

## APPENDIX 3

### SPECIAL BULLETIN TO PARENTS 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 to Reynolds Lane car park, Belgrave.

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".

### BEGINNING OF THE YEAR

---

Attendance lists for each Pastoral 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](http://cecv.catholic.edu.au)

Victorian Bushfire Information Hotline: 1 800 240 667