



# Edinburgh College

# Bushfire

# Emergency

# Information for

# Staff

## Document History

This policy is to be ratified by the School Council on Nov 2022

The life cycle of this policy is once per year. It will be reviewed annually

**Bushfire Preparedness**

To All Staff:

The following document is a reminder of the relevant regulations, policies and procedures, from the CFA, Department of Education, and College, relating to bushfire preparedness. Please familiarize yourself with this information.

The Department of Education & Training advises that:

Early childhood services and schools at the highest risk of fire danger are placed on the Department's [Bushfire-At-Risk Register \(BARR\)](#). Inclusion on this register is a trigger for these facilities to pre-emptively close on days determined Code Red in their Bureau of Meteorology district by the Emergency Management Commissioner. All bus routes servicing closed schools, including bus routes which they might coordinate as a bus coordinating school are cancelled.

Edinburgh Early Learning Centre and Edinburgh College are listed on the BARR. As a result we have prepared a document to outline **Bushfire Emergency Procedures**. These procedures are included on our website and will also be circulated electronically to parents.

On a day declared to be Code Red by the Emergency Management Commissioner both the ELC and EC (Primary & Secondary) will be closed. As stated above, all bus routes will be closed.

A Code Red will be issued 4-7 days in advance.

Once a Code Red day has been determined by the Emergency Management Commissioner this decision will not change – regardless of any changes in the weather forecast.

Students will be expected to stay at home and be in the care of their parents/carers. Notification will be sent via SMS, email, website, and by radio on LightFM and local ABC.

Members of the Critical Incident Management Team (CIMT) will be in communication to manage the College response.

Parents and students are notified that no staff will be present at the College on a Code Red day. Teachers are to remain at home unless specifically requested to assist the CIMT. No teacher is to be on campus without the knowledge and approval of the CIMT.

In the instance of an emergency (fire related or other emergency) being declared during a regular day of classes there is a procedure to activate buses and arrange to communicate with parents/carers who pick up/drop off their children by car. This procedure is outlined in the **EC Emergency Student Travel Action Plan** (attached and available on the website).

In the instance of students being on campus we will follow the '**Shelter-In-Place**' procedure, which involves keeping students inside, in locations listed on the Bushfire Emergency Procedures.

Teachers may also want to educate their students about bushfire preparedness, for which the following links to the CFA website would be very relevant.

<http://www.cfa.vic.gov.au/kids-schools/primary-school-kids/>

<http://www.cfa.vic.gov.au/kids-schools/secondary-schools>

<http://www.cfa.vic.gov.au/kids-schools/teachers>

The following information will be circulated to parents as part of the bushfire preparedness reminder to them, but it will be important for all staff to be familiar with these Department of Education and Training guidelines (described on their website

<http://www.education.vic.gov.au/about/programs/health/pages/coderedabout.aspx>).

Attachments:

**Bushfire Emergency Procedures.**

**Emergency Student Travel Action Plan**

VRQA we have developed emergency procedures that are relevant to parents and community members.

**Aim:**

This document outlines public communication and evacuation procedures relevant to a bushfire emergency.

**Communication Procedures:**

**Radio:** Public announcements concerning bushfire and evacuation procedures will be broadcast from the **89.9 LIGHT FM** and/or **ABC** radio station.

**Mobile:** Where parents have provided mobile phone numbers the Edinburgh College will send SMS messages to Prep - Year 12 families. ELC families will be contacted via SeeSaw and/or SMS messages.

**Evacuation Locations:**

The following evacuation locations apply depending on the direction of the fire and the available lead time - these processes/areas have been recommended by the CFA:

**Imminent Threat**

ELC Pri - Move to Classrooms

**(Stage 1)**

Sec - Move to Classrooms

**Fire approaching Front of school** ELC -

**Shelter-In-Place Facilities** Brick Classrooms

Remain/Move in ELC Buildings Pri - Remain/Move

**Imminent Threat (Stage 2)**

to Classrooms

If safe, move to the Learning Resource Centre

Sec - Remain/Move to Classrooms

**Fire approaching Rear of school** ELC - Remain in

Brick Learning Resource Centre & adjoining Language Centre

Special Note: The OSHC program, which operates out of the Multi-purpose Building (MPC) will relocate to the ELC brick buildings if deemed necessary and/or safe to do so.

**Interruption to electrical power during a fire will disrupt regular phone and internet services.** If this occurs then parents/carers need to call mobile numbers as listed below.

### **Bushfires between Lilydale and Warburton**

Students from Warburton or other areas of the Yarra Valley will be cared for at the College until the danger has passed. They will be accommodated in nominated safe places depending on the location of the risk.

*Updated: November 2022*

### **KEY PERSONNEL CONTACT DETAILS:**

<b>Position/Responsibility</b>	<b>Name Contact Details</b>
Ranking Officer 1 (Principal)	Mr Tim Borgas 0407 220 038
Ranking Officer 2 (Secondary)	Mrs Ana Ferry 0422 473 730
Ranking Officer 3 (Primary)	Mrs Tanya 0425 750 785 Pascoe

Ranking Officer 4 (ELC Rachel Whelan 0425 711 963 0409  
Admin) Joylene Woodward 569 537

Ranking Officer 5 Wayne Pinnington 0403 204 131 Administration

Officer Mrs Lilian Carnie 0409 861 566

Bus Co-ordinator Mr Dermot 0402 022 374  
Hardwick

## EMERGENCY STUDENT TRAVEL ACTION PLAN

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### Responsibilities and Action Plan for Bushfire or Incident affecting student travel by bus

Priority	Location	Action Person Responsible
<b>Before the end of the day</b>	Office	<b>CHECK ROAD CLOSURES</b> Administration Officer - L Carnie
By 2pm	Office	Make decision to enact Emergency Action Plan Ranking Officer – T Borgas
1.	Office	Print bus rolls and absence list Bus Coord. – D Hardwick Operations Coord. – J Wall
2.	Office	Recall Staff – PA and phones Admin Officer & Operations Coord.
3.	Office	Call Emergency Management Ranking Officer – T Borgas
<b>Urgent</b>	Portico Middle School  Portico Front Office Gate Middle School	<b>STOP ALL AFFECTED BUSES –</b> Portico – L Carnie Direct students to classrooms Middle – A Ferry under Secondary Chapel  <b>FOR ANY BUSES DEPARTING</b> Bus Duty Staff – as per standard  <b>TO NON-AFFECTED AREAS –</b> Duty Roster plus additional staff  All rolls marked and cross if required

		checked with Absence List
	Office	Update affected parents – Admin Officer – L Carnie contact and document all Operations Coord. – J Wall communications
	Office	College liaison for parents and Admin Officer – L Carnie Emergency Services

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		Operations Coord. – J Wall
	Classrooms Resource Centre	Student supervision Head of Secondary – A Ferry Head of Primary – T Pascoe (Teachers/Staff)
<b>Before 4pm</b>	Office	Organise logistics – sleeping Head of Secondary – A Ferry bags, mats – from Outdoor Ed Head of Primary – T Pascoe Shed plus call Ajays, ELC Director - R Whelan Canterbury Road, Heathmont and order hire of sleeping bags and sleeping mats ph. 9720 4647
<b>Parents collecting students</b>	Principal's Office	Order pizzas for dinner plus 1 water per person and snacks Media liaison Ranking Officer – T Borgas
	Office	Office staff to call staff on Admin Officer – L Carnie mobile phones Operations Coord. – J Wall Parents to sign students out at Secondary Reception

