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|  | Newsletter article: Schools on the Bushfire At-Risk Register and Schools at Risk of Grassfire (Category 4)**Version 1 | December 2010** |

*Here is an article for you to publish in your newsletter or on your website. It will help you communicate to parents that your school is listed on the Bushfire At-Risk Register (BARR) or is a school at risk of grassfire (Category 4) and is prepared should a Code Red day be determined by the Emergency Management Commissioner.*

*When using the article, you are advised to:*

* *review the text for relevance to the specific circumstance - noting that red text indicates statements that are optional or that must be reviewed for each use*
* *copy the required text onto your school’s website or into the newsletter*

**School procedures for the bushfire season**

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children’s services listed on the DET Bushfire At-Risk Register (BARR) and those at risk of grassfire (Category 4) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district. **Our school has been identified as being one of those at high bushfire or grassfire risk.**

Where possible, we will provide parents with up to four days notice of a potential Code Red day closure by letter [and SMS message/phone tree]. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.

**Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast.** This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

* No staff will be on site on days where the school is closed due to a forecast Code Red day.
* Out-of-school-hours care will also be cancelled on these days
* School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
* All bus routes that travel through the Code Red area will be cancelled.
* Depending on which Bureau of Meteorology district is impacted bus route cancellations may affect our school.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such days children should never be left at home alone or in the care of older children.**

For those of us living in a bushfire prone area, the Country Fire Authority (CFA) advises that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan, [reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility’s grounds and gutters]

***What can parents do?***

* Make sure your family’s bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
* Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, [by checking our website [insert URL] and by talking to your child’s teacher or any other member of the teaching staff about our emergency management plan.
* Most importantly at this time of year, if you’re planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
* If your child is old enough, talk to them about bushfires and your family’s bushfire survival plan.
* You can access more information about children’s services closures on the Department of Education and Training website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

Multiple sources that offer information on emergencies are listed below:

* VicEmergency app – that can be downloaded on your android and iOS mobile devices
* VicEmergency Hotline (1800 226 226)
* Website <https://emergency.vic.gov.au>
* Facebook (<https://www.facebook.com/vicemergency>)
* Twitter (<https://twitter.com/vicemergency>)
* ABC local radio, Sky News and other emergency broadcasters