

HIGHVIEW COLLEGE EMERGENCY MANAGEMENT PLAN

Person Responsible – Board

(Ratified annually)



Developed by	Principal, Stuart Glascott	2015
Updated by	Director of Pastoral Care, Marion Martin	2016 / 2017 / 2018
Updated by	Principal, Melinda Scash	2019
Reviewed by	Caretaker Board Chair, Stephen Norris	26 January 2019
Reviewed and Ratified by	The Highview College Board	20 March 2019

Highview prepares students for three responses to emergencies: Evacuation, Lock Down and Shelter in Place. This policy addresses these three responses to danger.

Instructions regarding EMP procedures will be placed by the exit door of every room.

APPENDIX A – Staff Responsibilities during an Evacuation

APPENDIX B – Staff Responsibilities during a Lockdown

APPENDIX C – Staff Responsibilities during a Shelter in Place

APPENDIX D – Potential Code Red Letter

APPENDIX E – Confirmed Code Red Day Letter

APPENDIX F – Code Red Communication script and signs

APPENDIX G – Cancellation of offsite activities Letter

APPENDIX H – Staff Responsibilities in a Code Red Situation

APPENDIX I – EMP Procedures Poster

EVACUATION

Rationale

To ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school that requires students, staff and visitors to be evacuated from buildings for their own safekeeping.

Aims

- To ensure appropriate action is taken when an evacuation of the school buildings is required.
- To establish a smooth process for notifying parents after an evacuation.
- To establish an effective process for notifying the appropriate authorities during and after an evacuation.

Implementation

AN EVACUATION will occur when an emergency situation produces circumstances that are dangerous for students and/or staff and/or visitors to remain within the school buildings. This may involve a bomb/fire threat or the presence of a dangerous gas/chemicals in buildings. A copy of instructions regarding an Evacuation will be placed by the exit door of every room. (Refer to Appendix A for Staff Responsibilities during an Evacuation.)

An evacuation is triggered at Reception. If possible the Business Manager or Principal will authorise the Evacuation but any member of the staff can make a decision to commence an Evacuation. To commence an Evacuation any member of staff should ring 100 or 101.

An alarm will be sounded through the PA/Internal phone system with a series of short tones, with the words '**Emergency. Evacuate now. Follow your teacher's instructions.**'

If personal safety permits, Reception staff will contact the police.

At the completion of an Evacuation the following will occur:

- A review of the Emergency Management Plan.
- Contact the Maryborough police to inform them of the Evacuation (if not already done).
- Email and SMS parents informing them of what occurred.

An Evacuation drill will occur at least once per year. These Evacuation drills will involve all students and Worker moving to the nominated gathering point.

Refer to Appendix A for Staff Responsibilities during an Evacuation

LOCKDOWN

Rationale

To ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school that requires students, staff and visitors to be locked within buildings for their own safety.

Aims

- To ensure appropriate action is taken when a 'Lockdown' of the school is required.
- To establish a smooth process for notifying parents after a Lockdown.
- To establish an effective process for notifying the appropriate authorities during and after a Lockdown.

Implementation

A LOCKDOWN will occur when an emergency situation produces circumstances that are dangerous for students and/or staff and/or visitors to move safely within the school grounds. This may involve a hostage situation or the presence of a dangerous person in the school grounds.

A Lockdown is triggered at Reception. If possible the Business Manager or Principal will authorise the Lockdown but any member of the staff can make a decision to commence a Lockdown. To commence a Lockdown any member of staff should ring 100 or 101 when their personal safety will permit.

The alarm for a Lockdown is the repeat of the word '**LOCKDOWN**'. If personal safety permits, Reception staff will contact the police.

If it is not possible to notify the school of a Lockdown because the incident is near or inside Reception any staff member can initiate a Lock Down by dialling **589** on any internal school phone and repeating the word 'LOCKDOWN'.

A Lockdown drill will occur at least once per year. These Lockdown drills will involve all students and Workers.

Refer to Appendix B for Staff Responsibilities during a Lockdown

BUSHFIRE PREPAREDNESS

Rationale

To ensure we comply with State Government Ministerial Orders and VRQA Guidelines and follow their direction in relation to school closure on 'Code Red' Days and Bushfire Preparedness.

To ensure we have effective Bushfire Preparedness processes in place to provide for the care, safety and welfare of staff and students.

Aims

- To assist in ensuring the safety of our students or staff by avoiding any unnecessary or foreseeable risk situation.
- To ensure appropriate action in both 'Code Red' and Total Fire Ban situations.
- To establish a smooth process in notifying parents/guardians and staff of a Code Red Closure or other details.
- To ensure we establish and maintain a Bushfire At-Risk Register.
- To ensure school infrastructure is bushfire prepared and meets legal standards and complies with health and safety requirements.

CODE RED & TOTAL FIRE BAN DAYS

Highview College is situated in the North Central Fire district.

Buses will not run on Code Red Days.

Once the decision is confirmed it will not change (even if the weather changes).

No staff or students are permitted on site on Code Red Days.

PROPOSED 'CODE RED' DAY

(up to 4 days prior to the closure is the expectation)

- A letter is sent home via email to parents/guardians when the College is informed of this possibility.
- Proposed Code Red Day email letter – Appendix A

CONFIRMED 'CODE RED' DAY

When a 'Code Red' day is confirmed the school will be notified no later than 1.00pm the day prior.

- Parents/guardians are informed that the College will be closed the following day.
- Confirmed Code Red Day email letter – Appendix E
- By SMS to all parents/guardians in addition to the email letter. The Confirmed Code Red Day Communications – Appendix F
- A notice will also be added to the Highview College Facebook page
- Note: if the closure occurs on a Monday, confirmation will be sent on Sunday
- Staff will be informed of the closure by email the day before
- The Principal will inform the Public Relations Officer of the closure

- The Public Relations Officer will send the notifications
- Cancellation of off-site activities (camps/ field trips/ sporting activities). Letter to relevant parents/guardians. Appendix G Cancellation of off-site activities letter
- Note: Off-site camps and excursion locations are checked with the Department of Education websites as part of the risk assessment (see Staff Planning for Student Activities Policy on the Website)

Other action:

- Signs will be put on the college office door and other entrance doors notifying of the closure – Appendix F The Confirmed Code Red Day Communications
- Signs will be put on the staff community notice board notifying of the closure
- The answering machine message will confirm the closure – Appendix F The Confirmed Code Red Day Communications
- Process and staff member responsible for action in relation to Code Red Days – Appendix H Staff Responsibilities on Code Red Day

Resources

Department of Education and Early Childhood Development: DEECD

www.education.vic.gov.au/about/programs/health/pages/closures.aspx

IN THE EVENT OF BUSHFIRE OR ELEVATED RISK ON NON-CODE RED DAYS

Implementation

Highview College will:

- Maintain a heightened state of readiness
- Ensure open lines of communication from local emergency services
- Be prepared / on standby to enact our EMP (Emergency Management Plan) by relocating students and staff to the nominated ‘shelter-in-place’. Highview College’s ‘shelter in place’ is the hall and auditorium
- Respond appropriately to instructions from emergency services

BUSHFIRE REFUGE IN SHELTER-IN-PLACE BUILDING

Implementation

Highview College will:

- Review CFA websites and other media sources on Severe and Extreme fire danger days for notification of fires in the area
- For a fire in the immediate vicinity of the College the following triggers would initiate a move to the ‘safer building’:
 - CFA information and warning messages on DET website and ABC radio 774 indicate a fire is moving toward Maryborough and is less than an hour away from impact

- The local emergency services advise that a bushfire is likely to impact on the site
- The College is advised that a bushfire is burning in any of the surrounding areas and is less than an hour away
- There is a confirmed sighting of nearby smoke or flames

BUSHFIRE AT-RISK REGISTER

Implementation

Highview College will:

- Highview College will maintain a register, updated in Terms 1 & 4 each year
- Maintain an updated register of bushfire emergency equipment, in working order, which may include water supplies and equipment, fire hydrants, hose reels and extinguishers, sprinkler systems, alarms, first aid materials and medical equipment, fire blankets and communication systems. Highview College will update this register in Terms 1 & 4 each year. Person responsible is the Project Manager
- Maintain notices of bushfire evacuation procedures and updated bushfire emergency contact numbers, appropriately located around the school. Person responsible: Project Manager

SCHOOL INFRASTRUCTURE

Implementation

Highview College will:

- Regularly schedule the monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings, including gutters and dry grass and vegetation. Person responsible - Project Manager.
- Ensure the safe storage of flammable materials. Staff responsible:
 - Head of Science
 - Head of Art
 - Head of Technology
 - Project Manager
- Ensure building exits are continuously kept clear of obstructions. Staff responsible:
 - All teachers
 - Project Manager
- Make certain that assembly points are designated and have appropriate access to emergency equipment. Staff responsible:
 - Project Manager
 - Business Manager
- Provide access to facilities and grounds for emergency vehicles. Staff responsible:
 - Project Manager
 - Business Manager

- Consult local agencies, where relevant, (the Country Fire Authority, local Council) on their bushfire preparedness and compliance with local bushfire regulation of buildings, facilities and grounds and keep a record of the annual visitation (to occur in October each year) or in consultation with relevant local agencies. Staff responsible:
 - Business Manager
 - Principal
- Obtain documentation from the relevant agency certifying that any on-site 'shelter-in-place' is compliant with relevant agency minimum standards. Staff responsible:
 - Business Manager
 - Project Manager

SHELTER IN PLACE

As per VRQA guidelines a Shelter-in-place refers to sheltering inside a building, or in some cases group of buildings, selected as the most suitably sized, situated and constructed on the site to withstand the predicted ember and smoke attack from a fire or other outdoor hazardous incident. It is for students and staff to retreat to in the event they are caught on-site and unable to evacuate when a fire front approaches. The shelter-in-place is to be used as a last resort. The operation and construction of a shelter-in-place could involve closing all doors and windows and turning off ventilation systems, provision of first aid, water, amenities and communications as well as building upgrades such as ember and smoke sealing and maintenance of an asset protection zone, zone incorporating tree removal, pruning and landscaping.

Shelter-in-place buildings only offer a temporary protective measure during an outdoor hazardous incident however, for the short term, it can provide substantial protection.

The Highview Shelter-in-place building is the Theatre and Hall. Ember sealing has been undertaken around this building.

Shelter in Place drills will take place in the October-April bushfire season (ie. Once in Term 1 & once in Term 4). These Shelter in Place drills will involve all students and Workers moving to the nominated on-site 'shelter-in-place'.

Refer to Appendix C for Staff Responsibilities during a 'Shelter in Place'

EXTREME WEATHER CONDITIONS

When notice is given of extreme rain conditions, likely to cause major flooding, it is possible that the school will be closed. This decision is made by the Principal. Notification will be made in the same way as for Code Red days.

Extreme weather conditions include such things as days of extreme heat, wind, rain or cold. These conditions may require special arrangements, mostly at break times.

In all cases, information will be communicated to staff and students via SEQTA notice and email.

Special arrangements may include such things as:

- Students being asked not to venture outside during breaks
- Students being asked not to use the oval, particularly on extremely windy days (this sometimes comes with a government directive)
- Supervised rooms being opened at recess and lunch times for student use (yard duty staff to supervise)
- Movie being shown in the Library (depending on staffing)

Bus travel and extreme weather or emergency

In the case of fire, flood or other emergency, the decision about whether or not to hold buses back will be made by the MEC Emergency Management Officer (Principal) or by V-Line, in the case of the V-Line (Castlemaine/Newstead/) buses.

It is Highview College's responsibility to inform parents/guardians of Highview College students about the situation and the measures being taken.

Excerpt from MEC Bus Emergency Plan

In the case of the Centre being notified of an emergency prior to the end of the school day, the following procedure will occur:

The Emergency Management Officer (Principal) at the Maryborough Education Centre will be in charge of the situation and will make all decisions on behalf of school bus travellers, bus drivers and other schools who use the school bus services and will direct the emergency procedures.

If there are fire warnings then the Emergency Management Officer will make a decision about which buses will be held back and will relay that information to each of the schools using the bus services which then have the responsibility to inform the parents of the situation and the measures that are being taken. All buses involved will be held at the appropriate school until notified that it is safe to proceed. A representative from each school would be required to help with supervision at the bus stops. The Emergency Management Officer will be in regular contact with the Emergency Management Team in the Shire, Emergency Management, DEECD and the Regional Office. This will allow for the most up-to-date information on the emergency situation."



APPENDIX A STAFF RESPONSIBILITIES DURING AN EVACUATION

Evacuation Area

- Students are to move to the basketball courts, with their teachers
- Students line up on the basketball courts, in DELTA Group order, with Year 7A furthest away from the school and Year 12C closest to Burns Street

Evacuation Director – Director of Administration

- Wears Evacuation Officer vest (red/orange)
- Oversees the Evacuation
- Advises when the drill is complete and dismisses students
- Collates feedback and reviews procedures
- Amends policy if necessary
- Provides students and staff with feedback

Staff Attendance Manager - Director of Professional Practice (assisted by Accounts Officer)

- Marks staff attendance roll and accounts for any missing staff
- Designates jobs for staff, as required

Student Movement - Classroom Teachers (plus Learning Support Aides)

Calmly evacuate their students from the class room to the Evacuation area by:

- Ensuring students remain calm
- Leaving classroom together in an orderly fashion (Leave books/belongings in room and don't lock door).
- Moving to the far end of the lower basketball court (Evacuation Area) by the safest possible route.
- Lining students up in designated DELTA Group area (where DELTA Mentors will mark the role)
- If you are a DELTA Mentor, join your DELTA Group and mark the student roll. If you are not a DELTA Mentor, report to the Staff Attendance Manager to have your name marked off the staff attendance roll, and then wait for possible further instructions/duties.

DELTA Mentors

- DELTA Mentors will be given their rolls to mark. **Hold up** a **red card if you have student missing** **OR** a **green card if all students are accounted for**. (The Student Attendance Manager will then check if your missing students are absent or unaccounted for).
- DELTA Groups stay quietly where they are and wait for further instructions from the Evacuation Officer

Student Attendance Confirmation - Heads of School

Heads of School return DELTA rolls to Student Attendance Manager, and help solve any student attendance discrepancies.

Public Liaison - Business Manager

- Waits out the front of the school to deal with emergency services, visitors, parents, etc.

Student Attendance Manager - Receptionist

- Upon direction, the Receptionist sounds appropriate alarm through the PA system
- Receptionist collects the following:
 - Daily printed attendance roll
 - DELTA Group rolls
 - Phone/notes 'clipboard'
 - Loud hailer
 - Couple of pens

First Aid Manager - Receptionist

- Designated First Aid Manager collects the following and establishes a First Aid area in the upper end of the Evacuation area:
 - Medical form folders
 - First aid kit, including spare EpiPen, asthma inhaler & diabetes kit
 - First Aid and Attendance Manager yellow vests
 - Hand-held megaphone
 - School mobile
 - Any students currently in sick bay (keep students in First Aid area and inform Student Attendance Manager of the names of these students)

Back Up - Registrar & Principal's PA

Back-up for Receptionists.

Communications - Principal

Liaise with staff, students, public, parents, media, etc. as required.

All other staff, including Cleaners, Maintenance, Technicians, CRTs, and Counsellors

- proceed to the Evacuation Area and report to the Director of Curriculum who will mark your name off on the roll.
- Wait in designated area for further instructions.

All Workers must ensure that their names have been checked off by the Director of Professional Practice.



APPENDIX B – STAFF RESPONSIBILITIES DURING LOCK DOWN

Instructions

The Alarm

A repeat of the words 'LOCKDOWN'.

Lockdown Director – Director of Administration

- Wears Evacuation Officer vest (red/orange)
- Oversees the Lockdown
- Advises when the drill is complete via the phone system
- Collates feedback and reviews procedures
- Amends the policy if necessary
- Provides students and staff with feedback

If inside, the teacher and the class remain inside the room they are in (there are exceptions to this – see **Note** below).

1. Group closely together and sit on the floor out of sight, under the windows. Take books and computers with you. Turn computers off.
2. Remain calm and be absolutely quiet and still.
3. The teacher will close and lock all doors and windows, close curtains and blinds and turn off all lights and electrical appliances. If the door cannot be locked it should be barricaded.
4. Wait for instructions via the PA/Internal phone system. DO NOT try to contact the Office, they will contact you.
5. Do not peer out any doors or windows.
6. Do not leave the room until you receive instructions regarding what to do next and if it is safe to go outside.

Exceptions to Note:

Room 34 – if possible, move quickly across the corridor to Room 20A

Room 33 – if possible, move quickly to Room 32

Room 11 – move to Science room across the hall

If outside, during class time.

- A class that is outside should move to the nearest lockable room and follow the above instructions
- A student not with a class should move to the nearest room that the student knows will be staffed. Students need to knock firmly and state their name if the room is locked and they know it is occupied

If outside, during non-class time (recess or lunch)

- Yard duty teachers will move to the following rooms:
 - Area 1 to M1
 - Area 2 to Rooms 1, 2 and 3
 - Area 3 to the Tech building Kitchen
 - Area 5 to the Room 25
 - The Library and the Mud Brick building will also be available
- Move quickly and calmly by the shortest route to the closest room (as listed above) and follow the procedures as above

If the alarm sounds immediately after a lesson

- stay where you are and follow instructions as for Point 1 (If Inside) above.

At the completion of a Lockdown the following will occur:

- A review of the Emergency Management Plan
- Contact St Augustine's to inform them of the Lockdown
- Contact the Maryborough police to inform them of the Lockdown
- Email and SMS parents informing them of what occurred
- Roll check of all students and staff and visitors



APPENDIX C – STAFF RESPONSIBILITIES DURING SHELTER-IN-PLACE

Shelter in Place Location – Theatre and Hall

Year 7-10 students in the Hall - 7A at the toilet end and 10C at the screen end (ensure access to doors)

Years 11&12 in the Theatre – Year 11A at the stage side and 12C and the biobox side (ensure access to doors)

Shelter in Place Director – Director of Administration

- Reviews CFA websites and other media sources on Severe and Extreme fire danger days for notification of fires in the area
- Makes the decision to take refuge in the shelter-in-place building
- Wears Evacuation Officer vest (red/orange)
- Oversees evacuation to shelter-in-place
- Advises when the drill is complete and dismisses students
- Collates feedback and reviews procedures
- Amends policy if necessary
- Provides students and staff with feedback

Staff Attendance Manager - Director of Professional Practice (assisted by Accounts Officer)

- Marks staff attendance roll and accounts for any missing staff
- Designates jobs for staff, including ensuring that all doors and windows to the refuge are closed

Student Movement - Classroom Teachers (plus Learning Support Aides)

- Calmly evacuate their students from the class room to the shelter-in-place building by:
- Ensuring students remain calm
- Leaving classroom together in an orderly fashion (Leave books/belongings in room and don't lock door)
- Moving to the shelter-in-place building by the safest possible route
- Lining students up in designated area and handing over DELTA Mentors.
- If you are not teaching, join your DELTA Group and mark the student roll. If you are not a DELTA Mentor, report to the Director of Administration to get your name marked off the staff attendance roll, and then wait for possible further instructions/duties.

DELTA Mentors

- DELTA Mentors will be given their rolls to mark. **Hold up** a **red card if you have student missing** **OR** a **green card if all students are accounted for**. (The Student Attendance Manager will then sort out if your missing students are absent or unaccounted for)
- DELTA Groups stay quietly where they are and wait for further instructions from the Evacuation Officer.

Public Liaison - Business Manager

- Waits out the front of the school to deal with emergency services, visitors, parents, etc.

Student Attendance Manager - Receptionist

Upon direction, Receptionist sounds appropriate alarm through the PA system.

Receptionist collects the following:

- Daily printed attendance roll
- DELTA Group roll covers
- Phone/notes 'clipboard'
- Couple of pens
- Sign in/out sheets (students, staff & visitors)

First Aid co-ordinator - Receptionist

First Aid co-ordinator collects the following and establishes a First Aid area in the foyer of the theatre:

- Medical form folders
- First aid kit, including spare Epipen, asthma inhaler & diabetes kit
- First Aid and Attendance Manager yellow vests
- Hand-held megaphone
- School mobile
- Any students currently in sick bay (keep students in First Aid area and inform Student Attendance Manager of the names of these students)

Registrar & Principal's PA

Back-up to Receptionists

All Heads of School

Heads of School return DELTA Group rolls to Student Attendance Manager, and help solve any student attendance discrepancies.

All other staff, including Cleaners, Maintenance, Technicians, CRTs, and Counsellor

- proceed to the shelter-in-place building
- report to the Director of Professional Practice who will mark your name off on the roll
- Wait in designated area for further instructions

Principal

Liaise with staff, students, public, parents, media, etc. as required.

All Workers must ensure that their names have been checked off by the Director of Professional Practice.



APPENDIX D - POTENTIAL CODE RED DAY LETTER

Dear Parent/Carer,

POTENTIAL CODE RED DAY SCHOOL CLOSURE

I am writing to advise you that our school Highview College may be closed on **[insert date/s]** due to a potential Code Red fire danger rating forecast for our area.

The decision to close will be confirmed by the Emergency Management Commissioner no later than 1.00 pm the day prior to the closure. Once we have received confirmation of the closure we will contact you directly via email and SMS message before the end of the school day. You are urged to check the Department of Education and Early Childhood Development website for updates – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx> Please note that all school bus routes will also be closed; services will resume when the school re-opens.

I realise that the potential closure of our school may result in you having to make alternative arrangements for your child, but the safety of our students and staff remains our top priority. Given the predicted weather conditions, we urge that your child is not left at home unattended or in the care of older children.

If you know of other parents who, for any reason, may not be aware of the school's potential closure, please contact them to help ensure they are aware that the school may be closed on **[insert date]**.

You should also explain to your child and family members that our school may be closed. For safety reasons, no staff will be on-site if the school is closed.

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667. Thank you for your co-operation and understanding.

Yours sincerely,

Ms Melinda Scash
PRINCIPAL



APPENDIX E - CONFIRMED CODE RED DAY LETTER

Dear Parent/Carer,

CONFIRMED CODE RED DAY SCHOOL CLOSURE

I am writing to advise you that our school Highview College **will be closed** [tomorrow or insert date/s] due to a Code Red fire danger rating day being determined for our area. This is consistent with Victorian Government policy that leaving early on a Code Red day is the safest option.

The school is expected to re-open on [insert date], when conditions are predicted to improve. However, if another Code Red day is determined for the following day the school will remain closed. Updates on school closures can be found at the Department of Education and Early Childhood Development website at

<http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

Please note that all school bus routes will also be closed; services will resume when the school re-opens.

I realise that closing the school may result in you having to make alternative arrangements for your child, but the safety of our students and staff remains our top priority. Given the predicted weather conditions, we urge that your child is not left at home unattended or in the care of older children.

We are taking all possible steps to ensure our school community is aware of the school's closure, including displaying posters advising of the closure at our school entrances and sending an email and SMS to all parents. If, however, you know of other parents who, for any reason, may not be aware of the school's closure, please contact them to help ensure they are aware that the school will be closed on [insert date].

You should also explain to your child and family members that the school will be closed. For safety reasons, no staff will be on-site while the school is closed.

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.

Thank you for your co-operation and understanding.

Yours sincerely,

Ms Melinda Scash
PRINCIPAL

APPENDIX F –
THE CONFIRMED CODE RED DAY COMMUNICATIONS



Telephone Script:

Thank you for calling Highview College.

Our school is currently closed due to a forecast Code Red fire danger rating day.

No staff or students remain on-site.

For confirmation of closure please visit the Department of Education and Early Childhood Development website at

www.education.vic.gov.au/about/programs/health/pages/closures.aspx

Email and SMS Message:

eg. [Insert date eg. Tuesday 24th February] is a CODE RED DAY. Highview College will be CLOSED.

**We will be
closed**

on

.....
**due to a Code Red
day being determined**

For more information visit

www.education.vic.gov.au

or call the Victorian Bushfire Information Line on

1800 240 667



**We are
closed**

on

.....
**due to a Code Red
day being determined**

For more information visit

www.education.vic.gov.au

or call the Victorian Bushfire Information Line on

1800 240 667





APPENDIX G – CANCELLATION OF OFF-SITE ACTIVITIES LETTER

[Insert date]

Dear Parent/Carer,

CANCELLATION – camp/field trip/excursion/sporting activity

I am writing to advise that your child's [camp/field trip/sporting activity] scheduled for [insert date] has been cancelled due to a Code Red fire danger rating day being determined for the Bureau of Meteorology district in which the [camp/field trip/sporting activity] has been planned.

Your child will continue with their normal school routine [and we will investigate opportunities to reschedule the camp/field trip/sporting activity at another time of the year].

While the cancellation of this event may disappoint your child, the safety of our students and staff is our top priority.

For more information on schools and bushfire preparedness, visit the Department of Education and Early Childhood Development website at <http://www.education.vic.gov.au/about/programs/health/pages/emergencies.aspx>

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667. Thank you for your co-operation and understanding.

Yours sincerely,

Ms Melinda Scash
PRINCIPAL



APPENDIX H – STAFF RESPONSIBILITIES ON CODE RED DAYS

Action	Responsibility of Staff Member
Proposed Code Red Day Email Letter (up to 4 days prior to expected closure).	Public Relations Officer (back up - Registrar)
Confirmed Code Red Day Email Letter (the day prior to closure) To be given to students during Period 6.	Principal's PA (back up - Registrar)
Email and SMS notification of closure to be sent to all parents/guardians and email to all staff.	Public Relations Officer (back up - Reception staff)
Signs to be put on College office door and other entrance doors notifying of the closure.	Reception staff (back up - Registrar)
Signs will be put on the staff community notice board notifying of the closure.	Reception staff (back up - Registrar)
The answering machine message will confirm the closure of the school tomorrow.	Reception staff (back up - Registrar)

Location of Policy and Door Signs = Sick Bay Cupboard

EMERGENCY INSTRUCTIONS

- ✓ Remain calm
- ✓ Follow your teacher's instructions
- ✓ Be quiet
- ✓ Move quickly



EVACUATION

Alarm – **'Emergency. Evacuate now. Follow your teacher's instructions.'** (Repeated)

With your teacher, move to the basketball courts.

Leave all your belongings in the classroom.

Line up in alphabetical order in Mentor Groups.

Wait quietly.

Do not move until you are given the all clear by a staff member.

LOCKDOWN

Alarm – **'LOCKDOWN'** (Repeated)

With your teacher, move to a position in the room where you cannot be seen by anyone looking through windows or doors.

Take all your belongings with you.

Turn your computer off.

Wait in complete silence.

Do not move until you are given the all clear by a staff member.

SHELTER IN PLACE

Alarm – **Advice over the phone system**

With your teacher, move to the Performing Arts Centre.

(Year 7-10 to the Hall, Years 11&12 to the Theatre).

Leave all your belongings in the classroom.

Line up in alphabetical order in your DELTA Groups.

Wait quietly.

Do not move until you are given the all clear by a staff member.