

## Shelter in Place/ Disaster Management Risk Management Plan

Minimising Risk in the outside environment-Requiring children and Educators to remain inside away from potential danger.

To be used with associated Policy and Procedures- 7.1 and 7.2



\*This form needs to be sent to the Service for approval if prior notice is given and a signed copy retained by the Educator and made available to parents and Department staff if requested.

\* Consider the below risks and associated minimisation and add your own to the yellow highlighted section

\*FOLLOW THE ADVICE OF EMERGENCY SERVICES AND NOTIFY YOUR COORDINATOR AND /OR SERVICE OFFICE OF ANY INCIDENTS.

\*CONTACT EMERGENCY SERVICES ON 000 IF A LIFE-THREATENING SITUATION OCCURS

!!!!!! You **cannot** provide care if you have **NO PHONE, NO ELECTRICITY OR NO RUNNING WATER (WATER SUPPLY ISSUE)** !!!!!

Educator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Educator's Address: \_\_\_\_\_

Coordinator giving approval: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This section contains service wide risk management plans. These plans do NOT need to be added to.			
Identified Risk (Hazard)	Estimated length of time impact will continue	Potential Consequence How will this affect your ability to run family day care?	Preventions in Place (how will you minimise this risk?)
No running water Water supply issues	Unable to be determined	<b>*UNABLE TO PROVIDE CARE!! CONTACT YOUR COORDINATOR IMMEDIATELY!</b>	<b>*UNABLE TO PROVIDE CARE!! CONTACT YOUR COORDINATOR IMMEDIATELY!</b> <ul style="list-style-type: none"><li>Fill water bottles or purchase water bottles for drinking</li></ul>

No Electricity		<b>*UNABLE TO PROVIDE CARE!! CONTACT YOUR COORDINATOR IMMEDIATELY!</b> Inability to turn on lights, use heating/cooling, refrigeration of foods	<b>*UNABLE TO PROVIDE CARE!! CONTACT YOUR COORDINATOR IMMEDIATELY!</b>
No phone access  No phone connection		<b>*UNABLE TO PROVIDE CARE!! CONTACT YOUR COORDINATOR IMMEDIATELY!</b>  Loss of Communications  Educator unable to contact families, families unable to contact educator, unable to receive/make call from/to emergency services if needed, unable to contact service Office.	<b>*UNABLE TO PROVIDE CARE!! CONTACT YOUR COORDINATOR IMMEDIATELY!</b>
Lack of Supplies/ Emergency Kit as suggested on Get ready Qld website		Educator is unprepared in the case of an emergency evacuation  Unable to receive updates from emergency services/ weather if no radio available (as suggested in kit contents)	Lack of Supplies/ Emergency Kit <ul style="list-style-type: none"> <li>Have an emergency kit available and fully stocked as suggested on Get ready Qld website</li> </ul>
Damage to building/home-from flying debris		Educator is unable to provide care until damage is fixed, educator and children are at risk of injury during weather event.	Damage to building/home <ul style="list-style-type: none"> <li>Secure loose items in outdoor areas</li> <li>Ensure trees are trimmed in necessary</li> <li>Clear gutters if needed</li> </ul>
Damage to windows/ broken glass -from flying debris		Educator is unable to provide care until damage is fixed Educator and children are at risk of injury during weather event.	Damage to windows/ broken glass <ul style="list-style-type: none"> <li>Tape windows if required</li> </ul>
Items outside unsecured- Such as outdoor play equipment/loose toys/furniture, rubbish bins		Unsecured items may become airborne and pose a risk of damage to buildings and persons-strap down to fence or building, remove/relocate  Injury to educator or child in care.	Items outside unsecured <ul style="list-style-type: none"> <li>Secure loose items in outdoor areas</li> </ul>

External weather risk/threat such as strong winds/hail/flying debris		Unsecured items may become airborne and pose a risk of damage to buildings and persons  Injury to educator or child in care.	External weather risk/threat such as strong winds/hail/ flying debris  <ul style="list-style-type: none"> <li>• Educator to take necessary precautions to protect children (e.g. move to a safe area of the house- away from windows (a hallway is usually central in a home) move/use furniture such as sturdy tables for protection)</li> </ul>
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### Educator Section

**DO NOT** repeat any items that are included in the above section.  
Please include any items that are *specific to your home* e.g. Shed, gazebo, caravan.

Identified Risk (Hazard)  *To be completed by Educator	Estimated length of time impact will continue	Potential Consequence  How will this affect your ability to run family day care?  *To be completed by Educator	Preventions in Place (how will you minimise this risk)  e.g. Remove item, secure or tie down item, or unable to minimize risk
Example: Large tree	Unable to be determined.	Possible impact from broken branch or whole tree falling	Trim tree/branches  Unable to minimize risk- Educator to take necessary precautions to protect children (e.g. move to a safe area of the house- away from windows (a hallway is usually central in a home) move/use furniture such as sturdy tables for protection).

Identified Risk (Hazard) *To be completed by Educator	Estimated length of time impact will continue	Potential Consequence How will this affect your ability to run family day care? *To be completed by Educator	Preventions in place (how will you minimise this risk?) E.g. Remove item, secure or tie down item, or unable to minimize risk

Shelter in Place/ Disaster Management Risk Management Plan continued

Please identify the likelihood of risk.  
Please circle on the table below:

What are the consequences of someone being injured, exposed, or potential death?	How likely is it to occur?			
	Could happen at anytime	Could happen sometime	Could happen but very rare	Could happen but probably never will
Death or permanent disability	H	H	H	M
Severe injury or illness	H	H	M	M
Medical attention required	H	M	M	L
Pain, the discomfort experienced, first aid required	M	M	L	L

H = High Risk M = Medium Risk L = Low Risk

The level of risk is the combination of the consequences and the likelihood of a specific risk.

Examples of low risks include: An event that is likely to occur but has minimal consequences or an event that is extraordinarily unlikely to occur but has moderately severe consequences.

Examples of Medium Risk include: An event that is likely to occur but has moderate consequences or an event that is extraordinarily unlikely to occur but has highly severe consequences.

Examples of high risks (Catastrophic) include: An event that is likely to occur and has highly severe consequences. An event that is extraordinarily unlikely to occur but has catastrophic consequences.

**Where the risk is High Risk unless the control applied reduces the risk to Medium or Low this activity will not be approved by the Nominated Supervisor.**

If more space is needed, please attach another sheet of paper