

Policy Number	Ratification Date	Reviewed	Review Date
10	Aug 2017	2017	2020



BUSHFIRE PREPAREDNESS POLICY

Rationale

Elsternwick Primary School ensures the highest standards of care, safety and welfare for its students. The school is also committed to providing a safe and healthy working environment for its employees and contract workers as well as visitors to our school site.

Aim

The bushfire preparedness policy explains procedures and management tasks so that the school minimises risks and is prepared for any fire related event. The policy also nominates key personnel and areas of responsibility should the school emergency management plan be enacted due to bushfire.

Policy

Cancelling or recalling at short notice if necessary any activity or excursion that occurs on a day of extreme fire danger or total fire ban. Where excursions are not cancelled, special fire safety precautions will be required. Site Preparedness: requires Elsternwick Primary School to regularly manage materials that may easily be ignited around buildings and facilities.

Roles and Responsibilities

All Staff are responsible for:

- Ensuring they are familiar with the Emergency Management Plan and their responsibilities within it, including the procedures for bushfire response.
- Ensuring they participate fully in all drills when conducted at their school.
- Undertaking training provided by the school for any specific roles they have as part of the Emergency Management Plan.
- Ensuring all flammable materials within their area of responsibility are identified on the school chemical register and arranging for appropriate storage in flammable resistant cabinets.
- Ensuring all building exits are continuously kept clear of obstructions. Staff should cooperate to maintain integrity of classroom and office exit points at all times.

All Teaching Staff are responsible for:

- Ensuring they are familiar with emergency procedures for each excursion they participate in and in particular, emergency procedures pertaining to campsites.
- Emergency procedures should be explained to students as soon as practical after arrival at campsites.
- Planning to cover arrangements if an excursion needs to be cancelled or recalled because of bushfire threat.
- Ensuring training of staff with specific roles and responsibilities in preparing for, monitoring and executing emergency bushfire procedures, including the effective operation of relevant emergency equipment.

The Principal is responsible for:

- Completing a schedule of works in October and January of each school year to monitor and remove materials that may be regarded as bushfire hazards.
- This would include branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation.

The principal and the OH&S representative are responsible for:

- Maintaining a register updated at least once per school term during the October - March bushfire season of bushfire emergency equipment and ensuring it is in working order. (An updated register of bushfire emergency equipment, in working order, should include water supplies and equipment; fire hydrants, hose reels and extinguishers, sprinkler systems, alarms, first aid materials and medical equipment; fire blankets and communication systems.)
- Ensuring that there is appropriate access to facilities and grounds for emergency vehicles.
- Ensuring all assembly points designated on the Emergency Management Plan have appropriate access to emergency equipment.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle