

Netherby Kindergarten

BUSHFIRE EMERGENCY INVACUATION PROCEDURE

Warning: Bells are rung 'continuously' by an Educator

Assembly Point:

In the event of a **Bushfire** children and educators to shelter in place in the **children's toilets** (designated as the Bushfire Refuge)

Outside Educator Responsibilities

- Educator rings bells continuously (bells are located on hook attached to both double exit doors on the verandah) ensuring all areas of the outdoor learning environment are aware of the emergency.
- Educators reassure children and instruct them collect their drink bottle, move indoors and shelter in place in the children's toilets (designated as the Bushfire Refuge).
- Educators to do a complete outdoor yard check ensuring no children are in low visibility areas ie chicken coop and the fence lines near the paddock and swings.

Inside Educator Responsibilities

- Educators to instruct all children indoors to collect their drink bottles and shelter in place in the children's toilets (designated as the Bushfire Refuge).
- Check all inside play areas and rooms for any remaining children and close each room's door once it has been checked.
- Collect the Daily Attendance Sheet clipboard (on kitchen bench), Parent contact list attached to the same clipboard.
- Collect black medication satchel (in kitchen hanging near First Aid cupboard).
- Collect landline phone (on kitchen bench) and a personal mobile phone.
- Shut all windows and doors to minimise smoke.
- Perform the Roll Call using the Daily Attendance Sheet.
- Regularly monitor CFS website and Alert SA app for updates.
- **CONTACT As priority phone SA Police 000**
Security and Emergency Management Hotline on 1800 000 279
Education Director Linda Richardson (m) 0427 083 256

Water and Electrical Services location/s

- *Main Switchboard: southern external wall facing paddock*
- *Distribution Board: storage area outside Adult toilets*
- *Water Meter: Near Waite Road (underneath Netherby Kindergarten signage)*