



# Bushfire Management Policy

## BUSHFIRE ACTION PLAN

### 1. Purpose

- 1.1 In the aftermath of the events of the 2008-09 summer and subsequent to the Victorian Bushfires Royal Commission, the SA Bushfires Taskforce has adopted a number of recommendations, some of which have the potential to impact upon Loreto College (the College) and its community. In late November 2011 Catholic Education SA reinforced these suggestions and proposed others.
- 1.2 The College has adopted relevant recommendations that support actions to implement the message to **PREPARE. ACT. SURVIVE.**

### 2. Fire Danger Rating

- 2.1 The College recognises and will respond accordingly to the new national framework for fire warnings which includes the following enhanced Fire Danger Warning system.

Category	Fire Danger Index	Action by College
<b>CATASTROPHIC (CODE RED)</b>	<b>100+</b>	<b>College: Will remain open. College Bus Services: Will be cancelled if travelling through the affected Fire Ban District. Staff: Staff who reside in affected Fire Ban Districts may choose to stay at home (on work duties or on special leave on full pay) and should inform the College of their intentions. Students: Families living in affected Fire Ban Districts may choose to keep their daughters at home, informing the College, as is normal practice for any absence. Notification: Staff, parents and carers will be kept informed of developments which may affect them.</b>
<b>EXTREME</b>	<b>75-99</b>	<b>The College will take advice of fire authorities for Mt Lofty Ranges, Adelaide Hills and other high risk areas regarding its bus services and the residences of staff and students. Staff: Staff who decide to remain away from school due to bushfire risk, as distinct from an actual fire, should apply for leave without pay.</b>
<b>SEVERE</b>	<b>50-74</b>	<b>Continual monitoring of Fire Danger Index and CFS website. Staff: Staff who decide to remain away from school due to bushfire risk, as distinct from an actual fire, should apply for leave without pay.</b>
<b>VERY HIGH</b>	<b>25-49</b>	<b>Normal school operations.</b>
<b>HIGH</b>	<b>12-24</b>	<b>Normal school operations.</b>
<b>LOW - MODERATE</b>	<b>0-11</b>	<b>Normal school operations.</b>



### 3. Fire Warning Advice

- 3.1 **Early warning.** The Bureau of Meteorology (BofM) and the Country Fire Service (CFS) will provide preliminary advice to Catholic Education South Australia (CESA) two days before a forecast Catastrophic (Code Red) day. Upon receipt of this advice, CESA will notify the College.

The College will support this early warning advice by contacting staff, parents and carers about the possibility of the cancellation of the Hills' bus service and for them to make alternative arrangements to keep students and staff safe on these days.

- 3.2 **Advice the day before.** Should the BofM and CFS confirm a Catastrophic (Code Red) in the Mt Lofty Ranges district for the following day, the College's Hills' bus service will be cancelled. The College will immediately notify affected families. This notification will be made through SMS, Email and a letter given to relevant students for delivery to their families.

In the event of a confirmed Catastrophic advice, staff may choose to work from home to undertake any professional duties they can reasonably perform at home, or they may apply for Special Leave with pay for the affected days, if they reside in affected areas.

### 4. Fire Ban Monitoring

- 4.1 On **Total Fire Ban days** and/or **Mount Lofty Ranges Fire Ban days**, the Finance Office will monitor the media releases on the CFS website (<http://cfs.org.au/>) [http://www.cfs.sa.gov.au/site/news\\_media/current\\_incidents.jsp](http://www.cfs.sa.gov.au/site/news_media/current_incidents.jsp) and inform the Personal Assistant to the Principal of any emergency situations.

In the event of fire, the Personal Assistant to the Principal will contact the Mt Lofty Ranges CFS Regional Office (Region 1) on 8391 1866 to request advice. Region One - Mount Lofty Ranges' contact details are:

Address	75 Gawler Street, Mount Barker SA 5251
Telephone	(08) 8391 1866
Facsimile	(08) 8391 1877
Email	cfsr1@cfs.sa.gov.au

General bushfire information can be accessed on the CFS Hotline 1300 362 361

On the advice of the CFS the Principal will take appropriate action to ensure the safety of students and staff who travel to or through the affected area.

- 4.2 **School bus service.** On days of other than catastrophic fire danger, in the event of a bushfire in the Mt Lofty Ranges district which risks the College's Hills' bus service, the bus service will be cancelled. Families will be notified immediately; Junior School students will be held in the College's Out of School Hours Care complex at no cost, and Senior School students will be held in the Senior School Library under supervision, until parents and guardians collect the students. College staff may be asked to volunteer to supervise students.

On days of catastrophic fire danger, the College's Hills' bus service will be cancelled.

- 4.3 **Public transport.** In the event of a bushfire in the Mt Lofty Ranges which may present a threat to students travelling home on public transport, these students will be held at the College (as above in 4.2) and families notified immediately.
- 4.4 **Staff release.** In the event of a bushfire in the Mt Lofty Ranges, staff members who are emergency services volunteers, or whose homes are threatened, may be released with pay provided the College's duty of care is not compromised.

**5. School activities, excursions, camps, retreats etc.**

- 5.1 Excursions, retreats, camps or any school function necessitating travel into an area of extreme or catastrophic fire danger or any area on any day where a bushfire presents a significant risk, should be postponed or cancelled.
- 5.2 Camps, retreats and excursions, to areas where bushfire may present a significant risk, should consider bushfire as part of their documented risk assessment and emergency planning.

**6. Notification.**

- 6.1 This policy must be communicated to all affected parties.
- 6.2 A letter, warning of school bus cancellation, must be available for immediate use.
- 6.3 Contact details for families in areas at risk must be up to date and readily available.

**7. Endorsement**

...../...../2012  
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...../...../2012  
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