



BUSHFIRE PROCEDURES for Aldgate Kindergarten **category R1 (extreme to very high risk site)**

Level 1 - Total Fire Ban (Mount Lofty Ranges)

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 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

Nominated supervisor:

- site leader to cancel off-site meetings and off-site excursions
- notify families of TFB via email, SMS and Seesaw
- prepare children and staff for TFB – water bottles, shoes on or in shoe basket if removed

- plug mobile phone into charger in office
- check attendance sheet at 9:15am, keep updated
- 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)

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
- 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, bring inside and place along the wall
- keep all children inside the building – no outdoor play
- monitor CFS website or app
- notify families via SeeSaw app and SMS (via EMS)
- advise visitors this is their last chance to leave the site.

Outside teacher (not nominated supervisor):

- delegate tasks to ECW (if working)
- 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
- assist children to fill water bottles and put in backpacks
- fill buckets with water in case water is disconnected

Level 3 – Kindergarten threatened by fire – evacuate to bushfire shelter (SCHOOL GYM)

ALERT: Five long bursts of the school siren

Nominated supervisor:

- delegate tasks to ECW (if working)
- 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
- collect own valuables and assist children to line up after roll call



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Government of South Australia
Department for Education

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>

Make sure that your family has a personal bushfire 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.

When staff have notified you (via SMS and Seesaw announcement) of a level 2 lockdown for a fire in the local area, check the location of the fire on the CFS website www.cfs.sa.gov.au and consider whether it is safe to collect your child (or send an authorised caregiver). Follow your personal bushfire plan (these can be easily created on the CFS website). <https://www.cfs.sa.gov.au/prepare-for-a-fire/make-a-plan/5-minute-bushfire-plan/>

If we evacuate to the bushfire shelter (school gym), it is likely unsafe for you to enter the area to collect your child. When it is safe for us to return to Kindergarten, if we are able to notify you we will do so via Seesaw announcement, SMS and/or email.

Children will not be permitted to leave the Kindergarten or 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 seasons.

If you have any questions or concerns please speak to Bianca.

Thankyou.