

BUSHFIRE ACTION PLAN (BAP)

GENERAL INFORMATION

PREPARING the **Yorketown Community Children's Centre FOR A BUSHFIRE.**

- The Bushfire Action Plan will be reviewed early in term 4 each year by educators and presented to the Governing Council for endorsement at the first meeting in term 4.
- The director/nominated supervisor will ensure that emergency bushfire drills are carried out by students and educators in Term 4 and Term 1 of each year.
- The Director will provide all educators and regular visitors with pre fire season updates during Term 4 each year and instructions about any changes to the contents and requirements of the site Bushfire Action Plan.
- The Director or nominated supervisor has been allocated roles and responsibilities at the various stages of the BAP. Details of individual roles and responsibilities are included in later sections of the BAP.
- Using the Centre radio while power is connected, and battery operated radio in the Safe Refuge Kit if not connected, educators will monitor local **ABC RADIO 891am** for CFS bushfire information warning messages on days of high bush fire danger and pass on relevant messages to the Director/nominated supervisor
- All grasses within 20metres of buildings around the site kept trimmed below 10cm in height
- All shrubs within 20metres of buildings are trimmed underneath to height of 30cm.
- A site representative will inspect the site during Term 3 of each year. Maintenance will be carried out as required.
- Tall trees within 20metres of buildings have been trimmed of branches up to a height of 2metres from the base of the tree.
- The gutters and roof gullies of buildings are under or near over hanging trees are regularly cleaned and free of vegetation.
- High gutters and roof gullies are included in the preventative maintenance schedule for the site.
- A safe refuge kit of 'Emergency Supplies' has been assembled in a single container and is stored with medical supplies.

The kit will contain:

- A copy of the BAP and educator's roles and responsibilities
- Student contact information
- Important telephone numbers
- Local map
- Battery powered radio
- Spare batteries
- Torch
- First aid kit, including additional burn dressings
- Gas siren (air horns) and spare canisters
- Mobile phone
- Drinking water
- Sweet/nibbles
- Blankets and towels
- Duct tape
- Plastic sheeting etc

Student and visitor rolls should be referred to in the event of a bushfire. The safe refuge kit is checked and contents updated annually.

THE SAFE REFUGE

The main building (the church) at Yorketown Community Children's Centre is the nominated bushfire safe refuge for this site

The safe refuge has been clearly identified and signed.

- Laminated posters have been placed on main sliding door.
- Students are reminded of the location during bushfire drills.
- Articles in the Family information book and site newsletters reinforced the location of the safe refuge.
- The safe refuge is a building of solid construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire.
- The site has been assessed as being in an area of low fire danger.
- Students and educators practise using the safe refuge in the event of a bushfire during emergency bushfire drills carried out each term.
- The Director/nominated supervisor determines the timing of the Invacuation after consultation with the educators

- A gravity fed rain water tank provides drinking water in the main building. Cups are available in the kitchen cupboard.

Student rolls and educator/visitor registers are readily available. An educator will record:

- Those present **when** the safe refuge takes place.
- Those who have left the site **before** the Invacuation.
- 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 Yorketown.
- The local emergency services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning in the local area (see PROCEDURE IF FIRE IS REPORTED IN LOCAL DISTRICT).
- There is a confirmed sighting of nearby smoke or flame.

PROCEDURE FOR A TOTAL FIRE BAN DAY

- The fire danger season extends from November to April. During this time the CFS may declare a total fire ban day.
- The Director/nominated supervisor will check the CFS website www.cfs.com.au, or observe the sign placed outside Yorketown Council Office to check whether a day of total fire ban has been declared. The Director/Nominated Supervisor will inform visitors, educators and students present that a day of total fire bans has been declared.
- During the morning, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in the Centre (main entrance).
- The educators will monitor ABC radio for CFS information and warning messages.
- Student excursions away from the site will be cancelled for the day and rescheduled.
- Offsite meetings for all educators will be cancelled.

PROCEDURE IF A FIRE IS REPORTED IN LOCAL DISTRICT

- The local district is defined as a 10km radius around Yorketown. Educators present will be called together to put into place the pre-determined bushfire emergency procedures.
- Using the emergency whistle as a warning all persons on site will **invacuate** within the safe refuge. An educator will maintain a visual check of the surrounding areas.
- Educators will carefully monitor **ABC radio 891am** for CFS information and warning messages.
- The site telephone system does not operate when the electricity supply is cut off.
- The Centre's mobiles must be kept fully charged
- The battery powered radio will be prepared (in safe refuge kit)
- The Director/nominated supervisor will use Centres mobile phones to phone family or emergency contacts of children and request that they collect their children following CFS recommendations if safe to do so.
- The Director/nominated supervisor will advise the District Office that a bushfire has been reported in the local district.
- The Director/nominated supervisor will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
- The Director/nominated supervisor will identify and list all students and educators who live in the area reported to be affected by the bushfire.
- The Director/nominated supervisor will assess if it is safe to release students from the site at normal dismissal time.
- If specific local roads are impacted upon or threatened by the bushfire, they will make arrangements to supervise the affected students until Emergency Services report that the situation is safe to release them from the site.

The Director/nominated supervisor will prepare the safe refuge.

- Raise all vinyl blinds around the veranda, place flammable items such as easels and painting paper inside, pack away play equipment where embers could be caught.
- Close all blinds and windows, prepare wet towels and drinking water, ready fire extinguishers.
- Assemble children's personal belongings and bring them inside.
- **Monitor ABC radio 891am** for fire updates.
- Ensure BAP and signage is prepared and used.
- The Director/nominated supervisor will turn on sprinkler and irrigation systems hourly to dampen surroundings.

PROCEDURE IF A BUSHFIRE IS IN IMMEDIATE VICINITY OR IMPACTING ON SITE

- The 'triggers' for Invacuation in the Safe Refuge have been detailed above. All educators, students, visitors and families have been invacuated into the main building (the Church)
- The Director/nominated supervisor will turn on the grounds irrigation systems ensuring children are safely in the safe refuge and determining that the task can be undertaken without placing themselves in undue danger.
- The Director/nominated supervisor will put into action the communication tree to notify parents that children and educators have invacuated and are moving into the safe refuge.
- Educators will close all doors and windows and turn off air conditioners as the fire front approaches.
- Director/nominated supervisor will ensure all persons on the site are accounted for and in safe refuge.
- Director/nominated supervisor will advise the District Office of the Invacuation into the safe refuge and provide information about:
 - The 'trigger' that has been reached and likely to impact on site.
 - The number of site students, educators and registered visitors taking shelter.
 - The number off 'off site' students and educators present.
 - The number of community members present
 - Emergency services assistance immediately available.
- All persons sheltering in the safe refuge will prepare for arrival and passage of the fire front. The Director/nominated supervisor 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 clam.
 - Outline possible plans of action after the front has passed with the children.
- The Director/nominated supervisor will attempt to extinguish spots of fire inside or impacting the safe refuge as necessary.
- It is not expected that they will undertake major firefighting activities.
- They are not expected to put themselves in any dangerous situations.
- All educators will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FIRE FRONT HAS PASSED

- The Director/nominated supervisor will ensure no one leaves the safe refuge until the situation outside has been assessed as safe by the members of the Emergency Services.
- The Director/nominated supervisor will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
- Nominated educators will remain on duty until all students are collected from the site by their families.
- Snacks, drinking water, blankets, games, books etc are available to meet children's immediate and extended needs of students waiting to be collected by their families.
- Any injuries are treated using first aid procedures.
- The Director/nominated supervisor will extinguish small fires in or near the safe refuge once the immediate safety of children has been ensured and there is no risk of personal injury.
- The Director/nominated supervisor will liaise with Emergency Services on site as soon as possible
- The Director/Nominated Supervisor will refer media enquiries to the District Director.
- All educators will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.
- The Director/nominated supervisor will record names of children and person collecting them as they leave.
- All educators undertake their assigned roles and responsibilities.
- The Director, educators, staff and students (where appropriate) will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
- The Director/nominated supervisor will seek support for students and educators from counsellors and social workers when appropriate.
- The Director/nominated supervisor will arrange to have firefighting systems checked and readied for use again.
- The fire warden will replenish the emergency supplies package.
- The Director/nominated supervisor will arrange an assessment of the site buildings once the area is declared safe.

- The Director/nominated supervisor will complete the relevant DECD report, available from www.crisis.sa.edu.au