

## MELBOURNE RUDOLF STEINER SCHOOL

R. Steiner School Co. Ltd. A.B.N. 69 004 959 764  
213 WONGA ROAD, WARRANWOOD, VIC 3134, AUSTRALIA  
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### Bushfire Emergency Information Guidelines

**\*\*Please Read Carefully\*\***

Dear Parents/Guardians:

#### **School Closure**

The Melbourne Rudolf Steiner School will close on **Code Red** and **Extreme** fire danger days.

Many families live in and commute through the **Central** fire danger rating district and will be treating an Extreme fire danger day with the same level of seriousness as a Code Red fire danger day. Taking this into consideration, the College of Teachers believes it is in the best interests of the community for the school to close not only on a Code Red day but also on an Extreme fire danger day.

In the event of a Code Red or an Extreme fire danger day, any activities or functions that had previously been scheduled for that day will be cancelled or re-scheduled for a later date. If a camp is scheduled to return to school on either of these days, parents will be notified regarding an alternate pick-up location.

The school will have information about school closures on both Code Red and Extreme fire danger days on the Melbourne Rudolf Steiner School website of [www.mrss.com.au](http://www.mrss.com.au). For further information about weather forecasts you can contact the CFA and Bureau of Meteorology on their respective websites below:

**CFA:** [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

**Bureau of Meteorology:** [www.bom.gov.au](http://www.bom.gov.au)

#### **Family Fire Plans**

Families and community members are encouraged to have a fire plan. This plan not only needs to address what action you will take in the event of a bushfire emergency, but also what action you will take on high risk fire days such as a "**Total Fire Ban**" day.

Both the CFA and Bureau of Meteorology will be able to provide the latest details in relation to weather forecasts and both are valuable and necessary resources which will assist the school and community members in carrying out their own fire plans.

#### **Notifying the School of your intention**

If your plan involves keeping your child/children at home on a high risk fire day, **you need to contact the school to alert staff of this.**

The contact phone number to call is 03 9876 2633. **Please call before 8.30am on the day** and leave a clear message on our message bank detailing the child's full name and class level.

If your plan involves sending your child/children to school on a high risk fire day (**not including a Code Red - or Extreme day, as the school will be closed on these days**) please ensure that before leaving home they have clear instructions outlining where they are to go once school finishes at the end of the day.

#### **For example:**

"I am picking you up at the end of the school day"

"Grandma/Aunt/Friend will be picking you up today"

"You will need to catch public transport after school today"

**or**

"You will not be going home after school today and you will instead go to.....**(please refer to your own family fire plan and ensure that the directions your child/children have are those which have been previously discussed and included on your plan).**

Please be aware that if your child/children are catching public transport to and from school on a high risk fire day, you need to consider that there may be delays or cancellations with public transport systems such as buses and trains. It is imperative that you factor this into your plan, and have a backup plan should such an event occur.

If circumstances dictate a change to the end of day instructions, please phone the school on 03 9876 2633 by 2.00pm at the latest so as these new instructions can be relayed to the child/children. Alternatively, if your child carries a mobile phone they can check their phone before leaving school for the updated instructions.

### **Further Information**

It is also worth noting that the CFA have developed a **CFA FireReady** smartphone app which allows you to access the most up to date information on just about any mobile device with internet access.

This smartphone app has been developed to provide critical emergency information and community safety advice and is suitable for Android, iPad, iPhone, Blackberry and Windows phones.

Please visit the URL of <http://www.cfa.vic.gov.au/plan-prepare/fireready-app/> in your phones browser for more information about the FireReady App.

In the case where you do not have access to the internet, updated bushfire emergency information can be found in Newspapers, on the TV and on Radio Stations. ABC local radio, commercial radio stations and Sky News television are emergency services broadcasters.

You can also call the Victorian Bushfire Information Line on 1800 240 667, for up to date information regarding fire restrictions, key bushfire preparation and planning information and significant incidents.

Yours sincerely,

Narelle Bright  
OH&S/Administration Officer  
16<sup>th</sup> January 2013