

ELC BUSHFIRE PROCEDURES

LEVEL 1

SEVERE BUSHFIRE DANGER DAYS

1. Put out **Severe Fire Danger Day** sign when notified.
2. Parents have the choice of keeping children at home during these days.
3. Put out very little equipment – water play and metal climbing equipment.
4. Bring inside as much wooden and flammable equipment as possible.
5. Bring children's bags inside.
6. Monitor ABC Radio 891(AM) or CFS website: www.cfs.sa.gov.au for current information. The Head of Junior School or Principal will communicate urgent information.
7. Be ready to evacuate to the Rectory Bushfire Safer building at short notice.

LEVEL 2

Advise Level of alert to the community

This level of alert indicates that a fire has started in the Belair area, but there is no immediate danger. General information will be provided to keep the community up to date with developments, with first priority given to the safety of children and staff.

1. Collect roll books and mobile medical kit.
2. Ensure all children's food, drinks, personal medication is with them.
3. Settle ALL children and take rolls.
4. Close all windows and doors in the ELC area (external and internal).
5. Unlock front doors.
6. Fill all sinks with water.
7. Turn off all lights, power outlets and electrical appliances.
8. Put signs on front gates informing parents that pick up will be from the Rectory.
9. All staff to walk children next door. Children carry their own bags on backs.

10. The last person to leave ELC will ensure no one has been left behind and ensure that the doors are closed behind them.
11. Maintain contact with JS during the evacuation process using mobile phone or hand held UHF radio.

LEVEL 3

Watch and Act Level of Alert

This level of alert indicates that a fire is approaching you, conditions are changing, you need to take action now to protect your life and your family.

Head of JS to advise ELC staff to take children to the Rectory immediately.

1. Maintain contact with JS during the evacuation process using mobile phone or hand held UHF radio.
2. Check roll again when in bushfire safer area.
3. Children to remain in refuge until area is declared safe and authorised adults are allowed into area to collect them.
4. Start roof top sprinklers when advised or if fire is visible.
5. Issue stored face washers/masks.
6. Seal door gaps against smoke.

Updated 11 April 2016