

# Edgeworth Child Care Centre Inc.

## Bush Fire Policy

### Aim

Edgeworth Child Care Centre aim is to have procedures in place for dealing with emergency situations or critical incidents that may arise at the Service, thereby ensuring the health and safety of all persons in, at or near the centre.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

### Who is affected by this policy?

Children  
Staff  
Families  
Visitors  
Management

### Implementation

Ring 000 if immediate threat of fire to Service.

Ring Fire Brigade for information	Cardiff	Fire Station = 49 549 111
	Holmesville	Fire Station = 49 532 922
	Minmi	Fire Station = 49 551 754
	Teralba	Fire Station = 49 581 187
	Toronto	Fire Station = 49 591 265
	Wallsend	Fire Station = 49 559 539

Evacuate Service if advised by State Emergency Services.

If there is plenty of time to evacuate before the threat of fire, the Approved Provider/Nominated Supervisor will notify parents to collect their children. If evacuation is necessary, the Approved Provider/Nominated Supervisor will notify police as to where the staff and children are evacuating. Take roll, contact phone numbers and emergency mobile telephone. Advise police of mobile phone number. Take portable first aid kit, portable radio and drinking water.

Safety measures for the Services Building:

- Stuff downpipes and fill gutters with water.
- Turn off electricity.
- Hose outside of building.
- Douse nearby shrubs and grass with water.

- Have a radio and fresh batteries.
- Have a torch with fresh batteries.
- Have a portable first aid kit.
- Close all doors.
- Listen to the radio.

Place children under tables with wet blankets on top and down sides of tables and remain there until fire has passed.

Remain calm and comfort any child showing signs of distress. After assisting children under the shelter, one staff member to check building to be sure all children are sheltered.

**The Approved Provider/ Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

**Education and Care Services National Law Act 2010**  
**Education and Care Services National Regulations 2011**  
**Work Health and Safety Act 2011**  
**Work Health and Safety Regulations 2011**  
**Guide to the National Quality Standard 2011**  
[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) 26 10 16

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 26 October 2016**

**Date for next review: October 2017**