

Purpose

1. To minimise the danger to staff, students, co-tenants and visitors to Community College Gippsland (CCG) and ECG College Campuses on days declared Code Red as per the Victorian Government's Fire Danger ratings. The Emergency Management Plan Policy and Procedures addresses the procedures for dealing with fire and specific emergencies. ECG College will be referred to as CCG for this policy.

Policy

2. The Victorian Government has a Fire Danger Rating (FDR) system which has the rating 'Code Red (Catastrophic)' for the most extreme bushfire scenario.
3. On days declared 'Code Red' the Chief Executive Officer (CEO) will inform all staff, students and co-tenants at the campuses that will be affected by the Code Red rating of the campus procedures.
4. The CEO will determine the closure procedures, days and times for each individual campus that is affected by the Code Red declaration.
5. Where a campus is declared closed for the duration of the Code Red declaration the campus will be closed completely and no staff, students, co-tenants or other visitors will be allowed access to the campus until notified by the CEO or designated CCG employee.
6. Where possible the notice of a planned campus closure will be provided as soon as possible to all staff, students, co-tenants and parents/guardians/carers for students under 18 years of age attending the campus.
7. When the final decision to close any campus is confirmed by the CEO the decision will not change regardless of any changes in the weather forecast.
8. For students under 18 years of age the Parents/guardians/Carers will be notified at enrolment about the Code Red arrangements for communicating emergency information to them. This Code Red information is located Student/Parent Handbook and all students who would normally attend on such days will be notified by phone or text message not to attend the campus.
9. All staff who would normally attend work at the individual campus closed due to Code Red conditions on such days should work at the closest alternative CCG campus to their home.
10. If access to a CCG campus is not available for work purposes, the employee must gain permission from their manager to work from home for the period of the campus closure.
11. No staff will be permitted to travel in a high risk bushfire area for workplace duties on Code Red days and all appointments will need to be reconvened to a date after the bushfire threat has been reduced.
12. Employees must confirm their travel intentions with their manager before proceeding on declared Code Red days.

Off-site activities

13. Staff who are planning off-site activities in a high bushfire risk area as part of their course will need to inform the CEO prior to the activity who may cancel, postpone or relocate the planned activity.
14. Off-site activities include any activity undertaken by staff and/or students away from their normal campus facility. This can include camps, field trips/excursions, sporting activities, training or conferences for staff.

Policy ID:	63-13 Training and Assessment Strategies Procedure			Page No.	1
TOID:	4181	School No:	2062	Previous issue:	22/4/2015
Revision No.:	3	Revision date:	February 2019	Next revision:	February 2022

Scope

15. This policy will apply to all staff, students, co-tenants and visitors who attend CCG campuses.

Relationships

16. 320 Emergency Management Plan Policies and Procedures.
17. Employee Handbooks
18. Student Handbook
19. ECG College Student and Parent Handbook.
20. 688 Student Welfare Care and Safety Policy
21. 682 Offsite Activities Student Excursion Policy

Policy ID:	63-13 Training and Assessment Strategies Procedure	Page No.	2		
TOID:	4181	School No:	2062	Previous issue:	22/4/2015
Revision No.:	3	Revision date:	February 2019	Next revision:	February 2022