

## Bush Fire Procedure

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### NQS

QA2	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, practised and implemented.

QA6	6.3.1	Links with relevant community and support agencies are established and maintained.
	6.3.4	The Kindergarten builds relationships and engages with their local community.

### National Regulations

Reg	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

### EYLF

LO2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
	Children become socially responsible and show respect for the environment

LO4	Children resource their own learning through connecting with people, place, technologies and natural and processed materials
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### Aim

Our Kindergarten aims to keep all children and educators safe at all times. Therefore, in the instance of a bush fire, the Kindergarten will act at all times to protect the educators and children in line with recommendations and instructions from relevant emergency authorities.

## Who is affected by this?

Children  
Families  
Educators  
Community  
Visitors

## Implementation

As per the Royal Bushfire Commission Report, the Kindergarten will prepare a Bushfire Action Plan should a bushfire affect the Kindergarten's operations.

The aim of this Bushfire Action Plan is to outline the activities that educators, children, families and visitors to be undertaken in the following circumstances:

- On days of Total Fire Ban
- When there is a fire in the local district.
- When a bushfire is threatening or impacting the site.
- During a period of recovery if a bushfire impacts the Kindergarten.

During peak bush fire seasons, such as Spring and Summer, educators will monitor the Fire Danger Rating daily. Should the Rating be above High, educators will monitor the situation in line with the process in our region, such as via the internet or radio, to keep aware of the situation.

Educators will inspect the ground regularly as part of the daily inspection and the Nominated Supervisor will arrange for any lopping of branches if necessary. In line with this, gutters and roofs will regularly be clean and kept free of leaves as per the Facilities schedule. Also, tiles and paintwork on buildings will be kept well maintained.

Please see Invacuation/Evacuation procedure.

A Safe Refuge Kit will be organised and stored somewhere that is easily accessible. This kit will include:

- Trolley is located in educators office.
- Emergency Contact Details for each child.
- Child attendance registers.
- Emergency telephone numbers.
- Working torch and spare batteries
- First Aid Kit
- Educators/Children Medications and Medical Register
- Mobile Phone and Charger
- Drinking Water
- Nappies
- Blankets
- Towels
- Change Mat
- Gloves
- Nappy Wipes
- Battery powered radio

This Kit will be checked as part of the scheduled First Aid box checks.

### **Very High, Severe or Extreme/Catastrophic Fire Danger Ratings**

On days where the Fire Danger Rating is Very High, Severe or Extreme, the Kindergarten will inform families by posting a warning in the entrance/noticeboard.

Children will be transitioned throughout the day as per our usual practice.

Any educators who are planned to attend off-site training will stay at the Kindergarten, and have their training cancelled/rescheduled.

Educator will ensure that all gates have access keys and ensure the locks are in working order.

All educators will monitor conditions when on duty outside. Educators will also ensure that no art and craft works, posters etc are hung outside and that garbage bins are emptied throughout the day.

Family members will be required to provide a reliable contact number for the day and families are required to provide the Kindergarten with their child's asthma medication for the day.

The Nominated Supervisor/nominated educators will ensure that all outdoor taps are in working order with hoses attached.

One nominated educator will ensure the mobile phone in the Kit is in full working order with a fully charged battery, and that the charger is put in the Kit. This kit will then be moved to the Educators Room for easy access. The Emergency Contact register and Daily Roll will be added to the Kit. The medical register for the day will also be added to the kit.

Educators will ensure all hazards are removed from passages and walkways and nothing is blocking emergency exits.

### **Fire Reported in Local Area**

The Nominated Supervisor will inform families and educators via a notice as a text/notice on board/Facebook page.

All nominated educators will be called together to discuss the situation and perform their duties.

The children will continue to be transitioned through their day with our usual transition method.

Any educators who are planned to attend off-site training will stay at the Kindergarten, and have their training cancelled/rescheduled.

The Educators will ensure that all gates have access keys and ensure the locks are in working order.

All children's activities outside the building will be cancelled.

Educators, families and visitors to the Kindergarten will be encouraged to reverse park their cars. Families will be required to provide a reliable contact number for the day and provide asthma medication if their child suffers from asthma.

The Nominated Supervisor/nominated educators will ensure that all outdoor taps are in working order with hoses attached.

One nominated educators will ensure the mobile phone in the Kit is in full working order with a fully charged battery, and that the charger is put in the Kit. This kit will then be moved to the Educators Room for easy access. The Emergency Contact register and Daily Roll will be added to the Kit. The medical register for the day will also be added to the kit.

Educator will ensure all hazards are removed from passages and walkways and nothing is blocking emergency exits.

Nominated educators will back up all computer files.

Educators will be diligent in ensuring children's personal items are placed in their bags when not in use.

### **Fire Reported in Immediate Vicinity or Directly Impacting the Kindergarten**

The procedure above will be followed immediately.

Educators will move all hoses inside building

Educators will close all doors and windows

The Nominated Supervisor will inform DE of the situation and regularly keep them updated of the situation.

### **Recovery after the Front has passed.**

The Nominated Supervisor will ensure that no educators, family member, child or visitor associated with the Kindergarten leaves the building until the situation is declared safe by members of the emergency Kindergartens.

The Emergency Response Team, made up of members of educators, will assess the situation and if necessary make arrangements for the care of children for an extended period of time.

Educators at the Kindergarten will stay on duty until all children have been collected or relief educators arrive.

Only a qualified educator will administer first aid should the situation arise.

The Nominated Supervisor will at all times work to keep DE abreast of the situation.

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

Relevant educators will undertake a debrief of the fire emergency situation and the procedures undertaken. Educators will be requested to review their own roles, responsibilities and preparation before and during the crisis. The policy will be reviewed to ascertain its effectiveness.

Nominated educators will arrange to have fire fighting equipment, warning system and Emergency Kits checked and readied for use again.

If necessary, the Nominated Supervisor will arrange for relevant authorities to check the safety of the site.

## **Sources**

**National Quality Standard**

**Education and Care Kindergartens National Regulations**

**The Bushfire Royal Commission Report**

## **Review**

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

**Reviewed:**

**Date for next review:**