



Bushfire Procedures - "Shelter in place"

Category R1 (extreme to very high risk site)

Refer to Aldgate Kindergarten Bushfire Response Plan 2025-2026

Level 1: Total Fire Ban in the Mount Lofty Ranges

Responsible person:

The day before:

- notify parents of Total Fire Ban via SMS, cancel off-site meetings & excursions, charge satellite phone, roller shutter remotes & mobile.
- close all windows
- ensure roller shutters are clear of obstacles
- prepare shoe baskets at sandpit and door
- prepare cage for chickens

On the day:

- turn on ABC radio in office
- plug mobile phone into charger
- prepare children and staff – 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

First staff member to arrive in the morning:

- put total fire ban day signs on both entrance gates
- turn on Wirra sprinklers (esp. on Extreme Fire Danger days)

Responsibility of all staff:

- carry personal whistle, own mobile phone and Kindergarten door key (for accessing emergency exit door)
- remain alert and notify nominated supervisor of sirens or smoke to investigate on CFS website
- regularly remind children to go to the toilet
- help children to keep belongings tidy in lockers, remind them to keep water bottles filled throughout the day, and put shoes in shoe baskets when taken off

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."

Responsible person:

- assemble children on the mat, perform roll call, sensitively discuss what is happening
- send children with other staff member to collect their bags and place along wall on mat. Drink bottles to kitchen bench to refill
- 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 on a Level 2 Watch and Act and that everyone will be inside the kindergarten
- monitor CFS website

Second staff member:

- use whistle (three short blasts, pause, repeat) to send children inside to the mat for roll call, call out "Go inside"
- close and lock shed (if time permits)
- put chickens in pet carrier and bring inside to large cage
- bring shoe baskets and lunches inside
- help children to fill their water bottles and store on kitchen bench
- fill buckets with water in case water is disconnected
- close and lock old roller doors except the one opposite entrance gate (parent/caregiver access – lock on level 3)

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!"

Responsible person:

- action/delegate tasks from Level 2 (if not already complete)
- sensitively discuss what is happening with children
- perform roll call
- notify parents via SMS (EMS) that we are on a Level 3 – the roller shutters will be closed and will not reopen until we are advised that it is safe to do so

All other staff members:

- action/delegate tasks from Level 2 (if not already complete)
- close roller shutters and external doors
- reassure and support children
- prepare camp toilet
- close and lock external roller doors



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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>

Within your family’s 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 will attend Kindergarten.

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’s water bottle is full.

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

Our triggers to prepare to shelter are:

Fire in close proximity to the site; SACFS 'watch and act' advice for a fire on an extreme fire danger day (for any fire within 25km of the site); SACFS bushfire emergency warning; advice from SEM, SAPOL or SACFS officer to move to the bushfire shelter; smelling smoke and hearing sirens/seeing CFS vehicles go past the kindergarten with sirens on.

We will notify you via SMS that we are preparing to shelter. At this time we ask that you:

- 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, and call when you arrive. Our roller shutters will be closed. Entry to the Kindergarten will be via the children’s bathroom door.

Level 3: Move to shelter (inside the kindergarten building)

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 open the roller shutters, via whatever means possible. This could include a Seesaw message, SMS and/or email.
- Children will not be permitted to leave the kindergarten 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.