



EMERGENCY BUSHFIRE PROCEDURE

Catholic Ladies College

19 DIAMOND STREET, ELTHAM VIC 3095

Actions in Summary – Bushfire Threat

By nature of our location, the Catholic Education Commission of Victoria Ltd (CECV) has classified Catholic Ladies' College as High Risk; this means that on Code Red Fire Danger Rating Days in this District, the CECV, on advice from the Bureau of Meteorology will advise school closure.

Where possible, three days' notice of a planned closure will be provided, as well as information about cancellation or changes to bus transport routes. You will be advised by email or SMS.

The Catholic Ladies' College Emergency Management Plan is available for parent reference via PAM. Further details will also be available on the following websites: www.cecv.catholic.edu.au and www.education.vic.gov.au.

Closure – other than planned

While every effort is made to anticipate fire threats, our school may be threatened by an unpredicted outbreak of a fire or a known fire may unexpectedly change its course.

When this occurs, our Emergency Management Plan will ensure that we respond to the threat in a planned, timely and appropriate manner.

Code Red

- **What does it mean?**
 - These are the worst conditions for a bush or grass fire.
 - Homes/Buildings are not designed or constructed to withstand fires in these conditions.
 - The safest place to be is away from high risk bushfire areas.
- **What should I do?**
 - Leaving high risk bushfire areas the night before or early in the day is your safest option - do not wait and see.
 - Avoid forested areas, thick bush or long, dry grass.



Bushfire Procedure (extracted from emergency management plan)

BUSHFIRE

CHIEF WARDEN total fire ban days / during bushfires in the local district:

- Inform Staff and Students of total fire ban at the start of the day (or the day prior if possible), and update them with relevant information if required.
- Tune in to ABC radio or local community radio station for updates on the fire's progress or contact the Victorian Bushfire Information Line.
- Liaise with local Emergency Services (CFA, Police) to move Staff and Students to a Safer Refuge if required.
- Assess if it is safe for students to undertake outdoor activities (including outside recess/lunch breaks).
- Check with the SCHOOL BUS COORDINATOR or CFA to ensure that there are no fires burning which may endanger your school bus route.

CHIEF WARDEN upon being notified of a Bushfire:

Note: Inform the Critical Incident Management Team Leader of an impending bushfire. The Critical Incident Management Plan (CIMP) contains further information on Bushfire Preparedness.

This advice is generic in nature and may alter according to the circumstances. If early evacuation advice is not issued or the fire is approaching the school, and it is unsafe to evacuate, everyone should as a last resort remain in the building after the following precautions are taken:

- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Inform Emergency Services operator (000 or 112 if calling from a mobile) of building / s where staff and students will be housed. Keep in contact as fire approaches so the Emergency Services operator can direct services as they become available. The primary responsibility of staff is the safety of students.
- Issue Red Helmets and 'Warden Duty' cards and deploy Wardens:
 - Direct Wardens to assemble staff and students inside (preferably bricked and tiled); away from the part of the building that will be initially exposed to the fire.
- Check attendance against class rolls once assembled.
- Turn off power and gas.
- Close all windows, doors and block crevices, cracks and gaps with wet materials (e.g. towels, clothing). Fill gutters, all sinks and washbasins with water.
- Once the threat has passed, direct Wardens to assess the buildings for spot fires, burning embers, casualties and report back.
- Designate trained, properly equipped teams (with firefighting equipment and wearing personal protective equipment) to extinguish spot fires and burning embers where safe to do so.
- Remain inside until it has been established that the fire has clearly passed; evacuate the building and remain in a safe area.
- Ensure staff/students do not hamper Emergency Services or put themselves at risk by going near damaged buildings or trees.

Evacuation notes for Parents

- Please do not phone the College – we need “clear space” to manage the evacuation.
- Please do not come to the College – roads are likely to be chaotic, and coming to the College increases risks for all.
- Monitor our website for updates and instructions.
- Monitor emails – update will be by email where practical.
- Students to be collected by parents from location to be determined – this will be advised via our website or SMS.
- Should pick up not be possible, we will continue to provide care for students.