

EMERGENCY MANAGEMENT PLAN 2026

District Council of ROBE

Robe Child Care on Wheels Service
Nurturing our future.

ROBE CHILD CARE ON WHEELS SERVICE

SERVICE DETAILS			
NAME OF SERVICE	Robe Child Care on Wheels Service-**Robe RSL Kindergarten**		
ADDRESS	29 Victoria St Robe 5276		
NEAREST CROSS STREET	Squires Drive	PHONE NUMBER	0429682004

EMAIL ADDRESS	ccows@robe.sa.gov.au		
SERVICE SE NUMBER	SE-00014530	PROVIDER NUMBER	PR-00008350
APPROVED PROVIDER	Robe District Council	DATE PLAN APPROVED	March 2026

SERVICE DETAILS			
NAME OF SERVICE	Robe Child Care on Wheels Service-**Robe RSL Hall**		
ADDRESS	29 Victoria St Robe 5276		
NEAREST CROSS STREET	Squires Drive	PHONE NUMBER	0429682004

EMAIL ADDRESS	ccows@robe.sa.gov.au		
SERVICE SE NUMBER	SE-00014531	PROVIDER NUMBER	PR-00008350
APPROVED PROVIDER	Robe District Council	DATE PLAN APPROVED	March 2026

SERVICE DETAILS			
NAME OF SERVICE	Robe Child Care on Wheels Service-**Beachport Primary School**		
ADDRESS	Golf Course Road Beachport 5280		
NEAREST CROSS STREET	Railway Terrace	PHONE NUMBER	0429682010

EMAIL ADDRESS	ccows@robe.sa.gov.au		
SERVICE SE NUMBER	SE-00014528	PROVIDER NUMBER	PR-00008350
APPROVED PROVIDER	Robe District Council	DATE PLAN APPROVED	March 2026

SERVICE DETAILS			
NAME OF SERVICE	Robe Child Care on Wheels Service-**Kangaroo Inn**		
ADDRESS	2329 Beachport-Penola Rd Kangaroo Inn		
NEAREST CROSS STREET	Clay Wells Road	PHONE NUMBER	0429682010

EMAIL ADDRESS	ccows@robe.sa.gov.au		
SERVICE SE NUMBER	SE-00014529	PROVIDER NUMBER	PR-00008350
APPROVED PROVIDER	Robe District Council	DATE PLAN APPROVED	March 2026

OPERATING DETAILS-**ROBE**							
Days of operation	MON	TUE	WED	THUR	FRI	SAT	SUN
Hours of Operation	8.30am-5.15pm	8.30am-5.15pm	8.30am-5.15pm	8.30am-5.15pm	8.30am-5.15pm	NA	NA
Maximum number of children attending each day	25	25	25	25	25	NA	NA
Maximum number of staff in attendance each day	6	6	6	6	6	NA	NA

OPERATING DETAILS-**BEACHPORT/KANGAROO INN**							
Days of operation	MON	TUE	B/port WED	KIAS THUR	FRI	SAT	SUN
Hours of Operation	NA	NA	8.30am-5pm	8.30am-5pm	NA	NA	NA
Maximum number of children attending each day	NA	NA	15	15	NA	NA	NA
Maximum number of staff in attendance each day	NA	NA	4	4	NA	NA	NA

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DISTRIBUTION			
A copy of this EMP has been distributed to all staff members and relevant organisations			
NAME	POSITION/ORGANISATION NAME	EMAIL ADDRESS	DATE
	Robe Soldiers Memorial Kinder		
	RSL Committee		
	Robe Primary School		
	Beachport Primary School		

	Kangaroo Inn Area School		
	District Council of Robe		
	All Childcare Employees		

PURPOSE	This Emergency Management Plan (EMP) has been developed in consultation with children, families, educators, management, approved provider and relevant emergency services to provide guidelines of the management of an emergency or incident at Robe Child Care on Wheels Services. The EMP includes how our service will take steps to identify, prepare, prevent, respond, and recover in an emergency. It is expected all children, families, staff, employees, volunteers and visitors are involved in the planning and implementation of the EMP.

EMERGENCY SERVICES

POLICE	AMBULANCE	FIRE	000

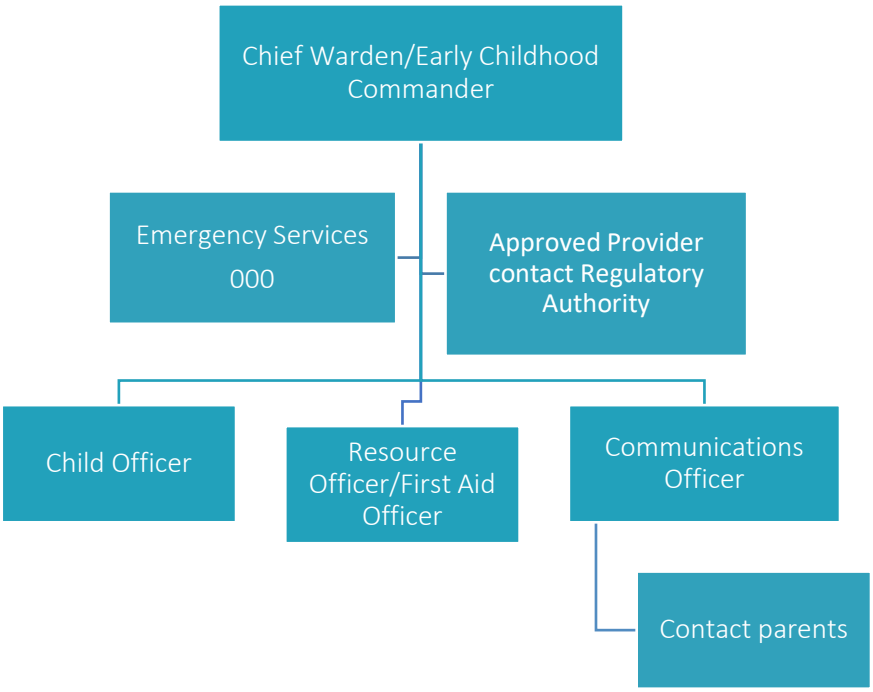
PHONE NUMBERS FOR LOCAL EMERGENCY CONTACTS	
Poisons Information (all states)	13 11 26
State Emergency Services (SES)	132 500
National Parks and Wildlife Service SA	08 7424 5770

SERVICE/ SUPPORT	NAME OF SUPPLIER/ CONTACT	PHONE CONTACT
Police Station	Robe Police Station	(08) 8768 2118
Country Fire Service (CFS)		000
Hospital	Robe Medical Clinic	8768 2012
Electricity	SA Power Networks	131366
Water	SAWater	1300729283
Local Council	District Council of Robe	08 8768 2003
SafeWork SA	Life threatening injuries, issues or a death	1800 777 209
Local radio station	ABC South East SA 1161 AM	

EMERGENCY MANAGEMENT TEAM			
The *Emergency Management Team (EMT)* provides guidelines to formalise roles and responsibilities and ensure the service is prepared for any emergency. The EMT takes responsibility for the risk assessment, consultation and planning of the emergency plan, rehearsals and response procedures. Ideally, the team should contain at least two members. See *Emergency Management Team Structure Guide* for roles and responsibilities.			*EMT* roles and responsibilities attached to end of plan □ YES □ NO
ROLE	NAME	PHONE NUMBER	MOBILE
Approved provider/nominated supervisor	Chelsea Betheras	08 8768 2003	0429682002
Chief Warden/Early Childhood Commander **Robe**	Kelsie Cockrum	0429682004	0429682004
Chief Warden/Early Childhood Commander **Beachport**	Lily Fancis	0429682010	0447747867
Chief Warden/Early Childhood Commander **Kangaroo Inn**	Lily Francis	0429682010	0447747867
FIRST AID OFFICER	As allocated on the day by Chief Warden		
RESOURCE OFFICER	As allocated on the day by Chief Warden		
CHILD OFFICER	As allocated on the day by Chief Warden		
COMMUNICATIONS OFFICER	As allocated on the day by Chief Warden		
The titles above are a guide only. Services may change the titles to reflect their own service context. The designated Chief Warden/Commander will take the initial charge of an emergency and delegate responsibilities within the service until Emergency Services take control (if applicable).			

EMERGENCY MANAGEMENT COMMUNICATION PLAN	
The *Emergency Management Team* is responsible for the development and implementation of the emergency management plan. Communication procedures are as indicated.	
1	In the event of an emergency, staff/visitors are to notify the Chief Warden/Early Childhood Commander (nominated supervisor). [If the nominated supervisor is absent the responsible person will fulfil this role.]
2	The Chief Warden will ascertain the nature and scope of the incident and activate the Emergency Management Plan
3	The Chief Warden will: • Contact emergency services on 000 stating name and address of the education and care service and the nearest cross street • State reason for evacuation/lockdown, provide phone contact number and number of children and adults involved in the incident • Liaise with emergency services for further instructions
4	The Chief Warden will: • respond to requests from emergency services personnel • confirm when evacuation/lockdown is completed • provide information to other staff members to contact families when it is safe
5	The Communications officer will: • communicate information to staff, children and visitors as appropriate • provide instructions to parents/families as required • contact parents/families as requested by the Chief Warden
6	The approved provider/nominated supervisor will: • notify the regulatory authority within 24 hours by Notification form notification-of-serious-incident-or-complaint.pdf and the CCCFR inbox Community Child Care Fund Restricted Grant - Incident Notification Form • consider asking emergency service/s to participate in a review of the incident response.

COMMUNICATION TREE



EMERGENCIES COVERED UNDER THIS EMERGENCY MANAGEMENT PLAN		
Asbestos Bomb/Substance threat Building Fire Bush Fire/Grass Fire Chemical Spill Child Abuse Earthquake Flood Heat (extreme)	Industrial/factory fire nearby Information Security Intruder Loss of essential services Major external emissions/spill (includes gas leaks) Medical emergency Mental Stress Missing Child	Pandemics and Communicable Diseases (Covid-19) Severe weather event Smoke/ fire smoke Snake (dangerous animal) Traumatic death/injury/grief Violence, Aggression and/or Harassment
SEE INDIVIDUAL EMERGENCY MANAGEMENT POLICIES		
Administration of First Aid Policy *Administration of Medication Policy* *Bush Fire Policy* *Child Protection Policy* *Child Safe Environment Policy*	*Policy Emergency Evacuation Policy Flood Management Policy* *Lockdown Policy*	*Medical Conditions Policy* *Safe Arrival of Children Policy* *Snake Awareness Policy*

REGULATORY AUTHORITY DETAILS	
Notifications of serious incidents, incidents and complaints must be reported to the regulatory authority as per Education and Care National Regulations. Reports can be submitted online via Notification form notification-of-serious-incident-or-complaint.pdf and the CCCFR inbox Community Child Care Fund Restricted Grant - Incident Notification Form	
SA	Email: CCCFRestricted@education.gov.au Website: www.education.gov.au CCCFR Serious Incident Form CCCFR Inbox Notification of Serious Incident Form
SA	Website: www.esb.sa.gov.au Email: ESB.EarlyChildhoodServices@sa.gov.au Phone: 1800 882 413 (toll free) (08) 8226 0077

CONSULTATION WITH RELEVANT AUTHORITIES			
The EMP should be discussed with relevant authorities to seek input into emergency procedures, policies, processes, and plans.			
Name of Organisation	Date of Consultation	Contact details	EMP provided to Organisation
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No

EMERGENCY RESPONSE PROCEDURES	Attached to the end of plan □ Yes □ No
Procedures include on-site evacuation, off-site evacuation, lock-down and lock-out procedure, shelter-in place procedure and other specific emergency procedures.	
Emergency Evacuation Procedure The *Emergency Evacuation Procedure* is to be followed in circumstances when advised by emergency service personnel or if the Responsible Person deems the premises unsafe. An emergency evacuation is practised and reviewed at least every 3 months and evacuations documented recording the date/time and who attended the evacuation as well as the name of the Responsible Person at the time of the emergency evacuation practice.	*Emergency Evacuation Procedure* *Emergency Evacuation Rehearsal Record* *Emergency Evacuation Rehearsal Calendar*

Lockdown Procedure The *Lockdown Procedure* is to be followed in circumstances when advised by emergency service personnel or if the responsible person deems a lockdown is necessary.	*Lockdown Rehearsal Record*
Bush Fire Procedure Check your local area requirements regarding any Bush Fire Register requirements if the service is located within a high-risk Bush Fire location. KIAS will participate in whole school drills first and last term of each year.	*Bush Fire Response Procedure*
Bomb Threat Procedure The *Bomb Threat Procedure* will provide immediate direction to any person who may receive a bomb or similar threat or observe a suspicious article which may be associated with a bomb or similar threat involving the service.	*Bomb Threat Procedure* *Bomb Threat Checklist*
Hazardous Chemical Spill The *Managing Spills of Hazardous Chemicals Procedure* will provide detailed directions if a minor or major hazardous chemical spill is identified within the service.	*Managing Spills of Hazardous Chemical Procedure*
Severe weather event Flood Extreme heat	*Extreme Weather Procedure* *Flood Management Procedure*
Additional potential emergencies Medical emergency Loss of essential services Missing child	*Missing Child Procedure* *Missing Child During Regular Transportation Procedure*

EMERGENCY AND EVACUATION REHEARSALS-**ROBE**			
Emergency Evacuation Rehearsal Calendar Emergency Evacuation Rehearsals should be practiced and reviewed at least every three months by the responsible person, all staff members, children, and volunteers (parents/students). Emergency and evacuation rehearsals should be conducted for any potential emergency that may occur at the Service, such as a medical emergency or traffic accident so that staff are prepared to respond and manage appropriately in the event of an emergency.			
	Proposed date		Proposed date
Jan-Mar		July-Sep	
Apr-Jun		Oct-Dec	
Emergency Evacuation Rehearsal Records The emergency evacuation plan is to be evaluated following each emergency evacuation rehearsal by assessing how well the plan was implemented and reflecting on areas for improvement.			
Date of Rehearsal	Type of Rehearsal	Rehearsal Records Attached to end of plan	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
EMERGENCY AND EVACUATION REHEARSALS-**BEACHPORT**			

	Proposed date		Proposed date
Jan-Mar		July-Sep	
Apr-Jun		Oct-Dec	
Emergency Evacuation Rehearsal Records The emergency evacuation plan is to be evaluated following each emergency evacuation rehearsal by assessing how well the plan was implemented and reflecting on areas for improvement.			
Date of Rehearsal	Type of Rehearsal	Rehearsal Records Attached to end of plan	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	
		□ Yes □ No	

EMERGENCY AND EVACUATION REHEARSALS-**KANGAROO INN**

	Proposed date		Proposed date
Jan-Mar		July-Sep	
Apr-Jun		Oct-Dec	

Emergency Evacuation Rehearsal Records
The emergency evacuation plan is to be evaluated following each emergency evacuation rehearsal by assessing how well the plan was implemented and reflecting on areas for improvement.

Date of Rehearsal	Type of Rehearsal	Rehearsal Records Attached to end of plan
		□ Yes □ No
		□ Yes □ No
		□ Yes □ No
		□ Yes □ No

EMERGENCY AND EVACUATION FLOOR PLANS

Area Map/ Designated evacuation assembly point
An area map shows the location of our Service, and its on-site and off-site evacuation point/s that may be required for an emergency evacuation or lockdown response to emergency incidents

Robe Primary School Oval is main evacuation point, alternate assembly points depending on location of emergency is Lannam Park or Foreshore Playground for Robe	Map of Evacuation Assembly Point attached □ Yes □ No

Evacuation diagrams
An emergency evacuation diagram is to provide information on *how* to evacuate the building should an emergency arise. The diagram/evacuation plan must adhere to Australian Standard AS3745-2010 *Planning for emergencies in facilities* Emergency and evacuation plans

Room	Location of evacuation map	Last updated	Evacuation Diagram Attached to end of plan
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No

RISK ASSESSMENTS			
Each service is required to conduct risk assessments to identify potential emergencies that are relevant to the service [Section 97 (2)]. Risk Assessments identifies potential hazards and helps to identify specific measures to minimise or control any risks.			
Location	Updated by	Last review date	Risk Assessment attached to end of plan
Potential Emergencies	Nominated supervisor	March 2026	□ Yes □ No
			□ Yes □ No
			□ Yes □ No

EMERGENCY EQUIPMENT			
Emergency Equipment The service is required to ensure emergency equipment such as fire extinguishers and fire blankets are easily accessible and inspected on a regular basis.			
Type of equipment	Location	Inspection date	Evidence of Inspections attached to end of plan
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No
Emergency Evacuation Kit Having an *Emergency Evacuation Kit* ensures there are sufficient supplies and food if there is a need to shelter in place or evacuate in an emergency. An *Emergency Evacuation Kit* may contain items that may be used during an emergency such as first aid kit, parent contact details, torch, nappies and wipes, medical condition plans and hand sanitiser. The *Emergency Evacuation Kit* should be kept in a designated, easily accessible place.			
Location of Emergency Evacuation Kit		Inspection date	*Emergency Evacuation Kit Checklist* attached to end of plan
Robe-On evacuation trolley			□ Yes □ No
Beachport-In Store Room			□ Yes □ No
Kangaroo Inn -In Evacuation Trolley			

First Aid Kit Services are required to maintain fully stocked first aid kits dependent on the number of children in attendance, and the layout of the service. First Aid Kits are to be accessible at all times during operating hours in an easily and quickly available location.		
Location of First Aid Kit	Inspection date	*First Aid Kit Checklist* attached to end of plan
Robe-Kitchen in RSL and Kindy		□ Yes □ No
Beachport-Children's bathroom in Preschool Room		□ Yes □ No
KIAS-Children's bathroom in Preschool Room		□ Yes □ No

STAFF TRAINED IN FIRST AID, CPR, EMERGENCY ANAPHYLAXIS MANAGEMENT, ASTHMA MANAGEMENT (National Regulation 136)		
Name	Training completed	Date qualified to:
Amanda Milich	29/10/2024	29/10/2027
Bianca Svic	22/6/2026	22/6/2029
Chelsea Betheras	13/08/2024	13/08/2027
Inga Mitchell	04/11/2024	4/11/2027
Kelsie Cockrum	09/06/2025	09/06/2028
Lara Harrison	22/6/2026	22/6/2029
Lily Francis	28/10/2024	28/10/2027
Olivia Birchall	22/6/2026	22/6/2029
Rosalie McTernan	22/6/2026	22/6/2029
Sallie Chambers	22/6/2026	22/6/2029
Tara Oliver		
Wendy Higgins	22/6/2026	22/6/2029
Yukie Speirs	22/6/2026	22/6/2029

PARENT/FAMILY EMERGENCY CONTACT LIST	
Services should ensure an updated Parent/Family Emergency Contact List is attached to the Emergency Management Plan. Ensure the Parent/ Family emergency contact list is removed before sharing the EMP with outside agencies due to privacy laws.	Attached to end of plan □ Yes □ No

STAFF EMERGENCY CONTACT LIST	
Services should ensure an updated Staff Emergency Contact List is attached to the Emergency Management Plan. Ensure the Staff Emergency Contact List is removed before sharing the EMP with outside agencies due to privacy laws.	Attached to end of plan □ Yes □ No

MEDICAL AND DISABILITY CONSIDERATIONS				
Medical conditions List any medical conditions that need to be considered during an emergency or emergency evacuation.				
Name of Child or Adult	Details of Medical Condition	Medication required	Contact details	Medical Conditions Plan attached to end of plan
Hazel O'Reiley-ROBE	Anaphylaxis	Epipen Junior		□ Yes □ No
Halle McDonald-Beachport/KIAS	Asthma	Salbutamol cfc-Free 100mcg/dose inhaler		□ Yes □ No
				□ Yes □ No
				□ Yes □ No
				□ Yes □ No
Additional needs or disabilities List any additional needs or disabilities that need to be considered during an emergency or emergency evacuation Note: Due to provisions of the Privacy Act 1988 (Cth). personal information related to children and staff with medical or additional needs or disabilities, should be removed from this document, including personal details, when sharing the EMP with external agencies/persons.				
Name of Child or Adult	Details of Additional Needs or Disability	Assistance required during an emergency	Who will be responsible?	Relevant documentation attached
				□ Yes □ No
				□ Yes □ No
				□ Yes □ No

ATTACHMENT REVIEW		
Section	Document	Attached to end of plan
Emergency management communication plan	Emergency Management Team Structure	□ Yes □ No
Emergency response procedures	Administration of First Aid Procedure Emergency Evacuation Procedure Emergency Evacuation Incident Report Extreme Weather Procedure Flood Emergency Procedure Lockdown Procedure Potential Emergencies Risk Assessment	□ Yes □ No
	Bush Fire Response Procedure	□ Yes □ No
	Bomb Threat Procedure Bomb Threat Checklist	□ Yes □ No
Emergency evacuation rehearsals	Emergency Evacuation Rehearsal Calendar	□ Yes □ No
	Emergency Evacuation Rehearsal Records	□ Yes □ No
	Emergency Lockdown Rehearsal Record	□ Yes □ No
Emergency and evacuation floor plans	Map of Evacuation Assembly Point	□ Yes □ No
	Evacuation diagrams	□ Yes □ No
	Risk Assessments	□ Yes □ No
Emergency equipment	Emergency equipment - Evidence of Inspections	□ Yes □ No
	Emergency Evacuation Kit Checklist	□ Yes □ No
	Fire and Safety Equipment Checklist	□ Yes □ No
	First Aid Kit Inventory Checklist	□ Yes □ No
		□ Yes □ No
Parent/ Family emergency contact list Staff emergency contact list	Contact List	□ Yes □ No
	Medical Conditions Plans	□ Yes □ No

Medical and disability considerations	Medical Risk Minimisation Plans	□ Yes □ No
	Additional needs or disabilities relevant documentation	□ Yes □ No
	Administration of Medication Procedure	□ Yes □ No
Business continuity plan	Business Continuity Plan	□ Yes □ No
Missing child emergency planning	Missing Child During Regular Transportation Procedure	□ Yes □ No
	Missing Child Procedure	□ Yes □ No

The Emergency Management Plan has been developed in consultation with management of the Service			
PLAN PREPARED BY			
Full Name		Role/ Position	
Signature		Date	
PLAN PREPARED IN CONSULTATION WITH			
Full Name		Role/ Position	
Signature		Date	
APPROVED PROVIDER AUTHORITY			
Full Name			
Signature		Date	

PLAN REVIEWED		NEXT REVIEW DATE	
MODIFICATIONS			