

EDEN HILLS KINDERGARTEN BUSHFIRE ACTION PLAN

GENERAL INFORMATION

<p>This Bushfire Action Plan (BAP) has been developed after consultation with:</p> <ul style="list-style-type: none">• Staff and families of children attending the Eden Hills Kindergarten• members of the Mitcham Hills Country Fire Service (CFS) <p>A copy of the plan has been forwarded to DECD</p>
<p>The BAP is reviewed annually during Term 3 each year to reflect any changes that may have taken place in:</p> <ul style="list-style-type: none">• site facilities• personnel normally on site.
<p>The BAP outlines required actions to prepare:</p> <ul style="list-style-type: none">• the site before the bushfire season• the place which has been nominated as the site Fire Ready room.
<p>The BAP also outlines activities to be undertaken by staff and children at the different levels of a bushfire emergency:</p> <ul style="list-style-type: none">• 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').• On Catastrophic Days, the Centre will be closed. Check CFS website.
<p>The main kindergarten room is the nominated bushfire Fire Ready room for this site.</p> <ul style="list-style-type: none">• It has been prepared for a bushfire emergency and will accommodate all persons normally on the site.
<p>The Director will forward a copy of the site BAP to the Eden Hills CFS by Week 2 of Term 4 each year/ as required</p>
<p>The Director will forward Bushfire Information to all families of children of the site at the commencement of their child's first term at kindergarten.</p> <ul style="list-style-type: none">• The BAP is explained to the families of new students by the Director during the enrolment process.
<p>The Director will include bushfire season reminders and information in site newsletters in Term 4 and Term 1. The Eden Hills Kindergarten Information Booklet, updated in Term 1 each year, includes detailed information about actions and procedures included in the BAP.</p>
<p>All educators 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 educator meetings.</p>
<p>The Director will ensure that all new educators, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.</p>

PREPARING THE EDEN HILLS KINDERGARTEN FOR A BUSHFIRE

<p>An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are:</p> <ul style="list-style-type: none">• The Director or nominee• All other educators <p>Their roles and responsibilities are detailed throughout the BAP.</p>
<p>A Bushfire Action Plan has been developed.</p> <ul style="list-style-type: none">• It will be reviewed during Term 3 each year by the educators and presented to the Governing Council for endorsement by the end of Term 3.
<p>The Director will ensure that emergency bushfire drills are carried out by children and staff during the first 2 weeks each term.</p>
<p>The members of the Emergency Response Team will provide all educators 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.</p>

<p>All educators have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.</p> <ul style="list-style-type: none"> • Details of individual roles and responsibilities are included in later sections of the BAP.
<p>All educators are instructed in the operation of sprinklers and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year. The key for the irrigation panel is on the western exterior wall in the meter box.</p>
<p>All educators will monitor local ABC 891AM radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Director. The CFS website will be left on for updates while power is available.</p>
<ul style="list-style-type: none"> • A Bushfire Hazard Management Plan has been developed in conjunction with the Governing Council and Mitcham 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.
<p>Tall trees within 20 metres of buildings have been trimmed of branches up to a height of 2 metres.</p> <ul style="list-style-type: none"> • The Director and Governing Council will inspect the site during Term 3 each year. • Mitcham Council to inspect property each year. • Maintenance will be carried out as required within kindergarten property.
<p>Overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none"> • The Director and Governing Council will inspect the site during Term 3 each year. • A request will be made to the DECS hotline or Mitcham Council to safely remove any high level regrowth.
<p>The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none"> • Gutters are cleaned each term.
<p>Timber and paintwork on all buildings is well maintained and area under timber decking is sealed.</p> <ul style="list-style-type: none"> • Breakdown maintenance is referred to the Site Facility Manager as required. (Hotline) • The site Facility Manager can advise on condition projects with data from SAMIS reports.
<p>'Emergency Supplies' are available within the kindergarten and include:</p> <ul style="list-style-type: none"> • 3 buckets of water filled in the morning and left outside the front door. • Battery powered radio and spare batteries (by big TV) • Wind up torches (in fire cupboard) • Children's medication (by office on shelf) and first aid kit (on verandah) • Drinking water and snack food (fire cupboard) • Towels and flannels (fire cupboard) • Mobile phone (individual staff)+ • Telephone handset not requiring power supply (main room – also office & kitchen) • Satellite phone is on medication shelf • Roll book (by big TV) and street directory (fire cupboard) • Important phone numbers (by phone & all exits) • Duct tape (fire cupboard) • There is a rainwater tank on the western wall of the building
<p>The Emergency Supplies are to be checked at the start of each term by the Director to ensure contents are fresh and operational.</p>

THE FIRE READY ROOM

<p>The main kindergarten room is the nominated Bushfire Fire Ready room for this site.</p>
<p>The Fire Ready room 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.</p> <p>This site has a bushfire risk rating of R2.</p> <p>The Fire Ready room can be easily and quickly reached from all areas of the site and safely</p>

hold the people normally present.

Children and educators practise using the Fire Ready room and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first 2 weeks of each term.

- The Director determines the timing of the drills after consultation with educators.

In the case of power failure there is no access to running water in the Fire Ready room.

- Plastic containers of drinking water and cups have been located in the Fire Ready room.

Children and educators medications have been listed and are easily accessible.

Roll book is readily available and checked by educators. Roll book and communication book checked for:

- those present when the move to the Fire Ready room 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 Fire Safety room will be made when any of the following agreed 'triggers' are reached:

- CFS Information and Warning messages broadcast on the local ABC radio/CFS website indicate a fire is moving towards Eden Hills.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning in any of the surrounding suburbs
- There is a confirmed sighting of nearby smoke or flame.

TOTAL FIRE BAN DAY

The Director will inform educators and parents in the morning that a day of Total Fire Ban has been declared via a sign by the entrance gate.

At the first group time, children will be reminded of site bushfire emergency procedures and drills.

All educators will monitor ABC Radio for CFS Information and Warning Messages/CFS website.

The Director will liaise with Region 1 CFS if necessary.(83911866)

Excursions away from the site will be cancelled for the day and rescheduled where possible.

Off -site meetings for all educators will be cancelled.

The Director will unlock all access and security gates around the site.

Educators on duty will monitor weather conditions while children are outside and report any concerns to the Director.

Educators will mark the roll carefully.

Educators will check that grounds irrigation is operating correctly and hoses are attached.

Educators will ensure protective clothing is readily accessible.

All educators will ensure mobile phones are working correctly and batteries are fully charged.

All educators will ensure that all hazards have been removed from passages and walkways and stored in a safe location.

All educators will ensure all exits are clear for all of the day.

FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the local area, the Director will inform the educators who will put into place the pre determined bushfire emergency procedures.

The Director will maintain a visual check of the surrounding area.

All educators will carefully monitor ABC Radio for CFS Information and Warning Messages and provide 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.

- Staff will check that the Bushfire Phone and satellite phone are working.(right of piano in main room)

The Director will advise the District Office that a bushfire has been reported in the nominated

local district.
The Director will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
The Director will cancel all outdoor activities for children and bring children inside.
The Director will ensure the roll is checked.
The Director will ensure the names of children collected during the day are recorded.
The Director in consultation with CFS, will assess whether it is safe to release children from the site at normal dismissal time.
Educators will prepare and test grounds irrigation systems.
Educators will turn on irrigation systems hourly to dampen surrounds.
Educators will back up all site computer records.
Educators will put on protective clothing
The Director and staff will prepare the Fire Ready room, eg: <ul style="list-style-type: none"> • close blinds and windows • Close external doors • wet towels • prepare drinking water • fill all available containers with water • ready fire extinguishers • remove hazards from passageways • ensure first aid kit is accessible, etc
All Educators undertake their assigned roles and responsibilities.
The Director will alert visitors and volunteers of the situation and advise them of action to take should a move to the Fire Ready room become necessary.

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

Director or Nominee to check CFS incidents and ring 000 if necessary.
The 'triggers' for a move to the Fire Ready room have been detailed above. All educators, children, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
When a 'trigger' is reached, three short blasts of a whistle will be blown continuously by the Director or nominee.
All children, educators and visitors will move to the Fire Ready room on hearing the whistle or being informed personally by staff.
All educators will assist children to move to, and assemble in, the Fire Ready room.
The Director will ensure all educators; children, visitors and volunteers are accounted for and in Fire Ready room.
An educator will turn on grounds irrigation systems after determining that the task can be undertaken without placing themselves in undue danger.
An educator to seal windows and doors with tape.
The Director will turn off air conditioners and close windows and doors in Fire Ready room as bush fire front approaches.
The Emergency Response Team members will initiate search procedures for missing persons if needed.
The Director will advise the District Office of the move to the Fire Safety room and provide information about: <ul style="list-style-type: none"> • The 'trigger' that has been reached and likely impact on the site. • The number of site children, staff and registered visitors taking shelter. • Emergency Services assistance immediately available.
The Emergency Response Team members will liaise with CFS /MFS units and other Emergency Services an ensure access to site is available.
All persons sheltering in the Fire Ready room will prepare for arrival and passage of the fire front. The Emergency Response Team will: <ul style="list-style-type: none"> • 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

<p>Fire Ready room.</p> <ul style="list-style-type: none"> • assist all children and adults to remain calm. • cover children with woollen blankets as fire approaches. • treat injuries and provide drinks for children as needed • outline possible plans of action after the front has passed with the children.
Educators will prepare for unexpected toileting of students.
<p>The Emergency Response Team members will check for and attempt to extinguish spot fires inside or impacting on the Fire Ready room as necessary.</p> <ul style="list-style-type: none"> • It is not expected that they will undertake major fire fighting 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 will ensure no one leaves the Fire Ready room 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 children for an extended period of time.
Nominated educators will remain on duty until all children are collected from the site by their parents.
Snacks, drinking water, blankets, games, books etc are available to meet immediate and extended needs of children waiting to be collected by their parents.
The Director will check for and treat any injuries.
The Emergency Response Team members will check the building for damage and burning embers.
Educators will extinguish small fires in or near the Fire Ready room.
The Director will liaise with Emergency Services on site as soon as possible.
The Director will advise the Regional Director and / or the Regional 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 Regional Director.
The Emergency Response Team members will determine if there is a need to evacuate the Fire Ready room.
The Emergency Response team members will determine an alternative safe location if required.
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 or nominee will record names of students and person collecting them as they leave the site.
All educators to undertake their assigned roles and responsibilities.
The Director, Emergency Response Team, educators (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 will seek support for children and educators from counsellors and social workers when appropriate.
The Emergency Response Team will review the effectiveness of educators instruction undertaken before the bushfire 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 ensure the Emergency Supplies package is replenished.
The Director will arrange an assessment of the site buildings once the area is declared safe.
The Director will complete the relevant DECS report, available from www.crisis.sa.edu.au