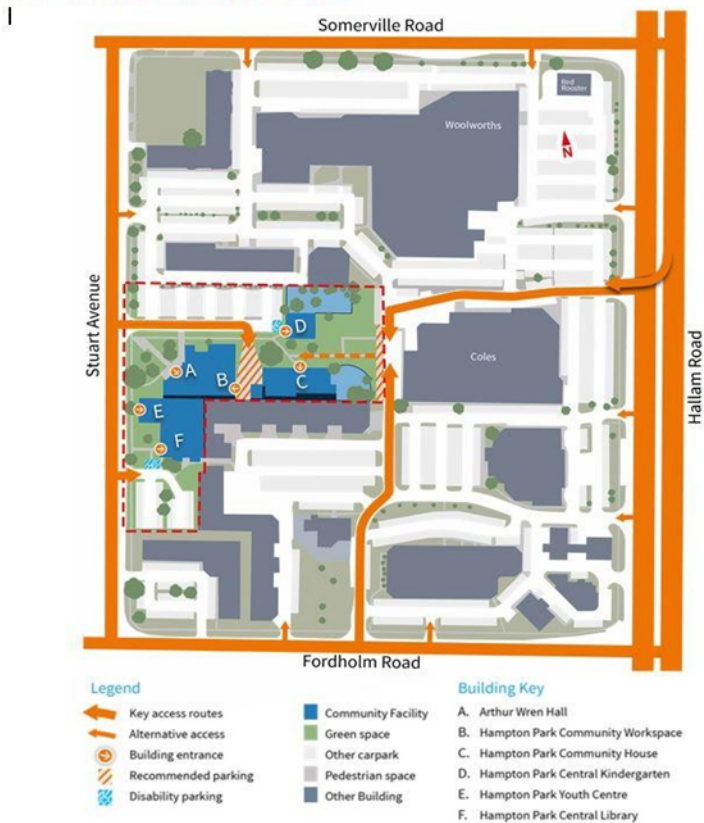


ACCESSIBILITY MAP FOR EMERGENCY SERVICES

Hampton Park Central Community Precinct



Accessibility Map for Emergency Services



Contact Hampton Park Community House

03 9799 0708
office@hamptonparkch.com.au

Emergency Evacuation procedure checklist:

USE OF BUILDING

- Know where all safe exits and exit paths are located.
- Keep all exits and exit paths clear at all times.
- Know where all emergency equipment (e.g. fire extinguishers) are located.
- Ensure activities to be undertaken by you and your guests are not dangerous.

IN CASE OF AN EMERGENCY SITUATION i.e. FIRE, GAS LEAK OR BOMB THREAT ETC.

- Remove anybody in immediate danger. Identify exact nature and location of the emergency and contain the emergency if possible.
- Call the Emergency Services (000) and provide exact details of the emergency.

IN CASE OF FIRE

- Call the Emergency Services (000) before fighting any fire.
- Attempt to extinguish a fire with the equipment provided, if it is safe to do so.
- Close all doors and windows, if safe to do so.
- Immediately commence evacuation of the building.

EMERGENCY EVACUATION

- Remain calm and leave in an orderly manner.
- Assist persons in immediate danger ONLY, if safe to do so.
- Report to Emergency Service (e.g. Fire Brigade) on status of all persons.
- Do not re-enter building until authorised by the Emergency Service (i.e. Fire Brigade).
 - The primary assembly area is BASKETBALL COURT NEXT TO THE TOTEM POLE
 - The secondary assembly area is ANZAC MEMORIAL OUTSIDE ARTHUR WREN HALL
 - Please stay at the assembly area until provided with further instruction from warden or emergency services personnel.

REMEMBER: Safety of the users of this building and their guests is your responsibility whilst under your care and control.

FACILITY	HAMPTON PARK COMMUNITY HOUSE
STREET	16 – 20 STUART AVE
SUBURB	HAMPTON PARK
CLOSEST INTERSECTION	FORDHOLM RD
MELWAY REF	96 E8

AFTER EMERGENCIES

For HPCH, recovery will be focused on the:

- health and wellbeing of children, families, clients, volunteers and staff, and
- return to business as usual.

It is important to learn from the emergency experience and increase preparedness for future emergencies.

Health and wellbeing of children, families, clients, volunteers and staff

The Health and Wellbeing Team will check the health and wellbeing of those affected by the emergency and make sure appropriate support, including psychosocial support, is provided as soon as possible.

The recovery process may take a long time if the emergency was significant and people may need support months or even years after the emergency has passed.

Return to business as usual

The return to business as usual will depend on the nature of the emergency, the availability and capacity of staff, the type and extent of damage to buildings and infrastructure, and the availability of essential services after the emergency has passed.

Facilities that were required to shelter during the emergency may need to consider relocating if there has been damage to the building or if essential services such as power, water and telecommunications have been disrupted.

Facilities that have relocated or evacuated will need to assess the nature and extent of any damage incurred at the facility or in the surrounding area.

Conduct a site assessment to determine if there are any safety issues that have occurred as a result of the emergency and to assess requirements for the clean-up.

If work is required to restore the facility it will be necessary to make interim arrangements for community and staff.

A communication plan will be required to ensure clients, families of clients (where appropriate), staff, the department and other stakeholders are kept informed.

Actions for HPCH to undertake after an emergency:

- Prioritise the needs of community and staff following an emergency and ensure they have adequate care and support while they wait for services to return to normal.
- Conduct site assessments and consider factors such as safe access and egress, communications, electrical safety, water sanitation and other health and safety issues.
- Communicate regularly with community members, families and staff to keep them informed while waiting for a return to business as usual.

- Conduct a debrief with staff and relevant stakeholders as soon as possible to discuss the emergency, what worked well and what could be done differently next time.
- Review and update emergency management plans to reflect lessons learned.

Post Emergency Record

Facility

Date

____/____/____

Time of Notification

am/pm

Name of Person Taking the Call

Position

Name of Person Reporting the Incident

Contact Telephone Number

Details

Immediate Action

Incident Controller notified:

YES / NO

Time __am/pm Other staff notified:

YES / NO

Time __am/pm Emergency Services notified:

YES / NO

Time __am/pm Region and ESMU notified:

YES / NO

Time __am/pm

Major Activities

Issues

Operational Debriefing Required: YES / NO Date/Time:

Person Responsible to organise:

Confirmation of Operational Briefing: Date/Time:

Issues for Follow Up action:

Signature

Date