

## FIRE POLICY

Park Orchards Learning Centre Inc. is situated in a high risk area for bushfires.

A Emergency Management Plan is also in place to be implemented in case of any unforeseen emergency.

### **INTERNAL FIRE**

#### **Fire Orders are displayed in every room of the building.**

In the case of a fire breaking out within the building evacuation procedures will be put into action, which are:-

 Call 000 - Contact the Fire Brigade immediately.

#### **Classes**

-  All rooms will be cleared by the safest Exit.
-  Tutors will make sure that they have the class attendance list on hand when evacuating.
-  Everyone will assemble at one of the two designated points.
-  Tutors will mark off the attendance list to make sure everyone is safe.
-  If some-one is missing NO-ONE is to re-enter the building, the Fire Brigade is to be notified immediately on their arrival.

#### **Childcare**

-  The Childcare Co-ordinator and Childcare Educators will ensure that all children are evacuated via the safest Exit.
-  The Childcare Co-ordinator will make sure that the attendance and emergency contact lists, as well as a working mobile telephone are on hand when evacuating.
-  All workers and children will assemble at one of the two designated points and stay together.
-  The Childcare personnel will mark off the attendance list to ensure that all children are accounted for.
-  If there is a child missing the Fire Brigade must be notified on their arrival.
-  Staff will phone parents/guardians or emergency contacts to come and collect their children.

### **BUSHFIRES**

The website [www.education.vic.gov.au/bushfires](http://www.education.vic.gov.au/bushfires) will be checked daily for bushfire warnings.

#### **Classes**

In the case of a CODE RED (Catastrophic) Fire Rating the Centre will be closed.

In the case of an EXTREME rating the Manager and Program Co-ordinator will decide at the latest, the day before whether or not to cancel classes.

#### **Childcare**

In the case of a CODE RED (Catastrophic) Fire Rating childcare will be cancelled each day until this is lifted.

In the case of an EXTREME rating the Manager and Childcare Co-ordinator will decide at the latest the day before whether or not to cancel childcare.