

POLICY

POLICY 46: EMERGENCY EVACUATION & BUSH FIRE MANAGEMENT

OVERARCHING PERSPECTIVE:

Perspective: People and Process

Policy: Health and Safety

POLICY:

Your safety and that of your family and children is the first priority.

All Educators are to provide Our Village Family Childcare Service Coordination Unit a copy of their household self-assessment bush fire tool and their personal bushfire plan on an annual basis.

All Family Day Educators are to regularly review their bushfire and emergency management preparedness and to notify the Coordination Unit of any decisions to activate their personal survival plan, as soon as possible.

SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

RATIONALE:

To ensure the safety of children, families, educators, educators families, Coordination Unit staff visitors and volunteers is maintained in an emergency situation.

PROCESS:

Educators are to comply with National Regulation 2011, part 4.2 regulation 97 (2) and determine the level of risk the environment poses to their home using the CFA Household Bushfire Self-Assessment tool. This can be accessed via the Prepare, Act, Survive Bushfire survival kit from the CFA or an interactive version is available on the CFA's website www.cfa.vic.gov.au. If you are concerned or doubtful about your self-assessment, it is strongly recommended that you contact the CFA for a personal residential assessment.

If your home is rated as high risk, please notify the coordination unit immediately and strategies such as requesting a CFA officer conduct an onsite risk assessment will be determined.

All warnings of potential and actual closure of schools and licensed children's services will be posted to the Department of Education and Training website (www.educations.vic.gov.au/bushfires) by 10.30am each morning during the bushfire season. Affected services will be listed; parents and educators are requested to contact Our Village Family Childcare directly for specific closure information.

Services will be notified by the Department of pre-emptive closure and Our Village Family Childcare will notify Educators. Irrespective of contact being made, Our Village Family Childcare will close Educators living in the areas listed as high risk on a day declared by fire authorities as being Code Red as per Our Village Family Childcare Fire Risk Plan.

The safety of children and educators is our paramount consideration.

Travel guidelines

- Check weather forecast for fire danger days
- Check road conditions before you travel
- Check for fire restrictions and activity and in our area before you leave. (CFA areas 14 and 15) (DSE/CFA website)
- Ensure your excursion permission slips are signed by the parent/guardian prior to excursion
- Take your phone and drinking water
- Tune vehicle radio to ABC Melbourne 774 AM or ABC Bendigo 91.1 FM
- Do not drive towards or through smoke. **U turn to safety**
- Phone numbers to be programmed into phone: emergency 112 and Bush Fire Info 1800 240 667

Payment Arrangements

If you decide to activate your personal survival plan (i.e., close your service) and the Coordination Unit has not instructed you to close you are unable to charge families.

In the event of a Code Red (Catastrophic) Fire Danger Rating and/or when educators are directed to close by the Coordination unit, Educators may be able to charge families ordinary hours and families may be eligible to claim special CCB (subject to confirmation from Department of Social Services).

Notifying Families

Please notify your families as soon as possible if you are activating your personal survival plan and/or if you have been instructed to close.

Notifying Coordination Unit

Educators are to notify Our Village Family Childcare Coordination unit as soon as possible if you are activating your personal bushfire plan.

Unplanned closure may also be required in the event of a local fire event (such as a bushfire nearby) or other emergency, which would require Educators to enact their emergency management plans.

DEFINITIONS:

REFERENCES:

- Education and Care Services National Regulations, 2011 . Regulation 168
- CFA %Country Fire Authority+
- Department of Education and Training Emergency Management Guidelines, August 2014
- Department of Education and Training Emergency Management Plan, 2014/2015

RELATED DOCUMENTS:

Anaphylaxis Management - 1
 Asthma Management - 4
 Medication - 25
 Excursions - 16
 (SCH) Duty of Care Policy

This box to be completed after final draft has been approved.

Issue Date:	November 2016	Previous Review(s):	Apr '12, Nov '11, Jul '15
Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	Signed in accordance with Deed of Delegation: 1/12/2016  X Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	