
	Management Area: Childrens Services	Version No: 2.0 Pages: 6
	Category of Policy: Operational	Approval Date: 27/07/2023 Policy Approver: Head of Children's Services
Policy Title: Bushfire Policy		Author: YMCA's of Australia

YMCA SOUTH AUSTRALIA

Bushfire Policy

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1. Purpose

Bushfires are an inherent part of Australia's environment. Bushfires can significantly impact lives, property, and the environment. The centre will take measures to protect the health and safety of children, educators, and visitors should an incident occur whilst at the centre. The centre will use preventative steps to reduce risk and will ensure all accidents, injuries, incidents, and hazards are reported and responded to appropriately. 2.2 safety-Each child is protected. As stated in the YMCA SA Mission statement we aim to have lives enriched through wellbeing.

Regulations 97 and 168 (2) of the Education and Care Services National Regulations require that every early childhood education and care service in Australia, including Out of School Hours Care Services has an emergency and evacuation policy and procedure which includes:

- A risk assessment to identify the potential emergencies that are relevant to the service.
- Instructions for what must be done in the event of an emergency and evacuation procedures.
- An emergency and evacuation floor plan.
- The rehearsal of emergency and evacuation procedures every 3 months.
- This policy outlines the strategies and procedures the OSHC Service will adhere to in the event of a bush fire, including information about closures during an emergency evacuation, and forms part of our Service's Emergency Management Plan (EMP). The EMP records the emergency management arrangements to ensure every reasonable precaution to protect children, staff, and visitors from harm and hazard is always maintained.
- Reporting serious incidents to the regulatory authorities.


2. Scope

All families, children, staff, and visitors who access YMCA SA OSHC.

The service the plan needs to outline what to do:

(2.2.2 Incident and emergency plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced, and implemented)

- Before the bushfire season – property and resource preparation including phones, emergency bags, and first aid kits.
- The plan needs to be communicated to and integrated with your council partner's plans. - Contact your partner prior to developing your plan.
- Describing the warden system and responsibilities
- Outlining warden hierarchy (As a last possible resort, other staff on duty shall assume the role of Chief Warden if the Director and other qualified staff are unable to do so (refer to the Deputy Chief Warden Hierarchy).
- Emergency evacuation routes and assembly points.
- What to take and plans before leaving.

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- Actions leading up to predicted Moderate, High, Extreme and Catastrophic.
- The backup plans.
- The plan approval.
- Communication on bush fire preparation information and provisions to staff, families, and children.
- Excursion destinations ratings are checked prior to leaving service.

The BAL (bushfire attack level) measures the Service's potential for exposure to ember attack, radiant heat, and direct flame in the event of a bush fire. The four categories are:

- R1 (extreme to very high risk)
- R2 (high risk)
- R3 (medium to low risk)
- NR (negligible risk)

Services with a risk rating of R1 and R2 will have a specific bushfire response plan as well as their general emergency management plan.


Catastrophic fire danger days - services located in R1 or R2 risk areas will be directed to close automatically on these days.

Fire Danger Ratings levels.


- Moderate
- High
- Extreme
- Catastrophic

3. Roles and Responsibilities

Department / Area	Role / Responsibility
Responsible Persons	<p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.</p> <p>Notify the regulatory authority of any serious incidents, changes of circumstances, and complaints.</p> <p>Provide Regular induction and training for educators and staff.</p> <p>To undertake Fire Warden training.</p>

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Nominated Supervisor	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy. The nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non-compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p> <p>Ensure regular communication is maintained with families and staff are informed of any changes in policy and procedure. Ensure that families or authorised emergency contact of the children attending are notified of the occurrence as soon as possible.</p> <p>Practice lockdowns and evacuations every 3 months in various care types.</p> <p>Ensure a risk assessment has been undertaken to identify potential emergencies that are relevant to the service. Ensure that a copy of the emergency and evacuation floor plans and instructions are displayed in a prominent position near each exit that forms part of an evacuation route.</p> <p>Document rehearsals of the emergency and evacuation procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, and volunteers and available for inspection.</p> <p>Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, that staff are adequately trained in their use and that they are tested within the timeframes recommended by recognised authorities. Ensure procedures consider collecting children's medication and managing children's medical conditions.</p>
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All employees, volunteers and students	Responsible for meeting the requirements outlined in this Policy. Responsible for raising concerns or complaints about this Policy. To undertake first aid training in Education and Care. To ensure risk assessments and EMPs are understood and implemented. Ensure that designated emergency exits/routes are always kept clear to ensure that everyone can exit safely in the event of an evacuation.
Families and Carers	To ensure the service has all up-to-date information including emergency contacts. Following procedures in an emergency drill if they are present at the service at the time. To be aware of the lockdown and evacuation procedures.

4. Definitions

Fire danger rating (FDR)

Provides an indication of the possible consequences of a fire. This rating is standardised across all Australian states and territories. The higher the fire danger rating, the more dangerous the conditions. Ratings range from *Low* to *Moderate*, to *Catastrophic*. FDR are maintained and updated by emergency services in each state or territory.

Bush fire-prone area


Is an area of land that can support a bushfire or is likely to be subject to bushfire attack Bush fire prone maps are prepared by local councils and governments within each state and territory Baseline data for bushfire-prone areas is referred to as Bushfire Attack Level (BAL).

Emergency Management Plan (EMP)

Identifies the nature and range of possible emergencies and hazards to which children and staff may be exposed and the response and procedure in the event of an emergency. Effective planning and preparation of the EMP within the workplace ensures optimal response to emergencies should they occur. A risk assessment to identify potential emergencies that impact the service form the basis of the EMP.

5. Key Relevant Documents

- Incident Report Form
- Incident and injury policy and procedure
- Supervision Policy
- Administration of First Aid Policy
- Emergency Evacuation Policy
- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011

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- Emergency and natural disaster assistance- Australian Government Department of Education, Skills and Employment.
- Bushfire preparedness for your family- Emerging Minds.
- Bushfires and mental health- Be You.
- Bushfire Emergency Planning Guideline – A guide to planning for bushfire emergencies.

6. Monitoring Evaluation and Review

This policy will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

7. Version History

Version	Date	Description of changes	Effective Date	Review Date
1.0	15/06/2022	Create according to the Emergency plan	03/02/2022	
2.0	27/07/2023	Update and review		