

Bush Fire Policy

Published	August 2020
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Sources	Education and Care Services National Regulations, October 2020 Education and Care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Framework, January 2020 Bush Fire Survival Plan, rfs.nsw.gov.au Managing Emergency Situations in Education and Care Services PSC National Alliance 2012 Local Emergency Management Planning, NSW Justice of Emergency Management, retrieved Jan 2019 NSW Rural Fire Service, Retrieved September 2020
Consultation	Peter Dyce – Community Safety Officer NSW RFS (Yass) 2013, 2015 Mike Cliff – Gundaroo R.F.S Captain 2019 Community Early Learning Australia – Consultancy, Review and Development of Emergency Procedures for Family Day Care Sept 2020
Associated Policies	
Relevant Forms	

Policy Statement:

This policy outlines the strategies and procedures that the Service and Educators will follow, including information about the conditions under which the Family Day Care Services will close.

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Bush Fire Emergency Evacuation

1. Refer to and follow your Bush Fire Survival Plan
2. Listen to Alerts and Fire Danger Ratings
3. Gather children
4. Collect the Emergency Kit
5. Evacuate early as quickly and calmly as possible
6. Evacuate to a Safe House, a Neighbourhood Safer Place
7. Contact Country Children's Early Learning Ph: 0410 529 392
8. Contact the Children's Families

Bush Fire Emergency Lockdown

1. Refer to and follow your Bush Fire Survival Plan
2. Listen to Alerts and Fire Danger Ratings
3. Ensure you have torches ready
4. Shelter in a room that is on the opposite side of the house from the approaching fire and that has a clear exit out of the house
5. Patrol inside the house looking for sparks and embers
6. Drink water to keep hydrated
7. Close doors, windows, vents, blinds and curtains to prevent flames, smoke and embers from entering
8. Put tape across the inside of the windows so they stay in place if they break

Shut off gas at the meter or bottle

9. Move furniture away from the windows to prevent any embers that enter the house from igniting
10. Fill baths, sinks and buckets with water for putting out any fires that may start inside
11. Place wet towels around the window and door edges to stop smoke and embers from entering
12. Put a ladder next to the access hole to the roof space so you can check for spot fires

After The Bush Fire Emergency Is Over

- Consider counselling services for anyone affected by the emergency
- Notify Parents of the emergency event prior to the collection of their children
- Review current plan to ensure it still meets all your needs, and make any revisions where necessary

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments