



St. Mary's School Altona

Emergency Management Plan Appendix

BUSH FIRE MANAGEMENT: From October – March

St. Mary's Altona, has not been identified as being of high fire risk therefore is not listed on the Department's Victoria Wide Bushfire At-Risk Register & CECV's High Risk Register.

1. Responding to an extreme fire danger warning:

St. Mary's will not close on an extreme fire danger warning day. The school will ensure that on such days the following is enacted:

- that staff and students are properly hydrated and use sun protection.
- staff will monitor the CFA website and media services for any actual bushfire activity.
- staff will be prepared to enact the school's emergency management plan if needed.

If the school has offsite activities planned or in place (including camps and excursions) located in a Bureau of Meteorology district affected by a declaration of Extreme fire danger, these may need to be cancelled, rescheduled or recalled. The decision to cancel, reschedule or recall resides with the school. If the offsite activity affected by an extreme fire danger warning has not been cancelled, rescheduled or recalled, staff in charge at the offsite activity will do the following:

- monitor all relevant websites
- consult with local emergency services
- examine what transport options are available or required if relocation is necessary
- be prepared to enact the site's EMP.
- stay in contact with the Principal.

Details of all offsite activities, will be entered in the Catholic Education Commission of Victoria Ltd (CECV), online Student Activity Locator (SAL), during the offsite planning phase. Details should be reviewed prior to the offsite activity and in the event of cancellation removed from the database.

Code Red Day:

In the event of a Code Red Day, St. Mary's will put into place the steps outlined above.

In regard to an offsite activity, St. Mary's will:

- ensure that for any offsite activity that cannot be recalled because it is not safe to do so, the teacher in charge is prepared to enact the relevant emergency management plan in the event of a direct threat of fire.
- ensure that all other offsite activities in weather districts affected by the Code Red fire danger day have been cancelled, rescheduled, relocated or recalled.
- ensure that details of the offsite activity entered in the SAL have been reviewed, updated or in the case of cancellation, removed.

Bushfire Preparedness Checklist:

St. Mary's is aware that being prepared for bushfires is necessary for all schools, not just those in a rural setting and/or those on the Bushfire At-Risk Register, Metropolitan schools may be at risk from site factors (eg. Located in a leafy area) or because their students attend offsite activities in bushfire prone areas.

References:

Adapted from CECV – Catholic Schools Emergency Management Manual (Revised) 2017.
Adapted from CECV – Extreme Fire Danger Warning: Schools Guidance December 2017.
Adapted from CECV – Code Red Fire Danger Warning: Schools Guidance December 2017.

Policy Review

This policy will be reviewed as part of the St. Mary's review cycle.

This policy was last ratified by St. Mary's staff in **FEBRUARY 2019**.