

BUSHFIRE PROCEDURE



INTRODUCTION

The Farmhouse Montessori School have two campuses both are located in areas with a lot of surrounding bushland. It is possible that a bushfire could affect the suburbs at some stage. It is therefore necessary to consider problems that may arise in the event of a bushfire.

Smoke outside the school may present respiratory problems for some of the children and staff. In order to minimize the impact of smoky conditions all doors and windows are to be kept closed.

Power may be cut off to an area to assist with fire fighting operations. If our power was to be cut off we would have no fans or lights. As most staff members carry a mobile phone we would still have telephone access to emergency services, parents etc.

Water and sewerage can also be interrupted by a bush fire. Both water pressure and water quality can be affected.

AIMS

- To protect the wellbeing and safety of staff, children and other persons at the School.

IMPLEMENTATION STRATEGIES

1. Evacuation

- When the order to evacuate is received, it is essential that the evacuation begins immediately even though staff may not feel threatened by the fire. It takes time and critical organisation to evacuate children and staff safely from a school.
- Evacuation drills are practiced once a term on both campuses to ensure a calm and orderly exit from the premises and meet the ECEC, and NESAs regulations.

Nth Head Primary Campus

- The Primary school is located in the grounds of North Head Sanctuary at Manly under the control of Sydney Harbour Trust. In the event of a Bush Fire at the Nth Head Site we will be advised by the Sydney Harbour Trust Rangers or Security (who are located next door to the Farmhouse Primary School) as to category of the Bush Fire and the evacuation status required (either a partial or full site evacuation).
- The Farmhouse Primary School and Headland Long Day Care Centre have priority notification by SHT in the event of any emergency.

Nth Balgowlah

- The Pre-School is located near the grounds of North Balgowlah Primary School at Nth Balgowlah. In the event of a Bush Fire at/near the Nth Balgowlah Site we will be advised by the either the Authorised Supervisor on duty or Emergency Services as to category of the Bush Fire and the evacuation status required (either a partial or full site evacuation). All staff are to follow instructions of Authorised Supervisor/Emergency personal.

2. In the Event of Evacuation

- The safest place for children and staff to evacuate is determined according to the *Emergency Management -Evacuation Policy & Procedure*, or as determined on the day.
- Attendance records, contact lists, a first aid kit, asthma kit and mobile phones would be taken.
- If time permits children's school bags and staff handbags could be collected and taken.
- If time permits sign to be place onto front door of both campuses "Building Checked -All Clear" this will help the emergency personal so that they will not have to check this building.

**See Appendix 1*

LEGISLATIVE LINKS		LINKS TO OTHER POLICIES
Education and Care Services National Regulations 2011: 108 National Quality Standard - 2.3.3 Workplace Health and Safety Act 2012		Emergency Management-Evacuation Lockdown and Lockout Procedures Security
SOURCES	Modifications	REVIEW DATES
	No change Nth Head Information Added No change New Logo added	<i>Reviewed: May 2009</i> <i>Reviewed: August 2011</i> <i>Reviewed: March 2014,</i> <i>Reviewed: May 2015</i> <i>Reviewed: Sept 2018</i>

APPENDIX 1

BUILDING
CHECKED
ALL CLEAR

In the event of an evacuation of the building, after checking to ensure that all persons have evacuated this building, the last person leaving the building should place this card on the exterior door.

This will assist administration and emergency services in expediting the search of the building.

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