



ALD GATE KINDERGARTEN

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Government of South Australia
Department for Education

BUSHFIRE PROCEDURES

Category R1 (extreme to very high risk site)

Level 1: Total Fire Ban in the Mount Lofty Ranges

First staff member to arrive in the morning:

- put total fire ban day signs on both entrance gates
- close all windows
- ensure roller doors are clear of obstacles
- check that shoe baskets are at sandpit and door
- ensure blue trolley is ready: children's medications, health plans folder, emergency contact lists, Emergency Management Plan folder
- take 1 x plastic mat to the gym (put in storeroom), box of activities, ear-muffs
- turn on Wirra sprinklers (severe/extreme fire risk days)

Nominated supervisor:

- the day before: notify parents of Total Fire Ban via SMS
- put ABC radio on in office
- plug mobile phone into charger in office
- cancel off-site meetings (remain on-site)

- prepare children and staff for Total Fire Ban – water bottles always full, shoes on or in shoe basket, belongings tidy, be vigilant
- check and sign attendance sheet at 9:15am, keep updated
- regularly monitor CFS website, AlertSA/Bushfire.io/CFSScan apps and ABC radio

Responsibility of all staff:

- carry own whistle at all times
- remain alert and notify nominated supervisor of sirens or smoke to investigate on CFS website
- regularly send children to toilets
- ensure children put shoes in shoe baskets when they take them off for easy collection
- help children to keep bags tidy in lockers and keep water bottles filled throughout the day

Level 2: Watch and Act. Electronic warning system – “Shelter in Place Alert”. Sound: three short tones then “Your attention please. An emergency incident has been reported and is under investigation. Please be prepared to take shelter in your nearest safe zone if instructed to do so.”

Nominated supervisor:

- use whistle (three short blasts, pause, repeat) and verbally tell everyone to come inside immediately
- assemble children on the mat, perform roll call, sensitively discuss what is happening
- send children with outside teacher to collect their bags and place neatly along the wall opposite lockers
- put on PPE (boots/hi-vis vest)
- remind staff/volunteers/visitors what to expect if we reach level 3. Advise visitors this is their last chance to leave the site
- notify parents via SMS (via EMS) that we are preparing to move to shelter – everyone inside Kindergarten
- monitor CFS website
- have mobile phone on person

Second staff member:

- use whistle (three short blasts, pause, repeat) to send children inside to the mat for roll call, call out “Go inside”
- lock shed (if time permits)
- bring shoe baskets and lunches to the mat
- close and lock roller shutters (red key on shed key ring)
- collect blue trolley with medications, emergency contact list, health plans folder
- close all doors
- assist children to fill water bottles and put in backpacks
- fill buckets with water in case water is disconnected

Level 3: Move to shelter. Electronic warning system – “Shelter in Place Emergency”. Sound: high-pitched continuous alarm then “Attention! Attention! Take shelter immediately in your nearest safe zone!”

Nominated supervisor:

- 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 get their bags.
- check all rooms to ensure everyone is out of the building, switch off lights and air-conditioner
- go to Western gate (Fairview Road end of verandah), re-check roll to confirm all present, and lead group to the shelter (school gym)

All other staff members:

- collect belongings and assist children to line up at Western gate (Fairview Road end of verandah) after roll call
- close roller door on ramp leading to shelter after we are all through



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Notes for families regarding Bushfire Season

Please familiarize yourself with the Department for Education website and read their booklet “Bushfire and your child’s school or preschool”. <https://www.education.sa.gov.au/parents-and-families/safety-and-wellbeing/bushfires/bushfire-season-preparation-advice-families>

Within your bushfire survival plan, consider what you will do if there is a Total Fire Ban with severe or extreme fire rating on a day that your child is booked in for Kindergarten. Some families might choose for their child not to attend on such days. **Please note that the Kindergarten will be CLOSED on catastrophic fire danger days as our fire danger rating is R1 (extreme to very high risk).**

Level 1: Total Fire Ban day

We will send you an SMS the day before a Total Fire Ban Day. On Total Fire Ban Days, please make sure that:

- your child has 2 x changes of underwear and pants in their bag
- your child brings a bag that can fit all of their belongings including their lunch bag inside, in case we need to go to a level 3

Level 2: Prepare to shelter – “Watch and Act”

We will notify you via SMS that we are preparing to shelter. Please:

- check the location of the fire on the CFS website www.cfs.sa.gov.au and consider whether it is safe for you, or a caregiver with authority to collect, to pick up your child. Please call us if your child is going to be collected. Our roller shutters will be closed and locked - you will need to enter via the Eastern entrance gate near the children’s lockers

Level 3: Move to shelter

We will notify you via SMS if the systems are operational. Please note:

- It is likely to be dangerous for you to enter the area to collect your child. We want everyone to be safe, and will be doing everything that we can to protect and comfort your child while they are in our care. We encourage you to follow the advice of the CFS during this time.
- We will let you know as soon as possible when it is safe for us to return to Kindergarten, via whatever means possible. This could include a Seesaw message, SMS and/or email.
- Children will not be permitted to leave the bushfire shelter unless they are signed out by an authorised parent or caregiver - these are the people you have nominated on your child’s enrolment form. Please let us know if you would like to change any authorities to collect prior to the start of bushfire season.

We understand that you may have questions or concerns. Please speak to Bianca at any time. Thankyou.