

POLICY

The following information has been formulated in cooperation with the City of Mitcham District Bushfire Prevention Committee, Metropolitan Fire Services, Country Fire Services and a Bushfire Risk Assessment of all campuses by an AISSA consultant. It is intended to fulfil requirements for all Adelaide Hills Schools to have a defined policy and clear procedures to be implemented in the case of bushfire.

The St John's Grammar School campuses were assessed for bushfire risk in February 2010. The risk assessment for each campus varies:

- Secondary School Very High bushfire risk
- Junior School Very High bushfire risk
- ELC Extreme bushfire risk

The following procedures will be adopted for the welfare of the St John's Grammar School students and staff.

1. Prior to each bushfire season an audit will ensure that all preparation has been completed. This detailed audit will include fuel reduction, fire equipment, communication systems, water supply and record management.
2. During the bushfire season regular monitoring of the CFS website and push notifications to the mobile telephones of designated Senior Staff will occur. The Principal will make critical decisions if a bushfire danger occurs and will be responsible for communicating with staff and the community.
3. Days deemed as **Catastrophic with a fire index of 100+** affecting our Fire Ban District will result in school closure and the cancellation of school buses that travel through affected Fire Ban Districts.
4. On days of **Extreme fire danger with a fire index of 75-99** the ELC and Rectory will be closed and signs with "Extreme Fire Danger Day" will be displayed outside the main gates of each Campus warning parents of fire danger. Extreme fire danger days are usually days of high temperatures and hot winds. On these days, advice will be taken from fire authorities for the Adelaide Hills regarding school closure. It is expected that the Secondary School and Junior School will remain open on these days unless there are exceptional circumstances like a fire burning in the area. Attending school on a day of extreme fire danger is a parental decision. Travel in a motor vehicle through an area affected by fire is very dangerous and if staff and students need to travel through such an area to get to school on a day that the school is open, they are encouraged not to come to school.
5. Parents and staff will be alerted of a school closure by a text message from the Principal usually soon after 5.00pm when the next day's Fire Ban ratings are posted on the BOM and CFS websites. If a Fire Ban rating changes during the

- course of a day when students are at school, they will be cared for at school for the remainder of the day.
6. Days with a fire danger rating of **Severe, below the fire danger index of 75** will result in the school remaining open with active application of our bushfire alert procedures.
 7. Dismissal/Collection of students:
 - Students remaining at school will be dismissed at the normal time if there is not a bushfire burning or threatening in the district, or near their home.
 - In the event of a bushfire burning in the district or near their home, students **will not be dismissed** from school until collected by parents or an authorised adult. Students will continue to be supervised in the specified bushfire safer area until it is safe, no matter how late the time.
 - Students will only be released to a parent or an authorised adult provided to the School as a person providing alternative accommodation on the Bushfire Policy Update Form. The onus for notifying changes of authorised adults is on the parent(s). This must be done in writing; **no telephone messages will be taken as authority.** (Telephone lines must be kept clear for emergency information updates.) Parents or an authorised adult may collect children at any time during the day after signing the child out from the appropriate office. A hard copy of this information, in alphabetical order will be stored with each Receptionist and will be taken by the Receptionist to the Bushfire Safer Building, if circumstances require an evacuation.
 - ELC and Rectory children may be collected directly from their supervisors without advising the office.
 8. Communication: If a fire did break out in the area while students are at School, parents will regularly be updated by SMS or email. Parents should not contact the School as the lines must be kept free for Emergency Services. It is important to note that telephones and internet communication may fail during a bushfire. The Principal will use the School's satellite phone to maintain contact with emergency services in this instance.
 9. See the site specific procedures for management of students in the event of a bushfire threat.

**PLEASE AVOID TRAFFIC CONGESTION AND BE AWARE OF THE RIGHTS OF
EMERGENCY VEHICLES**

Telephoning the school congests communication lines between the school and emergency services - it is important to keep this vital channel open at all times.

Policy updated: 8 February 2017