



Springwood and District Preschool Kindergarten

Bush Fire Policy

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

United Nations Convention on the Rights of the Child 1989

[Regulations 97 and 168\(2\)\(e\) of the Education and Care Services National Regulations](#) require an approved provider of an education and care service to have **an emergency and evacuation policy and procedure**

- **Element 2.1.2:** *Effective illness and injury management and hygiene practices are promoted and implemented*
- **Element 2.2.2:** *Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented*
- **Element 2.2.3:** *Educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect*

Approved providers, nominated supervisors, co-ordinators and educators have responsibility for supporting the health, protection, safety and wellbeing of all children. In exercising their responsibilities, they must take reasonable care to protect children from foreseeable risk of harm, injury and infection. When preparing emergency and evacuation procedures, services will conduct a risk assessment to identify potential emergencies that are relevant to the service.

- *Identify the types of emergencies that may occur and respond to each emergency i.e. evacuate or remain inside*
- *assess the potential risk to the safety and wellbeing of children and adults*
- *outline steps to eliminate, minimise or control the emergency and subsequent risks.*
- *children's health, comfort and wellbeing strongly impact on their learning, confidence and self-growth*
- *all children have a right to safety and protection from harm*
- *adequate supervision and effective management of incidents and emergencies are paramount at all times to support children's safety and engagement in the educational program*

Rationale:

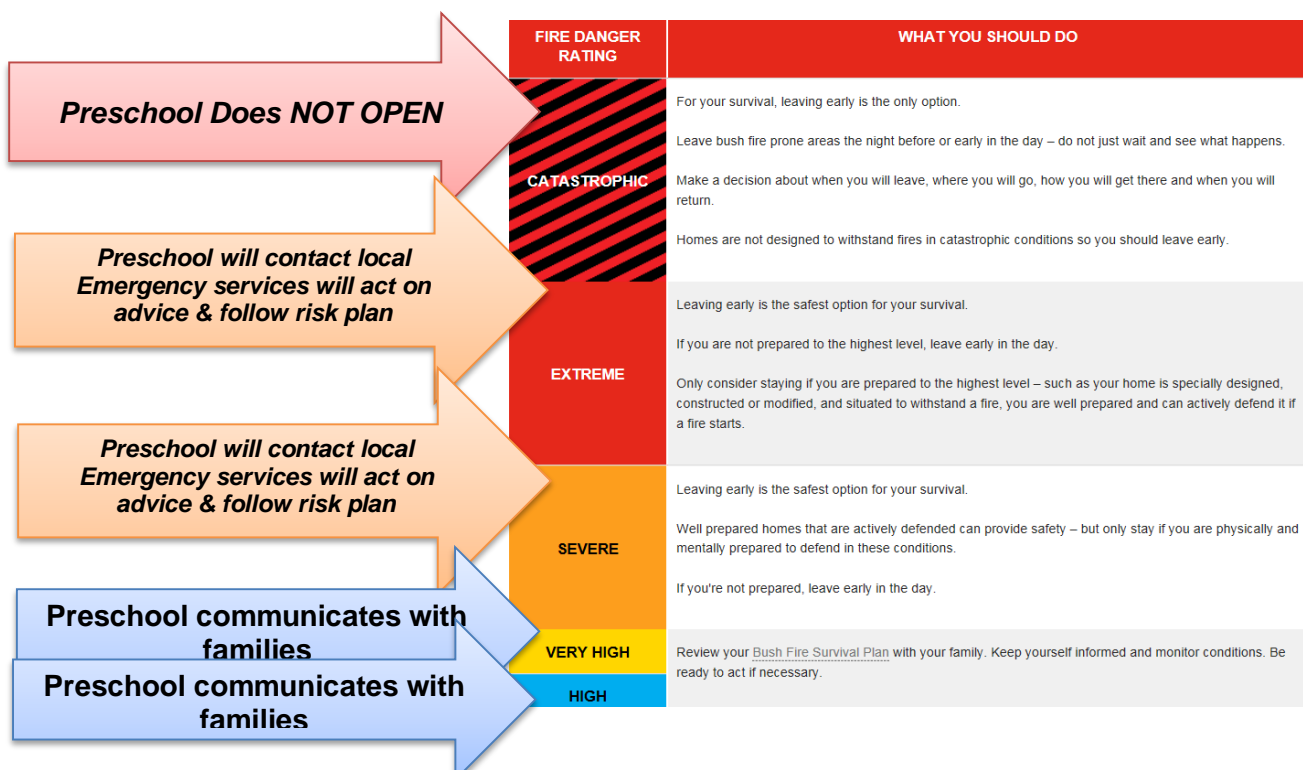
Research across Australia has revealed that most buildings are destroyed by sparks and embers blowing into them. Houses will generally survive the initial passage of a bush fire, providing preparations and fuel reductions have occurred around the building. Therefore, people who are well prepared can shelter in their buildings and have an excellent chance of surviving a bush fire. Experience throughout Australia has shown that lives can be lost when people make a last minute panic stricken attempt to flee a bushfire. RFS and other emergency services cannot guarantee the presence of a fire fighting vehicle and crew to protect every building in a major bush fire. Therefore it is extremely important that, in conjunction with a policy of closure on catastrophic bushfire risk days, SCCC plans for the safety and survival of children, staff and visitors.

Aim:

Springwood and District Pre-School is committed, as far as practicable, to providing a safe environment for all children, staff and any other persons participating in the program.

We are committed to:

- ☐ As far as practicable, providing a safe environment for all children, staff, and any other persons participating in the program in the event of a bushfire.
- ☐ Being prepared for ongoing bushfire seasons by ensuring emergency procedures are in place to effectively manage the threat of fire danger at the centre on an ongoing basis.
- ☐ Making families aware on days forecast by the Bureau of Meteorology as either “Severe” or “Extreme” on the Fire Danger Rating index.
- ☐ All staff being adequately trained and aware of emergency procedures.
- ☐ Responding to the needs of the children, in the event that a child is injured, becomes ill, or is traumatised whilst attending the centre.
- ☐ Complying with regulatory and legislative requirements.
- ☐ Being familiar with the procedures and responsibilities outlined in the emergency management plan.
- ☐ The day-to-day implementation of this policy.
- ☐ Ensuring the safety of the children in their care.
- ☐ Ensuring the safety of any children needing special assistance
- ☐ Ensuring procedures are in place for efficient emergency communication with parents/guardians.
- ☐ Scheduling and participating in fire drills as scheduled in the emergency management plan, and recording the details and dates of practices.
- ☐ Signing all children in and out for everyday including if a parent chooses to collect a child outside of normal collection times
- ☐ Staff to ensure at all times whenever they enter or exit the building that they sign in and out located in the office.



Emergency Preparation Procedures

A. Preparation for the fire season:

1. Inside the class rooms:

- ☐ Establish plans for offsite backup of all electronic information.
- ☐ Ensure all records are updated and recorded in suitable format.
- ☐ Ensure mobile phone is updated and charged at all times.
- ☐ Emergency evacuation bags will be checked each month by each room by staff to ensure first aid kits contents are up to date and products are within their use by date. Any products out of date will be replaced.
- ☐ Emergency evacuation drills will be conducted once every month and a record kept including response time and continuing improvement necessary for the future.
 - An evaluation of the practice drills of all emergency procedures is to be recorded.
 - As per Regulations, the practicing of fire drills and in the event of leaving the premises, the preschool must adhere to the child/staff ratios of that of an excursion. All other fire drill practices will involve the evacuation of the children where their names will be marked off the roll.
- ☐ Educators will be regularly provided with fire training, including use of fire extinguishers.

2. Outdoor Environment :

- ☐ Check and clean gutters of all debris
- ☐ Remove all fallen branches
- ☐ Remove all fuel around the preschool building and perimeters
- ☐ Check sprinklers are not blocked and work as required
- ☐ Ensure hoses are in working condition

3. Communication:

- ☐ <http://www.dec.nsw.gov.au/about-us/news-at-det/bushfire-safety> this web site in DEC- identifies individual operational status for preschools, primary schools etc.
- ☐ <http://www.rfs.nsw.gov.au/> during extreme weather conditions check the index from the RFS site so appropriate information can be communicated to families. At all levels of alert the Director or the most senior staff member is responsible for decision making regarding the safety and movement of children, staff and visitors,
- ☐ Refer to [Fires Near ME'](#) App on Preschool IPad especially in bush fire season.
- ☐ Report fire updates to families – through
 - signs on gate at arrival times
 - regular email families of conditions (as per the 2016 fires evidence)
 - skoolbag app
 - Facebook
- ☐ Make links with Public School to access in case of evacuation of preschool, preschool will also identify other offsite evacuation sites not in the immediate vicinity of the preschool- if public is in lock down due to location of fire.
- ☐ Phone contact with local public school is maintained during period – to share and collaborate knowledge and information.
- ☐ Send families “fire survival plan”

- ☐ Preschool will retain access to parent/carer contact information in emergency pack, and is updated each term. when they evacuate and ensure parents/carers know what the evacuation procedures are in advance of any emergency.
- ☐ Communicate the relevant content of the Pre-School's emergency management plan to staff, parents, visitors, emergency services and other relevant parties.
- ☐ Mobile phones will have access to the app "fire near me"
- ☐ Telephone numbers of emergency services are prominently displayed at each telephone, including Fire Brigade, Ambulance, Police, Poisons Information Centre
- ☐ Staff member's partners will phone through to preschool in the event of a fire in the near location to the building, as they are in the RFS & NSW FB.
- ☐ Communicate each year with Springwood primary school to reinforcement the commitment that in the event of a bust fire in the railway side the preschool, that emergency evacuation will take place to Springwood Primary school hall.
- ☐ A red warning sign 'Extreme Fire Risk Today' will be displayed on the front entrance gate
- ☐ Staff will inform parents regarding '**Extreme Fire Risk Day**' and encourage parents to return home with their child if they feel their child is at risk
- ☐ Testing of emergency procedures in the absence of usual Teacher(s) to make sure that the emergency procedures can be executed by back-up staff.
- ☐ Testing of emergency procedures without prior notification to staff, parents and children to make sure the procedures can be executed unexpectedly.
- ☐ Establish a formal process for informing relief staff and parents on duty of their roles and responsibilities in the event of an emergency.
- ☐ Provide families access to the RFS survival plans.

B. Procedures to be followed during the fire season:

1. On a **daily** basis during the fire season (November/December & February/March) teachers will:

- ☐ Turn on internet site NSW RFS
- ☐ Staff re-read bush fire policy, each season
- ☐ Backed up critical data to a portable storage device and stored it in a secure location.
- ☐ Stored flammable materials such as wood, gas, petrol and paint well clear of buildings
- ☐ Compiled a list of [current emergency phone numbers](#), including numbers for your local police, fire, ambulance, State Emergency Service, local council, gas and electricity companies, and staff contacts
- ☐ Packed laptop and mobile phone(s) with spare batteries and car chargers
- ☐ Provide families with our bushfire policy annually.
- ☐ Consulted with local authorities (e.g. fire brigade) to obtain relevant and critical information to include in your plan- Annual specific staff training for emergency situations.
- ☐ Document and reflect on drill procedures
- ☐ Consulted with local authorities (e.g. fire brigade) to obtain relevant and critical information to include in your plan- Annual specific staff training for emergency situations.
- ☐ Document and reflect on drill procedures
- ☐ Ensure parents are aware of our processes- email out our emergency management plan.
- ☐ When fires are in the local area, communicate to families through email and facebook and webpage. (promote families to keep an eye on these electronic methods).
- ☐ Ensure emergency mobile phone is on and charged
- ☐ Draw the blinds (as required)
- ☐ Make a sign for the front gate informing parents when the weather warning is "Extreme"

Evacuation or lockdown

At all levels of alert the Director or the most senior staff member is responsible for decision making regarding the safety and movement of children, staff and visitors, unless police and emergency services intervene directly or through an authorised officer whose authority to act has been established beyond reasonable doubt.

If fire prevents anyone leaving the site all persons will remain on site and staff will stay with children remaining on site. No person is to leave the safe refuge until the situation outside is assessed to be safe or as advised by emergency services, for example, police or RFS. In this event the safe refuge site will be determined by authorities depending on the direction and location of the fire.

Staff will make provision to care for children for an extended period of time in the event that the area is locked down and collection authorities are unable to access the safe refuge area. Children can be collected from the safe refuge point once it is safe to do so and staff must be informed when a parent/guardian has arrived to collect their child/children, in order to be marked off the roll. In the event that a fire is burning near homes of staff members area, staff will be permitted to leave on the condition that correct staff/child ratios can be maintained at the preschool and that it is safe for them to do so. This matter will be arranged between the Director/ and or Educational Leader and staff member. In the event that the staff member is able to leave and return to their home they do so at their own risk.

EMERGENCY PROCEDURES PRACTICE

It is important that the children understand how and why they need to cooperate, Without causing any undue stress or panic bell only to be used by adults in emergency situations (not necessary to say," fire") When children hear whistle, they immediately stop what they are doing and come to staff. Evacuate the building according to the procedure. Treat any injuries and comfort any children in distress.

Resources and References

RFS EMERGENCY WEBSITE

<http://www.rfs.nsw.gov.au/>

DEC Bush fire active site

<http://www.dec.nsw.gov.au/about-us/news-at-det/bushfire-safety>

NSW FB & Rescue

<http://www.fire.nsw.gov.au/>

Bureau of Meteorology:

<http://www.bom.gov.au/>

Notify NSW Fire and Rescue on **000** stating_

**Springwood and District Preschool Kindergarten
9-12 Macquarie Rd.**

BUSH FIRE INFORMATION LINE
1800 NSW RFS
 1 8 0 0 6 7 9 7 3 7
www.rfs.nsw.gov.au

Relevant documentation

Floor Plan (To be displayed on the wall with the Emergency Procedures)
 Attachment A: Emergency Evacuation Evaluation Form
 Attachment C: Emergency Lock Down Evaluation Form
 Risk Assessment Tool

Links to Quality Areas and Standards:	
2.2 Safety	<i>Each child is protected.</i>
2.1.1 Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2 Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
Quality Area 6	<i>Collaborative partnerships with families and communities</i>
6.1 Supportive relationships with families	<i>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</i>
6.1.1 Engagement with the service	Families are supported from enrolment to be involved in the service and contribute to service decisions.
7.1 Governance	<i>Governance supports the operation of a quality service.</i>
7.1.2 Management systems	<i>Systems are in place to manage risk and enable the effective management and operation of a quality service.</i>
7.1.3 Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2 Leadership	<i>Effective leadership builds and promotes a positive organisational culture and professional learning community.</i>
7.2.1 Continuous improvement	There is an effective self-assessment and quality improvement process in place.

Source:

Because it Matters P/L

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality*

Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____