PRE SEASON FIRE PREVENTION ACTION PLAN

DIRECTOR’S RESPONSIBILITY TO CHECK AND MAINTAIN:

1) Staff training in emergency procedures. All procedures and Levels of Alert to be familiar to staff. Practice emergency drills with children Week 2 each term.

2) Advising parents of Centre’s Bushfire Procedures and Bushfire Information Plan. All parents to receive a copy on enrolment and to be reminded through newsletters.

3) Contacting Flagstaff Hill Sports and Community Centre to check phone numbers, keys (located in roll book) and security code are all current Term 4 and Term 1 of each year.

4) Flammables are stored in a filing cabinet in the southern shed (near car park).

5) Roof gutters: Must be kept clean as per maintenance schedule or more frequently as needed.

6) Clean up area: Around building and outside fence prior to Term 1 start: must have 20M fuel reduction zone around site.
7) Term 3 ring Council re vegetation outside fence. Fallen branches etc. to be cleaned up.

8) Hose permanently INSIDE building

   Attached to tap in children’s bathroom and in working order

9) Ladder:

   Keep aluminium ladder inside

10) Torches:

    One with power pack on charge; re charge Dolphin torch

11) Transistor radio:

    With spare batteries, tuned to local ABC station (AM891 – 5AN)

12) Towels:

    For covering children if fire approaches

13) First Aid Kit:

    It is suggested that staff members become familiar with current First Aid treatment of burns etc.

14) Children are taught to put shoes in the shoebox by the sandpit if taking them off.

15) Adequate protective clothing for staff readily available (Stored in adult toilet cupboard) - 5 overalls, protective glasses, 2 pairs of rubber boots, work gloves, all staff to have their own hat.

16) Fire Ban information - displayed for parent/carer information. Total Fire Ban sign is stored in meeting room (Area 3). To be displayed on Eastern verandah near parents sign on sheet on Total Fire Ban days.
17) Test all equipment except extinguishers at least at the beginning of each kindergarten year.

18) Check gas is off at mains in Term 1 & 4.

19) Keep computer back-up disks and inventory disk off-site. Regularly back up files to portable hard drive. (To be put on trolley when evacuating)

20) In front of roll have current phone numbers for taxi companies, relevant child care centres and day care providers for children in the SLP. (If applicable.) Who is travelling, where to and on which days.

21) Copies of the Bushfire Procedures to relevant taxi companies, childcare centres and family day-care personnel.

22) Refer to DECS internal and External Fire Action Guides on web site.

The Director is responsible for all decisions.
TOTAL FIRE BAN DAY

Level 1 Alert

Inside staff 1 Notify all staff, parents & carers. Put out Total Fire Ban
Sign on Eastern verandah near sign-on sheet.

All Staff 2 Park vehicles away from building

Inside Staff 3 Turn on transistor radio to 5AN 891 AM station

Inside Staff 4 Check telephone & Fax are working and monitor

Inside Staff 5 Mark roll book as children arrive & keep on kitchen
bench

All Staff 6 Ensure any children picked up early are accounted for
& record on roll

Inside Staff 7 Check water container on evacuation trolley is filled.

All Staff 8 Keep exits clear all day & unlock all doors except Area
15. (SLP external door)

Outside Staff 9 Fill children’s water troughs
LEVEL 2 ALERT

‘A fire has started in or entered the area of concern’ (the whole area where the children live, including area through which all the children travel).

TRIGGERS FOR ALERT

- CFS warning
- Emergency services warning
- Advice by parents etc.
- Confirmed sighting of smoke and/or flames

ALL STAFF, CHILDREN AND VISITORS TO EVACUATE. ALLOW 30 MINUTES TO MOVE TO THE FLAGSTAFF HILL SPORTS AND COMMUNITY CENTRE across the oval.

ALL
On emergency signal (air horn), bring children into the main Meeting Room. Shoe box and bags racks brought in. Children to put on shoes

ECW/D
Ring CFS Region 1 HQ (ph: 8339 6700) and/or O’Halloran Hill MFS (ph: 8204 3842); notify of Level 2, Phone Sturt Police Station (82074700) and proceed to evacuate.

D
Unlock all gates, including the double gates by letterbox. Bring in budgies/ any animals.

T
Check roll and stay with children.
Record the time any children are collected by parents and/or authorised substitute prior to evacuation.

ECW/D
Monitor radio information. Record.

T
Toilet children if time.

ECW/D
Remove doormats from the entrances. Close doors and windows.
Make preparations which will facilitate a move to Flagstaff Hill Sports and Community Centre.
LEVEL 2 ALERT (continued)

ECW/D to arrange/collection the following:

- Leave message on answering machine as to intention to evacuate
- Collect emergency trolley from Adult toilet. (contains first aid kit, torches, kindy bibs, spare clothes, water container + cups, guiding rope, tissues, spare batteries)
- Add ...
- Roll Book
- Kindy mobile (on office desk)
- SLP children’s case notes in black records folder (on filing cabinet SLP room)

  Portable hard drive (from camera drawer in office)
- Fire protection blankets (i.e. woollen ones and towels) (adult toilet cupboard)
- Approved protective wear i.e. overalls, eye masks, boots for adults (adult toilet cupboard)
- Transistor radio
- Individual medical records in green folder (from First Aid area under kitchen bench)
- Individual children’s medical requirements and asthma kit (in basket on office filing cabinets)
- Fill extra drink containers, which are stored in the Storeroom (if time.)
- Staff mobiles. Personal valuables (if time)

**PUT ALL OF THE ABOVE IN THE EMERGENCY TROLLEY**

- Children to hold green rope found on emergency trolley while walking from kindergarten to community centre, through Kindy car park and across the oval.
- Director to unlock chain barrier on Eastern edge of oval with gate key and leave chain on ground.
- Remain at Sports/ Community Centre until deemed safe by authorities, & all children collected by authorised adult.
LEVEL 3 ALERT - STAY IN THE BUILDING

FIRE APPROACHING - Our building is under threat

AREA 3 (Meeting Room) IS OUR SAFE BURSHEIRE REFUGE WITHIN THE KINDERGARTEN BUILDING

T 1 Move children to Area 3.
T 2 Check children on roll. ECW to check all inside/outside areas.
T 3 To have handheld phone - phone 000 to inform of status
ECW/INSIDE 4 Fill sinks & buckets to wet towels. Refill water containers etc.
STAFF
ALL 5 All staff don protective clothing, bring fire extinguishers into Meeting room.
D 6 Turn off electricity (only if possible). Meter by shed, padlock key in office key cabinet. (Gas should be off at meter Term 1 & 4)
Close blind in Meeting Room
Bring all hoses inside
Remove door mats, close all doors & windows
Block doors
ECW/INSIDE 7 Ensure all additional items are on the emergency trolley as per list & bring into Meeting Room.
STAFF
If time, turn off air conditioner and close air room vents in the Meeting Room
All 8 Issue damp towels to everyone.

ECW/D 9 If necessary, Staff to put out spot fires then bring hoses inside (consider danger)

10 As fire approaches everyone to be on the floor away from the
windows. Cover children with damp towels – use hand with cloth over nose and mouth to filter air (t-shirts etc)

<table>
<thead>
<tr>
<th>ECW/T 11</th>
<th>As needed, attend to injuries such as burns, smoke inhalation and shock. Mobile call for ambulance is 112. T remain with children.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D 12</td>
<td>Once the fire has passed over, check outside for fires on building. If Safe to do so, put out spot fires. Wear protective glasses, hat, closed shoes and overalls</td>
</tr>
<tr>
<td>ECW 13</td>
<td>Check inside roof for fires (manhole in storeroom) with torch if remaining in the building.</td>
</tr>
<tr>
<td>ALL 14</td>
<td>Evacuate only if the building is alight and out of control, or when advised by an authorised Emergency Services Officer</td>
</tr>
<tr>
<td>ALL 15</td>
<td>If need to evacuate, move through car park to oval, with equipment which has been put into portable trolley – check roll</td>
</tr>
</tbody>
</table>

**DO NOT RETURN TO BUILDING IF EVACUATED**

Consider moving on to Sports/Community Centre if safe.

- Treat injuries
- Contact an Emergency Service as soon as possible and report your situation.
- Act on official advisement
- Refer to **Post-Bushfire Emergency procedures**
POST FIRE PROCEDURES

General

- No persons - including staff - may enter damaged buildings to salvage items (Emergency Services Officers may be requested to assist)
- Place safety barriers around the fire area and remain alert for reignition, gas build-up
- It is essential that the Fire Service attends any fire for safety and insurance purposes
- Contact DECS Health and Safety Advisors (ph: 8226 1440) to co-ordinate the investigation into the fire
- The Director or a DECS employee must be available to attend the site after all emergencies and assist in securing the site
- The site must be attended at all times (i.e. 24 hour roster) until secure so that no unauthorised persons enter the site
- Director to instruct all staff, parents, visitors on site as to safety instructions
- Contact District Office

Support

- District Office
- Facilities Manager
- DECS District Social Worker - counselling for children and families
- Crisis Care - ph: 131 611 (4pm-9am weekdays; 24 hour service on weekends and public holidays)
- Department for Family and Community Services, 1300 653 227
- Converge 1800 337 368 – Staff counselling

Reports. Complete reports for items lost in the fire (see inventory) and send copies to Police, Fire Service and Facilities. To be done in first four weeks. Compile a list of basic minimum equipment for priority purchasing
Post Fire Procedures continued...

- Security Incident Report
- Accident and Injury Report
- Critical Incident Report (online)

Replenish
- All emergency supplies as needed e.g. First Aid equipment, batteries etc.

Review
- Procedures and debrief