



Ouyen P-12 College

Bushfire Policy



Help for non-English speakers.

If you need help to understand this policy, please contact Ouyen P-12 College on (03) 5092 1182 or alternatively at Ouyen.p12@education.vic.gov.au

Purpose:

To ensure the safety of children and staff in a bushfire emergency

Ouyen P12 College is listed on the DET bushfire at risk register. (BARR)

Aims:

- To provide updated information to parents.
- To ensure necessary checks and procedures are followed
- To ensure all staff are clear of their responsibility in the case of a bushfire emergency

Implementation

ON CODE RED DAYS:

- Ouyen P12 College will be closed on days that are determined by fire authorities to be Code Red.
- Where possible we will provide parents with up to three days' notice of a planned closure following the issue of a Code Red warning by the CFA.
- Families will be contacted directly by both phone/SMS and a letter sent home with their child with advice on planned closures and will confirm the decision to close by 12 noon the day before the planned closure or as soon as the school has been notified.
- Once confirmed the decision to close will not change, regardless of improvements in the weather forecast.
- No staff will be on site on days when the school is closed.
- All after school activities will be cancelled
- School camps will be cancelled if the area where the camp is taking place is at risk.
- On these Code Red days families are encouraged to enact their Bushfire Survival Plan.

- With each new student who attends Ouyen P12 College the Office manager will update the contact list and place in evacuation folder in emergency kit and all staff given a copy

On such day's children should never be left at home unattended or in the care of older children.

During the Bushfire Season:

- Ouyen P12 College will have a current Emergency Management Plan that reflects our school's bushfire status.
- Gutters will be cleaned at the beginning of each fire session
- Ouyen P12 College will regularly manage materials that may easily be ignited around buildings and facilities.
- Ouyen P12 College will comply with local bushfire regulations for building, facilities and grounds.
- All Flammable materials will be stored appropriately in a clearly labelled building and be marked on the Evacuation Plans that are displayed in each Learning Space.
- The Emergency Management Plan will be reviewed in fourth term each year. Staff will review the plan, their role in the plan, use of fire blankets and extinguishers on the first combined Staff Meeting each year and in Term 4.
- Emergency Drills will be conducted each term with outcomes recorded on the school's OH&S Log
- The local CFA brigade will be contacted annually to make a visit to discuss our plan.
- This policy will be included in our school information book and on our school website and part of staff induction.
- Parents will be asked to update contact details as they are required.
- Parents will receive formal information as to what to do on a Code Red day via our schools newsletter.
- Off-site activities: The safety of staff and students 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 activity. This includes:
 - ❖ Camps
 - ❖ Field trips
 - ❖ Sporting activities
 - ❖ Training or conference for staff

Evaluation:

Created date	21/4/2019
Endorsed by	Felice Cua – Principal College council in 2022
Next review date	23/5/2025