Emergency Bushfire Management Policy – Tallygaroopna PS

Rationale:
- All schools must regularly manage materials that may easily be ignited around buildings and facilities.
- All schools must regularly monitor emergency access to buildings and grounds.

Aims:
- To ensure that the school is free of obstructions that may lead to a fire hazard.

Implementation:
- The school has a schedule for monitoring and removal of materials that may be easily ignited, including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation
- The school has documentation regarding safe storage of flammable materials
- Building exits are continuously kept clear of obstructions
- Assembly points are designated and have appropriate access to emergency equipment
- There is access to facilities and grounds for emergency vehicles

Procedures from the schools Emergency Management Policy: not listed on the Bushfire At-Risk Register

FIRE
- Report the outbreak of fire immediately to the Incident Controller (Chief Warden).
- Remain calm and activate the fire alarm.
- Phone 000 to notify the fire brigade.
- Extinguish the fire (only if safe to do so).
- If threat exists evacuate the room/s, to the School Oval closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check students, staff, visitors and contractors are accounted for.
- Report to the Department’s Security Services Unit on 9589 6266.

BUSHFIRE/GRASS FIRE
- Identify which buildings need to be evacuated in the case of a fire. Do not stay in portable/demountable buildings.
- Phone 000 to notify the Fire Brigade.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all students, staff and visitors (including contractors) are accounted for.
- Listen to local radio or TV on battery-powered sets 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 DEECD Security Services Unit on 9589 6266.
- Contact the region for advice and support, as appropriate.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

Evaluation:
* This policy will be reviewed as part of the school’s three-year review cycle and feedback will be sought from the School Community
* This policy was endorsed by School Council on Wed 27th August 2014.
SCHOOL SCHEDULE FOR MONITORING AND REMOVAL OF MATERIALS THAT MAY BE EASILY IGNITED:

<table>
<thead>
<tr>
<th>BRANCHES</th>
<th>RUBBISH AROUND BUILDINGS</th>
<th>GUTTERS CLEANED</th>
<th>DRY GRASS REMOVED</th>
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DOCUMENTATION REGARDING THE SAFE STORAGE OF FLAMMABLE MATERIALS – SEE OHS REPRESENTATIVE OF THE SCHOOL.