



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:**

	BRANCHES	RUBBISH AROUND BUILDINGS	GUTTERS CLEANED	DRY GRASS REMOVED
MARCH				
JUNE				
SEPTEMBER				
DECEMBER				

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