

# **BUSHFIRE PROCEDURES for Aldgate Kindergarten**

## **R1 (extreme to very high risk)**

### **Level 1 - Total Fire Ban in the Mount Lofty Ranges**

#### **Responsibility of first staff member to arrive in the morning:**

- put total fire ban day signs 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 (in adult bathroom)
- check that shoe baskets are at sandpit and kindy door
- check that roller doors are clear of obstacles

#### **Responsibility of nominated supervisor:**

- site leader to remain on site (cancel off-site meetings)
- no walking excursions off site
- notify families of TFB on the day prior or ASAP
- calmly prepare children at morning group time

- plug mobile phone into charger in office
- check attendance sheet at 9am to confirm children present, then keep up to date throughout the day
- regularly monitor CFS website.

#### **Responsibility of all staff:**

- carry own whistle at all times
- remain alert and notify nominated supervisor of sirens or smoke when outside
- regularly send children to toilets
- ensure children put shoes in shoe baskets when they take them off (not in their bags) for easy collection
- 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 sprinkler (if time permits)
- bring shoe baskets and lunches to the mat
- put the Level 2 Fire Alert sign on easel outside of roller shutters
- close and lock roller shutters (red key on shed key ring)
- collect medications, mobile phone, emergency contact list, supplies trolley
- close all doors and windows in main building
- assist children to fill water bottles (if time permits)

#### **Responsibility of nominated supervisor:**

- assemble children on the mat, perform roll call, sensitively discuss what is happening
- put on PPE (boots/hi-vis vest)
- 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
- notify families via SeeSaw app and SMS (ask Fiona to send SMS)
- advise visitors this is their last chance to leave the site.

#### **Parents/caregivers please note:**

When staff have notified you (via SMS and/or Seesaw app) of a level 2 lockdown for fire in the local area, please check the location of the fire on the CFS website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au) and consider whether it is safe to collect your child (or send an authorised caregiver). If we evacuate to the bushfire shelter (school gym), it may not be safe for parents/caregivers to enter the area. Children will not be permitted to leave the Kindergarten or bushfire shelter unless they are signed out by an authorised parent or caregiver.

Please familiarize yourself with the Department for Education booklet "Bushfire and your child's school or preschool"

### **Level 3 – Kindergarten threatened by fire – evacuate to bushfire shelter (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 other 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 LEVEL 2 instructions
- follow direction of nominated supervisor
- collect own valuables and assist children to line up after roll call

#### **Parents/caregivers please note:**

Once we are in the bushfire shelter (school gymnasium), it is unlikely that you will be able to enter the area. When it is safe for us to return to Kindergarten, we will notify you via Seesaw 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.