WOODSIDE PRESCHOOL

Bushfire Action Plan

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Government of South Australia
Department for Education and Child Development

DOCUMENT CONTROL

Managed by: Preschool

Approved by: Staff

Governing Council

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Our ‘Last Resort Refuge’ is the Woodside Primary School – Junior Primary Block labelled with a large green ‘R’ on the entrance doors.

In case of evacuation, this is where we will be, unless evacuated elsewhere by CFS or SAPOL.

TOTAL FIRE BAN DAY

- Inform workers in the ‘staff diary’ that a day of Total Fire Ban has been declared.
  Inside teacher to place note in BAP Folder to notify that it is a TOTAL FIRE BAN day.
- Display ‘Total Fire Ban’ signs on the front entrance gate.
  Outside teacher to put up sign - located in diary during term 4 and 1.
- Remind children of bushfire emergency procedures and drills and refer to laminated bush fire emergency posters displayed in the preschool. Teacher/s
- Monitor ABC (AM 891) Radio and CFS Website for CFS Information and Warning Messages. Inside staff
- Monitor weather conditions while children are outside and report any concerns to the workplace leader. Outside Teacher
  Woodside CFS station can be contacted on 83899022 and CFS Hotline on 1300 362 361
- Cancel student excursions and consider cancelling any off-site meetings for workers for the day and notify the Regional Bushfire Coordinator (8226 2524).
- Unlock and open all access and security gates around the site. Outside Teacher
- Prepare the Emergency Supplies Bags ready for transportation to the Last Resort Refuge. ECW
- Update student and workers medication list and prepare medication for transportation. ECW
- Staff to collect mobile phones and to keep them on their body or in close proximity. Staff to communicate and identify that at least one mobile phone (fully charged) be placed in Emergency Bags
- All staff will remove hazards (eg bench seats, bags etc) from passages and walkways.
- Lunches stay in bags.

FIRE REPORTED IN LOCAL DISTRICT

- The site leader will inform workers and children of a bushfire that has been reported in the identified “local area”.
- All workers undertake their assigned roles and responsibilities.
- Activate the bushfire emergency procedures with the Emergency Response Team. Emergency Response Team Members - all staff at Woodside Preschool
- Maintain a visual check of the surrounding area.
- Monitor ABC Radio for CFS Information and Warning Messages, CFS Website and provide the staff with updates concerning the latest location of the bushfire front and any impact it may have on the site.

- Liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site. Woodside CFS station can be contacted on 83899022 and CFS Hotline on 1300 362 361

- Ensure the alternative audible warning device (whistle) is ready for use and operating correctly should power fail. Located in front pocket of bushfire bag and hanging on door frame above Emergency Bags.

- Advise the regional office that a bushfire has been reported in the “local area”
  
  Director will advise the regional office that a bushfire has been reported in the local district. (Phone 8314 4025)

- Staff to assess if it is safe for children to complete outdoor activities and cancel all outdoor activities for children if required.

- Record the names of any children who are collected from the site by parents during the day.

  **Sign in and out register**

  Director to back up all site computer records and place disc in Bushfire Bag

- Notify Woodside Primary School to prepare Last Resort Refuge Phone 83897083
  
  - e.g close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from passageways etc

- **ECW staff to fill children’s water bottles** and children to assemble personal belongings should a move to the Last Resort Refuge become necessary.

- Encourage children to use the toilet regularly during the day and all shoes to remain on.

- Advise visitors and volunteers of the situation and emergency procedures during the registration process.

- Arrange to supervise the affected children if specific school bus routes, local roads or taxi services are impacted upon or threatened by the bushfire, until Emergency Services report that the situation is safe and families are safe to collect their children.

**BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE**

- A decision to move all persons into the “off site” Last Resort Refuge will be made when any of the following agreed ‘triggers’ are reached:
  
  - CFS Information and Warning messages broadcast on the local ABC (AM 891) radio indicate a fire is moving towards Woodside.
  
  - The local Emergency Services advise that a bushfire is likely to impact on the site.
  
  - Advice that a bushfire is burning in the “local area” (Lobethal, Lenswood, Forest Range, Basket Range, Carey Gully, Mt George, Verdun, Littlehampton, Blakiston, Nairne, Brukunga, Charleston, Harrogate) and heading in the direction of Woodside.
In a situation where there was no time to vacate to the Last Resort Refuge the actions below with open circled bullets will be put into action and reference to Last Resort Refuge will be used to refer to the preschool.

In the event of vacating to our Last Resort Refuge (Woodside Primary School – Junior Primary Block) all of the following steps would be put into action

- All workers will undertake their assigned roles and responsibilities.
  - Prepare to move to the Last Resort Refuge when the ‘triggers’ are reached and the whistle is sounded *(three sharp blasts)*.
  - Assemble children inside
    - All workers will take the Bushfire Bag and Radio and assist children to move to and assemble in the Last Resort Refuge on hearing the siren or being informed personally by the site leader. Children are to take their back packs.
  - Close all doors and windows and turn off air conditioners as rooms are vacated.
  - Teachers will take sign in register and do a roll call of children in their care.
    - Teachers/ECW will call preschool/ Occ Care attendance registers and check visitors’ book.
  - Communicate to parents that children have moved into the Last Resort Refuge.
    - Teachers/ECW to place Last Resort Refuge location sign on gate upon leaving. Located in Bushfire Bag
  - Turn off air conditioners and close air vents, block crevices, cracks and gaps in Last Resort Refuge as bush fire front approaches.
    - Close blinds and windows, wet towels, prepare drinking water.
  - Ensure all site personnel are accounted for and in Last Resort Refuge
  - The Certified Supervisor on the day will monitor visitors and volunteers.
  - Instigate search procedures for missing persons if needed.
  - Advise the regional office of the move to Last Resort Refuge and provide information about: The ‘trigger’ that has been reached and likely impact on the workplace.
    - The number of site children, workers and registered visitors taking shelter.
    - The number of ‘off-site’ children and workers present.
    - The number of community members present.
    - Emergency Services assistance immediately available.
  - Liaise with CFS /MFS units and other Emergency Services if on workplace.
  - All persons sheltering in Last Resort Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will:
    - listen to the ABC radio for local information.
    - ensure all persons are located away from windows and unnecessary movement is limited.
    - provide regular updates at an appropriate level to children and adults
    - assist all children and adults to remain calm.
    - outline possible plans of action after the front has passed with the children.
    - prepare for unexpected toileting of children.
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The Emergency Response Team members will check for and attempt to extinguish spot fires inside or impacting on the Last Resort Refuge as necessary.

(It is not expected that they will undertake major fire fighting activities or that they are not expected to put themselves in any danger)

RECOVERY AFTER THE FIRE FRONT HAS PASSED

- All workers undertake their assigned roles and responsibilities.
- The site leader in consultation with Emergency Services will ensure no one leaves the Last Resort Refuge until the situation outside has been assessed as safe.
- The Emergency Response Team members will begin if necessary, preparations to care for children for an extended period of time.
- Nominated members will remain on duty until all children are collected from the workplace by their parents.
- Snacks, drinking water, blankets, games, books etc are available to meet student immediate and extended needs of children waiting to be collected by their parents.
- The staff will check for and treat any injuries.
- Check the building for damage and burning embers and extinguish small fires in or near the Last Resort Refuge.
- Determine if there is a need to evacuate the Last Resort Refuge. CFS or SAPOL instruction.
- Determine an alternative safe location if required. Woodside Recreational Ground Ovals.
- Advise the Regional Director and /or the regional office of the current situation and refer media enquiries to the Regional Director.
- Reunite families at a safe location when the situation has been declared safe and vehicles can safely access the workplace.
- Record names of children and person collecting them as they leave the site. Sign in and out register.
- Arrange an assessment of the workplace buildings once the area is declared safe.
- Arrange to have fire fighting systems checked and readied for use again.
- Undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time after the incident.
- Seek support for children and workers from counsellors and social workers when appropriate.
- Review the effectiveness of instructions undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
- Replenish the Emergency Supplies kit

Submit the relevant IRMS report, available from www.eduportal.sa.edu.au
STAFF PROCEDURES IN THE EVENT OF A CATASTROPHIC DAY.

Staff to Monitor the CFS website from 4pm on the day prior to a possible Catastrophic Rating being issued.

Director to inform staff and Preschool families of closure via MGM messaging text message and email. A Message will also be posted on the staff Facebook Page and the community page.

If possible a message is to be put on the centre answering machine informing of the date of the closure. A sign should also be placed on the front gate of the centre, which will then be locked. A sign is located in the Bushfire Action Plan Folder on the kitchen bench.

Director will then notify the Education Leader (Gerri Walker Mobile: 0401 123 142) and Karryn Nobes 82265693, karryn.nobes@sa.gov.au (NQS team)

In the event of our site being closed on a Catastrophic Day NO STAFF ARE TO BE ON SITE during the day.
Important – Bushfire Information for Families

Additional Information about how Woodside Preschool will be managed on days that are rated ‘Catastrophic Fire Danger’

- Woodside Preschool has a low/medium risk bushfire rating.
- We will not automatically close on catastrophic fire danger days.
- However all staff members live in the Mount Lofty Fire ban district and most have personal family bushfire survival plans that state they will 'leave early'.
- A risk assessment of our physical site would also suggest that, according to CFS advice it would not be safe to stay at the centre during Catastrophic conditions and the best plan would be to 'leave early' (i.e. not open on that day).
- In such cases, you will be notified of the preschool closure at the earliest possible time. This will be via phone call SMS.
- If adequate notice of the closure is received we will also have a recorded message on the centre answering machine (83897103) and a sign will be placed on the front gate.
- PLEASE NOTE- staff will not be in attendance at the site due to the identified risks and the implementation of Personal Bushfire Action Plans.
- Playgroup will not operate on catastrophic fire danger days.

What can families do to prepare for the Bushfire Season and possible preschool closures?

- Update your own Bushfire Survival Plans. Part of this plan needs to address your child care needs in the event that the preschool is closed.
- Listen to ABC radio 891 for CFS information and warning messages.
- Inform the preschool if a fire is reported in the local area.
- Please take responsibility to confirm whether we are open by:
  1. Checking your mobile phone for a text message (from MGM messaging system) after 5pm on the day prior to a catastrophic fire danger day.
  2. Calling the preschool on 8389 7103 to listen to the answering machine for confirmation of closure.
  3. Phoning DECD Parent Information Hotline on 1800 000 279 for information about preschool and school closures from the day before a catastrophic fire danger day.

Please see a staff member if you have any further queries about this process.