



# Carrum Primary School 3385

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## **Bushfire Management Policy**

### **Rationale:**

The incidence of bushfire in Victoria highlights the need for schools to be thoroughly prepared. Carrum Primary School Emergency Management Plan addresses the risk and procedure for dealing with Bushfire Emergencies and incidents, and is informed by the DETs Bushfire Checklist.

### **Aims:**

To set out the School's commitment to a safe and healthy work environment and to outline effective communication and responsibilities for pro-actively minimising and managing bush fire risk.

### **Implementation:**

On an ongoing basis, the school will implement the following procedures to minimise risks:

- Establish schedules for monitoring and removal of materials that may be easily ignited i.e. Maintenance worker, risk assessment for trees.
- Develop policies for the planning and approval of off-site activities which consider the risk of bushfire in the activity location i.e. excursions and camp venues.
- Establish procedures for ensuring exits are not obstructed, assembly points are designated and appropriately equipped and access is available for emergency vehicles i.e. Maintenance worker, risk assessment for trees.
- Establish procedures for informing staff and parent/volunteers and training staff who have particular roles and responsibilities in relation to bushfires/emergencies.
- Ensure Emergency Management Plans are displayed in each room and evacuation assembly plans are on every exit door.
- Establish procedures for bushfire evacuations and drills.
- Establish up to date emergency contact numbers and procedures for monitoring and maintaining notices of evacuation procedures and emergency contact numbers.
- Establish procedures for consulting with local authorities on bushfire regulations and bushfire preparedness i.e. Carrum Fire Brigade.

### **Other:**

- The school has an emergency warning system i.e. system siren, bell, phone.
- Class rolls are readily accessible in an emergency.
- Visitor registration is readily accessible in an emergency.
- First aid equipment and trained staff are available.
- Student medication needs are listed.
- Carrum Fire Brigade check fire protection equipment every 6 months and certify safety compliance.
- Emergency management plans are displayed in every room and on all exit doors.

- Stored flammable materials meet safety compliance and is documented in a chemical register folder located in the school office.

Designated building exits are clear of obstructions, easy to open and suitable for safe use by children and teachers

- Areas around buildings are clear of flammable debris.
- Trees or branches overhanging buildings are checked and removed where appropriate.
- School grounds and play areas remain rubbish free where possible with scheduled “rubbish pick up” days.
- Rubbish wheelie bins are stored on weekends and school holidays.
- Arrangements are made to store computer back up information.
- Water tanks are regularly maintained and operational.

School grounds will be regularly maintained and workplace inspections will be scheduled quarterly. Workplace inspections includes general workspace, external grounds and sporting field, playground equipment and structures and the art room. This is in accordance with our OH+S policies. Daily checks will occur by the staff to ensure emergency exits are clear.

In addition, scheduled quarterly procedures for emergency bushfire management will include;

- Scheduled monitoring and removal of materials that may be ignited
- Safe storage of flammable materials
- Building exits are continuously kept clear of obstructions
- Assembly points are designated and have appropriate access to emergency equipment
- Access to facilities and grounds for emergency vehicles

## **RESPONSIBILITIES:**

The school will communicate the following group actions in regards to bushfire threat:

- Place ‘news feeds’ on Flexibuzz.
- SMS notification to all staff mobile numbers.
- Load a notification to the front page of school web site and update it regularly.
- Guide parents to gain Statewide information from the Department of Education.  
<http://www.education.vic.gov.au/school/parents/Pages/default.aspx>

In the event of a bushfire threat, the school will:

- Refer to Carrum Primary School’s Emergency Management Plan.
- Phone **000** to notify the emergency fire services and seek advice.
- Report the emergency immediately to the Incident Controller (Chief Warden) who will convene the Incident Management Team.
- Identify if any buildings need to be evacuated - permanent buildings may be a safer option than portable/demountable buildings.
- If threat exists decide appropriate action e.g. stay in classrooms or central location – multi-purpose room or to evacuation points on-site or off-site if safe to do so, closing all doors and windows.
- Turn off power and gas.
- Check that all students, staff, visitors and contractors are accounted for.
- Listen to TV or local radio on battery-powered set for bushfire/weather warnings and advice.
- Ensure staff/students do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
- Report to Emergency Management on 9589 6266.

**Evaluation:**

This policy shall be evaluated as part of the school's three year review process.

**This policy was ratified by School Council on 21/11/2017**

**Due for review November 2020**