

# **Our Lady of Hope Greenwith Campus Outside School Hours Care**

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## **POLICY DOCUMENT**

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| <h3><b>BUSHFIRE ACTION PLAN</b></h3> |
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## BACKGROUND

Our Lady of Hope Greenwith Campus OSHC is located in the Tea Tree Gully area which is not currently a high fire risk area; however we are near the border of Mt Lofty. The Bushfire Action Plan policy has been developed to outline the service's response to the threat of a bushfire in the surrounding districts, some of which are semi-rural. Our Lady of Hope Greenwith Campus OSHC is situated near the border of the Mt Lofty area.

## POLICY STATEMENT

The policy and related site bushfire action plan details action to be taken:

- Prior to the fire danger season.
- When there is a bushfire in the local district.
- When a bushfire is threatening or impacting on the School Site.
- When there are students stranded at OSHC whose parents/caregivers may be unable to collect them by 6.15pm due to the areas in which they live.
- When a bushfire threat has passed.

## RELATIONSHIP

| Regulations | National Quality Standard | Other policies/Service documentation       | Other legislation/Guidelines           |
|-------------|---------------------------|--|--|
| 168         | 2                         | Risk Assessment Policy                     |  |
| 97 & 98     |                           | Excursions Policy                          | OHS&W Act/Regulations                  |
|             |                           | Family and educators/<br>staff handbooks   | DECD Bushfires Strategy for<br>2011-12 |
|             |                           | Approved Providers<br>emergency procedures |  |

## HOW THE POLICY WILL BE IMPLEMENTED

The Greenwith Community Centre has been identified as a secondary refuge building for members of the school community should the need arise. The level of response taken by the Leadership Team will be dependent on the level of perceived threat at the time.

If there is a need to "Lock in" to OSHC buildings, or to "Evacuate" to the oval, OSHC's normal emergency procedures will be implemented. All staff are to follow these procedures. If leadership feel there is a need to "Lock in" in the Greenwith Community Centre, all staff will be notified by radio or in person after a normal "Lock in" has initially been called.

A decision to move all persons to "Lock in" within the OSHC buildings or the Greenwith Community Centre or "Evacuation" to the Greenwith oval will be made by the Director or Person Responsible, or as directed by the CFS or SAPOL when any of the following triggers occur:

- CFS information and warning messages are broadcast on the local ABC radio;
- Indication a fire is moving towards the school site;
- The local Emergency Services advise that a bushfire is likely to impact on the workplace;
- Advice that a bushfire is burning in the "local area";
- A confirmed sighting of smoke or flames near the sight.

Our Lady of Hope Greenwith Campus OSHC bushfire procedures are aligned with the South Australian Fire Danger Ratings Scale:

| Category     | Action for Schools   |
|--------------|--|
| Catastrophic | <b>CLOSED:</b> Schools in the affected Fire Ban District with an extreme, very high or high-risk rating.<br><b>CANCELLED:</b> School bus services travelling through the affected Fire Ban district. |
| Extreme      | Catholic Education SA to take advice of fire authorities for Adelaide Hills and other high risk areas regarding school closures.   |
| Severe       | <b>OPEN:</b> normal bushfire plan procedures apply.  |
| Very High    | <b>OPEN:</b> normal bushfire plan procedures apply.  |
| High         | <b>OPEN:</b> normal bushfire plan procedures apply.  |
| Low-Moderate | <b>OPEN:</b> normal bushfire plan procedures apply.  |

#### ***Protecting your property:***

The following maintenance actions will be completed by the groundsman prior to the fire season:

- Remove dead branches, leaves from all gutters and undergrowth.
- Prune tree limbs less than two metres above ground.
- Prune tree branches overhanging OSHC buildings.
- Maintain grass areas keeping grass cut and free of high grasses.
- Spray/remove weeds and high grasses around OSHC yard.

#### ***Plan:***

At the commencement of the bushfire season the OSHC leadership team will advise all staff, students and parents/caregivers of the need to be aware and familiarise themselves with the OSHC bush fire plan policy.

#### ***Fire Ban Alert:***

Our Lady of Hope School will be notified by the Catholic Education Office on days of high fire danger to be prepared to implement their bushfire plan. Our Lady of Hope School will share this information with OSHC via phone.

The following fire alert levels will determine what action needs to be taken:

|         |  |
|---------|--|
| Level 1 | A declared fire ban area   |
| Level 2 | A fire has occurred adjacent to, or in, the school site's area of concern. |
| Level 3 | A fire is threatening the school/s and/or the community.                   |

Level 1:

- When the Director/Person Responsible becomes aware of a declared fire ban in the surrounding area, staff will be notified in applicable of what action needs to be taken.
- If a fire is reported in the local district, the Director/Person Responsible will monitor the local radio network (radio channel – ABC 891 AM) and the CFS website for further updates.
- In the event of dense smoke floating over the school grounds a decision will be made whether all doors and windows will be closed and air conditioners will be turned off.
- As first aid officers, all staff will identify students who may be adversely affected by the smoke and will offer assistance where possible.
- The Director/Person Responsible will assess if it is safe for students to complete outdoor activities and follow the inclement weather procedures if deemed necessary.

#### Level 2/3:

- If deemed necessary, the Director/Person Responsible may declare a total 'Evacuation' or 'Lock in' of the school, following the standard OSHC emergency procedures.
- When the Director/Person Responsible makes a decision to implement a whole site 'Lock in' for a lengthy stay they will verbally notify all students and staff to shelter in the Greenwith Community Centre until the hazard has passed.
- The Director/Person Responsible will notify the Catholic Education Office (CEO) of the current situation and liaise with police and MFS/CFS until the risk has passed.
- For the duration of the 'Lock in' a sign will be placed on the entry gate to advise parents/caregivers of the children's whereabouts upon collection.
- Names of all students released during the 'Lock in' or 'Evacuation' will be recorded by Director/Person Responsible.
- Arrangements will be made to supervise children who remain on site after the 6.15pm site closure time.
- Once the situation is declared over, the Director/Person Responsible will notify the Catholic Education Office.

Through the fire danger season the CFS website and Bureau of Meteorology websites will be monitored daily for weather or situation changes.

A decision to move all persons off-site or into the on-site Bushfire refuge (Greenwith Community Centre) will be made by the CFS or SAPOL when any of the following triggers occur:

- CFS information and warning messages broadcast on the local ABC radio indicate a fire is moving towards the school site.
- The local Emergency Services advise that a bushfire is likely to impact on the school site.
- Advice that a bushfire is burning in the local area.
- A confirmed sighting of smoke or flame near the site.

The emergency alarm to prepare for movement to the bushfire refuge is the normal siren for a 'Lock in' (short blasts for two minutes followed by verbal advice).

#### ***Use of Fire Fighting Equipment:***

In the case of fire, the primary responsibility of staff is the safety of themselves and the children in their care. All reasonable steps should be taken to meet this duty of care. There may be times when the judgement of the staff member is that a fire can be extinguished safely using the extinguishers provided, without compromising their duty of care.

**REMEMBER: THE MOST IMPORTANT THING IS THE SAVING OF PEOPLE NOT THE SAVING OF PROPERTY.**

**Do NOT enter or re-enter a burning building.**

**RESOURCES/REFERENCES**

- Bushfire Safety and Survival for business and organisations at [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)
- Bureau of Meteorology at <http://www.bom.gov.au/sa/forecasts/adelaide.shtml>

**ATTACHMENTS**

- Appendix A Site Bushfire Action Plan
- Appendix B Emergency Telephone Numbers

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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**(Date Reviewed)**

## SITE BUSHFIRE ACTION PLAN

| Action   | Who                            | Date action taken |
|--|--------------------------------|-------------------|
| Liaise with staff to negotiate their roles and responsibilities to review Bushfire Action Plan at start of bushfire season.  | Director or Person Responsible |                   |
| Identify staff members who travel through Fire Ban Districts on days of catastrophic fire danger rating, and work with them to determine personal survival plan needs.   | Director or Person Responsible |                   |
| Allocate roles and responsibilities to staff at the various stages of the Bushfire Action Plan.  | Leadership                     |                   |
| Ensure Corporate Preventative Maintenance tasks have been completed (e.g. gutter cleaning, testing of fire equipment).   | WHS officer and groundsman     |                   |
| First Aid Bag, roll and emergency contact list are taken if 'Evacuation' is to the oval of 'Lock in' to the Greenwith Community Centre. Time permitting, all student medication could be gathered and taken, however this will depend on threat. | Person Responsible             |                   |
| Check daily CFS website and Bureau of Meteorology  | Director or Person Responsible |                   |
| Identify access to toilet facilities in the event of an emergency  | Educators                      |                   |
| Conduct emergency drills with staff and students in accordance with Work, Health and Safety requirements   | Fire Warden                    |                   |
| Cancel excursions  | Director or Person Responsible |                   |
| Backup computer storage to be taken with staff member  | Director                       |                   |
| Weather conditions will be assessed prior to outdoor activities  | Person Responsible             |                   |
| Ensure mobile phones and walkie talkies are working correctly and fully charged.   | Educators                      |                   |
| In the event of an 'Evacuation' or 'Lock in' due to a bushfire risk (time and safety permitting) hang sign on entry gate to advise of student and staff location   | Leadership                     |                   |

EMERGENCY TELEPHONE NUMBERS

| POLICE 000   | FIRE 000          | AMBULANCE 000 |
|--|-------------------|---------------|
| Local Police.....  | Golden Grove..... | 82822700      |
|  | Holden Hill.....  | 82076000      |
| <b>CFS</b>   |                   |               |
| CFS BUSHFIRE INFORMATION HOTLINE:.....                   |                   | 1300362361    |
| <a href="http://www.cfs.sa.gov.au">www.cfs.sa.gov.au</a> |                   |               |
| Parent Information hotline.....                          |                   | 1800000279    |
| <b>State Emergency Service:</b>                          |                   |               |
| Headquarters.....  |                   | 1300300177    |
| After Hours  |                   |               |
| <b>ETSA UTILITIES/ORIGIN:</b>                            |                   |               |
| No Power/Emergencies.....                                |                   | 131366        |
| <b>AGL</b>   |                   |               |
| Gas Emergency.....                                       |                   | 1800808526    |
| <b>SA Water/United Water:</b>                            |                   |               |
| Emergency.....   |                   | 83810300      |
| <b>Telstra/NEC:</b>                                      |                   |               |
| Faults and Service Difficulties.....                     |                   | 132200        |
| <b>Hospitals:</b>  |                   |               |
| Royal Adelaide.....                                      |                   | 82224000      |
| Women's and Children's Hospital .....                    |                   | 81617000      |
| National Security Hotline .....                          |                   | 1800123400    |
| Asthma SA.....   |                   | 1800645130    |
| Safework SA.....   |                   | 1300365255    |
| Poison's Information Centre: .....                       |                   | 131126        |
| Accident Tow Truck .....                                 |                   | 82315555      |
| Catholic Education Office.....                           |                   | 83016600      |
| Counsellors: (For staff and/or students) Access .....    |                   | 1800812300    |