



Edinburgh College

Bushfire

Emergency

Procedures

Document History

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

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.

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.

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 2018

KEY PERSONNEL CONTACT DETAILS:

Position/Responsibility	Name	Contact Details
Ranking Officer 1	Mr Tim Borgas	0407 220 038
Ranking Officer 2	Mrs Ana 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