**EMERGENCY BUSHFIRE MANAGEMENT**



**1.** **POLICY STATEMENT**

Toolamba Primary School has been identified as a school that on the Bushfire At-Risk Register. As part of the school’s Emergency Management Procedures there are some precautionary strategies that will be implemented by the school on a routine basis to ensure the safety of the school premises and its population.

**2. GUIDELINES**

There must be evidence of the following:

* 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
* Safe storage of flammable material
* That building exits are continuously kept clear of obstructions
* That assembly points are designated and have appropriate access to emergency equipment
* That there is access to facilities and grounds for emergency vehicles

The school must also regularly monitor emergency access to buildings and grounds

**3. PROGRAM**

The following schedule will be carried out by the school maintenance staff member and the OH&S Coordinator to ensure fire safe premises:

**MAINTENANCE SCHEDULE**

The following will be carried out by the maintenance staff, OH&S staff, and the Principal/Assistant Principal

|  |  |  |  |
| --- | --- | --- | --- |
| TERM | SAFETY PROCEDURE | PERSON RESPONSIBLE | COMPLETED |
| Each Term | Check school premises for overhanging materials | Maintenance staff |  |
|  | Remove debris and rubbish around and under buildings | Maintenance staff |  |
|  | Check guttering and clean | Maintenance staff |  |
|  | Check the school building and grounds to ensure the safe storage of flammable materials | OH&S staff  Principal |  |
|  | Check building exits are kept clear of obstructions | Principal  OH&S staff |  |
|  | Check to ensure that assembly points are designated and have access to emergency equipment | Principal |  |
|  | Check that there is access to facilities and grounds for emergency vehicles. | Principal |  |

Appendices-please refer to the Emergency management plan for evacuation details

Evaluation-this policy will be reviewed annually