



PROCEDURES FOR THE BUSHFIRE SEASON

Our school is on the DET Bushfire at Risk Register (BARR). The BARR comprises three categories with all schools assigned to one of these three categories. Yarra Ranges Special Developmental School has been assigned to category 2. **All schools on the BARR will close on a Code Red Day.** YRSDS will also close under localised extreme fire danger conditions and above.

PROCEDURES FOR THE BUSHFIRE SEASON

Principal and Assistant Principal will check the Vic Emergency website on a regular basis on days of extreme and severe fire danger.

Principal and Assistant Principal will complete the **DET School site bushfire / grassfire readiness review checklist** and review any issues resulting from the assessment

Principal and Assistant Principal will update Emergency Management plan twice yearly, or more frequently if required.

Newsletter reminder sent home in Term 3 and term 1 reminding parents/carers of procedures for days of declared fire danger and to update contact details including emergency contact details.

Student and staff contact details printed and distributed to Principal, Assistant Principal and team leaders.

In the event of closure a letter to be sent home to each parent/carer. An SMS message via Cases 21 to be sent out to contact A and a response noted.

In the event of an evacuation standard procedure is to move to Yarra Hills Secondary College gym, or Morrison reserve, or to a venue as directed by Emergency Services. The leadership team to contact all families by mobile phone.

Following check list to be completed prior to fire season

<input type="checkbox"/>	Check DET website for updated information and proforma
<input type="checkbox"/>	Check relevant Emergency Services website for current information
<input type="checkbox"/>	Determine who is responsible for monitoring fire risk information and how
<input type="checkbox"/>	Complete DET School site bushfire / grassfire readiness review checklist and review any issues resulting from the assessment
<input type="checkbox"/>	Review Emergency Management Plan prior to the official start of the bushfire season
<input type="checkbox"/>	Ensure communication procedures are in place to contact parents/ guardians in the event of closure or evacuation
<input type="checkbox"/>	Allocate roles and responsibilities of Principals, staff and parents in executing emergency evacuation procedures

EMERGENCY BUSHFIRE MANAGEMENT

TASK	PERSON \RESPONSIBLE	TERM 1	TERM 2	TERM 3	TERM 4
DONKEY PADDOCK SLASHED	Private contractor	*	*	*	*
DEBRIS AND RUBBISH AROUND AND UNDER BUILDINGS	Handyperson	*		*	
GUTTERS CLEANED	Handyperson	*		*	
DRY GRASS AND VEGETATION	Private contractor	Weekly			Weekly
REMOVAL OF MATERIALS THAT MAY BE EASILY IGNITED, INCLUDING BRANCHES OVERHANGING BUILDINGS	Assistant Principal Handyperson	Audit and complete			Audit and complete
SAFE STORAGE OF FLAMMABLE MATERIALS	Handyperson OH&S committee		Audit and follow through		
BUILDING EXITS ARE CONTINUOUSLY KEPT CLEAR OF OBSTRUCTIONS	Handyperson OH&S committee	PRMS & workplace inspections	PRMS & workplace inspections	PRMS & workplace inspections	PRMS & workplace inspections
THERE IS ACCESS TO FACILITIES AND GROUNDS FOR EMERGENCY VEHICLES	Gavin OH&S committee	Check and maintain access		Check and maintain access	

RECORD OF CFA CONTACT (Kept in fire extinguisher book)

Date	CFA contact

School procedures for the bushfire season

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district. **Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.**



A small number of schools on the DET Bushfire At-Risk Register (BARR), including our own, will also be closed, with Regional Manager approval on Extreme Fire Danger Rating days.

Once we are advised of an Extreme Fire Danger Rating day, we will provide you with advice before the end of the school day.

Where possible, we will provide parents with up to four days notice of a potential Code Red day closure by letter and SMS. A Code Red or Extreme day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red or Extreme day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- Out-of-school-hours care will also be cancelled on these days
- School camps will be cancelled if a Code Red or Extreme fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
- All bus routes will be cancelled.

On these Code Red and Extreme days families are encouraged to enact their Bushfire Survival Plan – **on such days children should never be left at home or in the care of older children.**

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan and cleared our facility's grounds and gutters.

What can parents do?

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.

- You can access more information about children’s services closures on the Department of Education and Training website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

For up-to-date information on this year’s fire season see:

- <https://emergency.vic.gov.au>
- Facebook ([facebook.com/cfavic](https://www.facebook.com/cfavic))
- Twitter ([twitter.com/CFA Updates](https://twitter.com/CFA_Updates))
- ABC local radio, Sky News and other emergency broadcasters
- VicEmergency Hotline (1800 226 226)