Bushfire Response Plan – Lobethal Community Kindergarten

Updated September 2026

To be reviewed Term 3 annually

GENERAL

The Bushfire Response Plan (BRP) will be reviewed during Term 3 each year by the staff and presented to Governing Council for endorsement.

The Bushfire Response Plan will be available for all new enrolments, and all new enrolments will complete a bushfire collection authority form and an Emergency SMS form.
Emergency SMS information will be updated termly, and test alerts will be sent out to families at the beginning of term 1 & 4 each year.

The director will ensure that all new staff members, relieving staff and visitors are aware of the BRP during the site induction process (BRP to be included in the Induction folders).
A copy of the BRP will be available to all families of students at the beginning of Term 4 &1 each year.

The kindy staff will include bushfire season reminders and information in site newsletters during Term 4 & Term 1. Fire safety information updates will be published as required.

All staff members to be updated on BRP during Term 4 and Term 1 staff meetings.

Staff will ensure that Bushfire Emergency drills are practiced by staff and Emergency Evacuation, Shelter in place and Offsite Evacuation drills are practiced by children at least once per term (typically weeks 2 and 8 of each term).

Staff will inspect the outside of main building in term 3 and the site will take responsibility to trim overhanging tree branches to a distance of 2 metres from main building roofline. The gutters are inspected and cleaned prior to the bushfire season as part of our preventative maintenance procedures.

TOTAL FIRE BAN DAYS

Preparedness phase
Director/nominated staff member to follow and complete the Total Fire Ban Day checklist.

Families will be contacted to advise of a Total Fire Ban via SMS Broadcast System, preferably on the evening prior to the day.

During Total Fire Ban days or when a known fire is in our local district, the radio is to be accessible, and batteries checked, in the kitchen and the CFS website will be open on the computer and iPad on the kitchen bench. A nominated staff member will monitor the CFS and SA Alert websites for CFS Bushfire information and Warnings messages and pass on relevant messages to all staff. Lobethal CFS station can be contacted on 83896636 and CFS Hotline on 1300 362 361

Portable radio to be checked for charge and tuned to ABC 891, then placed on the kitchen bench (radio kept in the first aid cupboard)

A Total Fire Ban sign will be hung on the centre entrance gate and next to the sign in sheet (signs located in bushfire folder on kitchen shelves)

Student excursions away from the site will be cancelled for the day and rescheduled by staff. Off-site meetings for all staff will be negotiated/cancelled.

Ensure student and staff medication list is updated and prepare medication for possible transportation. Check fridge and first aid cupboard for medication.

Ensure Site Mobile Phone and Staff mobile phones are available and fully charged. Staff mobile phones can be used on site during a Total Fire Ban Day or in the event of an emergency, as per the *Safe use of Digital Devices and Online Environments Policy.*

Charge up battery packs/phones/ipads and ensure all portable computers are fully charged.

Collect First Aid & Health Information folder (which contains Bushfire collection forms) and place on kitchen bench (located on kitchen shelves.)

A full copy of the BRP will be available to all visitors to read as part of the registration/induction process.

Staff to ensure that all children's drink bottles are filled regularly throughout the day and that children remain hydrated.

FIRE REPORTED IN LOCAL DISTRICT
(refer map and list located in bushfire folder for current local district)

Follow checklist for Fire reported in local area which is located in the BRP Folder in the kitchen.

Director will advise the regional office that a bushfire has been reported in the local district. DFE Para Hills Education Office 08 8207 3300

Staff to monitor the ABC radio and CFS site regularly to keep updated with the fire's location and movement.

Staff will assess conditions to determine severity and likelihood of fire impacting on the centre. (eg. Wind directions and speed)

Staff to make decisions around children's activities and safety based on conditions. (eg. High winds, smoke in the air) Ultimately, if in any doubt staff will supervise and care for children indoors.

Staff will identify and list all students and staff present who live in the area that may be affected by a reported bushfire. Correspondence will be sent to any families potentially affected to advise fire risk. This will be done by SMS Broadcast System.

Staff will have all bushfire collection forms (in First Aid & Health Information folder) readily available to record collection of children during the day.

Staff to encourage students to use the toilet regularly during the day.
Staff to ensure all children's drink bottles are filled during the day and children reminded to stay hydrated. Staff will fill up back up water containers and have them available in the kitchen.

Staff to bring the refuge trolley from the shed to the main building

If a bushfire prevents pick up of students a staff member will supervise students remaining on site until they are collected by parents or nominated authorised person/s on their bushfire collection authorisation form.

FIRE IMPACTING ON CENTRE

STAY AT CENTRE (UNLESS ON FIRE) UNTIL POLICE /CFS tell to evacuate

Contact Police 8389 7277 or Lobethal CFS 8389 6636 (when manned) or CFS Mt Barker 8391 1866 or CFS Hotline 1300 362 361 for information/updates anytime

ACTION (when danger confirmed by CFS)

1. Assemble children inside
2. Collect First Aid & Health Information folder (located in kitchen shelves) and sign in register (children's sign in located under the veranda, visitor sign in near staff entrance door)
1. Call Children's roll using the Sign In register, and check Visitor's book
2. Close all doors and windows
3. Collect Blankets from refuge kit
4. If not already done so, fill back up water containers and ensure all children's bottles are

5. filled regularly. Staff and children are to be reminded to stay hydrated.
6. Collect children's medication/Emergency Bag (located in the kitchen) and refuge kit/trolley
7. so that they are easily accessible with in the main building
8. Keep all phones/computers/iPads charged if possible.
9. Turn on sprinklers on the lawn if possible
10. Fill sinks and buckets up

EVACUATION - ONLY IF AUTHORITIES INFORM TO DO SO AND THEN FOLLOW THEIR INSTRUCTIONS!

1. Prepare staff, students, visitors and parents for evacuation

2. Staff member to fill in EXACT details of where evacuated to and time left on sign and place

on front gate (sign located in BRP Folder in the kitchen)

3. Take all emergency bags/medication bags & refuge kit/trolley

4. Staff to close all doors and windows and turn off air conditioners as they leave building, conditions permitting

5. All staff will assist students to move to, and assemble in the Safe Refuge as directed by Emergency services. Alternative evacuation point is Kloses Foodland carpark

6. The director/delegate will ensure all site personnel and visitors are accounted for and in the Safe Refuge

7. The director/delegate will advise (if possible) the Security and Emergency Management Unit (1800 000 279) and the Para Hills Education Office 8207 3300) of the move to the last resort refuge and provide information about:

• The likely impact on the site

• The number of students, staff and registered visitors taking shelter

8. All staff will assist all students and adults to remain calm

9. The director/delegate will liaise with CFS/Police and other Emergency services

STAYING AT CENTRE AS FIRE PASSES

Keep all calm

Stay back from windows

All lie flat on the floor and cover as much as possible with blankets

Restrict any movement

Stay in building until fire front passes, even if roof and window frames are alight

AFTER FRONT HAS PASSED

Unless building alight, children remain inside

Attend to spot fires inside building

Check exits and surrounds for safe passage out

Collect ROLL BOOK, REFUGE KIT and EMERGENCY bags/Medication

If necessary to leave building, move to clear space

Check roll for missing persons

Search for missing persons

Check and attend to injuries

CATASTROPIC FIRE DANGER DAYS DECLARED IN ADVANCE

On days declared as Catastrophic in the Mount Lofty Fire Ban district Lobethal Kindergarten is rated as an R3-moderate risk site, although as we are in close proximity of a R1 and R2 rated school our centre will be closed.

ACTIONS

Security and Emergency Management Unit will advise our centre of the potential closure due to forecast catastrophic conditions the next day. Staff will take home administration computers and site mobile phone to be prepared to contact families in case of closure.

Staff will send SMS Broadcast System message, and a post on Facebook, to all families advising them of a potential Catastrophic Fire Danger day closure.

SEM will confirm rating and closure by 5.30pm the afternoon before the Catastrophic Fire Danger Day

Staff will send a SMS Broadcast System confirming the closure of the centre due to Catastrophic fire Danger Day

Staff to place signs on the door and gates advising that the centre is closed due to Catastrophic Fire Danger Day, as leaving night before in preparation

No persons, staff, volunteers, contractors, hirers, non-departmental services or visitors are permitted on site during a Catastrophic Fire Danger Day closure.

Nominated staff member and/or volunteer to take the kindy animals off site in appropriate cages. Animals to be returned to kindy as soon as practical

CATASTROPIC FIRE DANGER DAYS DECLARED on relevant day

Although the CFS generally declares fire danger ratings on the day prior to the relevant day, it is occasionally possible for them to be declared or escalated on the relevant day. In this instance the specific procedures for Catastrophic fire danger days change substantially.

As a High Bushfire risk centre in the affected fire ban district we will remain open unless otherwise directed by the SEM unit or an authorized representative of the emergency services.

Staff will cancel all non-essential services and extra-curricular activities scheduled to operate on the day.

Site Leader must immediately inform the SEM unit via 1800 000 279 of any instances where, as a result of a catastrophic fire danger day, an authorized representative of the emergency services has issued a direction to close the centre.

The SEM unit, in collaboration with the CFS and other relevant emergency management agencies, will undertake an assessment of the risks to the centre remaining open. Where necessary the SEM unit will seek authority for and coordinate any centre closures, student relocations and any relevant tasks associated to transport services, in collaboration with the Education Director.

REFUGE KIT/TROLLEY CONTENTS

First Aid Kit (added from Kitchen shelf)
Children's medication and site asthma kit (added from kitchen first aid cupboard)
Drinking water
Food supplies (added from refuge kit food supply box in the kitchen)
Hydrolyte powder and/or cordial or fruit boxes
Battery powered radio (added from kitchen cupboard)
Torches
Spare batteries
Face masks
Blankets