

STREAKY BAY CHILDREN'S CENTRE **BUSHFIRE ACTION PLAN**

GENERAL INFORMATION

- This Bushfire Action Plan (BAP) has been reviewed during Term 1 2010 after consultation with :-
 - families of students attending the Streaky Bay Children's Centre and the Streaky Bay CFS.
- The BAP is to be reviewed annually during Term 1 each year to reflect any changes that may have taken place in :-
 - site facilities
 - personnel normally on site.
 - DECS or government policy
- The BAP outlines required actions to prepare :-
 - the site before the bushfire season
 - the building nominated as the site Bushfire Ready building (formerly 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 deemed as catastrophic (code red) bush fire danger days
 - 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 Streaky Bay Children's Centre is the nominated bushfire Bushfire Ready building for this site.
 - It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.
- Students and staff from the Streaky Bay Children's Centre will remain in the Streaky Bay Children's Centre and shelter in this Bush Fire Ready building when this district is threatened by bushfire.
 - The process is included later in this BAP.
- The Director will forward a copy of the site BAP to the Streaky Bay CFS by Week 2 of Term 1 each year.
- The Director will forward a copy of the site BAP to the Regional Director to be held in the regional office.
- A copy of the BAP will be available (displayed on the front desk) to all families of students on site at the beginning of Term 1 each year.
 - The BAP is explained to the families of new students by the Principal during the enrolment process.
- The Streaky Bay Children's Centre Information Booklet will be updated in Term 1 each year and will include information about actions and procedures included in the BAP.

- 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.

TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT

If the Bureau of Meteorology and the Country Fire Service issue a forecast of *catastrophic* (**Code Red**) bushfire weather conditions within the Fire Ban District, the Streaky Bay Children's Centre will remain open and school bus routes cancelled.

Pamphlets and newsletters outlining the DECS school closure policy on days of catastrophic bushfire weather conditions have been distributed to parents and caregivers.

Where possible the Regional Director will distribute information about the potential for closure on the day before the forecast period.

The Director should be prepared to advise all parents and care givers about the closure and cancellation of bus routes by telephone and by follow-up written notification.

The regional Director will confirm decision by the Chief Executive to cancel school bus routes within the Fire Ban District for a period as determined by emergency services.

The Preschool Director will contact all parents of children who travel by bus, by telephone to inform them of the decision.

- Parents will also be reminded to listen to ABC radio for further warning and advice messages.

PREPARING THE STREAKY BAY CHILDREN'S CENTRE FOR A BUSHFIRE

- A Bushfire Action Plan has been developed.
 - It will be reviewed during Term 1 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 1.
- Emergency bushfire evacuation drills are carried out by students and staff during week 3 of Term 1 and Term 4 each year.
- 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 sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.
 - Staff members will monitor local ABC radio for CFS Bushfire Information and Warnings
- All grasses and shrubs will be trimmed or removed, tall trees close to buildings will have branches up to a height of 2 metres removed, overhanging trees branches have been trimmed from building rooflines

- The Director will inspect the site during Term 3 each year.
 - Maintenance will be carried out by the Grounds person or parent working bees as required.
 - A request will be made to the site Facilities Manager to remove any high level regrowth.
- The gutters and roof valleys of buildings under or near to over hanging trees are regularly cleaned and free of vegetation.
 - Higher gutters and roof gullies are included in the site Regular Maintenance Plan and will be cleaned before summer months.
- Timber and paintwork on all buildings is well maintained.
 - The site Facilities Maintenance Plan provides information about future maintenance.
 - Emergency maintenance is referred to the Site Facilities Manager as required.
- 2 Safe Refuge kits of 'Emergency Supplies' have been assembled in containers and are stored under the front desk.
 - They will be taken to the Safe Refuge by the Director at times detailed in the BAP.
- The kit will contain – A copy of the BAP and staff roles and responsibilities, student rolls, staff/visitor registers, student contact information, important telephone numbers, street directory, battery powered radio, spare batteries, torch, first aid kit , staff/student medications, drinking water, sweets/nibbles, blankets, towels. Duct tape.
- The kit is to be checked at the start of each term by ECW to ensure contents are fresh and operational.

THE SAFE REFUGE

- The Streaky Bay Children's Centre is the nominated 'on site' bush fire Safe Refuge for use by Streaky Bay Children's Centre students and staff. If there is a fire on site the off site Safe Refuge will be the meeting room in the CFS building next door.
- The Safe Refuge is a building of solid construction in the main part of the building.
- This site has been assessed as being in an area of 'Moderate' fire danger. Windows in the building have been fitted with toughened glass.
- Annexes and other structures attached or near to the building have been fully sealed and have well maintained paintwork.
 - Prefabricated baby room extension to the east and entry room on the south of the building.
 - Veranda's to the north and south.
- Students and staff practise using the off site Safe Refuge(meeting room of the CFS shed) and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first week 3 of Term 4 and Term 1 each year.
- The Director determines the timing of the drills after consultation with staff.
- A fully stocked first aid kit will be kept permanently in the Safe Refuge kit. It will be checked and restocked if necessary by the First Aid Rep at the start of each term.
- A rain water tank provides drinking water to a tap in the Centre . If power to pump is disconnected, spring water will be stored in Safe Refuge kit.
- Water is available in the off site safe refuge in the CFS building.
- An Emergency Supplies kit has been assembled in a 2 containers for ease of collection and transportation to the Safe Refuge by the Director.
- Student and staff medications have been listed, and are easily assembled and transported to the Safe Refuge. Asthma first aid kit to be collected from first aid cupboard.
- Student rolls and staff/visitor registers are readily available. Teacher and Occasional Care ECW2 to collect.
 - 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 remain at 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 Streaky Bay.
 - There is a confirmed sighting of nearby smoke or flame.
- In order to ensure a safe and orderly operation, a decision to move all persons from the Streaky Bay Children's Centre to the 'off site' Safe Refuge at the CFS meeting room will be made when any of the following agreed 'triggers' are reached.
 - The local Emergency Services advise that a bushfire is likely to impact on the site.
 - We are advised that a fire is burning next door at the Museum.
 - There is a confirmed sighting of nearby smoke or flame from the site.

CATASTROPHIC (CODE RED) DAY

- The Director will inform staff that a catastrophic day has been declared.
- Families of children travelling by school bus will be informed that buses will not be running.
- Student excursions away from the site will be cancelled for the day unless held indoors and rescheduled by Teacher and Director.
- Staff members on yard duty will monitor weather conditions while students are outside and report any concerns to the Director.
- All staff will ensure that all hazards (toys, bags etc) have been removed from walkways.

FIRE REPORTED IN LOCAL DISTRICT

- When a bushfire has been reported in the nominated local district, (Streaky Bay, Port Kenny, Sceales Bay, Piednippie and Perlubie), the Director will inform staff and parents of its location and if it will impact on bus runs.
- If a bushfire has been reported in the Streaky Bay District the members of the site will be informed by the director to put into place the pre determined bushfire emergency procedures.
- The Staff will maintain a visual check of the surrounding area.
- The staff members will carefully monitor ABC Radio for CFS Information and Warning Messages 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 District Office that a bushfire has been reported in the nominated local district if it is to likely to impact on the site.
- The Director will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
- The Staff will cancel on site outdoor activities for students.
- The Director with the support of staff, will identify and list all students and staff who live in the area reported to be affected by the bush fire.
- All staff 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 students until the Emergency Services report that the situation is safe to release them from the site.

- If a day is declared a catastrophic day during the working day buses will be cancelled and children will remain at the centre under supervision of staff until safely collected.
- Staff will turn on sprinklers and irrigation systems hourly to dampen surrounds.
- The Director will turn off all external gas cylinders.
- The Director will back up all site computer records.
- The staff will prepare the Safe Refuge.
 - eg close blinds and windows, wet towels, prepare drinking water, ready fire extinguishers, remove hazards from walkways etc
- Teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should the power go out or a move to the off site Safe Refuge becomes necessary.
- The Director will alert visitors and volunteers of the situation and advise them of action to take should a move to the Safe refuge become necessary.
- The Director will liaise with the Streaky Bay Area School, and school bus drivers to determine any likely impact of the reported bush fire on school bus routes.
- If a bush fire prevents school buses leaving the site, staff will supervise students 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, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
- When a 'trigger' is reached, the agreed alarm signal (whistle) will be sounded continuously by the Director.
- All students, staff and visitors will move to the Safe Refuge on hearing the whistle or being informed personally by the Director.
- All staff will assist students to move to, and assemble in, the Safe Refuge.
- Staff will turn on sprinkler and grounds irrigation systems after ensuring students in his/her care are safely in the Safe Refuge and determining that the task can be undertaken without placing themselves in undue danger.
- Director will notify parents that children are moving into the off site Safe Refuge.
- The Director will turn off air conditioners and close windows in Safe Refuge as bush fire front approaches.
- The Director will ensure all site personnel are accounted for and in Safe Refuge.
 - Teachers will do a roll call of students in their care.
- The Director will advise the 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 students, staff and registered visitors taking shelter.
 - The number of 'off site' students and staff present.
 - The number of community members present.
 - Emergency Services assistance immediately available.
- The Staff will liaise with CFS 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 students and adults
 - describe the situation that can be safely observed outside the building to all persons in the Safe Refuge.
 - assist all students and adults to remain calm.
 - outline possible plans of action after the front has passed with the students.
- Staff will check for and attempt to extinguish spot fires in side 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 Emergency Response Team members will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
- Nominated staff members 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 student immediate and extended needs of students waiting to be collected by their parents.
- Staff will check for and treat any injuries.
- The Director will check the building for damage and burning embers.
- The fire warden 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 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 District Director.
- Staff members will determine if there is a need to evacuate the Safe Refuge.
- Staff members will determine an alternative safe location if required.
- All 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.
- Staff will record names of students and person collecting them as they leave the site.
- All staff undertake their assigned roles and responsibilities.
- The staff and students (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 students and staff from counsellors and social workers when appropriate.
- The Staff will replenish the Emergency Supplies package/fire fighting systems checked.
- 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