

# BUSHFIRE PREPARATION

## Information for Families

### MAINTENANCE

As per the Maintenance Policy and Plan, the following provisions are in place to reduce the risk of fire:

- Regular monitoring and removal of materials that may easily be ignited from around buildings and gutters
- Continual inspection of all exits, exit doors, pathways and ramps to ensure there are no obstructions at any time.

### EMERGENCY ACTION- BUSHFIRE/GRASSFIRE

#### Triggers for Action:

The need for action by the College is triggered when there is a bushfire or grassfire that:

- is observable, or
- identified via Vic Emergency App within Strathdale or Strathfieldsaye, 10km from the College, or
- there is an Advice, Watch and Act, Emergency Warning or Evacuation message that includes VCC.

#### Immediate Actions:

- If immediate emergency services assistance is required phone '000'.
- Convene your Incident Management Team (IMT)
- Continue to monitor conditions such as wind change, size of fire, direction of travel.
- Continue to monitor warnings and advice messages through the VicEmergency App or website.
- If there is a bushfire or grassfire in your watch zone with an associated warning area that does not cover the College site, seek further advice to determine if any actions are necessary.

#### Other sources of Information:

- Vic Emergency Hotline on 1800 226 226 for any information on the incidents and warnings in your area.
- ABC local radio – use a battery powered radio if necessary due to the possibility of power outages.

#### Actions for the College when it is within a VicEmergency warning area:

VicEmergency Warning	What it means	College Actions
Advice Warning	Issued to notify the community that an incident/event has occurred that may escalate to impact on life or property. Actions may be recommended for preparedness or vulnerable groups.	If your College is in an Advice Warning area, then seek advice and monitor conditions as they may change.
Watch and Act Warning	Issued when an incident/event is likely to or is directly impacting the community. They need to take action now.	If your College is in a Watch and Act Warning area, seek advice and then decide whether to: remain on site, shelter in place (if required) and monitor the situation  call parents/carer to pick up their child

<b>Emergency Warning</b>	Issued when the community is in imminent danger of an incident/event and need to take action now.	If your College is in an Emergency Warning area and the warning states that it is too late to leave, then shelter in place and seek advice. Advise parents/carer that they should not travel at the College to pick up their child. If parents/carer do arrive, then advise them to also shelter in place with staff and students at the College.
<b>Prepare to Evacuate</b>	<b>Prepare to Evacuate</b> – Issued when it is recommended to that the community should quickly prepare to leave the area. This may include undertaking actions to prepare their family, gather critical items and protect their property.	If your College is in an Evacuation area; comply with evacuation instructions provided and seek advice.
<b>Evacuate Now</b>	<b>Evacuate Now</b> – Issued when the community is recommended to immediately leave or processes are in place to evacuate communities.	If your College is in an Evacuation area; comply with evacuation instructions provided and seek advice.

### Sheltering in Place:

If sheltering-in-place is required, move all students, staff and visitors to the Shelter-in-Place location if possible, provided it is safe to do so.

The shelter-in place at VCC is the Auditorium.

- Take your emergency kit, a first aid kit, your EMP and student and staff attendance lists.
- Check fire equipment including torches, water, batteries, radio, water, mops, buckets, College portable phone, P2 smoke masks, personal protective equipment and mobile phone are in the shelter-in place.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Advise parents/carers that the College is sheltering in place and they should not come to pick their students up.
- If parents/carers arrive, encourage them to stay with their child at the College.
- Check all windows and doors in the shelter-in-place are closed (but doors are not locked).
- Turn off the gas supply.
- If safe to do so, relocate cars and any other movable combustible objects to greater than 20m from the Shelter-in-Place and the evacuation path between the shelter-in-place and On-site Bushfire Evacuation location and Off-site Bushfire Evacuation Location (if appropriate).
- Staff should attend to students who show signs of or are known to be susceptible to smoke. If possible, supply these students with P2 smoke masks and any medication they require.
- The Communications Officer or a nominated person is to monitor the phones and/or radios to ensure that communication is maintained.
- Wait for emergency services to arrive or provide further information.
- Any decision to leave the Shelter-in-Place should only occur on the advice of emergency services
- Continually monitor Shelter-in-Place for embers or building ignitions and immediately put them out, when safe to do so. Staff, where possible, should wear full-length, fire-resistant natural fibre clothing (e.g. wool or cotton) and other personal protective equipment including; goggles, leather gloves and P2 smoke masks, for patrolling the Shelter-in-Place for embers and building ignitions.
- If the Shelter-in-Place has ignited and is not safe to extinguish – evacuate to the on-site Evacuation Location or off-site Bushfire Evacuation Location (if appropriate), via the defined route.
- Maintain a record of actions/decisions undertaken and times.



**Pre-emptive Actions:**

VCC is a Category 3 and will relocate/close on Catastrophic FDR days Northern Country.

When closing due to elevated fire danger in line with this plan, the College may choose to use the School closure Principal checklist.

The College will not relocate to a secondary location as we have only one campus.