



FIRE SAFETY POLICY

Policy Name (filename)	Fire Safety Policy.doc
Date of Approval	6 December 2012
Date for Next Review	November 2014



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1. Objective of this document

Mt Lofy Kindergym aims to create a safe environment for our members and leaders. This document prescribes how leaders and members are to prepare for a fire event and how to act in the unfortunate event that a fire occurs.

This policy framework covers both internal and external fires (including bushfires).

2. Policy Framework (How to Prepare)

Group Leaders are to explain the Emergency Evacuation Procedures at all sessions a minimum of two times during each of Term 1 and Term 4.

Emergency exits are:

1. through the main entry area – Group Leader to slide front door back beyond child-safe gate to facilitate quicker exit.
2. the two side doors on the Eastern and Western ends of the building – lift the bolts near the floor and slide both doors together towards one end.

DO NOT attempt to evacuate using the southern door – this leads to another area that is locked externally – there is not point of exit from the southern door.

Vehicles must not be parked in front of the emergency exit doors.

Fire extinguishers are located in the building – it is the responsibility of the Uraidla Show Society to ensure the extinguishers are in place, tested and clearly signed. Leaders are to regularly check they are in place.

In extreme weather conditions the CFS may declare a 'Code RED' or 'CATASTROPHIC' fire danger day. In the interests of the safety of families and our Group Leaders, **Mt Lofy Kindergym will be closed when a 'Code RED' day has been declared for the Mount Lofy Ranges.**

Mt Lofy Kindergym will continue to be open on days of severe or extreme fire danger provided Uraidla is not under threat of fire. It is the responsibility of Parents/Caregivers to consider their own Bushfire Action Plans on these days and decide whether or not to attend Kindergym.

On days of severe and extreme fire danger, the Group Leader will remind parents/caregivers of the emergency evacuation procedures at the commencement of each session. The Group Leader will monitor CFS Information and Warning messages either through the internet (smart phone) or ABC radio during the sessions.

Felicity Pearce 11/9/2016 8:41 AM

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The Committee should ensure there is a battery powered radio on site, with charged batteries and also a large torch in the even of a power-cut.

3. In the Event of a Fire

Internal Fires – Evacuate Building

1. Group leader will alert everybody by blowing a whistle.
2. Group leader to assess source of fire to determine which emergency exit points to use.
3. Group leader to ensure the doors are opened quickly and all members are ushered outside.
4. Group leader to Contact Fire Brigade by phoning 000
5. Parents/Guardians to take their respective children to the Oval, leaving driveway clear.

DO NOT MOVE VEHICLES UNLESS REQUESTED BY FIRE BRIGADE

6. Group leader to check the building is empty.
7. Group leader to close doors to localise the fire.

External Fires

1. In the event of there being a bushfire in the area Group Leader to to actively monitor ember and spark danger, keeping children inside.
2. Group Leader to encourage parents/caregivers to refill personal drink bottles to ensure their children have adequate drinking water should it be required.
3. In the event of fire threatening building:
 - (i) Group Leader to alert the fire brigade by phoning 000
 - (ii) Everyone to go onto Oval (identified by CFS as a community safe zone)
 - (iii) Group Leader to check the building is empty.