



Puckapunyal Primary School

Alamein Road
Puckapunyal Vic, 3662
Principal: Kevin Warne
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**Striving
for Excellence**

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Monday 12th November, 2012

Dear Parents,

Please find a copy of a brief of the school's **Bushfire Emergency Management Plan**.

We ask all families to read the brief and be fully aware of the school's actions for either a Code Red Day or when a bushfire is threatening in the area.

Please do not hesitate to contact the school for any clarification.

Yours sincerely,

Kevin Warne
Principal

Community Town Hall Meeting Topic – Bushfire Plan

The Department of Defence will be conducting a community meeting to outline the **Bushfire Plan** put in place for the Puckapunyal Military Base.

Our school will also be represented and will outline the school's own **Bushfire Emergency Management plan**.

When: Tuesday 13th November

Where: Area Theatre

Time: 7:00pm start

Please come along.

Puckapunyal Primary School Fire Management Plan Brief

FEBRUARY

- Via the newsletter, facebook, school website and assemblies, parents to be advised at the beginning of the year to have a Bushfire Plan in place which includes actions on school and non-school days.

FIRE MANAGEMENT

- In the event of a fire which threatens Puckapunyal Base on a normal school day, the Emergency Plan for Puckapunyal Primary School will be activated.
- All staff and students of the Puckapunyal Primary School and Multi-Function Centre will be evacuated to the BER Building.
- A Liaison Officer from the Department of Defence will be deployed to Puckapunyal PS to assist.
- On-going liaison will occur between DEECD, Base Management, and the CFA and this will determine the next phase of action.
- The first goal is for students to remain in the BER building under the responsibility of the principal (or other designated fire officer) and their teachers until picked up by their parents.
- The BER building will always be fully stocked with medical supplies (and student medical information), water, some food and family contact details.
- Only if necessary, all remaining staff and students will be evacuated to The Peter Douglas Centre ('the Rock').

CODE RED DAY

- A Code Red Day will be communicated to all communities via the media prior to a Code Red Day occurring. Via school notes, facebook, school website, assemblies and school sign, families will be notified by the school of a Code Red Day. Only the Seymour Town Bus will operate as per normal. Rural buses will be cancelled.
- Families are encouraged to keep children at home on a Code Red Day as part of their individual family Bushfire Plans.
- However, Puckapunyal Primary School will remain open on a Code Red Day in case students attend school.

FIRE MANAGEMENT ON A CODE RED DAY

- In the event of a fire which threatens the Puckapunyal Base on a Code Red Day, the Emergency Plan for Puckapunyal Primary School will be activated.
- All staff and students of the Puckapunyal Primary School and Multi-Function Centre will be evacuated to the BER Building
- A Liaison Officer from the Department of Defence will be deployed to Puckapunyal PS to assist.
- On-going liaison will occur between DEECD, Base Management, and the CFA and this will determine the next phase of action.
- The first goal is for students to remain in the BER building under the responsibility of the principal (or other designated fire officer) and their teachers until picked up by their parents.
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