



Aurora School

OHS – Fire and Extreme Weather Procedures

Aurora School Policy Procedure 2021

Protocols for Aurora EI staff for days of Catastrophic, Extreme or Severe Fire Danger Rating (FDR) or other extreme weather events

1. Purpose

To ensure that staff are protected in the event of bushfire or other extreme weather events.

Aurora has a duty of care to families and employees to ensure that appropriate measures are established for potential emergency situations that may occur as a result of bushfires and/or extreme weather events.

All employees must act in accordance with this procedure.

2. Definitions

Fire danger ratings (FDR): a nationally agreed Fire Danger Rating Scale to help communities understand information about fire danger. Fire danger ratings are calculated based on wind conditions, relative humidity, temperature and dryness of vegetation

Code Red: (catastrophic) the highest fire warning on the national fire danger rating scale. This indicates a particular combination of a high temperature weather condition and a geographic area potentially susceptible to catastrophic outcomes in the event of a bushfire.

Extreme: the second highest fire warning on the national fire danger rating scale

52 higher risk areas: these have been identified by the CFA according to criteria that indicate their vulnerability above all other locations in the event of a Code Red fire event. (Refer to related documents for a full list of these areas)

Fire Season: The declared fire danger period from 1 November to 30 April each year

3. Procedures

FIRE DANGER RATING	STAFF PROTOCOLS
CODE RED FDR 100+	<p>For Code Red Days (with Black stripes)</p> <p>Up to 3 days prior to a potential Code Red Day</p> <ul style="list-style-type: none">Following contact via the EMR Emergency Management Communication Plan staff will be alerted by the office at Aurora to the potential Code Red Day by SMS, email or phone <p>Code Red Days will be confirmed by noon the day before.</p> <ul style="list-style-type: none">Head of Program/ Team Leaders then personally alert their team members to the confirmed Code Red Day. Staff need to check with office if they haven't had confirmation and at the same time confirm receipt of the information.On Code Red FDR days no staff member is to travel into or through the identified At Risk Zones without the specific permission of the Principal.By C.O.B. on the day prior, each working staff member must provide their Team Leader with up to date details of their alternate plans for the Code Red day.



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	<ul style="list-style-type: none">Where necessary individual staff must negotiate altered work and travel arrangements with their respective EI Manager / Team Leader and provide a copy of the relevant revised details.
<p>EXTREME: FDR 75-99</p> <p>SEVERE: FDR 50-74</p>	<p>For Red or Orange Days</p> <p>Extreme (red) or Severe (orange) days may be forecast up to 3 days in advance and confirmed by noon on the day prior.</p> <ul style="list-style-type: none">All staff will be alerted to the potential extreme or severe days by SMS, email or phone. Staff need to check with office if they haven't had confirmation and at the same time confirm receipt of the information.On days designated as Severe/Extreme fire danger, travel plans should be evaluated on a case by case basis – considering current fires in the area and ease of exit from proposed locations if a fire starts. Staff will discuss their travel plans with their EI Manager / Team Leader.During the whole summer period, staff should monitor bushfire dangers before they travel and throughout the day and be prepared to change plans if they are faced with unexpected risks.If staff live in areas where fires are active on declared "Code Red" or "Extreme" fire danger rated days, or where extreme weather conditions are occurring or forecasted or if they need to travel through high risk areas to get to work they need to contact the EI Manager/Assistant Principal to discuss alternative arrangements.
<p>Normal staff arrangements and movement will be observed on all lower FDR days.</p>	

4. General readiness

Staff

- Prior to the commencement of the fire danger period, staff will be emailed The "OHS Fire and Extreme Weather Procedures for Aurora EI staff for days of Catastrophic, Extreme or Severe Fire Danger Rating (FDR) or other extreme weather events" document. Staff will also be emailed the current version of the CFA publication "Your Guide to Survival"
- EI Manager / Team Leader will ensure vehicles are appropriately equipped as detailed below.

Vehicles

- Aurora vehicles generally travelling in rural areas must carry 2 pure wool blankets, a torch, a 2 litre container of water and a list of emergency contact numbers and radio frequencies at all times.
- Staff travelling in their own cars in high risk areas will be provided with a kit that includes the above safety items.

5. Information Sources

- Emergency & Security Management Unit (ESMU 9589 6266) provides a 24 hour service.
- www.cfa.vic.gov.au
- DET Websites www.education.vic.gov.au/bushfires



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- Radio receiver - Information relating to bush fires.

ABC broadcasting stations are the most reliable information in relation to bush fires. Detailed below are the local frequencies in Victoria.

Alexandra 102.9 FM	Mansfield 103.7 FM
Albury/Wodonga 106.5 FM	Melbourne 774 AM
Apollo Bay 89.5 FM	Mildura/Sunraysia 104.3 FM
Ballarat 107.9 FM	Murray Valley 102.1 FM
Bendigo 91.1 FM	Myrtleford 91.7 FM
Bright 89.7 FM	Omeo 720 AM
Cann River 106.1 FM	Orbost 97.1 FM
Corryong 99.7 FM	Portland 96.9 FM
Eildon 97.3 FM	Sale 828 AM and 100.7 FM
Goulburn Valley 97.7 FM	Swan Hill 102.1 FM
Horsham 594 AM	Warrnambool 1602 AM
Latrobe Valley 100.7 FM	Western Victoria 594 AM and 94.1 FM
Mallacoota 104.9 FM	

Safety MAP 2.1.1, 2.1.2, 6.6.1, 6.6.2, 6.6.3

For other extreme weather events eg. storm, tempest, flooding	STAFF PROTOCOLS
	On days when extreme weather events occur or are pending staff will need to discuss their proposed travel plans with their EI Manager /Team Leaders. When staff are caught in areas when these events occur they should contact the EI Manager / Team Leader / Office to discuss alternative arrangements.

This policy was last ratified by the Principal and School Management Team in February 2021

2021