

## Code Red Policy

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### Bendigo Kangan Institute Policy Merge Transition Statement

In November 2014, the Bendigo Kangan Institute (BKI) Board approved this policy as a BKI policy going forward. The content of this policy originated from either Bendigo TAFE, Kangan Institute or VETASSESS, and therefore could contain roles, departments and structures that have changed with the BKI merger. This policy will be reviewed and updated by its owner in 2015. Until it is updated any requirement to clarify a role, department or structure can be directed to the Policy Owner, who is identified in section 9.

#### 1.0 Purpose

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

#### 2.0 Scope

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

#### 3.0 References

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

#### 4.0 Principles

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

#### 5.0 Policy Statement

Schools, kindergartens and child care facilities determined by the DEECD to be at high-risk of fire danger were placed on a Bushfire At-Risk Register.

Inclusion on this register is a trigger for the school, kindergarten or child care facility to close on days declared by fire authorities as being Code Red.

The process of determining which schools, kindergartens and child care facilities are included on the register involves the facilities themselves, the Department's Regional Offices, the Catholic Education Commission of Victoria, the Independent Schools Association of Victoria, the Municipal Association of Victoria and information from fire and emergency services.

Ahead of a Code Red Fire Danger Rating Day, an immediate warning will be issued to staff and students located in identified high-risk regions where Bendigo TAFE has a campus.

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If a Code Red Rating is applied on the CFA website by 2pm for the following day to any of the following Fire Danger Ratings Regions: Central, North Central and Northern Country the Institute will be closed. Should the CFA downgrade the Code Red rating after 2pm the Institute will remain closed.

### 5.1 School Sites

If staff are working on a school site, such as ETTY Street Castlemaine and the school will be closed due to fire danger, Bendigo Kangan Institute staff will not attend while the school is closed.

The Victorian Department of Education publishes a list schools in areas of high risk to bushfires. The list can accessed via the following link [www.education.vic.gov.au](http://www.education.vic.gov.au)

### 5.2 Payment Arrangements

Staff not on pre-arranged leave will be paid for each day they are unable to work as contracted because their school site is closed for a Code Red Day.

Staff will not be expected to apply for the leave as it will be assumed that all staff not on pre-arranged leave would be on Code Red Leave.

Volunteers to the CFA and other Fire Fighting agencies that have registered with HR will be paid for the time they are volunteering in accordance with the relevant staff agreement.

### 5.3 Travelling into a Fire Region

Staff should not travel to deliver a course in a Fire Region which has been declared Code Red.

If the Institute is closed because a Code Red has been declared in Central, North Central and Northern Country, staff will not be expected to deliver a course in another region that has not been declared a Code Red.

### 5.4 Communication Strategy

Internal communication is sent out to all staff via an email by the Chief Business Performance and Assurance Officer.

Internal communication is posted on the Bendigo Kangan Institute intranet sites, and external communication is posted on the Bendigo Kangan Institute websites after email from Chief Business Performance and Assurance Officer has been received.

Further external communication is arranged via advertisements for the following day, in relevant newspaper publications - dependent on where the Code Red Fire Danger has been declared.

Internal/external communication is arranged via window posters/signs for relevant campuses to display regarding Fire Danger Rating. Signage is emailed to administration staff at individual campuses.

A copy of this policy will be provided to students during the enrolment process.

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### 5.5 Annual Graduation Ceremony

If a Code Red fire danger rating is declared for the Bendigo Region (Northern Region) on the day of the Bendigo Kangan Institute Annual Graduation Ceremony, it will be cancelled.

Bendigo Kangan Institute will post cancellation information on our websites.

Should Bendigo Kangan Institute cancel the Annual Graduation Ceremony, all payments made for gowns and tickets will be refunded in full. The Annual Graduation Ceremony will not be rescheduled and certificates and diplomas will be posted out to students in the mail in weeks following.

If a Code Red day is declared in any region other than Bendigo (Northern Region), graduates and guests in affected regions will need to make their own decision as to whether to travel to Bendigo for the Graduation or not.

### 5.6 International Students

The International Office will ensure that overseas students are personally informed and ensure arrangements for their safety have been made.

## 6.0 Roles and Responsibilities

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

## 7.0 Definitions

Word/Term	Definition
Code Red	These are the worst conditions for a bush or grass fire.  Homes are not designed or constructed to withstand fires in these conditions.
Extreme	Expect extremely hot, dry and windy conditions.  If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.  Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety.  You must be physically and mentally prepared to defend in these conditions.
Severe	Expect hot, dry and possibly windy conditions.  If a fire starts and takes hold, it may be uncontrollable.  Well prepared homes that are actively defended can provide safety.
CFA	Country Fire Authority

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Word/Term	Definition
DEECD	Department of Education and Early Childhood Development

### 8.0 Supporting Procedures

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### 9.0 Version Control and Change History

Version	Date Approved	Approval Body	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	27/10/2014	Board	04/12/2014	The content of this policy originated from Bendigo TAFE POL 222 Code Red Policy.	31/12/2015	Chief Business Performance and Assurance Officer

### 10.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words
Human Resources	