ROBE CHILD CARE ON WHEELS SERVICE

BUSHFIRE RESPONSE PROCEDURE

Responsible Officer:	*Manager Childcare Services*
Version	*V1*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS S.2A Paramount consideration — safety, rights and best interests of children S.51 Conditions on service approval 12 Meaning of serious incident 89 First aid kits 93 Administration of medication 97 Emergency and evacuation procedures 98 Telephone or other communication equipment 168 Education and care service must have policies and procedures
National Quality Standards (NQS):	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY 2.1.2 Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented. 2.2 Safety-Each child is protected 2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard 2.2.2 Incident and emergency management-Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented QUALITY AREA 7: GOVERNANCE AND LEADERSHIP 7.1.2 Management Systems- Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

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The Education and Care National Law and National Regulations require that early childhood education and care services ensure that every reasonable precaution is taken to protect children from foreseeable risk of harm, injury and infection, including responding to potential bushfire risks. (National Quality Standard 2.2.2). The Service is responsible for the preparedness and safety of children and employees in relation to bushfires and reducing children's exposure to smoke. As bushfire smoke can affect children's health and safety, it is critically important to implement procedures to reduce smoke exposure.

Working in conjunction with the *Bushfire Policy*, this procedure provides detailed steps for educators to follow in the event of a bushfire emergency close to the service and assists the Service to manage the challenges associated with bushfires and reduce the risk of smoke inhalation.

Services will be prepared for closures of the Service on days when *Catastrophic (red)* Fire Danger Rating System (AFDRS) is issued in the SA Fire Area or upon advice from relevant authorities (e.g., Education Standards Board or Fire Authority), and if required, close the Service and remain closed until further advice.

SMOKE FROM FIRES

If the day is visibly smoky, educators will set up indoor activities and experiences for children and use an air purifier with a high-efficiency particulate air (HEPA) filter to reduce the number of fine particles indoors. If the air conditioner is in use, ensure it is not drawing in air from outside.

The daily air quality during the fire season in your state or territory will be displayed on the parent notice board for viewing. Bushfire smoke contains fine particles of debris and gases known to cause health effects. Symptoms may include:

- itchy/burning eyes
- runny nose
- shortness of breath
- cough
- throat irritation and
- may trigger a more severe response such as an asthma attack.

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IN CASE OF EMERGENCY DIAL 000

Step 1: PREPARATION PRIOR TO BUSHFIRE		
The approved provider/nominated supervisor will:		
1	Review and update the Service's *Bushfire Policy* and *Emergency Management Plan* (EMP) each year in consultation with Emergency Services, families, educators and children to ensure appropriate response strategies are in place in the event of a bushfire emergency	
2	Conduct a risk assessment to identify potential harm or hazards associated with poor air quality and potential danger of fire to the Service. The risk assessment is to be reviewed at least every 12 months and following any incident or circumstance that may affect the safe evacuation of children	
3	Check the Australian Fire Danger Rating System (AFDRS) daily during bushfire season the Alert SA app for information about fires within the area	
4	Ensure fire-fighting equipment (etc.) are prepared and maintained as per routine schedule	
5	Communicate with staff and families about specific information and arrangements to reduce the danger of smoke exposure and inhalation and ensure children's medical management plans/Asthma Action Plans are current and medication is within its expiry date	
6	Check the contents of First Aid Kits for emergency asthma equipment (e.g. Ventolin inhaler)	
7	Ensure all staff maintain awareness of emergency asthma management strategies, have read and acknowledged individual children's medical management plans, and have access to the plans and required medication	
8	Ensure an educator or staff member with current ACECQA approved first aid-including life support and CPR training; emergency asthma management and anaphylaxis management training is in attendance at the service premises at all times children are provided education and care	
9	Ensure families provide the Service with reliable emergency contact numbers upon enrolment	
10	Ensure the Service mobile phone is fully charged and easily accessible	
11	Ensure children's medication is easily accessible and available to obtain in an emergency	
12	Remove any fire hazards from the Service and ensure emergency exits are always free from objects and obstruction	
13	Check weather strips to seal gaps around doors and windows to prevent air leaks and to prevent smoke and dust from entering the buildings	

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Step 2: DURING A BUSHFIRE EMERGENCY		
The approved provider/nominated supervisor will:		
1	Follow the Service's *Emergency Management Plan* and any instructions as provided by emergency services	
2	Monitor fire ratings through relevant authorities on a daily or hourly basis. Check the Australian Fire Danger Rating System (AFDRS) daily during bushfire season. Check the Alert SA app for information about fires within the area.	
3	Contact buses and transport suppliers regarding potential use during a bushfire emergency in the event evacuation is required. Consult with relevant school sites to ensure their availability.	
4	Inform families when the Fire Danger Rating is Severe, Extreme or Catastrophic by email, Service app alert, communication letter and a notice on the family communication board	
5	Monitor air quality and follow health messages using the SA Environment Protection Authority (EPA) air quality website: Air quality monitoring | EPA. Move children to indoor environment if conditions deteriorate, the lockdown procedure is to be implemented if required	
Educators will:		
1	Keep informed of up-to-date emergency information through the internet, local emergency services, radio and/or the state or territory emergency app - Alert SA app	
2	Identify children who are diagnosed with asthma. If a child with asthma shows signs of breathing difficulty (e.g. wheezing or persistent coughing), educators will follow their medical management plan/Asthma Action Plan, contact parents and monitor the child closely. IF SYMPTOMS PERSIST OR WORSEN, CALL AN AMBULANCE ON 000 IMMEDIATELY	
3	Bring pets inside	
4	Close all windows and doors and turn off air conditioners	
5	Place towels along the bottom of doorways to help prevent smoke entering the Service	
6	Use an air purifier with a high efficiency particle air (HEPA) filter to reduce the number of fine particles indoors	

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Step 3: DURING AN EMERGENCY EVACUATION		
The approved provider/nominated supervisor will:		
1	Confirm the severity of the bushfire by contacting emergency services and evaluate the possible threat impacting the Service	
2	Discuss the situation with all staff and educators and activate the emergency evacuation procedure while outlining staff and educators' evacuation duties	
3	Contact families of the Service and advise them of the emergency evacuation and closure effective immediately via email/text/phone and if already evacuating, notify them to collect their child at the safe assembly area designated in the *Emergency Management Plan* (EMP) or emergency evacuation centre if required	
4	Ensure all children, staff, educators and visitors are accounted for prior to departure and on arrival at the safe location, assembly area or evacuation centre	
5	If a parent/guardian is unable to pick up their child, notify the child's emergency contact person to collect. If no contacts can collect their child, an educator will stay with children at the Service or in the assembly area if evacuated	
6	Use a record of attendance, staff sign-in and visitor register to ensure all children, staff, educators and visitors are accounted for	
7	Maintain contact with Emergency Services, inform them of the evacuation and confirm with them once the Service has been completely evacuated, providing the number of persons evacuated	
8	Make a notification of a serious incident to the regulatory authority, Education Standards Board (ESB,) within 24 hours, by completing the CCCFR Incident Notification Form	
Educators will:		
1	Ensure medications and emergency evacuation bags are collected during the emergency evacuation	
2	If parents/guardians or emergency contacts are unable to collect children, ensure an educator remains with the children at the Service or in the assembly area/evacuation centre if evacuated	
3	Move all children to the assembly area for evacuation	
4	Ensure 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	
5	Ensure no person re-enters the evacuated building or area until advised by emergency services	

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