Help for non-English speakers
If you need help to understand the information in this policy please contact the Principal on 03 5829 8264.

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 DET Security Services Unit on 9589 6266.
☐ Contact the region for advice and support, as appropriate.
☐ Direct all Media enquiries to DET Media Unit on 9637 2871.

Evaluation:
* This policy will be reviewed as part of the school’s four year review cycle and feedback will be sought from the School Community
* This policy was endorsed by School Council on Monday 20th June 2022.
SCHOOL SCHEDULE FOR MONITORING AND REMOVAL OF MATERIALS THAT MAY BE EASILY IGNITED:

<table>
<thead>
<tr>
<th></th>
<th>BRANCHES</th>
<th>RUBBISH AROUND BUILDINGS</th>
<th>GUTTERS CLEANED</th>
<th>DRY GRASS REMOVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DOCUMENTATION REGARDING THE SAFE STORAGE OF FLAMMABLE MATERIALS – SEE OHS REPRESENTATIVE OF THE SCHOOL.