

BUSHFIRE PROCEDURES

Level 1 - **Total Fire Ban** in Mount Lofty Ranges. *Extreme fire danger*

Responsibility of first staff member to arrive in the morning:

- put total fire ban day signs and instructions for parents/caregivers on both entrance gates
- ensure backpack is ready with children's medications and action plans, emergency contact details, emergency management plan
- plug mobile phone in to charger

Responsibility of nominated supervisor (after first group time):

Check roll book to confirm children present

Responsibility of all staff:

- be familiar with locations of emergency whistles
- remain alert and check CFS website or app on mobile phone/iPad if sirens heard
- regularly send children to toilets

Level 2 - **Fire in local area** – Lockdown (precautionary building confinement)

First staff member to confirm fire nearby:

- repeatedly blow whistle in short, quick bursts of three until everyone is inside on the mat for roll call

Outside teacher (not nominated supervisor):

- send children inside to the mat for roll call
- lock shed and turn on Wirra sprinklers
- bring shoe baskets and lunches to the mat
- close and lock roller shutters (red key on shed key ring), put out evacuation sign on easel
- collect medications, mobile phone, emergency contact list
- close all doors and windows in main building

Responsibility of nominated supervisor:

- assemble children on the mat, perform roll call, sensitively discuss what is happening
- remind children/teachers/volunteers/students what to expect if we reach level 3
- send children with outside teacher to collect their bags and bring inside
- monitor CFS website or app on mobile phone
- keep all children inside the building – no outdoor play

Level 3 – **Kindergarten threatened by fire** – Bushfire Refuge (SCHOOL GYM)

ALERT: Five long bursts of the school siren

Responsibility of nominated supervisor:

- if not already on LEVEL 2, follow instructions
- repeatedly blow whistle in short, quick bursts of three until everyone is inside on the mat for roll call, perform roll call, send children with their bags to the gate next to the lockers with outside teacher
- check all rooms to ensure everyone is out of the building, switch off lights and air conditioner and lock doors
- go to gate, re-check roll to confirm all present, and lead group to gym
- follow procedures contained within the Emergency Management Plan

All other staff members:

- if not already on LEVEL 2, follow these instructions
- follow direction of nominated supervisor
- collect own valuables and assist children to line up after roll call

Note: CHILDREN MAY ONLY BE RELEASED TO PERSONS WITH AUTHORITY TO COLLECT