

# BUSH FIRE RESPONSE PROCEDURE

Bushfires are an inherent part of Australia's environment. Bushfires can significantly impact on lives, property and the environment. The basic factors that determine whether a bushfire will occur include the presence of fuel, oxygen, and an ignition source. The intensity and speed the bushfire will spread depends on the current temperature, fuel load (fallen bark, leaf litter, small branches), fuel moisture (dry fuel will burn quickly, damp or wet fuel may not burn at all), wind speed, and slope angle.

Working in conjunction with the *Bush Fire Policy*, this procedure provides detailed steps for educators to follow in the event of a bush fire emergency close to the service.

Education and Care Services National Law or Regulations (R.12, 51, 89, 93, 97, 98 and 168) NQS QA 2 and 7: Element 2.1.2 2.2.2 and 7.1.2 Health and Governance practices and procedures

Related Policy: *Bush Fire Policy*

Step 1: PREPARATION PRIOR TO BUSH FIRE		
1	The Approved Provider/ Nominated Supervisor and educators will review and update the Service's <i>Bushfire Policy and Emergency Management Plan (EMP)</i> each year to ensure appropriate response strategies are in place in the event of a Bushfire emergency	
2	The Approved Provider/ Nominated Supervisor and educators will review the Service's <i>Bushfire Policy</i> every 12 months in consultation with emergency services	
3	The Director/ Nominated Supervisor will ensure fire-fighting equipment (hoses etc.) are prepared and maintained as per routine schedule	
4	The Director/ Nominated Supervisor and educators are to review and update the Service's <i>Bush Fire Emergency Management Plan</i> each year in consultation with emergency services	
5	The Director/ Nominated Supervisor will ensure families provide the Service with a reliable emergency contact numbers upon enrolment	
6	The Director/ Nominated Supervisor will ensure the service mobile phone is fully charged and easily accessible at all times	
7	Educators are to ensure children's medication is easily accessible and available to obtain in an emergency	
8	Educators will remove any hazards, ensuring emergency exits are free from objects and obstruction at all times	
9	The Director/Nominated Supervisor will check the Fire Danger Rating (FDR) daily during bushfire season	

Step 2: DURING A BUSH FIRE EMERGENCY		
1	The Director/ Nominated Supervisor and educators are to follow the Service's <i>Bush Fire Emergency Management Plan</i> and any instructions as provided by emergency services	

2	All educators will keep informed of current up to date emergency information through the internet, local emergency services or radio	
3	The Nominated Supervisor/Responsible Person will inform families when the Fire Danger Rating is Severe, Extreme or Catastrophic by sending an email/communication letter or posting a notice on the family communication board	
4	The Nominated Supervisor/Responsible Person will monitor air quality for smoke and potential hazards to children and staff, and move children to indoor environment if conditions deteriorate, the lockdown procedure is to be implemented if required	
5	Educators will bring pets inside if required	
6	Educators will close all windows and doors and turn off air conditioners	
7	Educators are to place towels underneath doorways to prevent smoke entering the Service if time permits	
8	The Nominated Supervisor/Responsible Person will contact transport suppliers for potential use during bush fire emergency in case of emergency evacuation	

Step 3: DURING AN EMERGENCY EVACUATION		
1	The Nominated Supervisor/ Responsible Person will confirm the severity of the bush fire by contacting emergency services and evaluate the possible threat impacting the Service	
2	The Nominated Supervisor/ Responsible Person will meet educators to discuss the situation and activate the emergency evacuation procedure whilst outlining educator's evacuation duties	
3	The Nominated Supervisor/ Responsible Person will notify families of the service closure effective immediately via email/text/phone	
4	The Nominated Supervisor/ Responsible Person will endeavour to contact all families signed into the Service to update them of the emergency evacuation and notify them to collect their child	
5	If a parent is unable to pick up their child, the child's emergency contact person will be notified	
6	The location of the emergency evacuation centre will be advised to families. If parents are unable to collect children from the service or evacuation centre an educator will stay with children in the evacuation centre.	
7	If the fire prevents anyone from leaving the Service, educators will stay with the children and remain calm until the situation has been assessed and advised by emergency services	
8	The Nominated Supervisor/ Responsible Person will use a record of attendance, staff sign in and visitor register to ensure all children, staff, educators and visitors are accounted for	
9	The Nominated Supervisor/ Responsible Person will arrange for emergency services to meet at designated assembly point for pick up	

10	Educators will move all children to the assembly point for evacuation	
11	The Evacuation Manager will ensure all children, staff, educators and visitors are accounted for prior to departure and on arrival to the safe location/ evacuation centre	
12	Educators will ensure all medications and emergency evacuation bags are collected during the emergency evacuation	
13	The Nominated Supervisor/ Responsible Person will maintain situational awareness with emergency services, advising that you have evacuated the Service and providing them with the number of persons evacuated	
14	No person should re-enter the evacuated building or area until advised by emergency services	
15	The Director/ Nominated Supervisor will notify the Regulatory Authority within 24 hours of the incident and service closure via NQA_ITS	

REVIEW OF PROCEDURE			
Date procedure created	January 2023	To be reviewed	January 2024
Approved by		Signature	
Procedure Reviewed Date	Modifications/Changes		