

It is the responsibility of the licensee or in her absence the primary nominee or in her absence the nominees to make a decision on the best course of action to be taken to ensure the safety and well being of the children and staff.

Recommended guidelines for Bomb threat.

1. If any suspicious item is located following a bomb threat do not touch or handle it under any circumstances.
2. Evacuate the children and staff
3. Call the gatehouse on 333 requesting security officers and police
4. If able, record details of telephone conversation on form provided.
5. Await instruction from security
6. Notify M.S.A.
7. Notify Parents / Guardians
8. Notify Human Services Department

Bomb Threat Check List / This list will be kept by the phone.

1. Try to keep calm
2. Record the following information.
3. Attempt to obtain answers in sequence.
4. Record the following information / Ask the following questions.

- Time of call:
- Exact words of caller:-----

- Ask:

What time is the bomb to explode?-----

Where is it located?-----

Why is he / she doing this?-----

What is his / her name?-----

Time that call finished.-----

Do not hang up go to short courses reception and ring 333 alerting them to the situation. Security will then call the police and get the phone call traced.

Information to be recorded after the gatehouse has been advised of the situation:

Voice: Male Female Calm Nervous Agitated Young Middle Aged Old
Accent: Refined Rough
Any speech impediment?
Any usual phrases?
Did you recognise the voice?
Did you hear any background noises?
Music Whistles Traffic Aircraft Bells Running motor Radio Music Other
Who did the caller ask for?
Did he / she seem familiar with the building?
Signature -----Date-----

1. Gather as much information as possible:
2. Fill in details on questionnaire.
3. Call security on 333.
4. Evacuate the centre if necessary.
5. Assemble together all persons who have any knowledge about what occurred, who is involved ie, hostage/s assailant.
6. Notify Human Services

Siege / Hostage questionnaire

1. Time reported.-----By whom-----
2. Exact location of hostage incident.-----

3. Number of hostages.-----
4. Name/s of hostages.-----

5. If names unknown: Description.
Sex-----Height-----Weight-----
Age----- Hair colour-----
6. Number of assailants.-----
7. Notable characteristics of assailants.-----

8. Number of weapons.-----
9. Description of weapons.-----
10. Mood of assailant. Eg; nervous, cool, irrational.-----

11. Any other information-----

EMERGENCY PROCEDURES

Chronic Illness, Serious Accident and Injury

In the event of one of the above circumstances afflicting a child attending SWiCh the following procedures will be implemented:

1. Qualified staff attend to the child immediately:

- if necessary, administer appropriate medication (refer to child's medical record)
- apply basic first aid
- attempt to resuscitate child if required
- stay with the child whilst waiting for doctor ambulance and guardian
- to accompany child, guardian (if they have arrived) to hospital if necessary

2. Other staff members to:

- If ambulance is required ring 000 need to dial out 0 then 000
- 3rd staff member ring security 333 or the red phone requesting them to meet the ambulance at the front entrance and escort them to SWiCh Building 51
- Telephone health service emergency number on 51000
- Telephone MSA on 53138 and inform them of the situation, request additional staff if needed.
- Telephone the guardians to inform them of the situation.
- If guardians are not contactable the emergency contacts.
- Arrange extra staff if required.
- Complete the Human Services Accident, Injury and Illness record. Contact Human Services as soon as practicable but within 48hrs.

If only two staff are at the centre contact:

Short courses- 53180
M.S.A.- 53138

M.S.A. Finance - 53137
Gail Morgan M.S.A. Business Manager 51668

Severe Storm Evacuation

Senior staff member to assess the situation. If the building is safe from storm remain inside. If the building is unsafe evacuate all the children to the Centre Campus Building via the front entrance, abiding by the usual evacuation procedure, once inside the Centre Campus building go to the M.S.A. meeting room. Alert the gatehouse on 333 or the red phone explaining the situation. Contact the OHSE representative John Whale 51021.

Toxic Evacuation

In the case of toxic fumes engulfing the centre, children and staff are to be evacuated immediately. Evacuation procedure will take place as per routine. Evacuate via the front door to the M.S.A. meeting room. Once there alert the gatehouse on 333 or red phone informing them of the situation.

Source – First aid training manual Active First Aid Peter McKie and Ian Wilson
Human Services
Staying Healthy in Childcare

Emergency Phone

Ambulance - 0 + 000

Security - 333

Short Courses - 53180

M.S.A. - 53138

M.S.A. Finance – 53137

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Health Service Dr's - 53175 or in emergency 51000

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- attempt to resuscitate child if required
- stay with the child whilst waiting for doctor ambulance and guardian
- to accompany child, guardian (if they have arrived) to hospital if necessary

2. Other staff members to:

- If ambulance is required ring 000 need to dial out 0 then 000
- 3rd staff member ring security 333 or red phone requesting them to meet the ambulance at the front entrance and escort them to SWiCh Building 51
- Telephone health service emergency number on 51000
- Telephone MSA on 53138 and inform them of the situation, request additional staff if needed.
- Telephone the guardians to inform them of the situation.
- If guardians are not contactable the emergency contacts.
- Arrange extra staff if required.
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For extra support contact:

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Fire Evacuation

When the alarm bell sounds staff are to immediately begin the evacuation process.

- Director / Coordinators collect attendance books
- Assemble all the children on the rubber area in the playground;
- Assistant staff to collect red bag
- Director / Coordinators to account for all children from the attendance records;
- Walking children to hold the rope;
- Staff to carry babies;
- Evacuate via the back gate. One staff at the head of the line and one staff at the rear.
- Assemble on the grass area at the rear of the Centre Campus building. Report any unusual circumstances to emergency personal.
- Staff to remain with the children at all times. Do not return to the building without consent of the emergency personal.
- In the event of a fire or dangerous situation occurring at the rear of the childcare centre the assembly point will be outside the front entrance in the short courses courtyard. The same procedure would then follow but the children would be taken out through the main entrance to the short courses area.

Fire started within the Centre

The evacuation plan will take place as above.

- The director / licensee or in her absence the primary nominee or nominee will ring the gatehouse 333 or red phone requesting the fire brigade to building 51.
- If the fire is manageable this person will use the appropriate extinguishes to fight the fire.
- All other staff would be evacuating the children as outlines above