

APPENDIX 3

SPECIAL BULLETIN TO PARENTS in Term 1 - Fire Danger Day Procedures

Due to the College's unique location, it is important that parents be familiar with the precautions we take on days of total fire ban and in the event of a bushfire in the area.

Our main perceived threats are an emergency situation on-site e.g. fire on the property or a bushfire in the area. In either case, our immediate response is to ensure student safety. If deemed necessary, students will be moved to the Hall. If deemed appropriate, an offsite evacuation will be implemented eg to Reynolds Lane car park, Belgrave or another location as advised by the Emergency Services.

With both the CFA and Police stations close by, Mater Christi is well placed for keeping informed on any emergency situation in the Dandenong Ranges.

On days forecast to be a Code Red Fire Danger Rating, parents and students will be advised of School Closure via SMS with details confirmed on College website. Once a closure day has been declared, this will proceed regardless of any change in weather patterns. This information is also available from the [Catholic Education Commission Victoria \(CECV\)](#). Select "Bushfire Preparedness" then "School Closure List".

As the safety of our students is paramount, it may also be necessary to close the School on Extreme or Severe fire danger days. The Principal will liaise with key organisations including Melbourne Archdiocese Catholic Schools (MACS) and the CFA to determine the best scenario on these days. Communication will go out to parents and students the day prior to closing.

BEGINNING OF THE YEAR

Attendance lists for each Home Group are prepared at the start of the year and updated as required.

PROCEDURES FOR FIRE DANGER DAYS

Unless otherwise announced by the College, school will continue as normal but with restrictions on student movement. Careful consideration will be given to excursions/off-site activities. Where we believe that there is an unacceptable risk, the activity will be cancelled.

OUTBREAK OF FIRE

In the event of fire in the area we will liaise with the CFA to ensure safety for all. This contact will be ongoing during the day. If there is no immediate danger, school programs will continue until normal closing time.

The following transport regulations will then apply:

Students will be dismissed when the situation is declared safe by the Emergency Services or into the direct care of their parents. A student will be dismissed to travel with another adult only with the express permission of her parent.

EVACUATION PROCEDURES

If fire is threatening the school, we will evacuate to an appropriate safe location. This will be in accordance with directions provided by Emergency Services. The school will remain in communication with the Catholic Education Commission Victoria (CECV).

Possible Information sources:

Mater Christi College website: <http://www.materchristi.edu.au/>

Mater Christi Facebook page: <https://www.facebook.com/MaterChristiCollege/>

CECV: 03 9267-0228 cecv.catholic.edu.au

Victorian Bushfire Information Hotline: 1 800 240 667