



## **FIRE/ BUSHFIRE PREPAREDNESS PLAN**

### **RATIONALE:**

East Bentleigh Primary School ensures the highest standards of care, safety and welfare for its students. The school is also committed to providing a safe and healthy working environment for its employees and contract workers as well as visitors to our school site.

### **AIMS:**

The Fire/ Bushfire Preparedness Plan policy explains procedures and management tasks so that the school minimises risks and is prepared for any fire related event. The policy also nominates key personnel and areas of responsibility should the school emergency management plan be enacted due to a fire.

Cancelling or recalling at short notice, if necessary, any activity or excursion that occurs on a day of extreme fire danger or total fire ban. Where excursions are not cancelled, special fire safety precautions will be required.

Site Preparedness: requires East Bentleigh Primary School to regularly manage materials that may easily be ignited around buildings and facilities.

### **ROLES AND RESPONSIBILITIES:**

#### **All Staff are responsible for:**

- Ensuring they are familiar with the Emergency Management Plan and their responsibilities within it, including the procedures for a fire or bushfire response.
- Ensuring they participate fully in all drills when conducted at their school.
- Undertaking training provided by the school for any specific roles they have as part of the Emergency Management Plan.
- Ensuring all flammable materials within their area of responsibility are identified on the school chemical register and arranging for appropriate storage in flammable resistant cabinets.
- Ensuring all building exits are continuously kept clear of obstructions. Staff should cooperate to maintain integrity of classroom and office exit points at all times.

#### **All Teaching Staff are responsible for:**

- Ensuring they are familiar with emergency procedures for each excursion they participate in and in particular, emergency procedures pertaining to campsites.
- Emergency procedures should be explained to students as soon as practical after arrival at campsites.
- Planning to cover arrangements if an excursion needs to be cancelled or recalled because of bushfire or fire threat.
- Understand procedures and responsibilities as set out in the camping Risk Register

Ensuring training of staff with specific roles and responsibilities in preparing for, monitoring and executing emergency procedures, including the effective operation of relevant emergency equipment like fire extinguishers.

#### **The principal is responsible for:**

- Ensuring that all combustible materials are regularly monitored and removed as per the maintenance schedule

**The principal and the OH&S representative are responsible for:**

- Maintaining all fire and emergency management equipment including emergency equipment and ensuring it is in working order and should include water supplies and equipment; fire hydrants, hose reels and extinguishers, sprinkler systems, alarms, first aid materials and medical equipment; fire blankets and communication systems. Inspections are scheduled and recorded using OHS Calendar.
- Continuously monitor the buildings exits and ensure they are clear of obstructions.
- Monitoring and arranging the removal of highly flammable materials including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation.
- Ensuring that there is appropriate access to facilities and grounds for emergency vehicles.
- Ensuring all assembly points designated on the Emergency Management Plan have appropriate access to fire extinguishers and other emergency equipment.
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**REVIEW PERIOD**

This policy was last updated on June 2019 and is scheduled for review on June 2020

***This was ratified by School Council August 2019***