

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 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.