

BUSHFIRE ACTION PLAN

ELLISTON RSL MEMORIAL CHILDREN'S CENTRE

GENERAL INFORMATION

- This Bushfire Action Plan (BAP) has been developed during Term 4 2007 after consultation with :-
 - families of children attending the Elliston RSL Memorial Children's Centre.
 - members of the Elliston Country Fire Service (CFS) Brigade.
- The BAP is to be reviewed annually during Term 2 each year to reflect any changes that may have taken place in :-
 - site facilities
 - personnel normally on site.
- The BAP outlines required actions to prepare :-
 - the site before the bushfire season
 - the building nominated as the site Safe Refuge.
- The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency :-
 - on days of 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').
- The Children's Centre building is the nominated bushfire Safe Refuge for this site.
 - It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.
- It is anticipated that some members of the local Elliston community will want to shelter in the Children's Centre Safe Refuge during a bushfire.
 - The process to safely accommodate those people along with students and staff is included in the BAP.
- The Director will hold discussions with members of the Elliston CFS Brigade during Term 3 each year about the bushfire preparedness of the site.
- The Director will forward a copy of the site BAP to the Elliston and Sheringa CFS Brigade by Week 2 of Term 4 each year.
- The Director will forward a copy of the BAP to all families of children on site at the beginning of Term 1 each year.
 - The BAP is explained to the families of new students by the Director during the enrolment process.
- The Director will include bushfire season reminders and information in site newsletters.
- All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.
- The 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.

PREPARING THE ELLISTON RSL MEMORIAL CHILDREN'S 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 ECW
- Their roles and responsibilities are detailed throughout the BAP.
- A Bushfire Action Plan has been developed.
 - It will be reviewed during Term 2 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.
- The Director will ensure that emergency bushfire drills are carried out by children and staff during the first 2 weeks of Term 4 and Term 1 each year.
- The Director will provide all staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.
- The Emergency Response Team has nominated the nearby townships and areas surrounding Elliston, including Mount Wedge, Colton, Bramfield and Sheringa as the 'local district' in this BAP.
- All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.
 - Details of individual roles and responsibilities are included in later sections of the BAP.
- All staff are instructed in the operation of bushfire pumps, sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.
- The Director will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to other staff.
- The northern, western and eastern perimeters of the Elliston Children's Centre could impact on the preschool facilities during a bushfire.
 - A Bushfire Hazard Management Plan has been developed in conjunction with the Governing Council.
 - A copy is attached to the BAP.
 - The plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.
- The gutters of the building are cleaned and free of vegetation at the beginning of term 4.
- Timber and paintwork on the building is well maintained.
 - Emergency maintenance is referred to the Site Facilities Manager as required.

THE SAFE REFUGE

- The Children's Centre building is the nominated 'on site' bush fire Safe Refuge.
- The Safe Refuge is a building of solid construction.
- This site has been assessed as being in an area of 'Moderate' fire danger.
- The (Safe Refuge building) can be easily and quickly reached from all areas of the site and safely hold the 20 persons normally present.
- Children and staff practise using the Safe Refuge and moving to it during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year.
 - The Director determines the timing of the drills after consultation with staff.
- The car park in front of the Children's Centre allows easy access to the Safe Refuge by vehicles after an intense bushfire.
 - It is likely that other members of the Elliston community will shelter in the site Safe Refuge during a bushfire.
- A gravity fed rain water tank provides drinking water to a tap in the kitchen.
- Children rolls and staff/visitor registers are readily available. ECW will accurately record:-
 - those present when the move to the Safe Refuge takes place
 - those who have left the site before the move
 - those who leave the site after the bushfire emergency has passed.
- In order to ensure a safe and orderly operation, a decision to move all persons into the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.
 - CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Elliston.
 - 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.

TOTAL FIRE BAN DAY

- The Director will inform staff that a day of Total Fire Ban has been declared.
- The Director will monitor ABC Radio for CFS Information and Warning Messages if a known fire is in our Elliston area.
- Excursions away from the site will be cancelled for the day.
- The ECW will unlock and open all access and security gates around the site.
- ECW will monitor weather conditions while outdoors and report any concerns to the Director.
- Director will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached, and will also check water levels in tanks.

FIRE REPORTED IN LOCAL DISTRICT

- When a bushfire has been reported in the nominated local district the Director will inform the children and staff of its location.
- The staff will maintain a visual check of the surrounding area.
- The Director will carefully monitor ABC Radio for CFS Information and Warning Messages and provide staff with updates concerning the latest location of the bushfire front and any impact it may have on the site.
- The site telephone system does not operate when the electricity supply is cut off.
 - The Director will plug in the alternative handset that operates independently and check that it is working.
- The Director will advise the Eyre District Office that a bushfire has been reported in the nominated local district.
- The Director will liaise with local CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.
- The Director will cancel on site outdoor activities for students.
- The ECW will identify and list all students and staff who live in the area reported to be affected by the bush fire.
- ECW will record the names of any students who may be collected from the site by parents during the day.
- The Director will assess if it is safe to release students from the site at normal dismissal time.
 - If specific school bus routes or local roads are impacted upon or threatened by the bush fire, they will make arrangements to supervise the affected children until the Emergency Services report that the situation is safe to release them from the site.
- Prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems.
- The ECW will turn on sprinklers and irrigation systems hourly to dampen surrounds.
- The ECW will turn off all external gas cylinders and turn on the sprinkler so that the water falls over the gas cylinder.
- The Director will turn off all site computers and unplug (3).
- The ECW will prepare the Safe Refuge.
 - eg close blinds and windows, wet towels, prepare drinking water, ready fire extinguishers, remove hazards from passageways etc
- All staff undertake their assigned roles and responsibilities.
- The Director will alert visitors and volunteers of the situation during the registration process.
- The Director will liaise with SAPOL (SA Police), school bus operator (Elliston Area School) and school bus drivers to determine any likely impact of the reported bush fire on school bus routes.
- School buses will not leave site unless a clear directive given to the Director by SAPOL or CFS Incident Management indicating bus routes are safe to travel.
- If a bush fire prevents school buses leaving the site the staff will supervise children remaining on site until they are collected by parents.

FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

- The 'triggers' for a move to the Safe Refuge have been detailed above. All staff, children, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
- All children, staff and visitors will move inside to the Safe Refuge on being informed personally by the Director.
- Staff will assist students to move to, and assemble in, the Safe Refuge.
- Director will turn on bushfire sprinkler and grounds irrigation systems after ensuring children in her care are safely in the Safe Refuge and determining that the task can be undertaken without placing themselves in undue danger.
- The Director will turn off air conditioner in Safe Refuge as bush fire front approaches.
- The Director will ensure all site personnel are accounted for and in Safe Refuge.
 - ECW will do a roll call of students in their care.
 - ECW will monitor visitors and volunteers.
- The Director will ensure that local community members are accommodated appropriately.
- The Emergency Response Team members will institute search procedures for missing persons if needed.
- The Director will advise the Eyre District Office of the move to the Safe Refuge and provide information about:-
 - The 'trigger' that has been reached and likely impact on the site.
 - The number of site children, staff and registered visitors taking shelter.
 - The number of community members present.
 - Emergency Services assistance immediately available.
- The Director will liaise with CFS /MFS units and other Emergency Services if on site.
- All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will :-
 - ensure all persons are located away from windows and unnecessary movement is limited.
 - provide regular updates at an appropriate level to children and adults
 - describe the situation that can be safely observed outside the building to all persons in the Safe Refuge.
 - assist all children and adults to remain calm.
 - outline possible plans of action after the front has passed with the children.
- The Emergency response Team members will check for and attempt to extinguish spot fires inside or impacting on the Safe 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 situations.
- All staff will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FRONT HAS PASSED

- The Director will ensure no one leaves the Safe Refuge until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
- The Director will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
- The Director and ECW will remain on duty until all students are collected from the site by their parents.
- Snacks, drinking water, blankets, games, books etc are available to meet the immediate and extended needs of children waiting to be collected by their parents.
- The First Aid ECW will check for and treat any injuries.
- The Emergency Response Team members will check the building for damage and burning embers.
- Staff will extinguish small fires in or near the Safe Refuge.
- The Director will liaise with Emergency Services on site as soon as possible.
- The Director will advise the Eyre District Office of the current situation as soon as the position becomes clear and it is safe to do so.
- The Director will refer media enquiries to the Eyre District Director.
- The Emergency Response Team members will determine if there is a need to evacuate the Safe Refuge.
- The Emergency Response Team members will determine an alternative safe location if required.
- Staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site. (Across the road at the Hotel).
- The ECW will record names of students and person collecting them as they leave the site.
- All staff undertake their assigned roles and responsibilities.
- The Director, staff and children (where appropriate) will undertake a debrief of the bush fire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
- The Director will seek support for children and staff from counsellors and social workers when appropriate.
- The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bush fire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
- The Director will arrange to have fire fighting systems checked and readied for use again.
- The Director will arrange to have the appropriate authorities assess the safety of site buildings once the area is declared safe.
- The Director will complete the relevant report available from www.crisis.sa.edu.au