



# MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

## Bushfire Response Plan

### Introduction

Mercedes College is not considered to be in a high fire risk area but as some of our students and staff live in these designated areas, it is important that there is a clear Bushfire Response Plan.

If in the unlikely event that a bushfire is in the close vicinity of the College, the Evacuation Siren will sound and students and staff will be directed to the Junior School Gymnasium. It has been advised by relevant authorities that this facility is best placed to protect against flying embers.

### General Procedures

#### Students

- (1) All families supply the College with information regarding the Fire Zone in which they live via the Confidential Student Information form updated annually.
- (2) On days designated as 'catastrophic' Mercedes College will adopt a specific risk assessment and management approach to planned travel by students (eg camps and excursions) and staff (eg professional development activities, meetings) when travel may be in or near areas of high fire risk. If a College group is on an excursion or at a camp in the vicinity of the bushfire, the Principal or a designated Assistant Principal Head of School will contact the teacher in charge to ascertain the best course of action. In any event, the teacher in charge of the group should respond in accordance to the instructions of the CFS or emergency personnel.
- (3) On days designated 'catastrophic' by CFS a designated staff member will monitor reported outbreaks of fire in the districts in which students or staff live or need to pass through.
- (4) In this event the Emergency Evacuation Procedures will be adopted and students who live in or pass through the affected areas will be gathered in the Junior School Gymnasium.
- (5) The College will contact parents or emergency guardian if contact has not been made by the parent.
- (6) No student from this group will be permitted to leave the College unless they are collected by a parent or the emergency guardian.

#### Staff

- (1) On days when the College is open and a bushfire presents significant risk, staff members who are emergency service volunteers (CFS, SES) or whose family members or properties might be at risk will be released from school duties providing that such release does not compromise the College's duty of care to students or unduly disrupt the operations of the College.