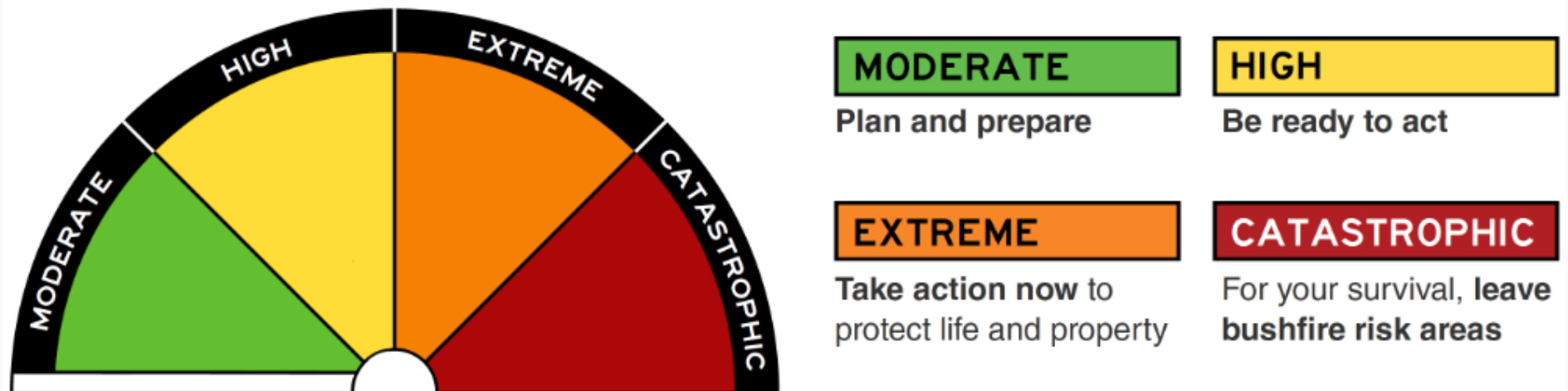


## Outdoor Education Bushfire Protocol

- The staff member responsible for organising an activity needs to consider the risk of a bushfire in the activity of location. All risk assessments must include the risk of bushfire undertaken in Consent2Go.
- Undertake a risk assessment in accordance with the Risk Management Policy and in consultation with stakeholders including external providers.
- Staff taking students to bushfire prone areas (Australian bushfire season from November to April) or travelling through bushfire prone areas have specific responsibility:
  - Ensuring venue is bushfire compliant prior to departure and request the venue Emergency Management Plans including Bushfire Preparedness Policy.
  - Monitor emergency warnings during travel and at destination on consistent basis on regular basis and on 4pm in preparation for the next day.
  - In the case of a high fire danger rating prognosis for the next day liaise with relevant section head. Maintain continuous communication to ensure the activity or venue do not represent any immediate concerns regarding bushfire danger.
  - In the case of extreme fire danger rating prognosis for the next day liaise with the Principal and/or Deputy Principal to arrange travel arrangements if safe to travel for evacuation and evacuate the night before or early on the day of the forecast.
  - Fire danger ratings must be specific to the area of an excursion taking place.
  - Staff should reconsider (with a view to cancelling) planned activities on forecast days of high fire risk or total fire ban days. If an activity is not cancelled, special fire safety precautions may be required, depending on the location.
  - Be aware of alternative routes for evacuation from the area.
  - Strictly follow advice of Victoria Police, VicRoads, or CFA personnel regarding instructions for evacuation routes or emergency assembly points
  - Be aware of any declarations of a Total Fire Ban Day for the region they are visiting.
- Staff are required to maintain vigilance and plan their excursions according to:
  - Local ABC radio information
  - Weather forecasts issued by the Bureau of Meteorology
  - Advice broadcast by radio or website from the Country Fire Authority (CFA) - [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

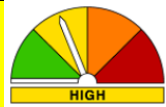
- Advice from the Victorian Bushfire Information Line (Ph: 1800 226 226)
- Download the Vic Emergency App or follow CFA on Twitter or Facebook
- Road closures: check VicTraffic website
- Information obtained by the venue manager of the destination to be visited
- In organizing activities during the Fire Season staff should be aware of and understand Fire Danger Ratings. Every day during the Fire Season the Bureau of Meteorology (BoM) issues Fire Danger Ratings for each weather district based on the weather forecast for the following day. In planning and during activities these ratings will determine the action that is to be taken if the activity (including transport through an area) is in a bushfire prone area.
- If conditions deteriorate over a weekend prior to a week-long activity the Principal and/or Deputy Principal will make a final decision as to the continued viability of the proposed excursion. Where the activity is cancelled, this must be immediately communicated to parents/guardians.

*Figure 1 - Fire Danger Rating CFA*



<b>CATASTROPHIC</b>	Evacuate the night before the day of the forecast. If the activity is to start on the day of such a forecast, it will be cancelled.
<b>EXTREME</b>	Evacuate the night before or early on the day of the forecast. If the activity is to start on the day of such a forecast, it will be cancelled.
<b>HIGH</b>	If your activity is in the bushfire prone area, consider leaving early in the day. Ensure procedures are modified to account for the heightened risk.
<b>MODERATE</b>	Be aware of this plan, any fire evacuation plans associated with the location and monitor BoM forecasts.

The table below outlines proposed College response to fire danger ratings issued the day prior, in an effort to minimise risk staff and students are exposed to whilst in the field.

Fire Danger Rating	Moderate	High 	Extreme	Catastrophic
<p>On every program, staff and students are briefed on evacuation procedures.</p> <p>Groups check-in at 7.30am and 5.30pm.</p> <p>In fire season-</p> <p>Staff and students to carry one full set fire retardant</p>	<p>Stay up to date and be ready to act if there is a fire.</p> <p>Activities may continue as planned.</p> <p>OED Coordinator monitoring all weather and fire warnings</p>	<p>If your activity is in the bushfire prone area, consider leaving early in the day. Ensure procedures are modified to account for the heightened risk.</p> <p>OED Coordinator to remain alert for fires in the area and assess and plan for day, taking into consideration:</p> <ul style="list-style-type: none"> <li>Distance, time and mode of travel.</li> </ul>	<p>Evacuate the night before or early on the day of the forecast. If the activity is to start on the day of such a forecast, it will be cancelled.</p> <p>OED Co-ordinator to assess and plan for day, taking into consideration:</p> <ul style="list-style-type: none"> <li>Expected hot, dry and windy conditions.</li> <li>Distance, time and mode of travel.</li> </ul>	<p>Evacuate the night before the day of the forecast. If the activity is to start on the day of such a forecast, it will be cancelled.</p> <p>Relocate to Melbourne, if safe; otherwise relocate to nearest township / safe area.</p>



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clothes.  4WD carry fire blanket and water.		<ul style="list-style-type: none"> <li>• Student and staff age, fitness and medical issues.</li> </ul> <p>Possible plans:</p> <ul style="list-style-type: none"> <li>• Review activity</li> <li>• Alter activity / route</li> <li>• Alter venue</li> <li>• Keep group within 1 hour from lodge / evacuation point</li> <li>• Liaise with Head of Outdoor and Experiential Education, Deputy Principal and relevant section head.</li> <li>• Contact bus providers and ensure standby busses are available</li> <li>• Weather updates regular, check the update at 4pm to make arrangements for change in fire rating.</li> </ul>	<ul style="list-style-type: none"> <li>• Student and staff age, fitness and medical issues.</li> </ul> <p>Possible plans:</p> <ul style="list-style-type: none"> <li>• Review bushfire preparedness</li> <li>• Staff advised of conditions and evacuation plans</li> <li>• Liaise with Head of Outdoor and Experiential Education, Principal and/or Deputy Principal</li> <li>• No fires, flames or cooking stoves to be used outdoors</li> <li>• Additional weather update frequently, monitor the VicEmergency App, make arrangements to prepare for Catastrophic rating.</li> <li>• Offsite activities to return to main location.</li> <li>• Buses on standby for evacuation if safe to travel.</li> </ul>	
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