



Port Lincoln Children's Centre

BUSHFIRE ACTION PLAN

This Bushfire Action Plan (BAP) was initially developed during 2011 after consultation with Department of Education and Port Lincoln CFS. The aim of the plan is to ensure members of the Centre's community are well prepared in the event of a bushfire in the area.

The BAP will be reviewed annually during Term 3 to reflect any changes that may have taken place in The Department for Education or government policy, site facilities and personnel normally on site.

The BAP outlines actions required to prepare the site before the bushfire season and the building which has been nominated as the Bushfire Refuge building.

The BAP outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency:

- On catastrophic days
- 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 immediately after a bushfire has impacted on the site (known as the 'Recovery Phase')

Port Lincoln Children's Centre is nominated as a Bushfire Refuge by the Dept for Education for staff, children and visitors on site only. It 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 be only accessed when personal Bushfire Survival Plans cannot be implemented or have failed.**

At the beginning of Term 4 an updated copy of the site BAP will be forwarded to Dept for Education, Facilities Manager and a Bushfire Information Letter will be sent to families.

Bushfire season reminders and information will be included in newsletters during term 1 and 4.

The Director will ensure all new staff and relieving staff and visitors are briefed about the BAP during the site induction process.

Preparing Port Lincoln Children's Centre for a Bushfire

1. An Emergency Response Team has been established and members instructed on their roles and responsibilities.

The members are:

- Director
- Assistant Director
- Administration Officer
- Kitchen Staff
- Grounds person
- Early Childhood Educators

Roles and responsibilities are detailed throughout the BAP.

2. In Term 3 the Satellite phone is used to call PLEO to check if it is working correctly.
3. The Bushfire Action Plan is reviewed during Term 3 each year by staff and presented to the Governing Committee for endorsement in the first meeting Term 4
4. Fire Warden will ensure Emergency Bushfire Drills are carried out by students and staff during the first two weeks of Term 1 and 4.
5. Staff roles and responsibilities at various stages of the BAP will be discussed at the first staff meeting Term 4.
6. On days of high bushfire danger nominated staff members will monitor local ABC radio and CFS website for the latest Bushfire Information and warning Messages, and pass the relevant information on to the Responsible Person.
7. DfE Bushfire Management will conduct a preparatory site Audit annually.
8. Necessary work cleaning such as: -
 - Clearing and cleaning of gutters on building and other structures
 - trimming lower branches of trees within a 20m radius of the building
 - removal of tree branches overhanging fences and
 - checking the property undergrowth and removal of flammable material will be completed by the groundsman or contractors at the beginning of Term 4.
9. The vegetation on the neighbouring property perimeters could impact on the Centre during a bushfire. The landowner (PLACC) will be contacted prior to the Bushfire season and asked to clear a fire break.
10. An Emergency supplies kit has been assembled and is stored in a clearly marked cupboard in the Cot Room
11. The kit will be checked annually by the Assistant Director to ensure contents are fresh and operational.

CATASTROPHIC DAY —CODE RED

1. If the Bureau of Meteorology and the Country Fire Service issue a forecast of **Catastrophic** (**Code Red**) bushfire weather condition within the Fire Ban District, the Port Lincoln Children's Centre will be **closed**.
2. Pamphlets and information in newsletters outlining the Dept. for Education school closure policy on days of catastrophic bushfire weather conditions will be distributed to families at the beginning of the Fire Ban season.
3. Where possible the Educational Director will distribute information about the potential for closure on the day prior to the forecast period.
4. The staff should prepare to advise all families about the closure by telephone.

TOTAL FIRE BAN DAY

1. The Director /Responsible Person will inform staff in the morning that a day of Total Fire Ban has been declared.
2. Total Fire Ban Signs will be displayed in the foyer, next to the Sign In books and at the entrance to the building.
3. The nominated staff members will monitor ABC radio and the CFS website for information and warnings.
4. Student excursions and bike track bookings will be cancelled for the day and rescheduled by the teacher and Finance Officer.
5. Off site meetings for staff will be cancelled
6. The Grounds person will check grounds irrigation are operating and attach hoses to external taps.
7. The landline (**red**) and **satellite** phones will be checked to ensure they are working and the Centre's mobile phone will be charged.

BUSHFIRE REFUGE BUILDING

1. The main building is the site's nominated Refuge building for people in attendance at the site only. It is clearly identified and signed with laminated A3 posters in the windows near entrances at the front and rear of the building.
2. A fully equipped First Aid kit is kept permanently in the building
3. Extra containers of water will be kept in the building in the Fire Ban Season
4. An Emergency Supplies kit is stored in the building
5. Facilities for toileting are available if the mains water is turned off.
6. Student rolls and staff/visitor registers are readily available and nominated staff will accurately record - those present at time of invacuation,
-those who left the site prior to invacuation
-those who leave after the bushfire emergency has passed.
7. The decision to stay in the building will be determined when any of the following **triggers** occur
-CFS information and/or warning messages broadcast on the local ABC radio indicate a fire is moving towards the Centre
-the local Emergency Services advise that a bushfire is likely to impact the site.
- there is a confirmed sighting of nearby smoke or flame.

FIRE REPORTED IN THE LOCAL DISTRICT

1. The Emergency Response Team will be called together to put in place the pre-determined bushfire emergency procedures.
2. All staff will undertake assigned roles and responsibilities
3. Nominated staff members will carefully monitor ABC radio and CFS website for information and warning messages and provide leaders with updated information on the location of the fire and advice about the likely impact on the Centre.
4. Team members will maintain a visual check of the surrounding area.
5. The alternative landline, satellite phone and mobile phone will be checked and charged for use.

6. The Director/Responsible Person will advise the Port Lincoln Education Office that a bushfire has been reported in the area, liaise with local CFS to obtain the latest information and advice about the likely effect of the bushfire on the site and determine if it is safe to spend time outdoors.
7. When a bushfire is close to the boundaries of Port Lincoln parents will be contacted and asked to pick up their children
8. The names of all children who are picked up and the name of the person picking them up will be recorded.
9. Kitchen staff will fill large containers of water and educators will fill children's drinking bottles
10. Nominated staff will ready the Emergency Supplies Kit
11. Nominated staff will attach hoses and turn on irrigation and sprinklers to dampen the ground.
12. The Finance Officer will back up computer files and alert visitors of the situation and advise them of the necessary action to take.
13. The Director/Responsible Person will liaise with SAPOL to determine if the bus route is safe. The Bus will not leave unless a clear directive is given to the Director/Responsible Person by SAPOL or CFS indicating the bus routes are safe to travel.
14. If the bushfire prevents children leaving the site the Director/ Responsible Person and enough educators/staff to maintain correct ratios will supervise children on site until they are collected by their families.

BUSHFIRE IN IMMEDIATE VICINTY OR IMPACTING ON THE SITE

1. A bushfire evacuation will take place when triggers are present. All children, staff and visitors will move inside the building
2. The alarm signal is a hand held siren
3. The Director/Responsible Person or Finance Officer will inform the Emergency Services of the situation.
4. Teachers and Team leaders will take roll call. Finance Officer will ensure staff, visitors and work experience students are accounted for.
5. The Director/Responsible Person will initiate a search for missing persons if needed and ensure any visitors are accommodated in an area separate from the children.
6. Nominated staff will unlock and open emergency access gates
7. Fire extinguishers will be taken to the kitchen.
8. If possible objects will be moved from under the verandah and put close to the sandpit in a spot that will not hinder Emergency services.

9. Doors and windows will be closed, air conditioners turned off and damp towels will be positioned to seal gaps under doors.
10. If time permits staff will duct tape windows and place containers of water around the outside of the building.
11. The Director/Responsible Person will liaise with the CFS/MFS units and other Emergency Services if on site.
12. All persons sheltering will prepare for the arrival and passage of the fire front. The Emergency Response Team will:
 - ensure all persons are located away from the windows and unnecessary movement is limited,
 - provide regular updates at the appropriate level to children and adults,
 - assist the children and adults to remain calm
13. The nominated Emergency Response Team members will check for and attempt to extinguish spot fires inside or impacting the Refuge as necessary. It is **not** expected that they will undertake major fire fighting activities. They are **not** expected to put themselves in any dangerous situation.

RECOVERY AFTER THE FRONT HAS PASSED

1. The Director/Responsible Person will:
 - Ensure no one leaves the building until the outside has been assessed as safe by members of the Emergency Response Team or members of the Emergency Services.
 - Liaise with Emergency Services on site as soon as possible.
 - Advise Port Lincoln Education Office of the current situation as soon as our position becomes clear and it is safe to do so.
 - Determine if there is a need to evacuate the building and consult with Emergency Response Team to determine an alternative safe location if required.
 - Nominated staff members will check the building for damage and burning embers and extinguish small spot fires in or near the building.
2. All staff will undertake their assigned roles and responsibilities
3. The Emergency Response Team members will make an assessment of the need for and if necessary begin preparations to care for children for an extended period of time.
4. Nominated staff members will remain on duty until all children are collected from the site by their families.

5. Names of children and the person collecting them will be recorded as they leave the site.
6. The Director/Responsible Person will:
 - refer media enquiries to the Education Director
 - seek support for children and staff from counsellors and social workers when appropriate
 - arrange for fire fighting systems to be checked and ready for use
 - arrange an assessment of the site buildings once the area is declared safe
 - complete the relevant Dept for Education report available from www.crisis.sa.edu.au
7. At a time shortly after the incident the Emergency Response Team, staff and children (where appropriate) will undertake a debrief of the bushfire emergency situation and its procedures.
8. The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bushfire emergency in light of the experience to ensure that lessons learnt are recorded.
9. The Emergency supplies kit will be replenished.

EMERGENCY SUPPLIES KIT

- Copy of the BAP and staff roles and responsibilities
- Student contact information and important phone numbers
- Street Directory
- Battery powered radio
- Spare batteries
- Lanterns
- Snacks
- Duct tape
- Towels
- Kitty Litter

Other supplies which may be needed in an emergency are available in the building

- Student rolls
- Staff and visitor registers
- First Aid Kits
- Mobile phones
- Drinking water