

320-1A Catastrophic Fire Days Policy

Purpose

1. To minimise the danger to staff, students, co-tenants and visitors to any Community College Gippsland (CCG) and ECG Secondary College Campus on days declared as 'Catastrophic' in the Fire District as per the Victorian Government's Fire Danger ratings.
 - Dandenong and Pakenham Campuses: Central Fire District
 - Warragul and Leongatha Campuses: West & South Gippsland Fire District
2. The Emergency Management Plan Policy and Procedures addresses the procedures for dealing with fire and specific emergencies.

Scope

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

Policy

4. The Victorian Government has a Fire Danger Rating (FDR) system which has the rating 'Catastrophic' for the most extreme bushfire scenario.
5. On days declared 'Catastrophic' the Chief Executive Officer (CEO) and/or authorised delegate will inform all staff, students and co-tenants at the campuses that will be affected by the Catastrophic rating of the campus procedures.
6. The CEO will determine the closure procedures, days and times for each individual campus that is affected by the Catastrophic declaration.
7. Where a campus is declared closed for the duration of the Catastrophic 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.
8. Where possible the notice of a planned campus closure will be provided as soon as possible to:
 - All staff
 - CCG students and CCG parents/guardians/carers for students under 18 years of age attending the campus
 - ECG parents/carers/guardians and students.
 - Third party providers.
 - Schools of external VDSS students.
 - Volunteers, contractors and planned visitors
9. 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.
10. Students/Parents/Guardians/Carers will be notified at enrolment about the Catastrophic arrangements for communicating emergency information to them. This Catastrophic rating information is in the:
 - CCG Student/Parent Handbook
 - ECG Parent and Student Handbook

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11. All students who would normally attend on such days will be notified by:
 - ECG — Email and text message sent via Compass to parents/carers/guardians and students not to attend the campus.
 - CCG — Email and text to students via aXcelerate not to attend campus.
12. All staff who would normally attend work at the individual campus closed due to Catastrophic conditions on such days should work at the closest alternative CCG campus to their home.
13. 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.
14. No staff will be permitted to travel in a high-risk bushfire area for workplace duties on Catastrophic days and all appointments will need to be reconvened to a date after the bushfire threat has been reduced.
15. Employees must confirm their travel intentions with their manager before proceeding on declared Catastrophic days.

Off-site activities

16. Staff who are planning off-site activities in a high bushfire risk area as part of their course will need to inform the CEO, or ECG Principal prior to the activity who may cancel, postpone, or relocate the planned activity.
17. 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.

Relationships

- 301 First Aid Policy & Procedures Handbook
- 400 Employee Handbook
- 605 Student Handbook
- 680 ECG College Student and Parent Handbook.
- 322 Critical Incident Management Plan Handbook
- 133 Student Wellbeing and Engagement Policy
- 682 Offsite Activities & Camps Excursion Policy
- 320-1D General Incident Report Form
- 300-1D Medical/Accident Report Form
- 309-Death of an employee or student and procedures

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