

# **Eltham South Preschool**

## **Emergency Bushfire Management Plan**

### **Introduction**

Eltham South Preschool is committed, as far as practicable, to providing a safe environment to all children, staff and others involved in the program.

### **Purpose**

To have a written, practical plan that allows Eltham South Preschool to prepare and act in case of a bushfire, with the primary aim of all of us being safe.

This plan applies to all staff, volunteers, parents/guardians, children, the Committee and any other persons involved with the Preschool.

### **Authorisation**

The Executive Committee of Management adopted this plan on 3 February 2010.

### **Review Date**

This policy will be discussed with the full Committee of Management in February of each year at the Committee's first meeting and updated by the second Committee meeting in March of each year.

### **Communication of this Policy**

Staff will be updated on this policy at the beginning of term one and term four, through their regular staff meetings.

Along with the "sun smart" updates, parents will receive information about the policy at the beginning of term one and term four each year.

During the bushfire season, regular updates and instructions will be posted on a special fire safety part of the notice board.

### **Before**

#### ***Being "Bushfire Ready" prior to the Bushfire Season (October each year)***

1. Update fire-risk assessment and respond to all identified risks.
2. Check contents of fire equipment and ensure all are in good working order (see appendix one).
3. Check contents of emergency kit and ensure all are in good working order (see appendix one).
4. Update parent telephone list at the beginning of each term.
5. Conduct emergency drills (see appendix two for schedule).
6. Arrange for grass to be mowed regularly, including school holidays.
7. Conduct a fire protection working bee in October each year to ensure readiness, including:
  - a. Cleaning of gutters.
  - b. Removing all fallen branches.

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- c. Removing any hazardous material.
- d. Check CFA website.

### ***The Bushfire Season***

Eltham South Preschool is on the DET high-risk register and therefore its first principle in protecting children and staff is pre-emptive closure.

The following table outlines what the Preschool will do, according to the fire warning index:

Fire Warning Index	Pre-Emptive Closure	What we do
<b>Code Red: Catastrophic</b>	Centre is closed	Enact our 72/48/24 hour fire plan Parents do not bring their child to Preschool
<b>Extreme (75-99)</b>	Centre is closed	Enact our 72/48/24 hour fire plan Parents do not bring their child to Preschool
<b>Severe (50-74)</b>	Centre is closed	Enact our 72/48/24 hour fire plan Parents do not bring their child to Preschool
<b>Very high (25-49)</b>	Centre is open	Enact our fire watch plan?
<b>High (12-24)</b>	Centre is open	Treat as a normal Preschool day but be alert to any fire updates
<b>Low to Moderate (0-11)</b>	Centre is open	Standard Preschool day

The triggers for closing the Preschool are based on the fire-warning index. In days of severe fire warning, there will be a local decision as to whether the Preschool will be open. In this situation, the decision will be made (when and by who – we may need to involve regional DET).

In an event where the Preschool is closed, there will be no “make-up” days or fee reimbursement.

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### **72-Hour Fire Plan**

This plan applies when we have received a bushfire emergency notification from DET.

- Respond to DET via email of our actions.
- A sign will go up on a dedicated fire safety part of the Preschool's notice board, to let parents know that we may be closing.
- Cancel any excursions.

### **48-Hour Fire Plan**

- As above for the 72 hour fire plan.
- Reiterate message to Preschool community.

### **24-Hour Fire Plan**

- Decision to close will be no later than 12 noon the day before the planned closure.
- Once the decision to close is made it will not change, irrespective of weather changes.
- Parents will be notified via the phone tree system (see appendix three).
- Place an A3 sign on the gate, advising the Preschool is closed.

### **Fire Watch Plan**

On days the Preschool is open but there is a Very High 925-49) or above fire warning, the following procedures will apply:

- Remind parents to be contactable with their mobile phones on.
- Clarify with parents who will be picking up their children.
- Children to wear or pack closed-toe shoes.
- Children to have a woollen jumper or long-sleeved cotton shirt packed in their bags and long pants.
- Arrange to have two parent helpers on duty.
- One parent helper is to specifically monitor fire situations by listening to ABC radio and checking the CFA website.
- Have plug-in phone available.
- Get all staff and parent helpers to wear their allocated lanyards.
- Hang fire safe blankets on windows?

## **During**

### **Emergency Warning: Fire in Adjacent Area**

In the case of a fire warning, the emergency controller is to determine whether to evacuate. Once a decision is made for parents to collect and evacuate, the following steps are taken:

- Contact parents via the phone tree, instructing them to collect their child quickly but in an orderly manner (phone tree details in appendix three).
- Children are to collect their bags and be ready for pick-up.

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- Contact emergency services, advising them of the evacuation.
- Follow instructions on lanyards (see appendix four).

### **Unforeseen Immediate Fire Threat**

In the worst-case scenario of an immediate fire threat, there will be no evacuation. The emergency controller will make the decision that the threat is too immediate for evacuation. Once this decision is made, each person is to follow his or her lanyards (see appendix four).

All persons at the centre will go to the storage area near the toilets as it is assessed as the safest spot with two brick walls.

1. Notify DET of the incident and seek their assistance.
2. Arrange debriefing.
3. Review of policy, including how effective the emergency plan worked and what could be improved.

*Appendix One:*

**Contents of Fire Equipment**

Masks

Goggles

Blankets

Outside sprinkler system?

Detachable blanket/blinds?

Extinguishers

SMS set-up for emergency phone tree?

**Contents of Emergency Kit**

Rope

Saline

First Aid Kit

Drink Bottle

Emergency Hotline numbers

*Appendix Two:*

**Emergency Training and Drills Schedule**

1. Phone tree test to be undertaken within the first four weeks of term one and end of term three.
2. Practice evacuation within the first four weeks of term one and term four.
3. Practice emergency plan for an unforeseen fire situation within the first four weeks of term one and beginning of term four.
4. On the first day of work with a new staff member, go through emergency management plan.
5. All regular teachers and staff to have up-to-date first aid training.

### *Appendix Three:*

#### **Phone Tree System**

Each parent is given a laminated list of the children and parents in their phone tree list, which usually has about five people. The Preschool will phone the person at the top of the list with the message of evacuation:

1. Person one phones person two, passing on the message.
2. Person two phones person three, passing on the message.
3. Person three phones person four, passing on the message and so on.
4. The last person on the list then phones the Preschool to advise that the phone tree is complete.

If someone is not available or does not answer their phone, leave a message. Then phone the second contact. If the second contact is not available, leave a message. Then phone the next person on the list. Tell them that you were not able to get hold of the person so the Preschool can eventually be let known.

For example:

1. Person one phones person two, passing on the message.
2. Person two phones person three, but person three's mobile went to voice mail. Leave the evacuation message and try the second contact for person three. If not contactable leave the evacuation message.
3. Person two phones person four, passing on the message and letting them know that person three was left a voice message and that second contact was left a message if applicable.
4. Person four phones person five, passing on the message and letting them know that person three was left a voice message.
5. The last person on the list then phones the Preschool to advise that the phone tree is complete and that person three received a voice message.



## Appendix Four:

### Lanyards for advising parents to come and collect children to evacuate

<b>Emergency Controller (Usually Teacher)</b>	<b>Logistics (Usually assistant)</b>	<b>Child Monitor (Parent Helper One)</b>	<b>Information and Communications (Parent Helper Two)</b>
<p>Decide whether to evacuate</p> <p>Contact emergency services on 000 and advise them of evacuation</p> <p>Maximise safety of children</p>	<p>First Aid/Emergency kits</p> <p>Attendance lists</p> <p>Telephone lists</p> <p>Hold the sign-out folder for parents to sign as they take their children</p>	<p>Get children to get their bags and line up for evacuation</p>	<p>Enact the phone tree, with clear message:</p> <p><i>We are evacuating. The Children are currently safe and you may pick them up at the gate.</i></p> <p>Gather relevant information such as bushfire updates.</p> <p>Manage incoming calls from parents</p>

### Lanyards for Immediate Fire Threat (Shelter in Place)

<b>Emergency Controller (Usually Teacher)</b>	<b>Logistics (Usually assistant)</b>	<b>Child Monitor (Parent Helper One)</b>	<b>Information and Communications (Parent Helper Two)</b>
<p>Announce the emergency</p> <p>Contact emergency services, advising them of situation</p> <p>Direct actions of others</p> <p>If after the fire has passed, assess the danger and determine whether to evacuate</p>	<p>Get fire blankets and the "fire box"</p> <p>First Aid/emergency kits</p> <p>Attendance lists</p> <p>Telephone lists</p>	<p>Check all children are accounted for and move them to storage area near toilets</p> <p>Provided reassurance</p> <p>Put shoes and jumpers on children</p>	<p>Bring in mobile phone and battery operated radio</p> <p>Assist child monitor</p>