



# Edinburgh College

# Bushfire

# Emergency

# Procedures

## Document History

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

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 Code Red it is important to note:](#)

On days declared to be Code Red 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 Code Red 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 Code Red 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:

	<b>Imminent Threat (Stage 1)</b>	<b>Imminent Threat (Stage 2)</b>
<b>Fire approaching Front of school</b>	ELC - Remain/Move in ELC Buildings Pri - Remain/Move to Classrooms Sec - Remain/Move to Classrooms	If safe, move to the Learning Resource Centre
<b>Fire approaching Rear of school</b>	ELC - Remain in ELC Pri - Move to Classrooms Sec - Move to Classrooms	
<b>Shelter-In-Place Facilities</b>  (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 2022*

**KEY PERSONNEL CONTACT DETAILS:**

<b>Position/Responsibility</b>	<b>Name</b>	<b>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 Pascoe	0425 750 785
Ranking Officer 4 (ELC Admin)	Rachel Whelan Joylene Woodward	0425 711 963 0409 569 537
Ranking Officer 5	Wayne Pinnington	0403 204 131
Administration Officer	Mrs Lilian Carnie	0409 861 566
Bus Co-ordinator	Mr Dermot Hardwick	0402 022 374