

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, action plans, emergency contact list, emergency management plan
- check that trolley with food, drinking water, required equipment is ready (adult bathroom)
- check that shoe baskets are at sandpit and kindy door

Responsibility of nominated supervisor:

- notify families of TFB on the day prior or ASAP that day
- calmly prepare children at morning group time
- plug mobile phone into charger in office

- check attendance sheet at 9am to confirm children present, then periodically check throughout the day
- regularly monitor CFS website on computer or iPhone.

Responsibility of all staff:

- be familiar with locations of emergency whistles
- remain alert and notify nominated supervisor of sirens or smoke
- regularly send children to toilets
- remind children to put shoes in shoe baskets when they take them off
- check children's water bottles are filled throughout the day

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

Note:

Once caregivers have been notified of a level 2 lockdown (in the case of a fire) parents are advised to check the location of the fire on the CFS website: www.cfs.sa.gov.au and make their own informed decision as to whether to collect their child from Kindergarten - once we are on level 3 it may not be safe to enter the area. Children will not be permitted to leave the Kindergarten unless they are signed out by an authorised parent or caregiver.

- assist children to fill water bottles

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 (if time permits) and bring inside
- keep all children inside the building – no outdoor play
- monitor CFS website or app on mobile phone
- notify families

Level 3 – **Kindergarten threatened by fire** – evacuate to bushfire refuge (SCHOOL GYM) **ALERT: Five long bursts of the school siren**

Responsibility of nominated supervisor:

- if not already on LEVEL 2, follow LEVEL 2 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 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

Note: Once we are sheltering in the gym, it may not be safe for parents/caregivers to enter the area to collect their child. When it is safe for us to return to Kindergarten, we will notify caregivers with an email or SMS if possible. Children will not be permitted to leave the school gym at any time unless they are signed out by an authorised parent or caregiver.

- follow procedures contained within the Emergency Management Plan

All other staff members:

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