

BUSHFIRE POLICY

Policy Statement

Schools, kindergartens, and childcare facilities at the highest risk of fire danger are placed on the Department's Bushfire At-Risk Register. Inclusion on this register is a trigger for the school, kindergarten, or childcare facility to pre-emptively close on days declared Code Red in their Bureau of Meteorology district.

The College Will:

- Stay current with all DET policies and guidelines involving Bushfire awareness and preparation and operate according to those policies.

Implementation:

Kurnai College is currently registered as a Category 4 BARR (Bushfire at Risk Register) school. As such on days rated as Catastrophic (Code Red) fire danger, the school (all campuses) will be declared closed for the safety of staff and students.

On the days that are declared Code Red, the school **will not** operate on site or remotely, nor will any buses in the Morwell Bus Network that Kurnai College oversee be operational.

Ensuring our school's building, safety equipment and surrounds are fire ready is critical to reducing the consequences of a bushfire. Kurnai will refer to the checklists provided by DET such as the bushfire/grassfire readiness checklist schools ahead of the fire season.

Appendix

Appendix A


School Closure Principal Checklist

Appendix B

School site bushfire / grassfire readiness review checklist

Evaluation

This policy will be reviewed as part of the College's four year review cycle.

Date Implemented	Week 3 – Term 2 – 2014 V1
Approval Authority (Signature & Date)	Steve Van Rooy 14/6/2022 
Dates Reviewed	Week 7 – Term 4 – 2014 V2 Week 3 – Term 2 – 2018 – V3 Week 5 – Term 2 – 2021 – V4 Week 8 – Term 2 – 2022 – V4.1
Responsible for Review	College Principal
Next Review Date	Week 3 – Term 2 - 2026
References	DET

Appendix A

SCHOOL CLOSURE – PRINCIPAL CHECKLIST

**School Closure on a Forecast Elevated Fire Danger Rating Day
Principal Checklist**

This completed checklist must be forwarded to the regional director no later than 2.00pm the day prior to closure

Date school will be Closed:

School/Campus Name:			
School Address:			
Principal Name:			
Principal Mobile Number:			
Item	Yes	No	Comments
NOTIFICATIONS			
All parents/carers			
Staff and volunteers			
Students			
Contractors (e.g. cleaners and building program contractor)			
Visitors			
Co-located services e.g. OSHC			
Other users of the site (e.g. sporting and community groups)			
Security Services Unit (SSU)			
School Council			
STUDENT TRANSPORT			
If a Client School, then bus coordinating school / Bus Operator / Driver advised of closure			
If a Bus Coordinating School, then school to which responsibility will be transferred has confirmed arrangements and client schools notified			
Special schools – Student Transport Unit (STU) advised			
Any other people using the school bus who may be impacted			
SIGNAGE			

School closure signs are posted at all entrances/exits			
CAMPS and EXCURSIONS			
Planned excursions have been cancelled (Student Activity Locator updated)			
Alternative arrangements have been made for departing/returning camps (Student Activity Locator updated as appropriate)			
OTHER			
Receipt of notification by all parents/carers has been confirmed (e.g. SMS read receipts, email read receipt/reply)			
Contingency arrangements have been made for potential next day closure – a separate authorisation to close is required from the regional director			

Principal

Date:

Regional Director

Date:

School site bushfire / grassfire readiness review checklist

SCHOOL/CAMPUS NAME:

ADDRESS:

REGION:

REVIEW CONDUCTED BY:

REVIEW DATE: / /

BARR SCHOOL BUSHFIRE ATTACK LEVEL RATING (BAL):

DATE OF RATING: / /

(THE 'SCHOOLS FACILITIES PROFILE' SITE ON EDUGATE HAS YOUR BARR SCHOOL'S BAL RATING)



ENSURING YOUR SCHOOL'S BUILDINGS, SAFETY EQUIPMENT AND SURROUNDS ARE AS BUSHFIRE/GRASSFIRE READY AS POSSIBLE IS CRITICAL TO REDUCING THE CONSEQUENCES OF BUSHFIRE/GRASSFIRE RISK TO STUDENTS AND STAFF.

This site bushfire/grassfire readiness review checklist is a key part of your annual bushfire/grassfire preparation and complements other important tasks including:

- Reviewing and updating the school's Emergency Management Plan (EMP)
- Conducting regular drills/scenarios to rehearse emergency procedures
- Ensuring that staff with responsibilities in an emergency understand their roles
- Socialising your EMP with local emergency services, local council, and the CFA (the CFA will be able to advise on many of the items covered in this checklist)
- Aligning your EMP with that of any co-located facility sharing the school site
- Ensuring that all camps and excursions are recorded on the Student Activity Locator (SAL)



1. Fire/Safety Equipment

	Yes/No	Required Action	Due Date
The school uses specific emergency warnings/alarms for evacuation, lockdown and shelter-in-place (if these are not able to function during a power outage, alternative arrangements have been developed)			
Contents of the emergency kit are regularly checked against the checklist of required items in the schools Emergency Management Plan			
The following fire protection equipment, where in place, has been tested (check testing tag for currency) and is in working condition in accordance with the Building Regulations 2006:			
<ul style="list-style-type: none"> • Portable fire extinguisher/s, including correct colour code 			
<ul style="list-style-type: none"> • Fire blanket/s in kitchen/cooking areas 			
<ul style="list-style-type: none"> • Fire hose reel/s 			
<ul style="list-style-type: none"> • Fire hydrant/s 			
<ul style="list-style-type: none"> • Water storage tank connections for fire appliances 			
<ul style="list-style-type: none"> • Fixed water pressure pumps 			
<ul style="list-style-type: none"> • Emergency generator/power system 			
<ul style="list-style-type: none"> • Water supplies and equipment 			



SCHOOLS

<ul style="list-style-type: none"> • Sprinklers (including any roof mounted and irrigation systems) 			
<ul style="list-style-type: none"> • Alarms 			
<ul style="list-style-type: none"> • First aid materials 			
<ul style="list-style-type: none"> • Fire blankets 			
<ul style="list-style-type: none"> • Communications systems 			
<ul style="list-style-type: none"> • Other: • (e.g. roller shutters on the shelter-in-place location) 			
The school's register of emergency equipment and maintenance testing log is up to date			
Nominated staff have been instructed in, and practised the operation of fire protection equipment and systems			
Fire safety equipment, including hydrants are clear of vegetation and obstruction, is easily accessible and visible			
All fire protection equipment has clear signage and operating instructions are displayed			



2. Shelter-In-Place

All schools must have nominated location/s on site in which to shelter-in-place (SIP) in case of an emergency. The SIP location/s are used to provide temporary accommodation until emergency services arrive or as a place of last resort if there is insufficient time to evacuate.

	Yes/No	Required Action	Due Date
Location/s in which to shelter-in-place on the site have been identified			
The SIP location/s are able to accommodate all students and staff			
The SIP location/s provide access to toilets and water			
The SIP location/s have more than one entry and exit point			
The SIP location/s allow access for students and staff of all abilities			
The SIP location/s allow access to emergency services			
Safety equipment in the SIP location/s is in proper working order			
The SIP location/s are not relocatable buildings			

3. Vegetation Management

	Yes/No	Required Action	Due Date
The school site has been slashed or cleared of all flammable undergrowth such as dry grass and vegetation to the site boundary			
A fuel reduction zone has been established around buildings (20 metres as a guide) by cutting long grass, removing dead vegetation and pruning lower limbs of established trees (check with local council before removing trees)			
The fuel reduction zone does not have plantings that are dense and typical of bushland settings (but may include low plantings with low flammability characteristics - seek advice from the CFA if necessary)			
Trees or branches overhanging buildings and sheds have been removed or trimmed to a height of 2 metres from building rooflines and 2 metres clear of buildings			
All stockpiled leaves, prunings, dead limbs and trees and other combustible materials have been removed from the site			
Thick, continuous shrubs or other vegetation contacting building walls or directly under windows have been removed			
Roof gutters are clear of leaves, twigs and branches			



4. Emergency Communications

It is critical to ensure the school is able to remain in contact with emergency services, regional and departmental staff, parents and other relevant parties, such as school bus program coordinator/client schools etc. during an emergency.

	Yes/No	Required Action	Due Date
In case of a power outage, the school has options/arrangements to maintain communications from the shelter-in-place location (e.g. dedicated landline, Emergency Positioning Indicator Radio Beacon (EPIRB), satellite phone, designated school mobile phone)			
Where possible, the school is able to access IT systems, including for sending emergency SMS messages to parents from an off-site location			
The school has a battery operated radio in its shelter-in-place location or emergency kit			

5. Flammable Substances/Materials and Site Rubbish

	Yes/No	Required Action	Due Date
Gas storage systems (<i>portable bottles and fixed tanks</i>), flammable materials and substances and other dangerous goods are maintained, secured and controlled in accordance with the WorkSafe Code of practice for the storage and handling of dangerous goods			
Gas storage/flammable liquids are kept away from the SIP location/s			



SCHOOLS

If the car park is near the shelter-in-place location/s, arrangements exist for vehicles to be relocated when necessary (due to the risk of fuel tanks exploding)			
Rubbish bins are emptied before each weekend and holidays			
Rubbish bins are secured away out of school hours from any buildings and structures such as pergolas, verandas and trees			
Industrial bins are located in a secure area or the lid secured and away from the shelter-in-place location/s			
Other:			

6. Evacuation/Relocation, Site Access and Surrounds

	Yes/No	Required Action	Due Date
Evacuation diagrams are displayed in classrooms, hallways and general areas of buildings consistent with the 'Guide to developing your emergency management plan'			
Exit signs are displayed over emergency exits			
Designated emergency exits are free of obstruction and easy for students to open			
The school has equipment to safely move students with a disability where this is required			
Fire appliances can access water tank connections			
Driveways and fire vehicle access areas are clear of debris and any obstacles (CFA advises fire truck access requires 4m wide and 4m high that is clear of overhanging branches and archway structures)			

The school has more than one option for evacuating off-site			
Access to the off-site evacuation location/s have been confirmed with owner/manager (this location should, where possible, provide access to shelter, water and toilet facilities)			
The school intends to relocate on Extreme fire danger rating days and has obtained endorsement from the School Council, agreement from the host school and approval from the Regional Director			
Where neighbouring properties pose a fire risk to the school because of vegetation, flammable materials or activities conducted on the property, the school has consulted the property owner, local council, region, Department of Environment, Land, Water and Planning as appropriate to address this issue			
Evacuation diagrams are displayed in classrooms, hallways and general areas of buildings consistent with the 'Guide to developing your emergency management plan'			