



Edinburgh College

Bushfire

Emergency

Information for

Staff

Document History

This policy is to be ratified by the School Council on Nov 2016 .

The life cycle of this policy is once per year. It will be reviewed in 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 our App, 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

BUSHFIRE EMERGENCY PROCEDURES

Edinburgh College is located within a bushfire risk region and in compliance with the requirements of the 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** radio station.

Mobile: Where parents have provided mobile phone numbers the College will send SMS messages.

App: Parents with the 'edinburghcollegesecondary' app (Apple or Android) will receive notices via their mobile app as well.

Evacuation Locations:

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

	Imminent Threat (Stage 1)	Imminent Threat (Stage 2)
Fire approaching Front of school	ELC - Remain/Move in ELC Buildings Pri - Remain/Move to Classrooms Sec - Remain/Move to Classrooms	If safe, move to the Learning Resource Centre
Fire approaching Rear of school	ELC - Remain in ELC Pri - Move to Classrooms Sec - Move to Classrooms	
Shelter-In-Place Facilities	Brick Classrooms	

	Brick Learning Resource Centre & adjoining Language Centre
--	--

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 the Classrooms or the Learning Resource Centre or College Cafeteria depending on the location of the risk.

Updated: October 2017

KEY PERSONNEL CONTACT DETAILS:

Position/Responsibility	Name	Contact Details
Ranking Officer 1	Mr Tim Borgas	0407 220 038
Ranking Officer 2	Mr Jason Smith	0407 544 002
Ranking Officer 3	Mrs Tanya Pascoe	0425 750 785
Ranking Officer 4	Mrs Anne Thorneycroft	0400 933 774
Administration Officer	Mrs Jillian Anderson	0433 490 250
Bus Co-ordinator	Mr Dermot Hardwick	0402 022 374

EMERGENCY STUDENT TRAVEL ACTION PLAN

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

Priority	Location	Action	Person Responsible
Before the end of the day	Office	CHECK ROAD CLOSURES	Administration Officer - J. Anderson
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. – K Judd
2.	Office	Recall Staff – PA and phones	Admin Officer & Operations Coord.
3.	Office	Call Emergency Management	Ranking Officer – T Borgas
4.	Portico Middle School	STOP ALL AFFECTED BUSES – Direct students to classrooms under Secondary Chapel	Portico – J Anderson Middle – J Smith
Urgent	Portico Front Office Gate Middle School	FOR ANY BUSES DEPARTING TO NON-AFFECTED AREAS – All rolls marked and cross checked with Absence List	Bus Duty Staff – as per standard Duty Roster plus additional staff if required

	Office	Update affected parents – contact and document all communications	Admin Officer – J Anderson Operations Coord. – K Judd
	Office	College liaison for parents and Emergency Services	Admin Officer – J Anderson Operations Coord. – K Judd
	Classrooms Resource Centre	Student supervision	Head of Secondary – J Smith Head of Primary – T Pascoe (Teachers/Staff)
Before 4pm	Office	Organise logistics – sleeping bags, mats – from Outdoor Ed Shed plus call Ajays, Canterbury Road, Heathmont and order hire of sleeping bags and sleeping mats ph. 9720 4647 Order pizzas for dinner plus 1 water per person and snacks	Head of Secondary – J Smith Head of Primary – T Pascoe
	Principal's Office	Media liaison	Ranking Officer – T Borgas
Parents collecting students	Office	Office staff to call staff on mobile phones Parents to sign students out at Secondary Reception	Admin Officer – J Anderson Operations Coord. – K Judd