



TORRENS VALLEY CHILDREN'S CENTRE INC.

(ABN No. 72 250 859 178)

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BUSHFIRE ACTION PLAN (BAP) 2018/19

The BAP outlines required action to

- Prepare the site before the bushfire season
- Manage Catastrophic Rated Fire Danger days
- Manage Total Fire Ban days
- Manage different levels of a bushfire emergency

GENERAL INFORMATION:

- The Bushfire Action Plan, to be referred to hereafter as BAP, is to be reviewed annually during October each year to reflect any changes that may have taken place at a site level and /or to reflect any advice or requirements from CFS or Department for Education, to be referred to hereafter as DfEd.
- The BAP will be presented to the Governing Council/Management Committee for endorsement at the first meeting in term 4.
- A copy of the BAP will be forwarded to the Gumeracha CFS and all families prior to the commencement of the Bushfire Season.
- Bushfire season reminders/information will be included in centre newsletters in Term 4 and Term 1.
- All staff members will receive pre fire season updates, as required, during Term 3 and on-going information and instruction about the contents and requirements of the BAP during Term 4 & Term 1 staff meetings. The Preschool Director will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

In the event of an Onsite Invacuation or Precautionary Building Confinement/Lockdown: The main centre building is nominated as the **Last Resort Refuge**.

In the event of an offsite evacuation: The CFS has declared the Gumeracha Institute and oval is the nominated **Last Resort Refuge for members of the Gumeracha community**.

The nearby townships and areas surrounding Gumeracha, Cudlee Creek/Millbrook, Kenton Valley, Kersbrook, Forreton & Birdwood as the "**local district**".

PREPARING THE TORRENS VALLEY CHILDREN'S CENTRE FOR THE COMING BUSHFIRE SEASON.

An Emergency Response Team (ERT) has been established and members are instructed on their roles and responsibilities outlined in the BAP. During school holidays the Child Care staff become the Emergency Response Team.

The ERT members are:

- The Preschool Director - Jayne Cook or delegate
- The Assistant Director – Kate Ford/Sue Melville-Smith or the pm nominated Responsible Person
- The Front Office Administration Officer – Gayle Reavey
- The Firewarden – Holly Przygoda
- The Kindy Teacher – Jenny Hancock or delegate

ERT responsibilities:

- Provide all staff and regular visitors with pre fire season updates as required and instruction about any changes to the contents and requirements of the site BAP during Term 4 and Term 1.
- Monitor CFS website, email alerts and have local radio station playing on days of high bushfire danger and pass on relevant messages to the Preschool Director/Assistant Director
- Children's/staff essential medications are assembled for easy transportation.
- Supplies of clean, long life drinking water will be purchased for both Kindy and Child Care rooms.
- Each room has a supply of stored towels/blankets.
- All staff AND children have appropriate (enclosed) shoes on or in bags during bushfire season to put on in case of **fire reported in local district**

The Fire Warden will ensure:

- Emergency practice drills are carried out by all children and all staff across the centre during the first 2 weeks of Term 4 and Term 1 each year (a whole site emergency drill). The Fire Warden will ensure that emergency drills are carried out by each program (Child Care & Kindy) at least once per term/by each staff member/by attendance group also.
- Both Child Care and Kindy have the required emergency kit assembled and stored in the rooms by the start of the bushfire season.
- Ensure audible warning devices are ready for use and operating correctly

The Director will ensure

- Overhanging tree branches have been trimmed to a distance of metres from building rooflines:
- a site inspection is carried out early in term 4 each year & requests for vegetation maintenance will be carried out.
- The gutters and roof valleys of the building under or near to overhanging trees are regularly cleaned and free of vegetation;
- Timber and paintwork on all buildings is well maintained

MANAGEMENT OF CATASTROPHIC FIRE DANGER RATING DAYS:

The Torrens Valley Children's Centre has been assessed by DfEd has R3 i.e. Moderate Risk Site. Whilst this does not automatically mean that the entire centre is closed the following steps have been undertaken to CLOSE THE CENTRE and ensure the safety of all children, staff and visitors:

- The Management Committee are responsible for the management of the Child Care Service and have therefore approved the CLOSURE OF THE CHILD CARE PROGRAM ON DAYS DEEMED AS CATASTROPHIC RISK BY THE CFS.
- The DfED Education Director for our site is responsible for the closure of the Kindy service. On receiving conformation of an impending_CATASTROPHIC FIRE RISK DAY, the Director will contact the Education Director to request permission to close.

All families will be notified of the CENTRE closure via our SMS system asap after the declaration. It is therefore important that nominated contact details are kept up to date.

MANAGEMENT OF TOTAL FIRE BAN DAYS

- The Preschool Director/Assistant Director will inform staff, families and children that a day of Total Fire Ban has been declared. "Total Fire Ban" signs will be displayed on the large notice board and/or on the front door.
- The nominated staff members will monitor CFS website and email alert for CFS information and warning messages.
- Children's excursions away from the site may be cancelled for the day and rescheduled by Director/Assistant Director – a risk assessment will be conducted
- Off-site meetings for staff may be cancelled – a risk assessment will be conducted by the Director/Assistant Director
- The keys for external locked gates will be attached to the emergency evacuation kits.
- All café blinds attached to the veranda are to be rolled up.
- Outside staff members will monitor weather conditions and report any concerns to the Director or Assistant Director.
- All Emergency Response Team members (and other staff if desired) to carry mobile phones (centre & and/or private) on person at all times. Staff to ensure their phones are in working order and batteries fully charged.

MANAGEMENT OF EACH LEVEL OF A BUSHFIRE EMERGENCY

FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the nominated local district the ERT will be activated and advise staff and families accordingly. The ERT responsibilities are to ensure:

- ✚ A visual check of the surrounding area is maintained.
- ✚ They are all carrying charged mobile phones.
- ✚ The nominated staff member/s carefully monitors CFS website/email alerts for information and warning messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
- ✚ Emergency contacts, daily attendance sheets, first aid log folders and children/staff medications will be packed into emergency kit
- ✚ Additional portable water containers will be filled to ensure adequate water supplies are available.
- ✚ Identify/document all children who live in the area that is reported to be affected by the fire – Keep sign in sheets up to date re; any children who are collected from the centre during the day.
- ✚ Preparation of the main centre building as the Last Resort Refuge e.g.; close any blinds and windows, wet towels, ready fire extinguishers, prepare drinks etc.
- ✚ All room Responsible Persons encourage children to organise personal belongings in lockers. All children and staff will put shoes on. All staff and children are expected to have appropriate, enclosed shoes on site.
- ✚ Kindy room children are encouraged to top up personal water bottles during the day.

The Director/Assistant Director/Responsible Person will:

- ✚ Advise the Education Director (Tim Wilson) DfEd Para Hills Office 8314 4056 that a bushfire has been reported in the nominated local district.
- ✚ Liaise with the local CFS Brigade/emergency services personnel to obtain the latest information and advice about likely effects of the bushfire on the site.

WHS rep/delegated person will turn on hoses & Kindy watering system hourly to dampen surrounds.

The Front Office Admin/finance officer - Monday to Wednesday 9.00am – 3.00pm (Director/Assistant Director/CC pm Responsible Person at other times) will:

- Back up site computer records
- Alert visitors and volunteers of the situation and advise them of action to take.
- Notify all families of the situation via SMS message system. Families will be asked to arrange for collection of children asap where safe to do so.

FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

- All outside play will be cancelled and children/staff to remain inside.
- A decision will be made by ERT, in conjunction with Emergency Services as to implementing **On-site Invacuation/Precautionary Building Confinement/Lockdown to Last Resort Refuge (Main Building)** OR an **Offsite evacuation to Last Resort Refuge (Gumeracha Institute & Oval)**
- This decision will be communicated via SMS system to all families.

PROCEDURES FOR INVACUATION OR PRECAUTIONARY BUILDING CONFINEMENT/LOCKDOWN

Please note: Once Invacatio/Lockdown is in place no persons can enter or exit the centre building until it is deemed safe to do so by the ERT, in conjunction with Emergency Services and DfED.

Ensure ALL staff, visitors etc. are aware and prepared for the invacuation inside the Last Resort Refuge if/when one or more of the following triggers are reached:

- ✚ CFS information & warning messages (website and email alert)
- ✚ The local emergency Services advise that a bushfire is likely to impact on the site
- ✚ There is a confirmed sighting of nearby smoke or flame

- When a trigger is reached alarms will sound continuously by Fire Warden and/or Kindy and /Child Care responsible person until all staff are aware and emergency management plan procedures have been instigated.
- WHS rep/delegated person will turn on kindy watering system & hose down walls/gardens - if these tasks can be undertaken without placing themselves in undue danger.
- Director/Assistant Director will turn off air conditioners as bushfire front approaches.
- Room Responsible Persons will check that taps are working and fill available containers with water.
- The Director/Assistant Director/Responsible Person will ensure all persons are inside and accounted for.
- Child Care & Kindy room staff will do a roll call of children in their care.
- Front Office administration officer (when on duty) will monitor visitors and volunteers.

The ERT WILL:

- Ensure ALL persons in the Last Resort Refuge are prepared for the arrival and passage of the fire front
- Liaise with the CFS units and other Emergency services if on site
- Notify and liaise with the Education Director and/or DfEd Security, Bushfire and Emergency Management team as to:
 - The 'trigger' that has been reached and likely impact on the site,
 - The number of site children, staff and registered visitors on site in the Last Resort Refuge.
 - Emergency Services assistance immediately available to assist.
- 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 actions after the front has passed.
- Check for and attempt to extinguish spot fires inside or impacting on the Last Resort Refuge as necessary:

The ERT WILL NOT:

- Undertake major firefighting activities.
- Put themselves in any dangerous situations.

RECOVERY AFTER THE FRONT HAS PASSED

The Director/Assistant Director/Responsible Person will ensure no one leaves the Last Resort Refuge until the situation outside has been assessed as safe by members of the ERT or members of the Emergency Services. This means that children cannot be collected during Invacuation/Lockdown.

The ERT will:

- Check the building for damage and burning embers and extinguish small fires in or near building.
- Determine if there is a need to evacuate the Bushfire Ready Building and move to an alternative safe location if required.
- Make an assessment of the need for, and if necessary, begin preparations to care for children for an extended period of time – in conjunction with emergency services if possible.
- Ensure nominated staff members remain on duty until all children are collected from the site by parents/carers/collection authorised collectors. Drinking water, snacks, blankets etc. will be made available to children whilst awaiting collection
- Inform and liaise with Education Director and/or Security, Bushfire and Emergency Management team
- ensure Sign in/out sheets will be completed for all children who are collected from both child care and kindy. NQS child/adult ratios MUST be met at all times. There must be at least 2 staff members on site until the last child goes home.

The Director/Assistant Director/Responsible Person will

- Liaise with Emergency Services on site as soon as possible.
- Arrange to have the appropriate authorities assess the safety of the site buildings once the area has been declared safe
- Assist staff in checking for and treatment of any injuries.

FOLLOW UP FROM ON-SITE INVACUATION/LOCKDOWN

- Conduct a debrief with all staff and children (where appropriate).

- Review the effectiveness of staff instruction undertaken before the bush fire emergency in light of the experience
- Complete the IRMS Report (Director/Assistant Director)
- Refer media enquiries to Education Director or DfEd Media Unit
- WHS rep/Fire Warden will ensure Emergency Supplies kits are replenished asap.

PROCEDURES IF OFF-SITE EVACUATION IS REQUIRED

When a trigger is reached, alarms will sound continuously by Fire Warden and/or Kindy/Child Care Responsible Person.

At the centre the ERT will:

- Ensure Evacuation procedures are followed
- Ensure ALL staff/visitors and children are accounted for and assembled at outside evacuation point/s
- Ensure ALL staff and children move to Gumeracha Institute and Oval – non-walking children will be transported in cots.

ON arrival at the Gumeracha Institute and Oval the ERT will:

- ENSURE that all staff and children are accounted for (a roll call will be conducted).
- Make an assessment of the need for, and if necessary, begin preparations to care for children for an extended period of time.
- Notify appropriate contacts (parents, caregivers etc.) of incident and action taken – the sms message will include the Directors' & Assistant Director's mobile numbers as contact points.
- Maintain attendance collection records – children may be collected from this location when it is safe for families'/emergency contacts to do so. If children need to be collected by persons who are not nominated as an "authority to collect/emergency contacts" – parents MUST notify us of this (using the mobile contacts provided in sms message) prior to us releasing the child/ren.
- Ensure nominated staff members remain on duty until all children are collected from the evacuation site by parents'/care givers/authorised collectors. NQS staff: child ratios MUST be met at all times. There must be at least 2 trained staff members with children until all have been collected.
- Liaise with Emergency Services and follow advice
- Assist all children and adults to remain calm
- Treat any first aid as required
- Inform and liaise with Education Director and/or DfEd Security, Bushfire & Emergency Management team of incident.

FOLLOW UP FROM OFF-SITE EVACUATION

The ERT will

- Complete IRMS report (Director or Assistant Director)
- Contact Educational Director (Director or Assistant Director) to discuss requirements for additional support including psychological first aid
- Conduct a debrief with all staff and children (where appropriate)
- Review emergency management plans/procedures and modify where required
- Refer media enquiries to Education Director or DECD Media *Unit*

WHS rep/Fire Warden will replenish Emergency supply kits.

Sources:

DfEd Site Bushfire Preparation Procedure (2016)

DfEd Site Bushfire Response Procedure (2016)

DECD 2015/16 Fire Danger Season and Pinery Fire Review (June 2016)

DfEd Emergency Management Framework 2016

Reviewed: October 2018 Next Review Date: October 2018 (or prior as required)

