



Kadina Preschool

Kadina Preschool Centre

29 Hallett Street, Kadina, 5554

Telephone: 08 8821 3651

Fax: 08 8821 3615

E-mail: dl.6609.leaders@schools.sa.edu.au

ABN: 31 705 761 793

Website: www.kadinapre.sa.edu.au

Centre No. 6609



Government of South Australia
Department for Education

BUSHFIRE ACTION PLAN

- Centre notified by Regional office via SMS in relation to 'Catastrophic' rated day.
- Fire warden or Director to contact families via SMS, whose children would normally travel home using the school bus as these will not be operational on a 'Catastrophic' Day.
- Staff to keep battery operated radio (tuned to local ABC station) in prominent position to alert whereabouts of fire.
- South Australian Police (SAPOL) & Country Fire Service (CFS) will contact the Centre if we need to **evacuate** the Centre staff will enact **Plan A**
- If recommended by SAPOL or CFS and the decision is to **remain indoors** – staff will enact **Plan B**.

Initial procedure for Plan A or B

1. Warning Signal (whistle – continual short blasts) sounded by Fire Safety Officer or Director.
*Note: Whistle/torch located:
1/ on side of fridge in kitchen.
2/ Hanging near the first aid bags
3/ outside near fire extinguisher in large cream shed.
2. Staff to ensure all children/visitors vacate area. Staff to check toilets, store room, office, etc. Staff to check outside cubby, tunnels, etc)
3. Roll book, visitors' book, phone, first aid kit/s, children's medication and asthma kit to be collected by closest staff person, if safe to do so.
4. Children to pack up bags including lunch boxes and water bottles and put on shoes and socks – children will carry their bags with them

PLAN A

Evacuation Procedure (if directed by SAPOL or CFS)

Upon hearing short blasts of whistle, a staff member will be pointing to the back gate. Other staff members will then also point in this direction.

All staff to supervise children to exit building and grounds by back gate to Kadina Football Oval (near the sporting complex)

Final check of building to be conducted by the last staff member leaving the building and doors to be closed (only if safe to do so)

The daily roll books are checked so that an accurate number of persons present if available. A head count of all children and adults is conducted at this stage, before leaving grounds.

Director to initiate search for missing persons if necessary and safe to do so.

All persons present muster at Kadina Football Oval. Staff check roll and initiate search action if necessary. Staff to reassure children and keep them in a calm state.

Staff to monitor health of children, administer first aid and contact medical assistance, if necessary.

Fire Safety Warden or Director to contact all families via SMS notifying them that their child has been moved to a BUSHFIRE READY area. Children are to remain with staff members at all times and will only be released to persons nominated/specified on a child's enrolment form. If a different person is picking them up then the family must SMS the fire warden or director to inform them and ensure that the person who is picking up the child will have photo id to provide confirmation.

PLAN B

Invacuation Procedure

- Upon hearing short blasts of whistle, the staff member will be pointing towards the Kindy building with both hands. Other staff members will then also point in this direction.
- All staff to supervise children to enter building by most appropriate entrance and direct them to the area in front of the whiteboard.
- A head count of all children and adults is conducted at this stage, when children are inside.
- Director to initiate search for missing persons if necessary and safe to do so.

Emergency procedures to be implemented by staff in an invacuation:

- Close windows, doors and block crevices, cracks and gaps
- Plug downpipes and fill roof gutters with water if there is time
- Check that taps are working and fill available containers with water
- Remain inside until main fire front passes – keeping children as calm as possible
- Staff to monitor health of children; administer first aid and contact parents or medical assistance, if necessary.
- Listen to local ABC radio station for information.
- Fire Safety Warden or Director to contact families via SMS, whose children would normally travel home using the school bus as these will not be operational on a 'Catastrophic' Day.

All persons to remain inside building unless it becomes unsafe and directed by SAPOL or CFS to evacuate to Football Oval. In this instance Plan A comes in to effect.

Emergency Services

CFS Bushfire information line1300 362 361

Fire.....000

Police.....000

Ambulance..... 000

Kadina Medical Centre88 21 3133

Signed:

Director – Simone Shevchenko

Chairperson – Narelle Miller