



# Crafers PS OSHC

*Providing quality care for future generations...*

55 Piccadilly Rd, Crafers, SA 5152

## Bushfire Action Policy

<b>Managed by:</b>	Crafers PS Governing Council
<b>Contact person:</b>	Rosie Jarvis
<b>Contact position:</b>	Director
<b>Contact number:</b>	8339 1073
<b>Approved by:</b>	Crafers PS Governing Council
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## BUSHFIRE ACTION PLAN

2016-2017

### GENERAL INFORMATION:

This Bushfire Action Plan (BAP) has been developed in conjunction with OSHC as an extension to the Crafers Primary School Bushfire Action Plan. The Crafers Primary School BAP was developed after consultation with families, and the Piccadilly Fire Service Brigade.

The BAP also outlines courses of action to be undertaken by staff and OSHC children at the different levels of a bushfire emergency:-

- Code Red Catastrophic Days
- 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')

**Downstairs of Building 2 is the nominated Bushfire Refuge (Rm 5 Building 2) for this site.**

A copy of the Crafers Primary School (OSHC) BAP will be forwarded to the Piccadilly CFS prior to the beginning of the Vacation Care programme.

The Crafers Primary School (OSHC) BAP will be explained to families who have children involved in the Vacation Care programme. Reminders and information regarding bushfire emergency procedures will occur in the school and OSHC newsletters. OSHC staff will be briefed regarding information contained in the Crafers Primary School (OSHC) BAP during term 4. The director of the OSHC will ensure that new staff members are briefed regarding the requirements of the BAP.

### PREPARING CRAFERS PRIMARY SCHOOL (OSHC) FOR A BUSHFIRE:

The response team for OSHC will be the director if present, or delegate and other members of staff. The key personnel are Rosie Jarvis (Director) Kathryn Nielsen (Staff) and Christina Quine (Staff). During Vacation Care other staff might be employed, members of which will be in-serviced in relation to the Crafers Primary School (OSHC) BAP by the Director of OSHC service. **On days of Extreme fire danger another staff member will be employed to support the OSHC service.** In conjunction with the school Mt Lofty, Piccadilly, Uraidla, Crafers West, Upper Sturt, Stirling, Mt George and Bridgewater have been nominated as the areas defining the Local District in the Crafers Primary School (OSHC) BAP.

Name	Position	Contact Number
Rosie Jarvis	Director	0412 070920
Kathryn Nielsen	Staff	0405 924692
Christina Quine	Staff	0428 399281

This Crafers Primary School (OSHC) BAP is submitted to the Education Director and DECD Bushfire and Emergency Management.

The Director will ensure that a bushfire emergency drill is conducted some time during the first three days of Vacation Care. The Director (or delegate) will ensure that responsibilities identified in the BAP are assigned to members of staff.

A Bushfire Refuge (Rm 5 Building 2) kit of 'Emergency Supplies' has been assembled and is stored in Building 2 office and checked by administration staff of the school in term 3. OHSC will access this Emergency Supply kit if required.

**The Emergency Supply kit contains** – children's attendance and contact information (including Vacation Care participants which have been placed in the kit by the Director), important telephone numbers, street directory, battery powered radio, spare batteries, torch, lanterns, first aid kit, gas siren and spare canisters, staff/student medications (Director responsible for Vacation Care children's medications being placed in kit if required), mobile phone, drinking water, sweets/nibbles, spray bottles, blankets, towels, duct tape, plastic sheeting etc.

Protective clothing for Vacation Care staff members who need to go outside is kept in the OHSC office.

#### **THE BUSH FIRE REFUGE:**

The ground floor of building 2 is the nominated Bushfire Refuge (Rm 5 Building 2) for this site and therefore for the OHSC and Vacation Care programmes. The Bushfire Refuge (Rm 5 Building 2) is clearly signed and the Director will remind children of its location during Vacation Care.

The Piccadilly Road gate to the oval will be opened to allow car parking and easy access to the Bushfire Refuge (Rm 5 Building 2). Parents are asked not to use Violet Avenue, which is surrounded by tall trees that could be damaged and burning after a bushfire and make access to the Bushfire Refuge (Rm 5 Building 2) very difficult.

In order to ensure a safe and orderly operation, a decision to move all persons into the Bushfire Refuge (Rm 5 Building 2) 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 Crafers**.
  - **Be alert on the advising of a fire, movement to refuge on a Watch & Act warning or an Emergency Warning.**
  - **Fires moving towards Crafers 20km radius out from the school.**

The local Emergency Services advise that a bushfire is likely to impact on the site.

- We are advised that a bushfire is burning in any of the surrounding townships named as our local district.
- There is a confirmed sighting of nearby smoke or flame.

It is to be noted that there will not necessarily be formal notification from the CFS to move children, this decision will rest with the Director or delegate.

#### **SUSPENSION OF SERVICE:**

\*As a classified R1 code school in the Adelaide Hills OSHC programmes being run by Crafers Primary School OSHC will be closed to all children and staff.

Communication confirmation methods of Crafers Primary School OSHC Vacation Care closure:

- Text/email message.
- In some instances individual families will be contacted.
- Parents directed to the media, ABC radio and television and the CFS website, [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au) and the DECD Crisis SA website [www.crisis.sa.edu.au](http://www.crisis.sa.edu.au) for the latest information as part of their family Bushfire Safety plans.  
**DECD Parent Bushfire Information Hotline 1800 000 279**
- The purpose designed “school closed sign” will be placed at the entrance of the school.
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<b>Fire Danger Rating Categories</b>	<b>Action for OSHC Vacation Programmes</b>
Catastrophic (TFB)	<b>CLOSED: No OSHC Vacation Care programmes will be operating at Crafers Primary School and other schools in the district.</b>
Extreme (TFB)	<b>OPEN: normal bushfire plan procedures applying unless advice of fire authorities for the Adelaide Hills, in consultation with the Principal and the DECD Bushfire Emergency Management team indicates that it would be unsafe to run the Vacation Care service. Communication methods to inform a closure as per above.</b>
Severe (TFB)	OPEN: normal bushfire plan procedures apply
Very High (TFB)	OPEN: normal bushfire plan procedures apply
High	OPEN: normal bushfire plan procedures apply
Low-Moderate	OPEN: normal bushfire plan procedures apply

#### **TOTAL FIRE BAN DAY:**

The Director or delegate will inform children and staff that a day of Total Fire Ban has been declared and will display the ‘Total Fire Ban’ sign on Violet Avenue. During the morning introductory session children will be reminded of site bushfire emergency procedures and drills. Director or delegate will have a battery operated radio tuned to ABC radio (891) and will also monitor the CFS website throughout the day.

Excursions will be cancelled for the day and if necessary visiting activities which might have the capacity to start a fire.

Director or delegate will:

- Unlock and open all access and security gates around the site.
- Display the 'Total Fire Ban Today' sign on Violet Avenue.
- Prepare protective clothing.
- Check pumps, sprinkler system and ground irrigation are operating correctly and hoses are attached.
- Backpack water pumps are operational.
- Get food items, emergency kit and water moved to the Art Room.
- Fill water spray bottles and sinks.
- Set lanterns in the Bushfire Refuge (Rm 5 Building 2).
- Prepare medicines and children's records for movement to the refuge.
- Ensure the 'Red Phone' has sound turned up.
- Private vehicles to be parked on the oval.

#### **FIRE REPORTED IN LOCAL DISTRICT:**

When a bushfire has been reported in the nominated local district (Mt Lofty, Piccadilly, Uraidla, Crafers West, Upper Sturt, Stirling, Mt George and Bridgewater) the Director or delegate will inform children and staff of its location and place everyone on alert.

Children to fill drink bottles, go to the toilet if needed, have bag packed and be under immediate supervision of staff. While on alert, children and staff will remain as one group, preferably in the OSHC building, ready for easy evacuation to the Bushfire Refuge (Rm 5 Building 2) if required. During times of alert the Director or delegate will maintain a visual check of the surrounding area. Other staff will remain with children and monitor ABC radio for CFS information and warnings.

The Director or delegate will advise DECD Bushfire Emergency Management team, the Education Director, the Principal or Deputy Principal that a bushfire has been reported in the nominated local district.

The Director or delegate will liaise with local CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.

**No child can be taken by any person other than their parent or a person the parent has notified can take the child on this occasion. Children must be signed out.**

The Director or delegate will assess if it is safe for students to take outside breaks, but must remain as group.

#### **FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE:**

A safe and orderly movement to the Bushfire Refuge (Rm 5 Building 2) will be made when any one of the following 'triggers' is identified:

- CFS information and warning messages broadcast on the local ABC radio indicate a fire is moving towards Crafers.

- Be alert on the advising of a fire, movement to refuge on a Watch & Act warning or an Emergency Warning.
- Fires moving towards Crafers 10 km radius out from the school.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- There is confirmed sighting of nearby smoke or flames.

When a 'trigger' is identified the Director or delegate will move children and staff to the Bushfire Refuge (Rm 5 Building 2). Once in the Bushfire Refuge (Rm 5 Building 2) close all doors and windows and move to the centre of the Bushfire Refuge (Rm 5 Building 2). If safe to do so, meaning that:

- The Director is not being placed in any danger.
- Staff numbers are such that the Director is able to leave the group.
- That there is no fire in the immediate vicinity.
- That there is a sense the children will be calm for the few minutes required to start the sprinkler system.

the Director or delegate will turn on the sprinkler system, being in two way radio contact with other staff at all times. The Director or delegate will ensure all children and staff are accounted for. The Director or delegate will inform the Bushfire Emergency Management (8226 2524) team that there has been a move to the Bushfire Refuge (Rm 5 Building 2) being prepared to give information regarding:

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

The Director or delegate will liaise with CFS/MFS units and other Emergency Services if on site.

All persons sheltering in the Bushfire Refuge (Rm 5 Building 2) will prepare for arrival and passage of the fire front. The Director or delegate will:

- Ensure all persons are located in the centre of the building.
- That movement is limited.
- Provide regular updates at an appropriate level to children and adults to help maintain calm.
- Describe the situation that can be safely observed outside the building to all persons in the Bushfire Refuge (Rm 5 Building 2).
- Assist all students and adults to remain calm.
- Outline possible plans of action after the front has passed with the students.

The Director or delegate will check for spot fires inside or outside the building attempting to extinguish with the water pump packs or extinguishers. The Director or delegate is not expected to put themselves in dangerous situations.

**RECOVERY AFTER THE FRONT HAS PASSED:**

The Director or delegate will ensure no one leaves the Bushfire Refuge (Rm 5 Building 2) until the situation outside has been assessed safe by the Director or delegate.

The Director or delegate will make assessment of the need for, and if necessary, begin preparations to care children over an extended period of time. OHSC staff will remain on duty until children are collected by their parents.

OHSC staff will check for and treat any injuries.

The Director or delegate will check the building for damage and burning embers.

The Director or delegate will liaise with Emergency Services on site as soon as possible.

The Director will advise the Regional Office, the Principal or Deputy Principal and the DECD Bushfire Emergency Management team of the current situation as soon as the position becomes clear and it is safe to do so.

The Director or delegate will refer media enquiries to the Education Director.

The Director or delegate will determine an alternative safe location if required e.g. oval or gym.

OSHC staff will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site. Parents will be asked to park on the oval to collect children; and the Director or delegate will ensure correct sign out of children to designated adults. Names of children and person/s collecting children will be recorded as they leave the site.

**CRITICAL AND IMPORTANT CONTACT NUMBERS:**

Title		Number
Education Director	Nanette Van Ruiten	0401121419
Regional Office		8391 4705
DECD Bushfire & Emergency Management	Erin or Kate	82262524, or 82263714, or 1800 000 279
Principal	Chris Minear	0429 833 965
Deputy Principal	John Nielsen	0427 518 568, or 8370 8667
CFS	CFS services	1300 362 361

