Partnership with families  
14th September to 18th September 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing our emergency practices and procedures to ensure all staff and children are familiar with our evacuation and other emergency responses. This is in addition to our regular emergency drills. Please let us know if you’d like to view our risk assessment of potential emergency situations, or have any questions about our emergency practices
* reviewing our Emergency Management and Evacuation Policy, Lockdown Policy and Bushfire Policy. Summaries follow:

**Emergency Management and Evacuation Policy**

Services must:

* conduct a risk assessment to identify all potential emergencies that could affect the service and use this to prepare emergency and evacuation procedures
* prepare an Emergency Management Plan that covers all potential risks, emergency response procedures, contact details for emergency services and service personnel, drills and training schedules
* have access to reliable communication equipment during emergencies (eg charged mobile phone)
* have a prepared emergency evacuation kit stocked with all necessary items
* display evacuation diagrams and emergency telephone numbers
* rehearse all emergency evacuation procedures at least every three months, on different days/times each quarter.

**Lockdown Policy**Examples of critical incidents requiring lockdown may include a siege of service property, aggressive trespasses or a disaster in the local community. Policy contains lockdown procedures including:

* ringing 000 immediately if emergency services required
* notifying lockdown eg via alarm
* immediately moving people outside inside into their rooms, preferably under desks or out of sight, until all clear signal is given
* checking sign-in sheet to ensure everyone is present.

**Bushfire Policy**

Contains service procedures to prevent/minimise impact of bushfires and actions required during total fire bans, when there is a local fire, when a bushfire is threatening the premises, and after a bushfire.  Some key aspects of the policy include:

* educators monitoring fire danger ratings daily during peak fire season
* trimming trees within 2 metres of building and keeping gutters clean
* maintaining a bushfire/emergency evacuation kit
* ensuring outdoor taps are working, have hoses attached and buckets nearby during very high, severe or extreme fire danger ratings
* ensuring family contacts are current and accessible
* ensuring children have their asthma medication.

There are copies of the policies near the sign in/out sheet. Please take a moment to read them.

We value any feedback you may have.

Nominated Supervisor