Fire Plan
Sunbury and Macedon Ranges Specialist School – Bullengarook Campus

The incidence of bush fires in the Macedon Ranges highlights the need for schools to be thoroughly prepared for fire danger. The Bullengarook campus has been placed on the Bushfire At-Risk Register as determined by the CFA and DSE. The register is available for viewing at: www.education.vic.gov.au/bushfires.

Inclusion on the Bushfire At-Risk Register means that the campus will be pre-emptively closed each time the bureau of meteorology issues a Code Red (Catastrophic) fire danger rating for the weather district in which the facility is located. Where possible, up to 3 days notice of a planned closure will be provided, however, parents and carers should expect that in some instances fewer than 3 days notice will be provided. Once the final decision to close is confirmed no later than 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast.

All warnings of potential and actual closure of facilities will be posted on the DEECD website: www.education.vic.gov.au/bushfires

When the Bullengarook Senior campus is pre-emptively closed, students will NOT attend the Sunbury site. Families will need to be enacting their own individual fire plans on these days. Contracted school transport will not operate when the Bullengarook campus is pre-emptively closed. School bus routes that pass through high risk areas will be closed.

In addition the school’s emergency planning and from advice from the CFA, this fire plan will be enacted at the earliest possible time.

On Days where the fire danger rating is very high to extreme (Total Fire Ban Days) or Days of fire activity in the local area:

1. The Principal or nominee shall check the CFA website/information line for the latest information on local fires and /or contact the Region 14 headquarters (8746 1400) or Gisborne Police (54282500)

2. Should the Principal or school be made aware of sighted fires in the local area, the Principal or nominee will ring the CFA information line or check the CFA website to give or receive further information.

3. Parents may choose to keep their children at home on high fire alert days. Parents must advise the school or bus driver of their child’s absence.

4. Parents may choose to collect their child from the Bullengarook campus. Collecting children from the campus must be done at the earliest possible time. Parents/guardians will have to sign for children at the school office. Children will not be handed over to members from different families without verbal contact from parents to the school.

5. Families should ensure that mobile phone communication is available during the fire season.

6. Emergency information is available on ABC 744 AM (9626 1771 Ext 774 for enquires) or 91.1 FM

In the event of fire activity in the local area Sunbury and Macedon Ranges Specialist School – Bullengarook campus will enact either of the following:

Evacuation Procedure:

1. Based on advice from the CFA, Gisborne Police, and Department of Education and Early Childhood Development (DEECD) emergency management, the Principal/Campus Principal will determine to evacuate or remain at school. The decision to evacuate will be undertaken at the earliest possible time.

2. If evacuating, all students will be transported by Bullengarook staff using available school transport to the Sunbury campus. The Bullengarook buses will undertake their normal routes from the Sunbury campus, if safe to do so.
3. Following the evacuation, students will be held at the Sunbury site until normal bus services resume. Parents will be notified of these arrangements and may choose or be asked to pick up their children from the Sunbury site.

4. Following evacuation, the Gisborne Police (54282500) and the Sunbury Police (9744 8111), DEECD emergency management and ABC 744 radio will be notified of the decision to relocate to the Sunbury site.

5. A sign will be placed at the front of the Bullengarook campus alerting people of the relocation to the Sunbury campus.

6. Parents will be notified of the evacuation at the earliest possible time. Parents can contact Gisborne Police (54282500), Sunbury Police (9744 8111) or ABC 744 radio (9626 1771 Ext 774)

7. If buses are not available, are delayed or being held due to the situation being dangerous, students and staff will move to the emergency assembly point 1 (on the northwest side of the school in the front car park) or emergency assembly point 2 (on the south boundary of the school)

8. All students and staff will be accounted for and will then be escorted to the Bullengarook Recreation Reserve to await emergency vehicles and personnel for emergency evacuation.

Procedure at Bullengarook Recreation Reserve

1. Ensure students have maximum protection by covering exposed skin and use of water bottles.

2. Staff and students lay low to the ground during immediate fire danger.

3. Staff will utilize all fire fighting equipment at their disposal to ensure the safety of children

Procedures for Drivers/Chaperones who encounter actual fires on their designated routes:

1. Drivers who encounter actual fires (or other dangerous situations) either before dropping students to school (AM run) or after leaving the school (PM run) should first ring 000 seeking advice and offering area specific details. Drivers should then contact Panorama on 9438 3666 and SMRSS 5428 9222 and/or 9744 4879 about those affected routes.

2. If a driver makes a decision not to proceed on their route, they must then decide whether it is safer to return to school or to another safer area. Having a safe turning area for the bus is always a priority.

3. Drivers who decide not to proceed on their route must communicate this information to their depot and SMRSS at the earliest possible time.

Drivers may refuse to drop off students if they believe they will be in danger or at risk. Drivers are to contact SMRSS and advise school of details. Families of affected students will be notified as soon as possible. Parents can also contact police or ABC 744 radio or the CFA information Line in the event of actual fires on designated routes.