

Little Worms Daycare Emergency Management Plan

31/5/2025

site details

Site name	Little Worms Daycare	Total enrollments	45
Site number	02	Total staff	10
Site address	14 Benne Road, Sprucewood	Year levels	K/R
Hours of operation	9:30am to 2:45pm	Lesson times	10:30am to 1:45pm

building details

Total buildings	2	Any other services on site?	N/A
Has an oval	No		
Has courts	No		

risk rating (colour box in black with white 'X')

	N/A	Low	Medium	High
Bushfire	X			
Fire		X		
Bomb threat		X		
Intruder			X	
Student violence		X		
Hostile mobs			X	

roles and responsibilities

Role	Who	Responsibility
Chief Warden	Director	Effectively manage the emergency.
Deputy Chief Warden	N/A	Assist the Chief Warden as needed.

Emergency Services Liaison	Administrative Team	Communicate with emergency services and assist them with access to buildings.
Communications Officer	Director	Communicate the sector and parents.
First Aider	Teachers & SSOs	Provide first aid and food.

on-site evacuation

Signal	Verbal announcement "special outdoors mat time"	Duration	Until evacuation complete
All clear signal	Chief Warden announcing it	Location	Preschool yard
- Close doors (if safe to do so) - Move to assembly area - Collect any stragglers along the way ONCE AT ASSEMBLY AREA - Form classes - Do the roll - Report any missing students to Chief Warden - Staff get names checked off by Chief Warden			

off-site evacuation

Signal	Verbal announcement "special off-site mat time"	Duration	Until evacuation complete
All clear signal	Chief Warden announcing it	Location	Next to Attorney-General's Department
- Close doors (if safe to do so) - Move to assembly area - Collect any stragglers along the way ONCE AT ASSEMBLY AREA - Form classes - Do the roll - Report any missing students to Chief Warden			

- Staff get names checked off by Chief Warden

lockdown

Signal	Verbal announcement “special inside mat time”	Duration	Until lockdown complete
All clear signal	Chief Warden announcing it		
- Move to a secure location and lock doors - Cover windows with paintings - Crouch down and stay out of sight - Follow Chief Warden directions once over			

lock-in

Signal		Duration	
All clear signal			
We do not have lock-in plans			