



Clare OSHC Bush Fire Procedure

Updated October 2018

Our procedure is reviewed after Clare Primary School Bushfire Action Plan has been reviewed

Vacation Care Planning

When planning the December / January Vacation care program, Risk Assessments must be completed on all excursions outside of the town boundaries.

Risk assessments must include:

- List of relevant bush fire safe settlements and bush fire safe precincts.
- Contact details of pre arranged Department of Education (DE) or other emergency safe refuge facilities.

FIRE DANGER RATINGS

Low - Moderate

Open: Normal Bushfire Plan Procedures Apply

High

Open: Normal Bushfire Plan Procedures Apply

Very High

Open: Normal Bushfire Plan Procedures Apply

Severe (Total Fire Ban)

Open: All non local excursions away from service could be cancelled (Director and Principal to determine). Certified Supervisor / Director will notify parents of cancellation of excursion when signing children in. If the Fee for the day changes it will be advertised on the day

Educators supervising in the yard/playground will monitor weather conditions and report any concerns to Certified Supervisor / Director

Certified Supervisor / Director will check children and staff medication

Certified Supervisor / Director will ensure mobile phone is fully charged

The Certified Supervisor / Director will check CFS website regularly to ensure safety of children during 'Total Fire Ban forecast days' and have a battery operated radio turned on and tuned into ABC channel 891AM, in case of the Internet not working

Extreme (Total Fire Ban)

Open: All excursion away from service will be cancelled (certain local excursion may run, Director and Principal to determine). Certified Supervisor / Director will notify parents of cancellation of excursion when signing children in. If the Fee for the day changes it will be advertised on the day

Educators supervising in the yard/playground will monitor weather conditions and report any concerns to Certified Supervisor / Director

Certified Supervisor / Director will check children and staff medication

Certified Supervisor / Director will ensure mobile phone is fully charged

The Certified Supervisor / Director will check CFS website regularly to ensure safety of children during 'Total Fire Ban forecast days' and have a battery operated radio

Catastrophic (Total Fire Ban)

Service is closed. NO Staff, Children or families to be on site

CLARE OSHC will be closed on a day of catastrophic fire weather conditions.

Information is available on day prior to declaring a school closure only from 4.30pm onwards.

Parents are reminded throughout bushfire season to monitor the Bureau of Meteorology website, ABC radio OR CFS website for up to date information

After 4.30pm on day prior to "closure"

Certified Supervisor / Director will place a specific answering machine message on the centre phone to indicate closure

Broadcast email to Parents of children booked in with a message of pending closure.

Parents of children booked in and not on this email list will be telephoned or will receive a text message by Certified Supervisor / Director

Catastrophic Day sign will be placed on front road main sign

Certified Supervisor / Director will cancel any activities / food deliveries planned for the following day.

Certified Supervisor / Director will contact staff

Families will be charged an Allowable Absence and the Child Care Subsidy will be claimed by the centre and the out of pocket expense will be re-funded to accounts. See Director for more info

FIRE REPORTED IN LOCAL DISTRICT

Certified Supervisor / Director will put into place the pre-determined bushfire emergency procedures.

Certified Supervisor / Director will maintain a visual check of the surrounding area.

The Certified Supervisor / Director will carefully monitor ABC Radio and the CFS website for CFS Information and Warning Messages and provide staff with updates concerning the latest location of the bushfire front and any impact it may have on the site.

Certified Supervisor / Director will advise the Principal that a bushfire has been reported in the nominated local district and agree on coordination of procedures.

The Director will liaise with DE Emergency Management Team to obtain the latest information and advice about likely effect of the bushfire on the site.

The Director will cancel on site outdoor activities or excursions for children.

The Certified Supervisor / Director will identify and list all children and staff who live in the area reported to be affected by the bush fire.

The Certified Supervisor / Director will back up all site computer records.

The Certified Supervisor / Director will open and prepare the Safe Refuge, (located in the Admin building at Clare Primary School) eg close blinds and windows, wet towels, prepare drinking water, ready fire extinguishers, remove hazards from passageways etc

The Educators will ensure the alternative audible warning device is ready for use and operating correctly should power fail.

Once we are in Safe Refuge we will not be letting children out until advised by the DE Emergency Management Team or the local Emergency Services that it is safe to do so.

A member of staff will monitor the outside of the Safe Refuge once the fire front has passed, if safe to do so to ensure that the building is not on fire.