

# Peterborough Preschool and Rural Care Service



FIRE POLICY and PROCEDURES

# Internal and External

## Important Phone Numbers

**For ambulance, fire, and police -  
Dial 000**

## Other Helpful Local Numbers

1. Preschool Director
2. Fire Warden
3. Peterborough Primary School
4. Ambulance - Peterborough 000
5. CFS 000
6. Peterborough Police or 000  
(This will be redirected to Pt Pirie if office is unattended)
7. Yorke/Mid North Regional Office 86381801
8. Personnel Counsellor 86320306 OR 0408800489 ????

# FIRE – Dial 000

## Internal Fire at the Centre

Staff should have cordless phone, whistle and Vital Call with them at all times.

- Raise the alarm by notifying any extra staff and parents on site, locate yourself in the safe/secure place and begin blowing long repeated blasts on your whistle.
- On hearing alarm all children/parents and staff on site must muster with the person blowing the whistle.
- Account for all children
- Staff to remain with the children whilst they contact fire & emergency services, Preschool Director, Fire Warden and Peterborough Primary School (if school term/time).
- Take sign in sheet, children and children's bags/lunches/water with pusher (only if accessible) and exit by the safest route then proceed to and assemble under the school cola. If cola unsafe to nearest safe point ie; school oval.
- Check the sign in sheet and report to the Fire/Safety Warden, if on site.
- Supervise children until the emergency has passed
- Allow children to leave your supervision ONLY to their parents or someone authorised by their parents and they have signed the sign in sheet as collected.

**FIGHT FIRE ONLY IF IT IS SAFE AND YOU ARE TRAINED TO DO SO**

## PROCEDURE IN THE EVENT OF A FIRE WITHIN THE PETERBOROUGH PRIMARY SCHOOL GROUNDS

(Kindy and Rural Care Staff responsibilities are in BOLD print)

1. Anyone detecting a fire within the school perimeter should as a matter of urgency, send a runner to report the fire to the Front Office to organise the sounding of the fire alarm – continuous short blasts of the siren. Runner to stay with Principal/Office Staff and go with them to the oval.

Kindy/RC staff to phone Front Office on 86512102, when school operating and CFS on 000 for out of school hours.

2. Teachers not at the fire location are to take their classes, in an orderly manner, in the safest and shortest route, to the oval where the students are to line up in class groups. If the alarm sounds during morning home group time the home group teacher takes the roll with them.

Kindy/RC staff to move children ONLY if fire is within our centre, to the COLA during school hours or nearest safe point out of school hours with mobile phone and roll/sign-in sheet.

3. The teacher at the fire source:

a) leads the students to the oval assembly area

b) time and safety permitting teacher turns off air conditioner, closes windows and doors, and moves to assembly area on the oval with children.

Kindy/RC staff to manage above if possible when fire is within our centre, else move to the oval during school hours or nearest safe point out of school hours with mobile phone and roll/sign-in sheet.

4. At the assembly area home classes are checked, against the roll, by home group teachers. Students are accounted for. OHS Officer will circulate and report to Principal.

\*Students will assemble on oval with their teacher.

Kindy/RC staff to report to Preschool Director/Fire Warden

5. Clerical Staff

a) call the fire brigade and police

b) notify the hospital of possible injury

c) should collect vital Centre records including back up tapes and proceed, with student, to the assembly area.

Include folders with class lists, morning notices and take the adult roll class and student's leave pass books.

Kindy/RC staff to manage above if possible, when fire is within our centre, else move to the oval during school hours or nearest safe point out of school hours with mobile phone and roll/sign-in sheet.

6. The Principal and Preschool Director

a) assumes the responsible role at the assembly for respective sites

b) looks to student welfare

c) coordinates actions with outside agencies

d) gives all clear when appropriate

7. OHS & W Officer and FIRE WARDEN for centre children and staff.

a) checks on student attendance at the assembly, organises a search for any unaccounted students or staff.

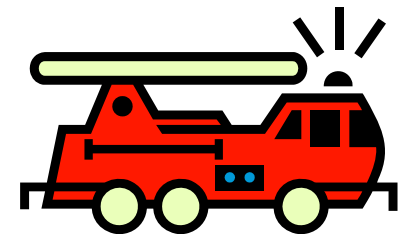
# FIRE – Dial 000

# External (e.g. Bushfire)

Staff should have cordless phone, whistle and Vital Call with them at all times.

- Locate yourself at the centre entrance and ring the brass bell. Notify any extra staff and parents on site.
- On hearing alarm all children/parents and staff on site must muster in the main bush fire ready building (the centre's main building).
- Account for all children
- Staff to remain with the children whilst they contact fire & emergency services.
- Close all doors and windows.
- Place sheets/towels/blankets at base of double doors.
- Secure sheets/towels/blankets to windows and glass doors.
- Contact Preschool Director, Fire Warden and Peterborough Primary School (if school term/time).
- If necessary, access and distribute emergency kit equipment (under black desk in staff room)
- Wait for notice to evacuate
- Accompany students to the safe area designated by emergency services

**See next pages for further detail of roles, responsibilities and chain of command.**



## BUSHFIRE - Action Checklist

Staff should have cordless phone, whistle and Vital Call with them at all times.

### LEVEL ONE ALERT

The staff member on duty shall act on this checklist when a day of extreme fire danger or red alert is proclaimed in our district or state-wide.

1. Notify all staff rostered for the day and parents that a Level One Alert has been declared and that check listed actions must be implemented immediately.
2. Tune radio to official fire station (ABC found on channel 639), check that backup batteries work.
3. Discuss relevant sections of the fire policy with children, so that they are calm but informed.

### LEVEL TWO ALERT (FIRE IN OUR AREA)

The staff member on duty shall automatically implement this check list:-

- when CFS or Emergency Services require the centre to move to this level of alert.
- when a fire starts in or enters the centre's surroundings i.e. the School oval, neighbours houses or school have been breached.
- when the Preschool Director deems action is warranted.

1. Notify all rostered staff and parents that a Level Two Alert has been declared and that check-listed actions must be implemented.
2. Collect Sign In Sheet.
3. Advise CFS of the centre's change to Level Two Alert.
4. Advise Preschool Director, Fire Warden, Peterborough Primary School and parents of the change to Level Two Alert.
5. Parents to sign off children if they are collected from the centre with the time noted.
6. Test emergency equipment.

### LEVEL THREE ALERT (MOVEMENT TO REFUGE noted by BLUE CROSS in windows)

Staff should have cordless phone, whistle and Vital Call with them at all times.

The actions on this checklist are to be implemented when directed by an authorised emergency services officer or when the Preschool Director/designated authority deems action is warranted.

1. Notify all rostered on staff and parents that a Level Three Alert has been declared and that checklist actions must be implemented immediately.
2. Remain inside the main building.
3. Close all doors and windows.
4. Place sheets/towels/blankets at base of double doors.
5. Secure sheets/towels/blankets to windows and glass doors.
6. Contact Preschool Director, Fire Warden and Peterborough Primary School
7. Collect and take to main building if time/circumstances permit and as available:
  - plastic bins and other large receptacles that hold water
  - hoses and sprinklers
  - centre's fire emergency booklet.
8. Advise CFS liaison officer of the centre's change to Level Three Alert.
9. Seek emergency service assistance, if available and if required.
10. Notify Peterborough Primary School that the centre has changed to Level Three Alert.
11. Notify children that a Level One Alert has been declared.
12. Remind children of fire drills (both internal and bushfire).
13. Cancel excursions planned for the day.

## FIRE FRONT PASSING

Staff shall:

PREPARE FOR FRONT TO PASS (ONLY IF TIME/CIRCUMSTANCES PERMIT)

1. Isolate electricity at master switches.
2. Block and fill gutters of main building with water.
3. Shift refuse away and turn on sprinklers on back verandah.
4. Fill knapsacks, bins, troughs, other receptacles with water.
5. Attach hose to rainwater tank nearest main building and bring hose (shut off) into the main building.
6. Soak all protective materials.
7. Close all windows and doors and block draughts with tape.
8. Spray room, walls and surrounds with water.
9. Pull down and dispose of curtains, art work etc.
10. Arrange toileting of children if time permits.

AS FIRE FRONT PASSES

1. All children and staff/parents lie flat on the floor (less smoke, more air).
2. Cover all with NON SYNTHETIC materials and use hand with cloth over nose and mouth to filter air.
3. Emphasise calmness.
4. Use emergency water as necessary.
5. Stay in main building until fire front passes even if roof, window frames are alight.



AFTER FIRE FRONT HAS PASSED - Staff shall:

1. Evacuate room, moving to pre-arranged clear space after collecting items taken into the refuge (first aid kit, blankets, emergency record sheets, children's needs)
2. Emphasise the fact that it will be uncomfortably hot outside but bearable and safer than the room which must now be evacuated calmly.
3. Check and attend to injuries - burns, smoke inhalation, and shock.
4. Keep all present together, away from burnt/burning buildings until collected by parents/authorised persons.

Preschool Director/Firewarden shall:

1. Contact emergency services and Regional District Education Office if possible
2. After personal safety is assured, despatch personnel as soon as practicable to attend to spot fires as necessary.
3. Compile list of all present and submit to emergency services, AEO.

\*\* The Preschool Director/designated authority must ensure that unburnt buildings are patrolled for 24 hours after the fire.

PETERBOROUGH COMMUNITY PRESCHOOL AND RURAL CARE

FIRE POLICY SUPPORT NOTES

CONTENTS OF FOLLOWING PAGES:

- ∞ CHAIN OF AUTHORITY
- ∞ COMMUNICATIONS
- ∞ LIAISON THOUGHTS
- ∞ EVACUATION OF CENTRE
- ∞ RELEASE OF STAFF
- ∞ AFTER THE FIRE....Needs and considerations

## Chain of Authority

In the absence of the Preschool Director, rostered staff present will assume responsibility matters.

## Communications

Have functional radio (battery operated) tuned in to station ABC (channel 639).

## LIAISON THOUGHTS

1. In the event of a State of Emergency/Disaster in our immediate area of concern,
  - o Dial 000
  - o Yorke/Mid North Regional Office Ph. 86381801
  - o Principal – Peterborough Primary School if school term/time.
2. Encourage staff to pursue special training in Fire Prevention and First Aid.
3. Encourage and assist staff to be aware of DECD and insurance limitations regarding loss of personal belongings in the event of fire.
4. Communicate fire policies to parents, particularly parents of newly enrolled children, through Parent Information Handbooks.
5. No students will be released to any parent substitute without absolute identification. A record shall be kept of parental authority for collection of child/ren, time and the child/ren's destination.

## EVACUATION OF CENTRE

Note: UNDER MOST CIRCUMSTANCES IT WILL NOT BE NECESSARY TO EVACUATE THE CENTRE

### Evacuation by Vehicles

WILL be implemented when ordered by an authorised emergency services officer or Police Officer, who directs that Town evacuation is necessary. Destination must be clear and made known to all. Where the Preschool Director has doubts about the safety of the children and no directive for evacuation has been received, a member of staff shall be immediately deployed to check with local Fire Headquarters or Council Office.

### Evacuation by vehicle

1. Allocate children to vehicles as arranged, using own car if necessary.
2. Record names of who is in which vehicle.
3. Adults to cover children with water soaked materials for protection.
4. Should the Fire Front hit the cars
  - a) Stop in a space on the side of the road as clear as possible of vegetation and on the opposite side to the approaching fire
  - b) Ignition off, handbrake on, engine in gear and headlights on.
  - c) Block draughts where possible.
  - d) Children to lie on floor
  - e) Cover with soaked protective material
  - f) Assess exits (ordinary or emergency) when fire front has passed.
  - g) Evacuate vehicle, locating the children in a previously burnt area.
  - h) Check vehicles before allowing children to re-enter.

## RELEASE OF STAFF

1. The staff shall only be released when:
  - a. The safety of all students is assured
  - b. A credentialed Fire Service or Police Officer is available
  - c. Preschool Director knows that all children and staff are safe

## AFTER THE FIRE

### ADMINISTRATIVE MATTERS

1. Liaise with the Regional Education Office to determine what is required to get the centre operational again.
2. Compile a basic minimum list of equipment and materials and obtain these items through supply centres, neighbouring schools or by direct purchase from retailers ensuring that receipts are kept.
3. Arrange relief for staff whose homes have been affected
4. Staff are required to compile a list of materials and equipment damaged or destroyed for insurance purposes. For ease of assessment these should be broken down into four sections:
  - c) Furniture
  - d) Consumables (eg. pens, pencils, texts etc.)
  - e) Equipment other than furniture (videos, lathes, photocopiers etc.)
  - f) Personal items owned by staff and students.
5. As soon as possible following the fire, copies of the compiled lists are to be forwarded to:-
  - c) Regional Education Office
  - d) Emergency Services (eg. Police, CFS.)
  - e) Assets Services Centre
6. It is important that the originals are kept in the school and displayed prominently so that additional items can be added as they are recalled by staff.
7. Final lists should be forwarded within four (4) weeks of the fire.
8. DAIS will be responsible for preparing a cost estimate for damaged buildings and fixtures (carpets, landscaping, etc.)
9. All building replacements and furnishings will be handled by the Regional Education Office, DAIS and Asset Services in liaison with the centre.

## SOCIAL AND EMOTIONAL CONSEQUENCES: CHILDREN'S NEEDS

1. Sensitivity - Children under stress react differently depending on own unique circumstances. They need to share their perceptions and experiences, in a non-threatening way, through play, art, essay writing, discussion groups etc.
2. Information and Involvement - Children need clear information about post-fire planning. They can be made to feel useful by being allocated small tasks, eg. collating lists of damaged or destroyed material.
3. Reassurance - Aim for a quick return to normal routine but with an inbuilt flexibility to allow for each child to re-adjust at their own rate of recovery.
4. Support - Preferably done on an individual basis with children encouraged to discuss their experiences, thus establishing a mutual support system.
5. Understanding of the Social Consequences - Social situation may change dramatically, eg. loss of home. Staff need to be aware of this and make necessary allowances in terms of comfort and care

Children adversely affected by trauma may demonstrate other than normal behaviour. Stress may be manifested through withdrawal, depression, irritability or an ongoing physical illness. Staff concerned about an individual child's response can seek advice and assistance through the DECD Social Workers, the local office of the Department for Family and Community Services or the Child and Adolescent and Family Health Services' workers.

## STAFF NEEDS

1. Stress Levels - Increased irritability, disruptive sleep patterns and lack of motivation in dealing with normal work requirements could be indicators. Staff should seek advice, assistance from colleagues, preschool director, regional personnel and/or counsellors.
2. Stress Amongst Colleagues - Arrange situations where staff can talk about their experiences in a non-threatening way. Social gatherings are ideal.

## COMMUNITY NEEDS

Staff need to be aware that following a fire, there may be increased parental contact with the centre. Parents may want reassurance about children's behaviour and/or time to talk about their own experiences. Provide opportunities for parents to be involved in planning the centre's rebuilding programme.

Promote positive ways of community recovery, thus enhancing the community relationship, eg. tree replanting, fundraising for affected members of the community, promotion of fire awareness programmes based through the school.

