



BUSHFIRE SURVIVAL PLAN

Note: This Policy should be read in conjunction with the Bushfire Safety Audit and Checklist

Rationale:

As a Regional Centre, we face the very real possibility of Bushfire impacting upon our Centre and / or our families.

Following the Black Saturday Fires of 2009, the Royal Commission recommended the development and implementation of carefully planned Bushfire Survival Plans.

Anembo Park in Littlehampton has been identified by the CFS as a Last Resort Refuge. "A last Resort Refuge is considered to be a space or building which could be used as a place of last resort for individuals to go to and remain in during the passage of fire through their neighbourhood. It is an area that provides a minimum level of protection from the immediate life threatening effects of radiant heat and direct flame contact in a bushfire. A Last Resort Refuge is intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there, and should only be used when personal Bushfire Survival Plans cannot be implemented or have failed."

The greater part of the township of Mount Barker has been identified by the CFS as a Bushfire Safer Precinct. "A Bushfire Safer Precinct is a place of relative safety and may be used as a place for people to stay in or as a place of first resort for those people who have decided that they will leave high risk locations early on a bad fire weather day".

The CFS advises that

There are no guarantees regarding your safety if you choose to stay in a Bushfire Safer Precinct or if you relocate to one. However;

- It is unlikely you will be exposed to direct flame or severe radiant heat.
- You may be exposed to spark and ember attack and secondary fires may start in vegetation, gardens and structures from spark and ember attack.
- General Bushfire safety measures need to be undertaken by all landholders.
- Services may not be available.

The aim of this Bushfire Survival Plan (BSP) is to outline the activities to be undertaken by staff, children, parents and visitors on-site and seeking refuge at the different levels of a bushfire emergency;

- On days of a Total Fire Ban
- When there is a fire in the local district
- When a bushfire is threatening or impacting on the site

- During the period of recovery immediately after a bushfire has impacted on the site

The BSP will be reviewed annually by 30 October to reflect any changes that may have taken place in;

- Site facilities
- Personnel normally on site
- Neighboring properties
- Changes in Government Bushfire Safety Policies

The BSP outlines required actions to prepare the site before the bushfire season in each year and is to be accompanied by a completed Bushfire Safety Checklist and Audit.

Centre Practice:

It is anticipated that some members of the local community may arrive to offer assistance during a bushfire crisis. The process to safely accommodate these people along with children, parents, visitors and staff is included in the BSP.

The Director will consult with the Department for Education and Child Development (DECD) and the CFS in the review of the BSP each year to ensure compliance with recommendations.

The Director will forward a copy of the BSP to the Mount Lofty Ranges CFS Headquarters by 30 October each year.

The Director will provide a copy of the BSP to all families currently enrolled and commencing enrolment during the bushfire season by 30 November each year.

The Director will include bushfire season reminders and information in the Littlehampton Child Care Centre newsletter at least twice between 30 October and 1 February each year. Notification of the existence of the BSP is included in the Centre's 'Information to Parents' enrolment pack and the BSP is included on the Littlehampton Child Care Centre website.

All staff members will receive pre-fire season updates during October in each year and the BSP will be discussed at staff meetings held during the bushfire season.

The Director will ensure that all new and relieving staff are briefed about the requirements of the BSP during the site induction process

Information about bushfire safety will be shared with children as appropriate to elevate bushfire awareness and preparedness.

PREPARATION OF LITTLEHAMPTON CHILD CARE CENTRE FOR A BUSHFIRE

An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are;

- The Director
- The Assistant Director

- The Fire Warden
- The Pre-Kindy Room Team Leader
- The Licensee (if on site)
- The Cook (if on site)

Their roles and responsibilities are detailed throughout the BSP

The Emergency Response Team has nominated the following nearby townships and areas surrounding Littlehampton as the 'local district' in this BSP;

- Nairne
- Hahndorf
- Mt Barker
- Hay Valley
- Paechtown

All staff have been allocated roles and responsibilities at the various stages of the Bushfire Survival Plan. Details on individual roles and responsibilities are included in later sections of the BSP. At least three key staff will have undertaken training on the operation of portable fire extinguishers.

The following nominated staff members will collaboratively monitor local ABC radio for CFS Bushfire Information and Warnings Messages or the CFS website on days where the Fire Danger Rating is announced as Very High, Severe, Extreme or Catastrophic;

- Director and/or Administration Support Officer and/or Licensee (when on-site)
- Assistant Director
- Cook (when on-site)

Wherever possible overhanging tree branches have been trimmed to a distance of 2m from building rooflines. The Fire Warden will inspect the grounds during September each year and arrange for lopping of branches where necessary.

Gutters and roof valleys are regularly cleaned and free of vegetation. The Director will arrange for clearing of gutters in September/October of each year and as required during the Fire Danger Season.

Timber and paintwork on all buildings is well maintained. The Director or Fire Warden will inspect exterior finishes during September in each year, record required maintenance in the Maintenance Register and advise the Licensee accordingly.

A Safe Refuge Pack will be assembled in no more than two containers and will be stored in the Programming Room. The Kit will contain;

- A copy of the BSP and staff roles and responsibilities
- Child emergency contact records
- A place to store Child attendance register
- Emergency telephone numbers
- Street Directory
- Functional torch and spare batteries to suit or functional wind up torch
- Battery operated Radio or wind up Radio

- First Aid Kit
- A place for storage of Staff/Children Medications and Medical Register
- A place to store Mobile Phone and Charger
- Drinking Water
- Nappies
- Blankets
- Towels
- Potty
- Change Mat
- Gloves
- Nappy Wipes

The Kit will be checked by the Fire Warden by 1 October each year to ensure contents are fresh and operational.

VERY HIGH, SEVERE OR EXTREME FIRE WARNING DAY

The third Educator on duty each day will inform parents and staff via a notice posted to the front door that a day of 'Very High', 'Severe' or 'Extreme' Fire Warning has been declared.

The first Qualified Educator on duty will place transition ropes in each of the Over Two Learning Areas. The 'Transition Rope' will be used by staff for all transitions for Toddlers, Pre-Kindy, Kindy and School Aged Children through all transitional periods in the day during Extreme or Catastrophic fire warning days.

The Director and/or Administrative Support Officer, and/or Licensee, and Cook and Assistant Director will monitor ABC Radio or CFS Website for CFS Information and Warning Messages.

Off site training for staff will be cancelled.

The OH&S Officer or Fire Warden will check all gates for access keys and ensure that locks are in working order.

All staff members will monitor weather conditions when on duty outside the building. Staff will ensure that no craft work is hung to dry outside and that garbage bins are emptied during transitions back inside the building.

Parents and Caregivers will be required to provide a reliable contact number for the day and will be asked to provide asthma medication for diagnosed asthmatic children who may be affected by smoke.

The third Educator on duty each day will check that external taps are in working order and that hoses are attached and buckets placed beside each exterior tap.

The Director and/or Administrative Officer will ensure the mobile phone is working correctly with battery fully charged and phone with charger is easily accessible for placement in the Emergency Evacuation Kit in need. The Emergency Evacuation Kits will be located in the Programming Room for easy access in need. The Child Emergency Contact Register will be copied and added to the Emergency Evacuation Kit. On Severe Warning days, the Daily

Medical Register and Daily Attendance Register will be copied and added to the Emergency Evacuation Kit.

The Fire Warden will ensure that all hazards have been removed from passages and walkways

FIRE REPORTED IN LOCAL DISTRICT/CATASTROPHIC FIRE WARNING DAY

The Director or their nominee will inform parents and staff via a notice posted to the front door that a day of Catastrophic Fire Warning has been announced, and if relevant the current location of known fire/s.

All members of the Emergency Response Team will be called together to put in place the pre-determined bushfire emergency procedures. The Director will inform the Licensee that a day of catastrophic Fire Warning has been declared and, if relevant, that a fire has been reported in the local district and will update status of the fire and its location as often as possible throughout the day.

The 'Transition Rope' will be used by staff for all Transitions for Toddlers, Pre-Kindy, Kindy and School Aged Children through all transitional periods in the day.

The Assistant Director, Administrative Support Officer and/or Cook will monitor ABC Radio for CFS Information and Warning Messages.

Off site training for staff will be cancelled.

The OH&S Officer or Fire Warden will check all gates for access keys and ensure that locks are in working order.

Whenever a fire is reported in the local area, all childrens' activities outside the building will be cancelled.

Attendance fees for the day will still be charged, however, parents will be encouraged to consider the effect of the bushfire on their ability to collect their child/ren should the emergency situation escalate. Parents will be asked to consider nominating an additional and alternate contact should the location of the fire restrict their ability to return to collect their child.

Parents and caregivers will be required to provide a reliable contact number for the day and will be asked to provide asthma medication for diagnosed asthmatic children who may be affected by smoke.

The third Educator on duty on the day will check that external taps are in working order and that hoses are attached and place buckets of water beside each exterior tap in areas secured from entry by children.

The Director and/or Administrative Officer will ensure the mobile phone is working correctly with battery fully charged and phone with charger is easily accessible for placement in the Emergency Evacuation Kit in need. The Emergency Evacuation Kits will be located in the Programming Room for easy access in need. The Child Emergency Contact Register will be copied and

added to the Emergency Evacuation Kit. On Severe Warning days, the Daily Medical Register and Daily Attendance Register will be copied and added to the Emergency Evacuation Kit.

The Fire Warden will ensure that all hazards have been removed from passages and walkways.

The Director, Assistant Director and/or Administrative Support Officer will back up all computer records according to the following timetable.

- “My Documents” folder on “Programming” at LUNCH and END OF DAY to external portable back-up drive.

The Fire Warden will ensure that whistles are in place beside each portable fire extinguisher for staff use to alert the presence of fire anywhere on the site.

All staff will be particularly diligent in ensuring that personal items belonging to children are placed in their bags when not in use (eg: shoes, hats, comforters etc)

FIRE REPORTED IN IMMEDIATE VICINITY OR IMPACTING DIRECTLY ON SITE

The initial procedures noted in the above ‘FIRE REPORTED IN LOCAL DISTRICT/CATASTROPHIC FIRE WARNING DAY’ will be implemented as appropriate.

Staff will move all hoses inside the building.

Staff will close all doors and windows and turn off all air conditioners.

Staff will access the roof space every 10-15 minutes to check for spot fires with a loaded water pistol.

The Director or Administrative Support Officer will turn off the external gas cylinder.

The Director or Assistant Director will inform the Licensee that a fire has impacted upon the immediate vicinity or building directly and will update status of the emergency situation as often as possible throughout the day.

Attendance fees for the day will still be charged and should parents be unable to collect, or arrange collection of their child/ren within one hour of the usual operating hours of the Centre, a fee of \$1 per minute will be charged to meet staffing costs resulting from the emergency.

The Licensee will advise the DECD Standards and Licensing Unit of the Emergency situation advising the Licensing Officer of numbers of children affected, emergency staffing ratios in place and any issues arising/injuries suffered.

RECOVERY AFTER THE FRONT HAS PASSED

The Director will ensure that no staff member, parent, visitor or child associated with Littlehampton Child Care Centre leaves the building until the situation outside has been assessed as safe by members of the Emergency Services.

The Emergency Response Team members will make an assessment of the need for, and if necessary, begin preparations for the care of children for an extended period of time.

Nominated staff members will remain on duty until all children have been collected or relief staff arrive.

An appropriately qualified and approved staff member will administer first aid where necessary.

The Director will advise the Licensee of the current situation as soon as the position becomes clear and it is safe to do so.

The Licensee will advise the DECD Standards and Licensing Unit of the Emergency situation advising the Licensing Officer of numbers of children affected, emergency staffing ratios in place and any issues arising/injuries suffered and of expected impact to the provision of service (if known).

The Emergency Response Team will continue to check the building and surrounds for 2-4 hours after the front has passed.

The Emergency Response Team and Licensee will undertake a debrief of the fire emergency situation and the procedures undertaken throughout the crisis. Staff will be requested to review their own roles and responsibilities and preparedness before and during the crisis. The Emergency Response Team and Licensee will review of the effectiveness of the planning and implementation stages will be undertaken to capture suggested improvements for any future bushfire crisis.

The Fire Warden will arrange to have fire fighting equipment, warning systems and the Emergency Kits checked and readied for use again.

The Licensee will arrange to have the appropriate authorities assess the safety of the site if necessary.

Policy Source Acknowledgements:

- *Consultation with Management, Staff and Families*
- http://www.cfs.sa.gov.au/site/bushfire/act/activating_your_bushfire_survival_plan/bushfire_safer_places.jsp
- http://www.decd.sa.gov.au/childrenservices/default.asp?navgrp=early_childhoodreform&id=emergencyevacuation
- <http://www.crisis.sa.edu.au/pages/welcome>

Policy Reviewed: March 2012
Next Review date: March 2013

This Policy satisfies the following National Quality Framework documents;

Education and Care Service National Regulations:

- Part 4.2, Division 5 - Emergencies and communication
- Part 4.7, Division 2 - Policies and procedures
- Part 4.7, Division 3, Sub-division 1 - Display and reporting of prescribed information

Education and Care Services National Law Act 2010;

- Part 6, Operating an education and care service

This Policy satisfies the following National Quality Standard Quality Areas;

- **1.1.1** - Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
- **2.3.2** - Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- **2.3.3** - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
- **3.3.2** - Children are supported to become environmentally responsible and to show respect for the environment
- **6.1.1** There is an effective enrolment and orientation process for families
- **6.2.2** - Current information is available to families about community services and resources to support parenting and family wellbeing
- **6.3.1** - Links with relevant community and support agencies are established and maintained
- **6.3.4** - The service builds relationships and engages with their local community
- **7.1.2** - The induction of educators, coordinators and staff members is comprehensive
- **7.3.2** - Administrative systems are established and mto ensure the effective operation of the service
- **7.3.3** - The Regulatory Authority is notified of any relevant changes to the operation of the service, of serious incidents and any complaints which allege a breach of legislation
- **7.3.5** - Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly