

MELROSE RURAL CARE and OUTREACH PRESCHOOL BUSHFIRE ACTION PLAN

GENERAL INFORMATION

Members of the Emergency Response Team are:

Name	Home Phone	Mobile Phone
o The Preschool Director	o 08 8667 2274	o 0429 697 245
o Teacher	o 08 8667 5185	o 0400 675 187
o Fire Warden / Health & Safety Rep	o 08 8667 2274	o 0429 697 245
o ECW	o 08 8666 2278	o 0448 324 182
o ECW	o 08 8633 2865	o 0438 949 221
o ECW	o 08 8667 2064	o 0488 556 714
o ECW	o 08 8666 2276	o 0429 027 734

This Bushfire Action Plan (BAP) has been developed after consultation with:

- Staff and previous site BAP's
- DCMR District Fire Liaison Geoff Slee (CFS)

The dominant emphasis of this BAP is that staff of the centre usually work alone and are on site during non school times i.e. The site is open during school holidays and is in operation from 8am to 6pm.

The BAP is to be reviewed annually to reflect any changes that may have taken place in:

- DECS or government policy
- Site facilities
- Personnel normally on site.

The BAP outlines required actions to prepare the:

- Site before the bushfire season
- Building which has been nominated as the site Bushfire Ready building

The BAP also outlines activities to be undertaken by staff at the different levels of a bushfire emergency:

- On days of Total Fire Ban
- When there is a fire in the local district
- When a bushfire is threatening or impacting on the site
- During the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').

<p>The Melrose Town Institute is the nominated Bushfire Ready building for this site.</p> <ul style="list-style-type: none"> • The Institute key is located near the front door of the Rural Care and Outreach Preschool building. Return key after use. • It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.
<ul style="list-style-type: none"> • Children and staff from the Melrose Rural Care and Outreach Preschool will evacuate to the Bushfire Ready building when the local district is threatened by bushfire. • The process is included later in this BAP (and will be incorporated into the BAP for the Melrose Primary School).
<p>It is anticipated that some members of the local Melrose community will want to shelter in the Bushfire Ready building during a bushfire.</p> <ul style="list-style-type: none"> • The process to safely accommodate those people along with children and staff is included in the BAP.
<p>The Preschool Director will hold discussions with members of the Melrose CFS in October each year about the bushfire preparedness of the site</p>
<p>The Preschool Director will forward a copy of the site BAP to the Regional Director to be held in the regional office</p>
<p>The Preschool Director will forward a copy of the site BAP to the Melrose CFS by 31st October each year</p>
<p>The staff will forward a copy of the BAP to all families of children of the site at the beginning of Term 1 & 4 each year.</p> <ul style="list-style-type: none"> • The BAP is explained to the families of new children by the staff during the enrolment process.
<p>The Preschool Director will include bushfire season reminders and information in site newsletters and on the website. The Melrose Rural Care and Outreach Preschool Information Booklet includes detailed information about actions and procedures included in the BAP.</p>
<p>All staff members receive pre fire season updates by 31st October in each year and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings or staff communication book.</p>
<p>The Preschool Director will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.</p>

TEMPORARY CLOSURE OF SCHOOLS ACROSS THE FIRE BAN DISTRICT

If the Bureau of Meteorology and the Country Fire Service issue a forecast of *catastrophic (Code Red)* bushfire weather conditions within the Fire Ban District, the Melrose Rural Care and Outreach Preschool will be closed.

Pamphlets and newsletters outlining the DECS school closure policy on days of catastrophic bushfire weather conditions will be distributed to parents and caregivers in Terms 4&1 each year.

Where possible, the Regional Director or nominee will distribute information about the potential for closure on the day before the forecast period.

The Centre staff should **prepare** to advise all parents and care givers about the closure by telephone and by follow-up written notification.

The Regional Director or nominee will confirm any decision by the Chief Executive to close Melrose Rural Care and Outreach Preschool within the Fire Ban District for a period as determined by emergency services.

The Centre staff will **contact** all parents by telephone, to inform them of the decision. A template letter will be provided with key messages to parents and care givers.

- The letter will provide parents and caregivers with an emergency hotline telephone number and a web address to obtain closure and reopening details about Melrose Rural Care and Outreach Preschool.
- Parents will also be reminded to listen to ABC radio (channel 639) for further warnings and advice messages.

PREPARING MELROSE RURAL CARE AND OUTREACH PRESCHOOL FOR A BUSHFIRE

<p>All staff of the Centre form the Emergency Response Team and have been instructed on their roles and responsibilities. The members are:</p> <ul style="list-style-type: none">• Preschool Director and Rural Care and Outreach Preschool ECW's
<p>A Bushfire Action Plan has been developed.</p> <ul style="list-style-type: none">• It will be reviewed each year by the staff and presented to the Governing Council for endorsement.
<p>The Preschool Director will ensure that emergency bushfire drills are carried out by children and staff during the first 2 weeks of Term 4 and Term 1 each year.</p>
<p>The Centre staff will provide all temporary staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.</p>
<p>All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.</p> <ul style="list-style-type: none">• Details of individual roles and responsibilities are included in later sections of the BAP.
<p>Staff members will monitor local ABC radio (Channel 639) for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Preschool Director.</p>
<p>An area of vegetation on the north western side of the school site could impact on our facilities during a bushfire, so the Melrose Primary School have:</p> <ul style="list-style-type: none">• A Bushfire Hazard Management Plan has been developed in conjunction with the Governing Council Grounds Committee.• A copy is attached to their BAP.• Their plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.
<ul style="list-style-type: none">• The Preschool Director and staff will inspect the site during Term 3 each year.• Maintenance will be carried out by the DPTI, gardener or others as required.
<p>Where possible overhanging trees branches have been trimmed to a distance of 2 metres from building rooflines.</p> <ul style="list-style-type: none">• A request will be made to the Facility Manager for the site to safely remove any high level regrowth.
<p>All cavities and openings in the facades and roofs of the stone building have been sealed.</p> <ul style="list-style-type: none">• The Facility Manager will be requested to carry out an annual inspection to ensure the

integrity of the buildings is maintained
<p>The gutters and roof gullies of buildings under or near over hanging trees are regularly cleaned and free of vegetation.</p> <ul style="list-style-type: none"> • High gutters and roof gullies are included in the Preventative Maintenance Schedule for the site and will be cleaned at least every three months.
The Facility Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained
<p>Timber and paintwork on all buildings is well maintained.</p> <ul style="list-style-type: none"> • Breakdown maintenance is referred to the Site Facility Manager as required. • The site Facility Manager can advise on condition projects with data from SAMIS reports
<p>A Whistle will be available for use in signalling a move to the staff member and a HAND BELL to signal a move to the Bushfire Ready building during periods of electricity blackout. The Melrose Primary School will ring in the event they are aware of a fire in the near vicinity</p> <ul style="list-style-type: none"> • The whistle is stored next to the wall phone in the kitchen • The hand bell is located in the kitchen window sill
A Bushfire Ready building kit of 'Emergency Supplies' has been assembled in and stored in the baby change facility at the Melrose Institute.
<p>Emergency Supplies Kit contents.</p> <ul style="list-style-type: none"> • A copy of the BAP and staff roles and responsibilities • Children's sign in sheets, staff/visitor registers • Children contact information , important telephone numbers • battery powered radio • spare batteries • torch / lanterns • first aid kit • staff/student medications • mobile phone • drinking water • blankets, towels • duct tape
The kit is to be checked at the start of terms 1 & 4 by the Preschool Director to ensure contents are fresh and operational.

THE BUSHFIRE READY BUILDING (FORMERLY SAFE REFUGE)

The Melrose Institute is the nominated Bushfire Ready building for this site.
The Bushfire Ready building is a building of solid construction. All open spaces in the façade and roof have been sealed to prevent entry by embers and ash during a bushfire.
This site has been assessed as being in an area of 'Extreme' fire danger.
The Melrose Institute (Bushfire Ready building) can be easily and quickly reached from all areas of the site and can safely hold children and personnel from Melrose Rural Care and Outreach Preschool.
Children and staff practise using the Bushfire Ready building and moving to it from a number of areas around the site during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year. <ul style="list-style-type: none">• The Preschool Director and staff determine the timing of the drills.
Stuart Street Melrose is the only entry and exit roadway to the centre.
It is likely that other members of the Melrose community will shelter in the site Bushfire Ready building during a bushfire. To ensure the appropriate supervision and safety of all, community members will remain in the building once signed in and children to remain in visual contact of staff member. Once it has been cleared with CFS or emergency personnel that it is clear to do so, community members may sign out and leave.
A box labelled ' Bushfire Ready building' has been identified in baby change facility at the Melrose Institute. Essential items for use during a bushfire emergency have been placed in it.
A fully stocked first aid kit will be kept permanently in the Bushfire Ready building cupboard. It will be checked and restocked if necessary by the staff at the start of each term.
Whilst there is access to drinking water in the Bushfire Ready Building, there will also be: <ul style="list-style-type: none">• A carton of spring water & cups are located in the Bushfire Ready building office.• A fresh carton of water will be purchased at the start of each school year.
There are toilet facilities in the Bushfire Ready building.
Student and staff medications have been listed, and are easily assembled and transported to the Bushfire Ready building by the staff of the centre.
The children's sign-in sheet and staff/visitor registers are readily available. The staff will accurately record: <ul style="list-style-type: none">• those present in the Bushfire Ready building• and those who leave the site after the bushfire emergency has passed.
In order to ensure a safe and orderly operation, a decision to move all persons into the site Bushfire Ready building will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Melrose.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning within 5 kms of Melrose Rural Care and Outreach Preschool
- There is a confirmed sighting of nearby smoke or flame.

The staff of the Melrose Rural Care and Outreach Preschool will be notified that the Melrose Primary School is moving to their **Bushfire Ready** building when the 'triggers' listed above are reached.

TOTAL FIRE BAN DAY

The Preschool Director will inform staff in the morning, that a day of Total Fire Ban has been declared.

During the morning, families and children will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms.

Children will be reminded of the procedures if a school bus is overtaken by a bushfire.

Staff members will monitor ABC Radio (channel 639) for CFS Information and Warning Messages.

Excursions will be cancelled for the day and rescheduled.

Off site meetings for all staff will be cancelled.

The Preschool Director or staff member will unlock and open all access and security gates around the site.

Staff will monitor weather conditions and report any concerns to the Preschool Director.

The store of Emergency Supplies will be prepared by the Preschool Director to ensure that the **Bushfire Ready** building is ready.

The staff will update student and staff medication list and prepare medicines for transportation, should it be required.

The Preschool Director or staff will check levels in water storage tanks for fire fighting and top up from the town water supply if necessary.

Staff will ensure personal mobile phones are working correctly and spare batteries are fully charged.

All staff will ensure that all hazards (e.g. toys etc) have been removed from verandah and stored in a safe location.

FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the local district, the Preschool Director will inform children and staff of its location.
Centre staff put into place the pre determined bushfire emergency procedures.
The Preschool Director (if on site) or staff will maintain a visual check of the surrounding area.
The staff will carefully monitor ABC Radio (channel 639) for CFS Information and Warning Messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
The site telephone system does operate when the electricity supply is cut off. Ensure the wall mounted phone is used in this situation, as the hand helds will not operate.
The Preschool Director will advise the regional office that a bushfire has been reported in the nominated local district.
The Preschool Director will liaise with local CFS to obtain the latest information and advice about likely effect of the bushfire on the site.
The staff will place any extra Emergency Supplies in the Bushfire Ready building.
The Preschool Director will cancel all outdoor activities for children.
Staff will record the names of any children who may be collected from the site by parents during the day.
The Preschool Director or staff will assess if it is safe for children to take outside recess and lunch breaks and notify all classes of their decision.
The Preschool Director (or the individual staff member on duty) and Principal of the Primary School will assess if it is safe to release children from the site at normal dismissal time.
The staff, if able will turn on sprinklers and irrigation systems to dampen surrounds.
The staff will back up all site computer records.
Staff will prepare the Bushfire Ready building. <ul style="list-style-type: none">• eg close blinds and windows, wet towels, prepare drinking water, arrange appropriate locations for local community members, ready fire extinguishers, remove hazards from verandah etc
The Melrose Rural Care and Outreach Preschool staff will liaise with the Primary School Front Office SSO and warn them of bush fire in the district, should the pre determined 'triggers' be reached.
Staff encourage children to top up personal water bottles during the day so that they have

adequate drinking water should we have to remain in the **Bushfire Ready** building.

Staff will assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by.

Staff will encourage children to use the toilet regularly during the day.

Staff undertake their assigned roles and responsibilities.

Staff will alert visitors and volunteers of the situation during the day and advise them of required actions.

The Preschool Director will liaise with SAPOL, CFS and any other emergency personnel.

BUSHFIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

The 'triggers' for a move to the **Bushfire Ready** building have been detailed earlier. All staff, children, visitors and parents are aware and prepared to remain in the building when the 'triggers' are reached.

When a 'trigger' is reached, the agreed alarm signal whistle will be sounded continuously by the Preschool Director or the individual staff member on site.

All children, staff and visitors will remain in the **Bushfire Ready** building on hearing whistle or hearing the Primary School siren or air horn.

Staff will assist children to remain in the **Bushfire Ready** building.

Staff will turn on sprinklers and grounds irrigation systems after ensuring children in their care are safely in the Bushfire Ready building and determining that the task can be undertaken without placing themselves in undue danger.

Staff will notify key parents via phone that children are remaining in the **Bushfire Ready** building.

Staff will ready fire extinguishers in the **Bushfire Ready** building.

Staff will close all doors and windows.

Staff will turn off air conditioners and close air vents in **Bushfire Ready** building as bush fire front approaches.

The Preschool Director will ensure that staff and children from Melrose Rural Care and Outreach Preschool are accounted for and accommodated appropriately.

Staff will ensure that local community members are accommodated appropriately.

The staff will institute search procedures for children if needed.

The Preschool Director will advise the regional office of the move to the **Bushfire Ready** building and provide information about:

- The 'trigger' that has been reached and likely impact on the site.
- The number of site children, staff and registered visitors taking shelter.
- The number of 'off site' children and staff present.
- The number of community members present.
- Emergency Services assistance immediately available.

The Preschool Director will liaise with CFS units and other Emergency Services if on site.

All persons sheltering in the **Bushfire Ready** building will prepare for arrival and passage of the fire front. The Centre staff will:

- ensure all persons are located away from windows and unnecessary movement is limited.
- provide regular updates at an appropriate level to children and adults
- describe the situation that can be safely observed outside the building to all persons in the **Bushfire Ready** building
- assist all children and adults to remain calm
- outline possible plans of action with the children after the front has passed.

The Primary School teachers will prepare for unexpected toileting of children and accompany children to the Melrose Rural Care and Outreach Preschool Toilet through the safe passage that has been established .

The Centre staff members will check for and attempt to extinguish spot fires in side or impacting on the **Bushfire Ready** building as necessary

- It is not expected that they will undertake major fire fighting activities
- They are not to put themselves in any dangerous situations

All staff will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FIRE FRONT HAS PASSED

The Preschool Director will ensure no one leaves the Bushfire Ready building until the situation outside has been assessed as safe by the members of the Centre staff or members of the Emergency Services.
The Centre staff members will make an assessment of the need for, and if necessary, begin preparations to care for children for an extended period of time.
Staff members will remain on duty until all children are collected from the site by their parents.
Snacks, drinking water, blankets, games, books etc are available to meet children immediate and extended needs of children waiting to be collected by their parents.
Staff will use their First Aid training to check for and treat any injuries.
The Preschool Director or staff will check the building for damage and burning embers.
Staff will extinguish small fires in or near the Bushfire Ready building
The Preschool Director will liaise with Emergency Services on site as soon as possible.
The Preschool Director will advise the Regional Director and the regional office of the current situation as soon as the position becomes clear and it is safe to do so.
The Preschool Director will refer media enquiries to the Regional Director.
The Preschool Director in conjunction with staff will determine if there is a need to evacuate the Bushfire Ready building.
The Preschool Director will determine an alternative safe location if required.
Staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site.
The Staff will record names of children and person collecting them as they leave the site.
Staff undertake their assigned roles and responsibilities.
The Preschool Director, staff and children (where appropriate) will undertake a debrief of the bushfire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
The Preschool Director will seek support for children and staff from counsellors and social workers when appropriate.
The Preschool Director will review the effectiveness of staff instruction undertaken before the bushfire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
The Preschool Director will arrange to have fire fighting systems checked and readied for use.
The Preschool will replenish the Emergency Supplies package.
The Preschool Director will arrange an assessment of the site buildings once the area is declared safe.
The Preschool Director will complete the relevant DECS report, available from www.crisis.sa.edu.au