




Bushfire Procedure

	WHAT are we talking about in this document?
	This procedure is about incident and emergency management during the threat of a bushfire
	WHO is this for?
	This procedure is followed by management and staff to ensure the safety of children, families, staff and management.
	WHY do we need this procedure?
	This procedure details the strategies implemented to manage a lockdown emergency.

THE IMPORTANT STUFF

This Bushfire Action Plan is to be used in conjunction with the Emergency Evacuation Plan developed for the service.

The aim of this Bushfire procedure is to outline the activities to be undertaken by the educators, children, families and visitors in the following circumstances:

- When there is a fire in the local district.
- When a bushfire is threatening or impacting the site.
- During a period of recovery if a bushfire impacts the service.

An emergency bag is available in each room. These bags are checked at least every three (3) months.

Fire Reported in Local Area

- The children will continue to be transitioned through their day with our usual transition method.
- Any educators who are planned to attend off-site training will stay at the service, and have their training cancelled/rescheduled.
- The Nominated Supervisor/Responsible Person will ensure that the gate keys are easily available and ensure the locks are in working order.
- All children’s activities outside the building will be brought inside (if possible) if the air is smoky.
- Educators, families and visitors to the service will be encouraged to reverse park their cars.
- Families will be required to provide a reliable contact number for the day and provide asthma medication if their child suffers from asthma. Any child experiencing breathing difficulties because of smoke and ash triggering their Asthma will have their parent/guardian or emergency contacts called to collect them.
- The Nominated Supervisor/Responsible Person will ensure that the outdoor tap is in working order with hose attached and buckets placed beside the exterior tap.
- Educators will be diligent in ensuring children’s personal items are placed in their bags when not in use.
- Nominated Supervisor/Responsible Person will ensure they have the phone on their person at all times, and will reassure families if they phone in.
- Nominated Supervisor/Responsible Person to monitor <https://www.emergency.wa.gov.au/> the ABC Local radio station or call 133 337 for emergency information.
- The Nominated Supervisor/Responsible Person will ensure all **evaporative** air conditioners are turned off and windows and doors closed.
- All educators to remain calm and reassure children.
- Do not evacuate unless advised to by emergency services. Evacuating without direction from emergency services can put children and staff in danger.
- **In life threatening situations phone 000**

Fire in the Vicinity

An emergency evacuation will take place following the Emergency Evacuation Procedure and Plan.

The fire services have reassured us that they notify us to evacuate should the fire impact our service. Do not evacuate unless advised to evacuate by emergency services as this can put children and staff in danger.

Recovery after the front has passed

- If it is safest to stay in the building, The Nominated Supervisor/Responsible Person will ensure that no educators, family member, child or visitor associated with the service leaves the building until the situation is deemed safe by members of the emergency services.

- Educators at the service will stay on duty until all children have been collected or relief educators arrive. Ratios will be maintained at all times.
- Only a Diploma Qualified Educator will administer first aid, should the situation arise.
- The Nominated Supervisor/Responsible Person will, at all times, work to keep Angela and Sam abreast of the situation. They will then advise the Regulatory Authority of the number of children affected, emergency educator ratios in place, any issues that arose and if possible, the projected impact to the service using the NQA ITS online system.
- The Nominated Supervisor/Responsible Person will place a courtesy notice and the policy on Xplor for families.
- Educators involved will undertake a debriefing of the fire emergency and the procedures undertaken. Educators will be requested to review their own roles, responsibilities and preparation before and during the crisis. The policy will be reviewed to ascertain its effectiveness.
- Nominated educators will arrange to have firefighting equipment, warning system and Emergency Kits checked and readied for use again.
- If necessary, the Nominated Supervisor will arrange for relevant authorities to check the safety of the site.

Related regulations and standards

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	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.
Education and Care Services National Regulations Children (Education and Care Services) National Law		
12	Meaning of serious incident	
51	Conditions on service approval (safety, health and wellbeing of children)	
89	First Aid Kits	
97	Policies and procedures in relation to emergency and evacuation	
98	Emergency and evacuation procedures	
168	Telephone or other communication equipment	