Partnerships with families  
7th November to 11th November 2022

Dear Families,

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

* reviewing our emergency procedures and practices including our regular emergency drills where we practice our emergency responses including evacuations and lockdowns. You’re welcome to view our risk assessment which identifies potential emergencies. If you have any questions or concerns please don’t hesitate to speak with me
* reviewing our Emergency Management and Evacuation Policy, Lockdown Policy and Bushfire or Grassfire 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) and prepare emergency communication plan to share relevant information with families
* 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 or Grassfire Policy**

Contains service procedures to prevent/minimise impact of bushfires/grassfires, closure due to bushfire/grassfire risk and detailed Fire Action Plan during:

* high, extreme and catastrophic fire ratings in local area
* a bushfire or grassfire in the local district
* a bushfire or grassfire threatening or impacting the service
* recovery after a bushfire or grassfire impacts the service.

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