

# Emergency Bushfire Procedures

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## During a Bushfire Emergency

- School's Emergency Management Plan.

During an Emergency the Incident Management Team (IMT) will control the proceedings and the Chief Warden will issue instructions to all persons on site, these instructions are expected to be followed. All persons should be accounted for and this should be communicated, if possible to the IMT.

During a Bushfire, all persons will gather in the main Administration building, this is Cranbourne South Primary School's "Shelter In Place" assembly point. In certain circumstances the school could be evacuated, this would involve an onsite evacuation at the Primary Assembly Point, followed by offsite evacuation. These procedures are contained in the Emergency Management Plan.

## Preparedness During the Year

The Bushfire Preparedness will be undertaken following the Bushfire Preparedness Activity Calendar which has a timetable and record of necessary procedures and the timeline for completion including the following

- Regular meetings with Incident Management Team, including training on roles and responsibilities to be conducted once per term.
- Selected Staff to be trained in use of Fire Extinguishers.
- Evacuation Drills are to be conducted once per term and are listed on the Google Calendar. On Site, Off Site, Shelter in Place and lockdown procedures are to be tested as per the Emergency Management Plan.
- Bushfire Emergency equipment checks
- Inspections of gutters, vegetation, debris around and under buildings

Relevant Emergency Contact Numbers and all evacuation procedures are located in the Red Emergency Management Books that are distributed throughout the school.

## During Bushfire Session October – April

### Declared Code Red Days

The school is on the Bushfire Register and on Code Red days the school will be closed **and no persons are allowed on site.**

The Victorian Governments Emergency Management Commissioner will determine what days are Code Red, this decision will be made by 1pm the day before and the day will be declared Code Red regardless of a change in weather. Parents will be notified before the end of school that day, this communication will be by flexibuzz, on the school website, on facebook and a notice sent home with the students. Posters will be placed at entry points to the building around the school. All staff will be notified by email and any contractors or regular visitors to the school will be contacted prior to the Code Red Day.

### Non Code Red Day Bushfire

On non-Code Red days in the event of bushfire or elevated risk:

The school will maintain a heightened state of readiness, using the Vic Emergency app and ensuring open lines of communication from local emergency services.

We will be prepared and on standby to enact Cranbourne South Primary School's EMP by:

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- relocating students and staff to a nominated 'shelter-in-place' within the school site that is compliant with relevant regulations, and/or
  - evacuating students and staff to an off-site safe area
  - responding appropriately to instructions from emergency services.

## Shelter In Place Building

The Shelter in Place building for Cranbourne South Primary School is the original main building known as building A, it is the location near Pearcedale Rd and houses the administration offices, Oasis room and Steam Center.

This building is maintained as per the Maintenance Checklist.

The procedures for a Shelter in Place evacuation are contained in the Emergency Management plan, available to all teachers in the Red EMP books.

During a shelter in place situation, all students are to go to their allocated locations. The Staff Room will become the command center for Emergency Services and the IMT team.

Any students needing medical attention can be sent to the First Aid Room and students needing a toilet are to use the staff toilets but must be accompanied.

## Distribution of Bushfire Emergency Policy and Procedures

The Bushfire Preparedness Policy and Procedures will be distributed in the following manner.

- In the Red EMP Books located around the school
- In the CRT Books
- Displayed in the Staff Room
- Shown to Contractors on OHS Induction

## References

Bushfire Emergency Policy 896  
CSPS Bushfire Preparedness activity calendar  
SIP Maintenance and school buildings checklist  
Emergency Management Plan