



# Edinburgh College

# Bushfire

# Emergency

# Information for

# Students and

# Parents/Carers

## Document History

This policy is to be ratified by the School Council on Nov 2018

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

## Bushfire Emergency Information for Students and Parents/Carers

To Parents and Carers,

Edinburgh Early Learning Centre and Edinburgh College have a number of procedures in place in case of emergency, including possible bushfire events. The information below is based on Department of Education and Training policies and procedures and is important in case of a bushfire emergency.

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.

[Code Red is the highest level of Fire Danger Rating in Victoria]

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 circulated to parents so that we are all well informed.

Please note that we do not want to alarm our community, especially our students, but it is important to be well informed. The Department of Education and Training advises that there has not been a Code Red day since 2010. To date, no Code Red has been issued within our school area.

The methods for communicating emergency information to parents/carers and the community include via the website, email, SMS, and via radio on LightFM (89.9) and local ABC radio.

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.

#### Bus transport

If a bus route is threatened by unexpected fire, the College will enact its local emergency management plan.

Information on changes to bus routes, or cancellation of services, will be provided by the College as outlined in the **Emergency Student Travel Action Plan**.

### Off-site activities

The safety of students and staff is paramount and off-site activities may be cancelled, postponed or relocated if faced with the threat of bushfire.

Off-site activities include any activity undertaken by staff and children away from their normal school facility. This can include:

- Camps
- Field trips
- Sporting activities
- Training or conferences for staff

## 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:

	<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>	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.

**Please Note this Safety Request:**

We respectfully request that in the unlikely event of a local bushfire, that families/guardians refrain from attempting to collect their child(ren) from Edinburgh College until we have informed you that appropriate authorities have given us the 'all clear' and it is safe for you to collect your loved ones from the campus.

***Updated: October 2018***

**KEY PERSONNEL CONTACT DETAILS:**

<b>Position/Responsibility</b>	<b>Name</b>	<b>Contact Details</b>
Ranking Officer 1	Mr Tim Borgas	0407 220 038
Ranking Officer 2	Mrs Anna Ferry	0422 473 730
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
<b>Before the end of the day</b>	Office	<b>CHECK ROAD CLOSURES</b>	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	<b>STOP ALL AFFECTED BUSES</b> – Direct students to classrooms under Secondary Chapel	Portico – J Anderson Middle – A Ferry
<b>Urgent</b>	Portico Front Office Gate Middle School	<b>FOR ANY BUSES DEPARTING TO NON-AFFECTED AREAS</b> – 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 – A Ferry Head of Primary – T Pascoe (Teachers/Staff)
<b>Before 4pm</b>	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
	Principal's Office	Media liaison	Ranking Officer – T Borgas
<b>Parents collecting students</b>	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