

This policy has been formulated after consultation with SA Country Fire Service.

It would seem that **fire** is our most likely disaster, with perhaps the homes of some of the kindergarten children being affected by flood.

This policy refers in the main to FIRE and has been split into three (3) categories:

1. Bushfires
2. Neighbourhood fires
3. Internal Fires

1. Bushfires

1.1 Kindergarten Operation

The kindergarten will be open and staff in attendance on days when a Total Fire Ban is issued for the **WHOLE** state – including the Inner Adelaide Fire Ban District – it is a parental decision as to whether or not they send their child/ren to kindergarten on those days.

1.2 Serious Fire Danger Days

On days of Total Fire Ban in the Mount Lofty Ranges Fire Ban District, the following precautions should be taken.

- 1.2.1 Check to see that keys to any locked door or gate are readily assessable to staff and used regularly to check that lock has not seized etc.
- 1.2.2 Battery operated radio to be tuned into appropriate station (ABC 891.) during total session times.
- 1.2.3 Roll marked as soon as possible in session and roll book placed on office desk.

1.3 Fire Occurring

If notified by CFS or the media etc, these further precautions should be taken.

- 1.3.1 Container of drinking water, disaster kit, first aid kit and whistle should be made ready in case of evacuation.
- 1.3.2 All hoses and sprinklers to be attached and suitably placed outside and switched on.
- 1.3.3 Close windows and doors
- 1.3.4 Have towels available for wetting and keeping children and staff cool.
- 1.3.5 Fill water buckets and place at various points.
- 1.3.6 Ensure plenty of fluids to prevent dehydration.
- 1.3.7 Stay in the building.
- 1.3.8 If CFS has not arrived, then one staff member to observe roof and areas likely to threaten building with fire, **but only if safe to do so.**
- 1.3.9 CFS will advise further instructions if the building is unsafe.

1.4 Evacuation Procedure

All directions for the evacuation of the kindergarten (if necessary) will come from the **Emergency Services.**

- 1.4.1 Kindergarten staff will sound the fire whistle to alert children to assemble together. A notice will be placed on the main door informing location of the evacuation site, as advised by the C.F.S.

- 1.4.2 Kindergarten staff and any helping parent(s) will assist Police and CFS to take children to an area designated by the Disaster Co-ordinator (together with roll book, disaster kit, first aid kit, water, blankets etc.)
- 1.4.3 The children and staff will remain at the evacuation area until the staff is advised by Police, CFS or Emergency Services Co-ordinator that it is safe to leave.
- 1.4.4 The children will remain with the staff until their parents or guardian collects them and the children are then marked off the roll.

1.5 Children's Homes Endangered

In the event of there being a fire or flood in an area from which a kindergarten child comes, the Police or CFS will advise staff of the situation and the child will remain at the kindergarten with a staff member until the child is collected by a parent or guardian or police or CFS advise of any other action.

2. Neighbourhood Fires

2.1 Evacuation Procedure

In the event of there being a neighbourhood fire (eg caused by fallen power line) or threat due to an industrial accident (eg chemical explosion), the Police or CFS will advise the staff on whether to evacuate and to what area. Evacuation procedures stated above in 1.4 should be adhered to wherever possible.

2.2 Building Shelter Procedure

In the event of there being a neighbourhood fire and the kindergarten is advised by the Police or CFS that evacuation is not possible and that it is necessary to take shelter within the kindergarten building itself, the following procedures should be taken:

- 2.2.1. Director blows fire whistle and gets roll book.
- 2.2.2. Director checks all outside areas for any children.
- 2.2.3. Teacher assembles all children into one area and checks roll/or head count (if time permits).
- 2.2.4. Director should close all external doors and windows and then internal doors.
- 2.2.5. Director, or helping parent(s) should get woollen blankets.
- 2.2.6. All persons should huddle under blankets on the floor as far away from the doors and windows as possible until the fire danger has passed or the building catches fire.
- 2.2.7. If the building catches fire, the quickest and safest exit must be made.
- 2.2.8. If time permits, teacher or helping parent could turn off electricity and block off gaps under doors.

This policy was endorsed by the Management Committee