



Emergency Bushfire Management Procedure

- St Francis Xavier Primary School is identified as a high-risk of bushfire and will be pre-emptively closed on days declared by fire authorities as being at Code Red Fire Danger Rating.
- Code Red Fire Danger Ratings in our area could also mean a closure or change to school bus routes, out-of-school hours and off-site activities (such as after school care, camps or excursions).
- The safety of students and staff is paramount and schools are advised to cancel, reschedule or, if safe to do so, recall offsite activities affected by:
 - a forecast Code Red fire danger weather warning
 - an active bushfire
 - any other actual or forecast extreme weather event such as flooding and storms.
- In regard to bushfire preparedness, the school may choose to cancel, reschedule or recall offsite activities affected by a forecast extreme or severe fire danger weather warning.
- Where possible, three (3) days notice of a planned closure will be provided. However, experience indicates that a Code Red fire danger rating day may be forecast at short notice. Parents and guardians should expect that in some instances less than three days notice may be provided.
- Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help families plan for how their children will be cared for when their school is closed.
- When a school is closed in response to bushfire risk, no one, including staff, contractors and other users, will be permitted on site.
- In all circumstances the school will notify parents and guardians directly of any changes to a planned offsite activity.
- Offsite activities include any activity undertaken by staff and children away from their school. This can include:
 - Camps
 - Excursions
 - Field trips
 - Sporting activities
 - Training or conferences for staff
- If a Code Red day is determined by the BOM, parents will be notified as soon as possible in regard to school closure. All staff and contractors will also be notified.
- The school will be closed on this day, a sign will be placed on the front gate which will remain locked.

References:

SFXPS Emergency Management Plan 2020
Bushfire Policy
Phone Script for a Bushfire Closure Day
Bushfire Closure Poster
We will be Closed Poster
Letter to parents to inform school closure re Bushfire
Newsletter article to inform parent's school closure re Bushfire