

Bushfire Action Plan - Lobethal Community Kindergarten

Updated October 2016
To be reviewed Term 3 annually

GENERAL

This Bushfire Action Plan (BAP) has been developed after consultation with:- Staff, families and members of the Lobethal and Mt Barker CFS.

The BAP will be reviewed during Term 3 each year by the staff and presented to Governing Council for endorsement.

The BushFire Action Plan will be included in new enrolment packages, along with bushfire collection authority forms and Emergency SMS forms.

Emergency SMS information will be updated termly and test alerts will be sent out families at the beginning of term 1 & 4 each year.

The director will ensure that all new staff members, relieving staff and visitors are aware of the BAP during the site induction process (BAP to be included in the Induction folders).

A copy of the BAP will be available to all families of students on site at the beginning of Term 4 & 1 each year.

The Director will include bushfire season reminders and information in site newsletters during Term 4 & Term 1. Fire safety information updates will be published as required.

All staff members to be updated on BAP during Term 4 and Term 1 staff meetings.

Staff will ensure that Bushfire Emergency drills are practised by staff and Emergency Evacuation practised by children once per term (within the first two weeks).

Staff will inspect the outside of main building in term 3 and the site will take responsibility to employ someone to trim overhanging tree branches to a distance of 2 metres from main building roofline.

The gutters are inspected and cleaned prior to the bushfire season.

Please Note: Our **Last Resort Refuge** is the main building at kindy, unless evacuated, in which case, it will probably be the Lobethal Lutheran School basement



CODE RED DAYS

On days declared as CODE RED –Catastrophic (FDI of 100 and above) in the Mount Lofty Fire Ban district Lobethal Kindergarten will remain open as we are rated as an R3-moderate risk site. However, after consultation with governing council, we have decided that it is in the best interest of our kindy community that we perform a risk analysis to determine the viability and safety of remaining open on code red days. The following contingency plan will take place to determine whether we open and run sessions.

Director (or delegate) to contact staff and verify
Staff's availability to work on site during code red day.
(in line with individual staff's Bushfire Survival Plans)



Risk Analysis as to staff availability to provide adequate
duty of care for child/staff ratios (1:11)

INADEQUATE
STAFF AVAILABLE:



contact Para Hills Office Education office
Phone 08 8314 4025. Speak to Gerri Walker
(mobile 0401 123 142)
To seek authority to close centre.
If authority given:



Director or Delegate will notify Karryn Nobes 8226 5693 or email karryn.nobes@sa.gov.au in
the NQS team. Information must be provided about how we have or will notify families of
the closure.



Staff will contact families as soon as consent received,
via phone contact using Red Oxygen SMS system and request a reply SMS confirmation or
direct call.



On the day prior (if possible) to the closure-

- staff will delegate a staff member (director or delegate)
who will be present at the site in the morning of the
closure day in case any children are brought to attend kindy.
- A sign will be placed on the front gate after 4pm
the day prior, or on the morning of the closure, stating that the
centre is closed due to catastrophic day /fire risk.



Director or delegate to report the closure as an " incident" on DECD IRMS system.

ADEQUATE STAFF
AVAILABLE:



If Staff available, centre will open
and operate as per total fire ban
day

FIRE IMPACTING ON CENTRE

STAY AT CENTRE

(UNLESS ON FIRE) UNTIL POLICE /CFS tell to evacuate

Contact Police 8389 7277 or Lobethal CFS 8389 6636 (when manned) or CFS Mt Barker 8391 1866 or CFS Hotline 1300 362 361 for information/updates anytime

ACTION (when danger confirmed by CFS)

- 1 Assemble children inside
- 2 Collect Roll Book folder (located in bookshelf above filing cabinets) and sign in register (located in entry foyer)
- 3 Call children's roll using the Sign In register & check visitors book
- 4 Close all doors and windows
- 5 Collect blankets from blanket trolley
- 6 Collect children's medication/Emergency Bag (located in the kitchen) and refuge kit (suitcase located in the cupboard next to the storeroom)
- 7 Place computer backup USB/hard drive in emergency bag
- 8 Keep emergency trolley with group (located in the kitchen or support room)

EVACUATION - ONLY IF AUTHORITIES INFORM TO DO SO AND THEN FOLLOW THEIR INSTRUCTIONS!

1. Prepare staff, students, visitors and parents for evacuation
2. ECW fill in EXACT details of where evacuated to and time left on sign and place on front gate (sign located in draw in the front cupboard)
3. Take all emergency bags/allergy buddy & refuge kit (located in cupboard next to storeroom)
4. Staff to close all doors and windows and turn off air conditioners as they leave building, conditions permitting
5. All staff will assist students to move to, and assemble in the Safe Refuge (probably Lobethal Lutheran School basement)
6. The director will ensure all site personnel and visitors are accounted for and in the Safe Refuge
7. The director will advise (if possible) the Para Hills Education Office (8389 4025) of the move to the last resort refuge and provide information about:-
 - The likely impact on the site
 - The number of students, staff and registered visitors taking shelter
8. All staff will assist all students and adults to remain calm
9. The director will liaise with CFS/Police and other Emergency services

STAYING AT CENTRE AS FIRE PASSES

Keep all calm

Stay back from windows in Last resort refuge (Main Building)

All lie flat on the floor and cover as much as possible with blankets

Restrict any movement

Stay in building until fire front passes, even if roof and window frames are alight

AFTER FRONT HAS PASSED

Unless building alight, children remain inside

Attend to spot fires inside building (bucket and clothing/ equip located in corner kitchen cupboard under window)

Check exits and surrounds for safe passage out

Collect ROLL BOOK, REFUGE KIT and EMERGENCY bags/Medication

If necessary to leave building, move to clear space

Check roll for missing persons

Search for missing persons

Check and attend to injuries

On discretion of authority CFS/Police in charge, keeping grouped together, move to safe area nominated by CFS/Police – probably Lobethal Lutheran School's Basement phone: 83896131 Director or delegate to report the closure as a "Critical incident" on DECD IRMS system.

EMERGENCY BAGS/REFUGE KIT

Limited Emergency Supplies are in 2 backpacks and 1 trolley – Emergency trolley is stored in the support room, others are stored in the corner kitchen cupboard under the front window. These will be taken if we are to be evacuated.

The refuge kit will contain – a copy of the BAP, a list of medical conditions- staff and students, student contact information, important telephone numbers, battery powered radio, spare batteries, torch, first aid kit, staff/student medications, child activities, minimal drinking water, minimal nibbles, towels. (located in cupboard next to the storeroom)

The kit is to be checked at the start of term 1 and 4 by ECW to ensure contents are fresh and operational.

LAST RESORT REFUGE (If evacuated)

If evacuated the last resort refuge is Lobethal Lutheran School's basement (phone 8389 6131), unless on a catastrophic day, in which case, we will be notified by CFS as to where to go.

Sign to be placed on front gate informing exact location of evacuation site.

The Director will contact Lobethal Lutheran School and notify them of our expected arrival.

TOTAL FIRE BAN DAYS**Preparedness phase**

Director/nominated staff member to place note on the whiteboard to notify that it is a TOTAL FIRE BAN day.

During Total Fire Ban days or when a known fire is in our local district, the radio is to be switched on in kitchen and the CFS website will be open on the computer. A nominated staff member will monitor the local ABC radio (891) and the website for CFS Bushfire information and Warnings messages and pass on relevant messages to all staff. Also Lobethal CFS station can be contacted on 83896636 and CFS Hotline on 1300 362 361 Portable radio to be checked for charge and tuned to ABC 891, then placed on the kitchen bench (radio kept in the first aid cupboard)

A Total Fire Ban sign will be hung on the centre entrance gate and on the whiteboard (sign located in bushfire folder on kitchen bench)

Student excursions away from the site will be cancelled for the day and rescheduled by staff.

Off site meetings for all staff will be negotiated/cancelled.

Ensure student and staff medication list is updated and prepare medication for possible transportation. Check fridge and first aid cupboard for medication.

Ensure mobile phones are available and fully charged.

Collect roll book (which contains Bushfire collection forms) and place on kitchen bench (located in office shelves above filing cabinets.)

A full copy of the BAP will be available to all visitors to read as part of the registration/ induction process.

Charge up battery packs for phones/ipads and ensure all portable computers are fully charged.

FIRE REPORTED IN LOCAL DISTRICT (refer map and list located in bushfire folder for current local district)

Ensure total Fire ban day checklist has been completed (located in the bushfire folder)
Director will advise the regional office that a bushfire has been reported in the local district. DECD Para Hills Education Office 08 8314 4025.

Director to liaise with Lobethal CFS to obtain the latest information and advice about likely effect of the bushfire on the site ph 83896636.

Staff to assess if it is safe for students to complete outdoor activities.

Staff will identify and list all students and staff present who live in the area that may be affected by a reported bushfire.

Staff will have all bushfire collection forms (in roll book) readily available to record collection of children during the day

Director to back up all site computer records and place USB and external hard drive in Emergency trolley.

Staff to encourage students to use the toilet regularly during the day.

If a bushfire prevents pick up of students a staff member will supervise students remaining on site until they are collected by parents or nominated authorised person/s on their bushfire collection authorisation form.