



Edinburgh College

Bushfire

Emergency

Procedures

Document History

This policy is to be ratified by the School Council on Jan 2024

The life cycle of this policy is: It will be reviewed annually

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.

[When the Emergency Management Commissioner declares a Catastrophic Fire Day it is important to note:](#)

On all days declared as 'Catastrophic' by the Fire Danger Rating system introduced in 2022, the ELC and College will be closed. No teaching staff will be on campus. Any staff on campus will be part of the Critical Incident Management team, who will be managing the College's emergency response.

Schools and services not on the Department's Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.

Where possible, four to seven days notice of a planned closure will be provided; parents and carers should, however, expect that in some instances fewer than 4 days notice may be provided.

We have a separate procedure, **Emergency Student Travel Action Plan**, for emergencies that may arise during a regular College day that require students to be evacuated from the campus.

Once a 'Catastrophic' day has been determined by the Emergency Management Commissioner this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for due to the closure of the ELC and College.

When a 'Catastrophic' day has been declared no staff will remain on site and all out-of-school care programs (including vacation, before and after school programs) will not operate.

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 (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 (This is a centralised building in the middle of our 40 acres of mainly cleared land. It is large enough to hold 600+ people, with toilets, communication, seating, 1st aid and interconnecting rooms).	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.	

Training for Staff, Students and Visitors on Site

In October and early February each year all staff, students and visitors to Edinburgh College will participate in the whole campus bushfire drill.

Each year all staff must complete Damastra (Velpic) training for: Fire Awareness

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 2023

KEY PERSONNEL CONTACT DETAILS:

Position/Responsibility	Name	Contact Details
Ranking Officer 1 (Principal)	Tim Borgas	0407 220 038
Ranking Officer 2 (Secondary)	Ana Ferry	0422 473 730
Ranking Officer 3 (Primary)	Tanya Pascoe	0425 750 785
Ranking Officer 4 (ELC Admin)	Rachel Whelan Joylene Woodward	0425 711 963 0409 569 537
Ranking Officers 5 & 6	Simon Thompson Robert Orlando	0413 125 491 0400 610 450
Administration Officer	Lilian Carnie	0409 861 566
Bus Coordinator	Paul Gossip	0490 910 431

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 - 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. – P Gossip Operations Coord. – J Wall
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 – L Carney Middle – A Ferry
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 – L Carney Operations Coord. – J Wall
	Office	College liaison for parents and Emergency Services	Admin Officer – L Carney Operations Coord. – J Stanley
	Classrooms Resource Centre	Student supervision	Head of Secondary – A Ferry 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 – A Ferry Head of Primary – T Pascoe ELC Director - R Whelan
	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 – L Carney Operations Coord. – J Wall