



Emergency Management Plan 2024

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Chief Warden	Trish Newbegin/Nicole Hall
Physical Address	1A Beacon Street Glen Waverley
Fire District	Eastern
Emergency	000
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1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how CPEC will manage and respond in emergency situations.

2. Scope

This EMP applies to all staff, participants/families, carers, visitors, contractors and volunteers at CPEC.

3. Back Packs - Reception

Two Back packs are located at reception for use in an emergency situation.

- **First Aid Backpack** contains a comprehensive “Brenniston” First Aid Kit – www.brenniston.com.au 1300 730 079 located in Hawthorn East

- **Emergency Evacuation Back Pack** Contains:
 - CPEC Emergency Management Plan
 - 7 yellow warden hats
 - 4 High Visibility Jackets
 - 4 torches
 - 7 Operational Pages and associated maps
 - ✓ Chief Fire Warden Procedure
 - ✓ Deputy Chief Fire Warden Procedure
 - ✓ Receptionist Procedure
 - ✓ Zone 1 – Green Zone Procedure
 - ✓ Zone 2 – Grey Zone Procedure
 - ✓ Zone 3 – Pink Zone Procedure
 - ✓ Zone 4 – Blue Zone Procedure

Fire Warden & Deputy Fire Warden White Hard Hats, “see-me” safety vests and megaphone with siren are located in Intake office.

PART 1– EMERGENCY RESPONSE

In Case of Fire



Remove persons from immediate danger.



Alert nearby personnel and the Chief Warden, call 000.



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



Extinguish or control the fire (if safe to do so).

4. In case of emergency

In an Emergency	
<i>Call</i> Police, Ambulance, Fire Services	000
<i>For Advice call</i> Claire Cotter Sue Kennedy Peter Yates	0433 363 477 0409 996 945 0419 552 894
<i>Convene the Management Team</i> Claire Cotter Sue Kennedy Peter Yates Laura Burns	

5. Emergency contacts

5.1 Emergency services

In an emergency requiring **Police, Ambulance or Fire Rescue Victoria** call **000**.

5.2 CPEC Contacts (Mobile phone number are confidential and not to be published)

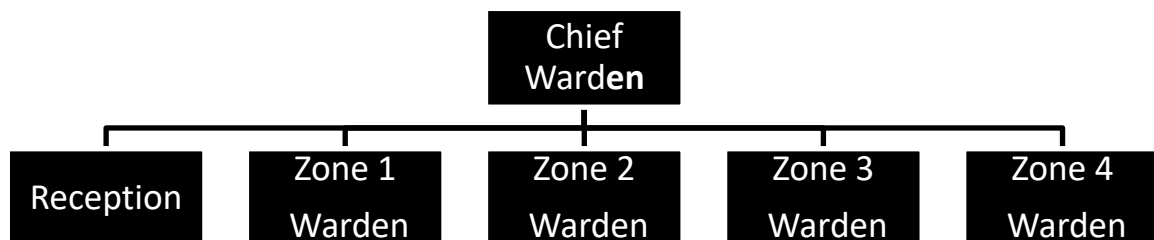
Key Roles	Name	Phone	Mobile
Chief Warden	Trish Newbegin	(03) 9560 0700	0407 862 095
Chief Warden	Nicole Hall	(03) 9560 0700	0403 761 468
Management	Claire Cotter	(03) 9560 0700	0433 363 477
Management	Sue Kennedy	(03) 9560 0700	0409 996 945
Management	Peter Yates	(03) 9560 0700	0419 552 894
Management	Laura Burns	(03) 9560 0700	0432 039 625
Fire Warden	Michele Burns	(03) 9560 0700	0412 393 754
Fire Warden (Reception)	Chris Richardson	(03) 9560 0700	0438 312 840
Fire Warden (Reception)	Natalie Elder	(03) 9560 0700	0408 137 529
Fire Warden	Katerina Pavlos	(03) 9560 0700	0457 091 741
Fire Warden	Cassie Doyle	(03) 9560 0700	0401 881 278

5.3 Local/other organisations contacts

	Phone
Glen Waverley Police Station	(03) 9566 1555 643 Ferntree Gully Road Glen Waverley
Monash Children's Hospital	13 5437 (03) 8572 3000 246 Clayton Road Clayton
Gas Provider	No gas service to site
Electricity Provider	AGL: 13 12 45
Water Corporation	Yarra Valley Water 132 762 (24 Hours)
Urgent Works Contractor	Isak Kadiric 0402 053 386
CPEC Electrician	REBELECT: Adam Silva 0439 900 407
CPEC Maintenance (General)	Bob Richardson: 0409 862 963
Local Government Area	Monash City Council (03) 9518 3555 (24 Hours)
SES (flood, storm and earthquake)	13 25 00 (24 Hours)
WorkSafe Victoria	13 23 60 (24 Hours)

6. Incident Management Team

6.1 Incident Management Team structure



6.2 Incident Management Team (IMT) contact details

IMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Trish Newbegin	Name	Nicole Hall
	Phone/Mobile	0407 862 095	Phone/Mobile	0403 761 468
Deputy Chief Warden	Name	Claire Cotter	Name	Sue Kennedy
	Phone/Mobile	0433 363 477	Phone/Mobile	0409 996 945
Zone Wardens tasks will be performed by:	Name	As per current Fire Warden List	Name	
	Phone/Mobile		Phone/Mobile	
	Name		Name	
	Phone/Mobile		Phone/Mobile	
	Name		Name	
	Phone/Mobile		Phone/Mobile	
First Aid tasks will be performed by:	Name		Name	
	Phone/Mobile		Phone/Mobile	

7. Incident Management Team (IMT) responsibilities

Chief Warden

Pre-emergency

- Maintain current contact details of IMT members.
- Regularly check and report on deficiencies of emergency equipment and kits.
- Conduct regular exercises/drills.
- Coordinate safety practices (for example clear egress paths, access to first attack equipment such as, fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Ensure participants/families/staff with special needs list and staff trained in First Aid list is up to date.
- Ensure CPEC's emergency response procedures are kept up-to-date.
- Ensure staff members on the **IMT** are aware of their responsibilities.

During emergency

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

Post-emergency

- When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and participants/families return to normal operations.
- Organise debrief with the IMT and, where appropriate, with any attending emergency Service.

Zone Wardens

Pre-emergency

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

During emergency

Persons selected to perform as Zone Wardens will carry out activities as set out in the emergency response procedures and as directed by the Chief Warden.

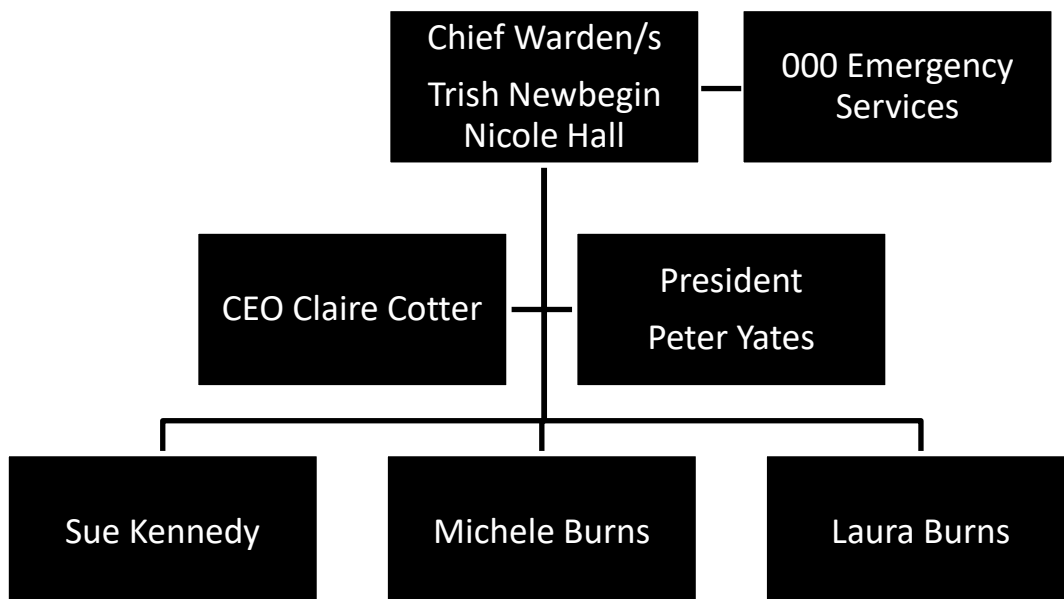
Activities may include the following:

- Attend the emergency control point.
- Check that any doors and windows are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into nominated assembly evacuation location of Glenallen School Oval Rotunda or Secondary Evacuation Area, lower car park as appropriate.
- Assist participants/families with disabilities.
- Act as lead of groups moving to nominated evacuation location.
- Report status of required activities to the Chief Fire Warden on their completion.
- Act as directed by the Chief Fire Warden.

Post- emergency

- Compile report of the actions taken during the emergency for the debrief.
- Complete the Post Emergency Record.

8. Communication tree



9. Staff trained in first aid

All Staff members are trained in first aid and can be called upon when required.

10. Emergency response procedures

10.1 On-site evacuation/relocation procedure

When it is unsafe for participants/families, staff and visitors to remain inside the CPEC building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Evacuate participants/families, staff and visitors to the Glenallen School Oval Rotunda or Secondary Evacuation Area of lower car park.
- Take your emergency kit/first aid kit, including your participant/family and staff attendance lists and a copy of this EMP.
- Once at your primary and/or secondary assembly point/s, check all participants/families, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact participants/families/others as required.

Actions after on-site evacuation/relocation procedure

- Ensure any participants/families, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information that participants/families, staff and visitors need to know, for example, areas of the facility to avoid.
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record Review

10.2 Off site evacuation procedures

If it is unsafe for participants/families, staff and visitors to remain on the CPEC grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Evacuate staff, participants/families and visitors to the Glenallen School Oval Rotunda or Secondary Evacuation Area of lower car park.
- Take your emergency kit/first aid kit, including participants/families and staff attendance lists and a copy of this EMP.
- Once at primary assembly point, check all participants/families, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with Emergency Service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact participants/families/others as required.

Actions after off-site evacuation procedure

- Ensure any participants/families, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information that participants/families, staff and visitors need to know - for example, parent reunification process or areas of the facility to avoid.
- Print and issue letters to parents (if required) and give these to participants/families to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.
- Complete your Post Emergency Record Review

10.3 Lock-down procedure

When an external and immediate danger is identified and it is determined that the participants/families should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in rooms, sit below window level or move into corridors.
- Check that all external doors and windows are locked.
- If available, allocate staff to be posted at locked doors to allow participants/families, staff and visitors to enter if locked out.
- Divert participants/families and returning staff from CPEC if required.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry of CPEC to guide emergency services personnel.
- As appropriate, ascertain that all participants/families, staff and visitors are accounted for.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact participants/families/others as required.

Actions after lock-down procedure

- Ensure any participants/families, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information that participants/families, staff and visitors need to know - for example, areas of the facility to avoid.
- Print and issue parent letters (With appropriate details and actions, if required) and give these to participants/families to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record Review

10.4 Lock-out procedure

When an internal immediate danger is identified and it is determined that participants/families should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
 - lock doors to prevent entry
 - check the premises for anyone left inside
 - obtain Emergency Kit
- Go to the designated assembly point at either the Glenallen School Oval Rotunda or Secondary Evacuation Area of lower car park.
- Check that participants/families, staff and visitors are all accounted for.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact participants/families/others as required.

Actions after lock-out procedure

- Ensure any participants/families, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information participants/families, staff and visitors need to know - for example, areas of the facility to avoid.
- Print and issue parent letters (if required) and give these to participants/families to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record Review

10.5 Shelter-in-place procedure

When an incident occurs outside CPEC building and emergency services or the Chief Warden determines the safest course of action is to keep participants/families and staff inside the main building (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all participants/families, staff and visitors to appropriate main Room 1/2/3/4
- Take your emergency kit/first aid kit (including your participants/families and staff attendance lists and a copy of this EMP).
- Check that all participants/families, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Maintain a record of actions/decisions undertaken and times.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Contact participants/families/others as required.

Actions after shelter-in-place procedure

- Ensure any participants/families, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information that participants/families, staff and visitors need to know - for example areas of the facility to avoid.
- Print and issue parent letters (if required) and give these to participants/families to take home.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record Review

11. Response procedures for specific emergencies

11.1 Building fire

- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Activate the fire alarm on the loudspeaker.
- Extinguish the fire (only if safe to do so).
- **Call 000** for emergency services and seek and follow advice.
- If appropriate, follow the procedure for **on-site evacuation**.
- Evacuate to the “rotunda”, closing all doors and windows.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all participants/families, staff, visitors and contractors are accounted for.
- Contact parents as required.

11.2 Major external emissions/spill (includes gas leaks)

- **Call 000** for emergency services and then follow advice.
- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- If the gas leak is onsite, notify the gas provider.
- If safe to do so, evacuate staff, participants/families, visitors and contractors to the Glenallen School Oval Rotunda or Secondary Evacuation Area – lower car park.
- Check that participants/families, staff and visitors are accounted for.
- Await ‘all clear’ advice from emergency services or further advice before resuming normal CPEC activities.
- Contact participants/families/others as required.

11.3 Intruder

- Report the emergency immediately to the Chief Warden.
- **Call 000** for emergency services and follow advice.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
- Evacuation should only be considered if safe to do so.
- Contact participants/families/others as required.

11.4 Bomb/substance threat

- Report the threat to the Chief Warden.
- **Call 000** for emergency services and seek and follow advice.
- Ensure CPEC's **doors and windows are left OPEN**.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identifies a given area, then **evacuation** may be considered:
 - If appropriate under the circumstances, clear the area immediately within the vicinity of the object of participants/families and staff
 - Ensure participants/families and staff are not directed past the object
 - Ensure participants/families and staff that have been evacuated are moved to a safe, designated location
- Contact participants/families/others as required.

If a bomb/substance threat is received by telephone:

- **DO NOT HANG UP**
- If possible fill out the bomb threat checklist while you are on the phone to the caller
- Keep the person talking for as long as possible and obtain as much information as possible
- Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden
- Listen carefully for a full description:
 - Sex of caller
 - Age of caller
 - Accents and speech impediments
 - Background noises
 - Key phrases used by the caller
- Ask the caller:
 - What is the threat?
 - When is the threat to be carried out?
 - Where the threat may be located?
 - Why the threat is being made?
 - Where are you? Where do you live?
 - What is your name?
- Once a call is finished:
 - **DO NOT HANG UP** – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
 - Ensure all information has been written down
 - Inform management and report threat to emergency services immediately – use a separate telephone line or mobile phone (in case the caller rings again)
 - Do not touch, tilt or tamper with the object
 - Follow any instructions given by emergency services

- **If a bomb/substance threat is received by mail:**
 - Notify the Chief Warden
 - Place the letter in a clear bag or sleeve if considered safe to do so
 - Avoid any further handling of the letter or envelope or object
 - Call 000 for emergency services and seek and follow advice

- **If a bomb/substance threat is received electronically or through the CPEC's website:**
 - Notify the Chief Warden
 - Do NOT delete the message
 - Call 000 for emergency services and seek and follow advice

CALLER'S VOICE		
Sex of caller		Estimated age
Accent (specify)		
Speech impediments (specify)		
Voice (loud, soft, and so on)		
Speech (fast, slow and so on)		
Dictation (clear, muffled, and so on)		
Manner (calm, emotional, and so on)		
Did you recognise the voice?		If so, who do you think it was?
Was the caller familiar with the area?		

THREAT LANGUAGE		BACKGROUND NOISE	
Well spoken		Street noises	
Incoherent		House noises	
Irrational		Aircraft	
Taped		Voices	
Message read by caller		Music	
Abusive		Machinery	
Other:		Other:	

EXACT WORDING OF THREAT

ACTIONS			
Report call immediately to:		Phone Number	
Notes/Actions taken:			

11.6 Internal emission/spill

- Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
- Call **000** for emergency services and seek and follow advice.
- Move staff and participants/families away from the spill to a safe area and isolate the affected area.
- Seek advice regarding the clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Contact participants/families as required.
- Notify the Victorian WorkCover Authority if required.

11.7 Severe weather event

- Report any matter concerning the safety and wellbeing of participants/families, staff and visitors to the Chief Warden.
- Call **000** if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- During a severe storm:
 - Remain in the building and keep away from windows
 - Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Listen to local radio or TV on battery-powered sets for weather warnings and advice.

After the severe weather event

- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Check surroundings, and if safe do so, assist participants/families to get into their cars and depart. If not safe to do so, keep participants/families inside in a safe place.

11.8 Earthquake

- The Chief Warden will convene the IMT if necessary.
- Call **000** if emergency services are needed and seek and follow advice.

If outside

Instruct staff and participants/families to:

- Stay outside and move away from buildings, streetlights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.

If inside

Instruct staff and participants/families to:

- Move away from windows, heavy objects, shelves and so on
- DROP, COVER and HOLD
 - DROP to the ground.
 - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
 - HOLD on until the shaking stops.

After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can and it is considered safe to do so.
- Report any matter concerning the safety and wellbeing of participants/families, staff and visitors to the Chief Warden.
- Contact parents as required.
- Tune in to ABC radio if you can and follow any emergency instructions.
- If the CPEC property is damaged and it is safe to do so, take notes and photographs for insurance purposes.

11.9 Influenza Pandemic

Note for the COVID-19 Policy and Safe Plan refer to the relevant documents.

For comprehensive guidelines and information on emergency response procedures to an influenza pandemic go to: [Human Influenza Pandemic Response Procedures](#)

PREPAREDNESS STAGE		The scale and nature of preparedness activities is the same for all possible levels of clinical severity
Description - No novel strain detected (or emerging strain under initial detection)		
Category	Key Actions	
Review Emergency Management Plan	<ul style="list-style-type: none"> Review your Emergency Management Plans (EMP), including: <ul style="list-style-type: none"> pandemic planning arrangements contact lists of staff, participants/families, families, local services and DHHS Emergency Management coordinators communication tree of key staff. 	<p>Preparedness activities should be incorporated into normal business.</p> <p>This includes incorporating a comprehensive risk management strategy that takes an ‘all hazards’ approach and includes influenza pandemic as a specific hazard that needs to be considered.</p> <p>Regularly review, exercise and update plans.</p> <p>Communicate pandemic plans with staff.</p>
Influenza prevention	<ul style="list-style-type: none"> Promote basic hygiene measures within CPEC by: <ul style="list-style-type: none"> providing participants/families and staff with information about the importance of hand hygiene (more information is available at Better Health) providing convenient access to water and liquid soap and alcohol-based hand sanitiser educating staff and participants/families about covering their cough with a tissue or their inner elbow to prevent the spread of germs ensuring careful disposal of used tissues. Exercise appropriate home-based exclusion from CPEC among staff and participants/families with flu-like illness. Encourage staff to seek immunisation for seasonal influenza. 	
Communications	<ul style="list-style-type: none"> Communicate personal hygiene messages to staff and participants/families. Convey seasonal influenza messages as directed by DHHS. 	
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smart traveller website prior to international travel. 	
Business continuity	<ul style="list-style-type: none"> Ensure currency of business continuity plan which: <ul style="list-style-type: none"> identifies minimum requirements and key staff for continued operations (including planning for the absence of the principal) considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce. 	

RESPONSE STAGE – STANDBY		Clinical severity		
Description - Sustained community person-to-person transmission detected overseas				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none"> In annual review of the EMP: <ul style="list-style-type: none"> ensure EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ensure contact lists of participants/families, staff, families, local services and DHHS Emergency Management Coordinators are up to date ensure communication tree of key staff is circulated to nominated CPEC Incident Management Team members. 	Apply	Apply	Apply
Incident response	<ul style="list-style-type: none"> In April, (or at the time of the overseas detection, if earlier): <ul style="list-style-type: none"> prepare to enact pandemic response section of your EMP with stakeholders prepare to activate Incident Management Team. 	Apply Not suggested	Apply Not suggested	Apply Apply
Hygiene measures	<ul style="list-style-type: none"> Continue to reinforce basic personal hygiene measures within CPEC including: <ul style="list-style-type: none"> provide participants/families and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and participants/families about covering their cough with a tissue or their inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationery supplies for staff to clean staff administrative area, telephones etc. 	Apply As required	Apply Recommended	Apply Recommended
Communications	<ul style="list-style-type: none"> In review of the EMP ensure hygiene information/posters are communicated/ displayed. Consider providing information sessions for staff and parents/carers about: <ul style="list-style-type: none"> the risk of influenza and how to identify pandemic influenza symptoms and cases of possible influenza based on the current, up-to-date case definition by the Chief Health Officer, DHHS best practice hygiene practices vulnerable children. Access and follow Chief Health Officer, DHHS/Chief 	Apply Apply	Apply Apply	Apply Apply

	<p>Medical Officer, Department of Health advice provided by DE and distribute consistent messaging to staff, children and parents/carers.</p> <ul style="list-style-type: none"> • Encourage staff and parents/carers to obtain seasonal flu vaccination as appropriate (especially those people/families at a greater risk of infection). • CPEC Staff may assist with information dissemination (provided by the DHHS). • Prepare sample letters for parents/carers for next stage (if required). 	Apply	Apply	Apply
		Apply	Apply	Apply
		As required	Apply	Apply
Travel advisories	<ul style="list-style-type: none"> • Encourage staff and parents/carers to access the smartraveller website prior to international travel. • Where appropriate, implement procedures to repatriate staff and participants/families who are overseas on a CPEC business trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country. • For international participants/families studying in Australia, provide advice to participants/families and their parents/carers that in the event of an increased influenza pandemic risk, participants/families may be sent home and, if travel restrictions apply, how the CPEC will meet its duty-of-care obligations etc. 	Apply	Apply	Apply
		Not suggested	Apply	Apply
		Not suggested	Apply	Apply
Business continuity	<ul style="list-style-type: none"> • Ensure currency of business continuity plan which: <ul style="list-style-type: none"> ○ identifies minimum requirements and key staff for continued CPEC operations (including planning for the absence of the principal) ○ considers workforce strategies to enable continued operations, if pandemic impacted a portion of the workforce. 	Apply	Apply	Apply

RESPONSE STAGE – INITIAL ACTION		Clinical severity		
Description – Cases detected in Australia – information about the disease is scarce				
Category	Key Actions	Low	Med	High
Review Emergency Management Plan	<ul style="list-style-type: none"> In January: <ul style="list-style-type: none"> ensure the EMP (including emergency numbers and key contacts) are up to date and pandemic planning arrangements are included ensure contact lists of participants/families, staff, families, local services and DHHS Emergency Management Coordinators are up to date. Ensure communication tree of key staff is circulated to nominated CPEC Incident Management Team members. 	Apply	Apply	Apply
Incident response	<ul style="list-style-type: none"> Enact the EMP. Activate the CPEC Incident Management Team (IMT) to implement the organisation’s response as appropriate to advice from DET. Ensure staff who develop influenza-like illness at CPEC to leave immediately and ensure that participants/families are collected from CPEC immediately to seek medical attention. Encourage staff and participants/families who develop flu-like symptoms during a pandemic to stay away from CPEC until completely well. 	Seek advice Not suggested	Seek advice Not suggested	Apply Seek advice
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide participants/families and staff with information about the importance of hand hygiene (more information is available at Better Health) provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and participants/families about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones. 	Apply As required	Apply Recommended	Apply Recommended
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the local status personal hygiene measures containment measures, including any plans for 	Apply	Apply	Apply

	<p>closure if applicable to staff, parents/carers using templates developed by DET.</p> <ul style="list-style-type: none"> Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS. 	Apply	Apply	Apply
Containment strategies	<ul style="list-style-type: none"> The appropriate containment strategy will vary depending upon the level of clinical severity as determined by the DHHS. 	Not suggested	Seek advice	Apply
	<ul style="list-style-type: none"> Follow the advice of the DHHS and DET regarding service closures and exclusion periods for infectious diseases. 	Apply	Apply	Apply
	<ul style="list-style-type: none"> If required, CPEC may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: <ul style="list-style-type: none"> inform therapists of their obligations during CPEC closures 	N/A	Apply	Apply
	<ul style="list-style-type: none"> Identify a designated area to keep sick participants/families quarantined from the general CPEC population until they can be taken home by parents/carers. 	Apply	Apply	Apply
Travel advisories	<ul style="list-style-type: none"> Encourage staff and parents/carers to access the smartraveller.gov.au website prior to international travel. 	Apply	Apply	Apply
Business continuity	<ul style="list-style-type: none"> Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> prioritising work functions to ensure adequate workforce availability to deliver therapy implementing contingency strategy, which may include modifying programs. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> Report confirmed incidents of influenza. You will be advised of any additional reporting requirements by DHHS. 	Apply	Apply	Apply

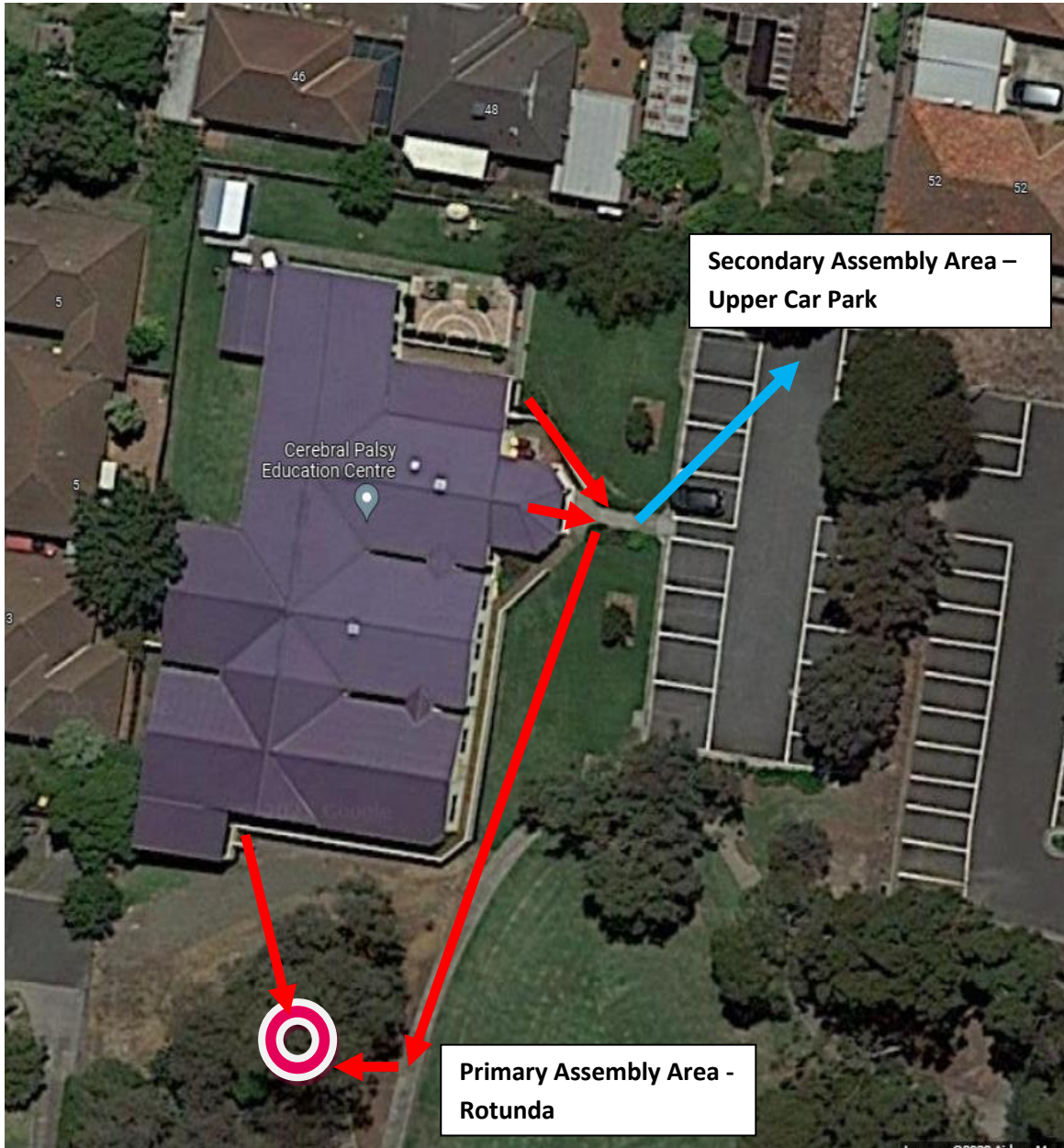
RESPONSE STAGE – TARGETED ACTION		Clinical severity		
Description – Cases detected in Australia – enough is known about the disease to tailor measures to specific needs				
Category	Key Actions	Low	Med	High
Incident response	<ul style="list-style-type: none"> Enact the Emergency Management Plan. Activate the CPEC Incident Management Team to implement the organisation’s response as appropriate to advice from DHHS. 	Not suggested	Apply	Apply
Hygiene measures	<ul style="list-style-type: none"> Reinforce basic hygiene measures including: <ul style="list-style-type: none"> provide participants/families and staff with information about the importance of hand hygiene. provide convenient access to water and liquid soap and alcohol-based hand sanitiser educate staff and participants/families about covering their cough with tissue or inner elbow to prevent the spread of germs careful disposal of used tissues. Ensure germicidal wipes are available in stationary supplies for staff to clean staff administrative area, telephones etc. 	Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> Follow and distribute information and advice from DET in accordance with instructions, including information about: <ul style="list-style-type: none"> the local status personal hygiene measures containment measures, including any plans for closure if applicable, to staff, parents/carers using templates developed by DET. Communicate the risk of influenza and how to identify cases of possible pandemic influenza based on current, up-to-date case definition by the Chief Health Officer, DHHS. CPEC Staff Members may assist with information dissemination as directed. 	Apply	Apply	Apply
Containment strategies	<ul style="list-style-type: none"> Encourage staff and participants/families who develop flu-like symptoms during a pandemic to: <ul style="list-style-type: none"> leave CPEC immediately and seek medical attention stay away from CPEC until completely well. Follow the advice of DHHS regarding containment 	Apply	Apply	Apply

	<p>activities and exclusion periods for infectious diseases.</p> <ul style="list-style-type: none"> • Help lower risk of exposure by reducing non-essential CPEC interactions and minimising attendance at mass gatherings such as sports days and CPEC fetes. • If required, identify a designated area to keep sick participants/families quarantined from the general CPEC population until they can be taken home by parents/carers. • If required, CPECs may be closed on advice of the Chief Health Officer, DHHS. In these circumstances: <ul style="list-style-type: none"> ○ inform teachers of their obligations during CPEC closures ○ for participants/families at home, provide access to educational materials including online learning. 	Not suggested	Apply	Apply
		Apply	Apply	Apply
		N/A	Seek advice	Apply
Travel advisories	<ul style="list-style-type: none"> • Encourage staff and parents/carers to access the smartraveller website prior to international travel. • Where appropriate, implement procedures to repatriate staff and participants/families who are overseas on a CPEC trip if there is a risk of travel restrictions and overseas border closures, or risk of pandemic in a nearby country. • For international participants/families studying in Australia, provide advice to participants/families and their parents/carers that in the event of an increased influenza pandemic risk, participants/families may be sent home and, if travel restrictions apply, how the CPEC will meet its duty-of-care obligations etc. 	Apply	Apply	Apply
		Not suggested	Apply	Apply
		Not suggested	Apply	Apply
Business continuity	<ul style="list-style-type: none"> • Implement business continuity plan to promote adequate workforce supply and capacity to continue service, by: <ul style="list-style-type: none"> ○ prioritising work functions to ensure adequate workforce availability to deliver education ○ implementing contingency strategy, which may include employing replacement staff and/or modifying programs. 	Apply	Apply	Apply
Governance and reporting obligations	<ul style="list-style-type: none"> • Report confirmed incidents of influenza. • You will be advised of any additional reporting requirements by the DHHS. 	Apply	Apply	Apply
		As required	As required	As required

RESPONSE STAGE – STAND DOWN		Clinical severity		
Description – The public health threat can be managed within normal arrangements and monitoring for change is in place				
Category	Key Actions	Low	Med	High
Containment strategies	<ul style="list-style-type: none"> • Be aware that multiple waves of the virus may occur. • Replenish PPE (if required). 	N/A	Apply	Apply
		N/A	As required	As required
Business continuity	<ul style="list-style-type: none"> • Implement business continuity plans for resumption of full business capacity which may involve: <ul style="list-style-type: none"> ○ restoring workforce capacity ○ following procedures for re-opening of service (if applicable) ○ providing supports, including counselling (if required) ○ monitoring cumulative effects of pandemic and identifying and supporting those who may need assistance. • Chief Warden to de-activate Incident Management Team (IMT) and conduct final debrief(s). • Utilise the sample letters developed by DHHS to communicate status of situation to staff and parents/carers, including supports that may be available. • Review effectiveness of your EMP and update as appropriate – involving relevant staff and others, particularly as multiple waves of the virus may occur. 	N/A	Apply	Apply
		N/A	Apply	Apply
		As applicable	Apply	Apply
		Apply	Apply	Apply
Communications	<ul style="list-style-type: none"> • Communicate the updated status of situation to staff and parents/carers including supports that may be available. 	Apply	Apply	Apply
Travel	<ul style="list-style-type: none"> • Continue to encourage staff and parents/carers to access the smartraveller.gov.au website prior to international travel. 	Apply	Apply	Apply

12. Area map – Refer to map on page 44 for details

Date Area Map Validated: May 2024



Distance to Primary off-site assembly point:	60 metres
Aprox. time to reach Primary off-site assembly point:	4 Minutes
Distance to Secondary off-site assembly point:	30 metres
Approx. time to reach Secondary off-site assembly point:	2 minutes

In Case of Fire

-  **R**emove persons from immediate danger.
-  **A**lert nearby personnel and the Chief Warden, call 000.
-  **C**onfine fire and smoke. Close windows and doors (if safe).
Keep low, under the smoke.
-  **E**xtinguish or control the fire (if safe to do so).

13. Parent / family contact information

Note: To ensure adherence to the provisions of the Information Privacy Act 2021, please remove this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Participant/family Name	Parent/Guardian	Phone/Mobile Number	After Hours Number	Alternate Contact
<Refer to the Parent/Family Contact Information section of the Guide>				

PART 2 – EMERGENCY PREPAREDNESS

14. CPEC facility profile

14.1 General Information

Cerebral Palsy Education Centre (CPEC)	Chief Warden Trish Newbegin/Nicole Hall
Physical Address	1A (end of) Beacon Street Glen Waverley, Vic., 3150
Operating Hours	8.30am – 6.00pm Mon - Fri
Phone	(03) 9560 0700
Email	trish.newbegin@cpec.org.au nicole.hall@cpec.org.au claire.cotter@cpec.org.au sue.kennedy@cpec.org.au peter.yates@cpec.org.au michele.burns@cpec.org.au
Fax	(03) 9560 0669
Number of buildings	One Building & Two External Sheds
Shelter-In-Place Location	Room 3
Number of People on site	Approximately 20 each morning
Total Number of Staff	35 Full Time & Part Time
Methods used for communications to CPEC community	Email

14.2 Building information summary

Telephones (Landlines):			
	Location	Number	
	All phones use same outside line	9560 0700	All offices
Alarms			
	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	Local Alarms only	N/A	N/A
Intrusion:	Reception	Local Internal only	Press button under reception desk

Other:	Nil	N/A	N/A
Utilities			
	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	Nil to site	N/A	N/A
Water:	Rear of CPEC at Baton Street Gate	Yarra Valley Water 132 762 (24 Hours)	Move lever to opposite position to turn water off.
Electricity:	Internal Switchboards	AGL: 133 835	
Building and Site Hazards			
	Hazard Description	Location	
	Propane Gas Bottles	Gas Barbeque / External Area	

15. Risk assessment

This table lists the identified hazards to our CPEC, assessment of the risks associated with those hazards and how we reduce their impact.

1. Identified Hazard	2. Description of Risk	3. Current Risk Control Measures Implemented at our CPEC	4. Risk Rating			5. Treatments to be Implemented Measures to be taken by our CPEC to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
<Refer to the Risk assessment section of the Guide to developing your Emergency Management Plan>									

16. Emergency response drills schedule

	Type of Drill	Person Responsible	Target Date & Date Drill was Performed	Observer's Record Completed* ✓
Term 1	Staff Meeting Fire Drill Physio Office / Secondary Assembly Area	Claire Cotter	12 April 24	✓
Term 2	Fire Drill Main kitchen fire / Primary Assembly Area	Claire Cotter	3 June 24	
Term 3				
Term 4				

17. Emergency kit checklist

The Emergency Kit Contains:	✓
Participant/family data and parent contact information (contained in EMP)	
Participant/family and staff with special needs list (contained in EMP) including any participant/family medications	
Staff contact information	
Participant/family Release Forms/sign out book	
List of staff on the IMT	
Traffic/emergency safety vests and tabards	
Facility keys	
Standard portable First Aid Kit.	
A charged mobile phone and charger/s	
Torch	
Megaphone	
Portable battery powered radio	
Copy of facility site plan and EMP including evacuation routes	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

Date Emergency Kit Checked:	
Next Check Date:	

18. Emergency Management Plan completion checklist

This Emergency Management Plan Completion Checklist has been developed for use as a ‘final check’ to assist you to confirm that you have completed all the components of your EMP.

Final Check Completed by:

Date:

Component	✓ ✗	Action Required
Cover page		
CPEC/service address, EMP issue date, EMP review date		
Distribution list		
Distribution list has been completed.		
Contact numbers and communications tree		
Appropriate key local community contact numbers have been added, for example, Fire, Ambulance, Police, local government, nearest hospital.		
Key contact numbers for internal staff have been added.		
DHHS contact numbers have been included.		
Communications Tree detailing process for contacting emergency services, staff and parents included.		
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
Evacuation, lockdown, lockout and shelter-in-place procedures		
Procedures that are specific to the CPEC processes have been completed for:		
<ul style="list-style-type: none"> Evacuation onsite 		
<ul style="list-style-type: none"> Evacuation offsite 		
<ul style="list-style-type: none"> Lockdown 		
<ul style="list-style-type: none"> Lockout 		
<ul style="list-style-type: none"> Shelter-in-place 		

Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
Staff trained in first aid		
Staff trained in first aid list is included.		
Area map and evacuation diagram		
The area map is clear and easy to follow.		
The area map has:		
<ul style="list-style-type: none"> • two evacuation assembly areas on site 		
<ul style="list-style-type: none"> • external evacuation routes 		
<ul style="list-style-type: none"> • surrounding streets and safe exit points marked 		
<ul style="list-style-type: none"> • emergency services access points marked 		
Evacuation diagram		
The evacuation diagram is clear and easy to follow		
The evacuation diagram has:		
<ul style="list-style-type: none"> • a pictorial diagram of the floor or area 		
<ul style="list-style-type: none"> • a title, for example EVACUATION DIAGRAM 		
<ul style="list-style-type: none"> • the 'YOU ARE HERE' location 		
<ul style="list-style-type: none"> • the designated exits, which shall be in green 		
<ul style="list-style-type: none"> • hose reels, marked in red 		
<ul style="list-style-type: none"> • hydrants, marked in red 		
<ul style="list-style-type: none"> • extinguishers, marked in red 		
<ul style="list-style-type: none"> • designated shelter-in-place location 		
<ul style="list-style-type: none"> • date diagram was validated 		
<ul style="list-style-type: none"> • location of primary and secondary assembly areas 		
<ul style="list-style-type: none"> • a legend. 		
Parent contact information		
Parent contact information has been obtained and is up-to-date.		
Participants/families and staff with special needs list		
Participants/families and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
Profile		

Profile has been populated and reflects the CPEC buildings & utilities		
Risk assessment		
Potential local hazards have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies		
Emergency kit checklist		
Emergency Kit Checklist has been developed.		

19. Evacuation Drill Evacuation Checklist

Date of Drill: _____
 Time Initiated: _____ Time Occupants Vacated: _____ Elapsed Time: _____
 Drill Monitor Name: _____ Title/Position: _____

PRE DRILL ASSESSMENT:

- Evacuation routes posted Yes No
- Yes No
- Evacuation signs are in good condition Yes No
- Yes No
- Exits are clearly marked Yes No
- Yes No
- Exit signs are properly illuminated Yes No
- Exit doors are operating properly Yes No
- Egress routes free of obstructions Yes No
- Yes No
- Egress routes properly lighted Yes No
- Yes No

Yes No

COMMUNICATION:

- Yes No
- Method of Drill Activation:
- Yes No
- In-House Word of Mouth
- Loud Speaker
- Drill Preannounced Yes No
- Yes No
- Fire Department present for drill Yes No

- Doors and windows closed Yes No
- Rooms checked prior to closing doors Yes No
- Yes No
- Doors left unlocked Yes No
- Yes No
- Fire extinguisher taken to location of fire Yes No
- Yes No

Yes No

Yes No

Overall response of occupants Satisfactory Unsatisfactory

Noise level of evacuation Satisfactory Unsatisfactory

Number of occupants evacuated:

Visitors: _____

Staff: _____

Volunteers: _____

TOTAL: _____

UTILITIES:

- Electrical appliances were turned off
- Lights were turned on
- HVAC units were shut down

PLAN:

- Evacuation performed according to plan
- Occupants met at designated place per plan
- Meeting place at safe distance from building
- Wardens acted according to plan
- Fire Dept ("mock") notified according to play

FIRE ALARM SYSTEMS:

- Alarm clearly heard in all areas

FIRE CONTAINMENT:

EVACUATION:

- All occupants participated and evacuated
- Restrooms checked for occupants
- Evacuation was orderly
- Visitors escorted and accounted for
- Special needs persons accommodated

NOTES:

20. Emergency Management Evacuation Plan

