



WATTLE EARLY CHILDHOOD CENTRE BUSHFIRE ACTION PLAN

Accompanying Policy: The Bush Fire Policy

EMERGENCY RESPONSE TEAM

Ashleigh Daly	Director	WH&S Officer
Shelby Dewhurst	Assistant Director, Educational Leader & Preschool Teacher	First Aid Officer & 2 nd WH&S Officer
Molly Dickson	Toddler Lead Educator	2 nd First Aid Officer
Nima	Nursery Lead Educator	3 rd First Aid Officer

EMERGENCY CONTACTS

Emergency Services (Fire, police, Ambulance) 000
ACT Emergency Services 6207 8455 www.esa.act.gov.au
Rural Fire Service 6200 4126
Canberra Connect 13 22 81

1. PREPARATION PHASE: JULY/AUGUST/SEPTEMBER	WHO	RESULT
Review Bushfire Action Plan	Board or Delegate	Plan circulated to staff, rehearsal of plan with staff & children scheduled
Safe Refuge Kit checked and restocked <ul style="list-style-type: none"> • Check first aid kit • Check batteries for torch • Updated children's emergency contact details • Check expiry date of non-perishable food • Check sunscreen quantity & expiry date 	WH&S Officer	Kit dated, labelled and stored in the staff room
Schedule inspection of ground & preventative tasks; <ul style="list-style-type: none"> • tree trimming • gutters / roof cleared of leaves • tiles & building paintwork well maintained • access key to gates • locks in working order • outdoor tap & hoses in working order • emergency exits unblocked 	WH&S Officer	Keys to gates checked, labelled and stored in toddler room
Provide bushfire policy & information to families via website & newsletter	Director	Plan emailed out to families in September & January
Rehearse emergency drill	All staff & children	Deliberate practice scheduled with preschool children being mindful of full time to part time attendance ratio



EXTREME or TOTAL FIRE BAN Fire Danger Ratings	WHO	RESULT
Inform families of status of local region	Assistant Director	Notice posted on front door of centre, door to rooms & main noticeboard
Induction of new staff and briefing of relief staff and volunteers	Director	Policy and action plan issued. Site location of key items identified
Monitor conditions regularly www.esa.act.gov.au Canberra Connect 13 22 81	Director	Parent numbers on standby; <ul style="list-style-type: none"> • Room Leader - Nursery phone numbers • Room Leader - Toddler phone numbers • Room Leader - Pre-school phone numbers
Prepare outdoor areas; <ul style="list-style-type: none"> • Remove arts & craft • Remove washing • Empty bins • Secure dumpster lid • Connect hoses & place buckets 	Room Leaders	Hazards removed and reduced
Backfill absent ERT members (emergency response team)	Director	Action plan circulated and key personal changes communicated
Charge mobile phone for Safe Refuge Kit Collect staff/children's medication & medical register Add emergency contact register Add copy of daily roll	WH&S Officer	Kit fully compiled and placed in Educators Room
Remove hazards & declutter walkways/hallways	WH&S Officer	Clear and accessible emergency exists
Children's Transitions	Room Leaders	As per usual practice
FIRE REPORTED IN LOCAL AREA	WHO	RESULT
<i>Actions as above in Fire Danger Ratings Section</i>	<i>As Above</i>	<i>As Above</i>
Inform families of fire in local region & centre's preference for reverse parking	Assistant Director	Notice posted on front door of centre, door to rooms & main noticeboard
ERT (emergency response team) assembled	Director	Responsibilities confirmed and duty's executed
Inform families of fire in local area	Assistant Director	BCC group email to parents, send sms if possible
Unlock locks and leave them loose on gate /or ensure keys are with nominated persons or position	WH&S Officer	Keys on standby/exit points prepared
Asthma medication & medical register accessible	Room Leaders	Medication & medical register placed at the top of the Safe Refuge Kit
Gas cylinders turned off	WH&S Officer	Hazard reduced
Computer files backed up on external hard drive located in Staff Room	Director	External hard drive stored in Staff Room in cupboard next to Safe Refuge Kit
Whistles positioned to alert centre if fire starts on site	WH&S Officer	Whistles next to each exit with the emergency evacuation plans



Essential items only on the floor	Educators	Children's personal items packed in their bags
Consider use of air conditioning units and windows	Room Leaders	Hazard reduced
Standby towels to wet and block doors and windows	Room Leaders	Hazard reduced
Children dressed and prepared for evacuation	Toddler & Preschool room Educators	Shoes on children, water bottles filled & hats accessible. Regular toilet breaks during the day
Collecting Parent contact numbers	Educators	Reliable phone number available for the day
Cancel outdoor activities	Room Leader	All children and staff to remain indoors
FIRE IN IMMEDIATE VICINITY or DIRECTLY IMPACTING THE SERVICE	WHO	RESULT
<i>Actions as above in Fire Danger Ratings Section & Fire Reported in Local Area</i>	<i>As Above</i>	<i>As Above</i>
Call 000	Director	Support on the way
Divert landline phone to mobile phone <ul style="list-style-type: none"> • Lift receiver & wait for dial tone • Dial *78 • Dial the mobile number you want to divert to and press * • Hang up the phone 	Director	Line of communication remains open for parents/carers
Wet down perimeter (if possible if there is no risk to life)	WH&S Officer	Precautionary steps taken
Relocate hoses inside	Educators	Taps connected outside
Secure all doors & windows - closed & with wet towels on bottom of doors & windowsills	Educators	Decrease supply of smoke, embers & flame
Inform owner/licenser	Director	Keep them up to date
Inform Children's Education and Care Assurance	The Approved Provider	CECA advised of the situation, number of children affected, the educator ratios in place and any issues or injuries that have arisen
Assemble children and staff in designated area	All staff	Children & staff moved away from immediate threat
Access roof space large ladder in Nursery shed for spot fires	WH&S Officer	Every 10-20minutes with portable fire extinguisher
RECOVERY AFTER THE FRONT HAS PASSED	WHO	RESULT
Wait for clearance from Emergency Services	Director	All staff & children remain in centre or at emergency assembly area
ERT (emergency response team) reassembled	Director	Assess situation & make arrangements for extended care if necessary
Supervision ratio	All staff	Staff stay with children until collection or until relief staff arrive
Site inspection	ERT	Premises & surrounds inspected regularly for 24 hours post fire



		Relevant authorities contacted if building or site compromised
Débrief	Director	Welfare & Wellbeing of staff & children monitored, the emergency and procedures undertaken
Review – Policy & Action Plan	Director	Effectiveness ascertained
Restocking emergency equipment <ul style="list-style-type: none"> • Firefighting equipment • Warning systems • Safe Refuge Kit • First Aid Kit • Batteries for torch 	WH&S Officer	Equipment ready for use

This Action Plan will be reviewed annually or after implementation.

The review will be conducted by Management, Employees, Families & Interested Parties.

Reviewed: September 2016
September 2017

Review Due: