



BUSHFIRE PREPAREDNESS

LAUNCHING PLACE PRIMARY SCHOOL POLICY

Rationale

Launching Place Primary School is committed to ensuring 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 the school site.

The school recognises that in all its activities it has a duty of care to identify, assess and control risks so that the possibility of harm is minimised or eliminated.

The Bushfire Preparedness Policy aims to minimise risks and ensure a suitable state of preparedness for any fire related event.

Guidelines

The Bushfire Preparedness Policy should be read in conjunction with the school's Emergency Management Plan where details of management tasks, contacts and roles and responsibilities of key personnel are documented.

Any activity or excursion that occurs on a day of extreme fire danger or total fire ban should be cancelled or recalled if deemed necessary by the school leadership, even at short notice if necessary.

Where excursions are not cancelled, special fire safety precautions will be required.

Launching Place Primary School must ensure 'site preparedness' by regularly managing materials that may easily be ignited around buildings and facilities and maintaining a current school Emergency Management Plan.

Implementation

All Staff will be responsible for:

- Ensuring they are familiar with the Emergency Management Plan and their responsibilities within it, including the procedures for bushfire response.
- Ensuring they participate fully in all drills conducted.
- 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.

All Teaching Staff will be responsible for:

- Ensuring they are familiar with emergency procedures for each excursion they participate in and in particular, emergency procedures pertaining to campsites.
- Explaining emergency procedures to students as soon as is practical after arrival at campsites.
- Planning to cover arrangements if an excursion needs to be cancelled or recalled because of bushfire threat.
- Ensuring training of staff with specific roles and responsibilities in preparing for, monitoring and executing emergency bushfire procedures, including the effective operation of relevant emergency equipment.

The Principal will be responsible for:

- Working with the maintenance staff and gardener to regularly monitor and remove materials that may be regarded as bushfire hazards. This would include branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation.
- Working with the maintenance staff and gardener to ensure that any flammable substances are stored appropriately. Staff should cooperate to maintain integrity of classroom and office exit points at all times.

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

- 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 emergency equipment.
- Ensuring regular checks of all fire equipment by the Fire Extinguisher Services employed by the school.
- Bushfire information will be provided to parents and staff in the following ways:
 - a) Up-to-date bushfire information will be included in the parent information booklet, the staff induction booklet and the Casual Relief Teachers' booklet.
 - b) Parents will receive formal information as to what to do on a Code Red day via the school's newsletter in both October and February of each year. A copy on the school's website will also be updated annually.

CODE RED DAYS:

1. Launching Place Primary School will be closed on days that are determined by fire authorities to be Code Red.
2. Where possible parents will be provided with up to three days' notice of a planned closure following the issue of a Code Red warning by the CFA.
3. Families will be advised of any planned closures through a letter sent home with students as soon as possible prior to a planned closure day. The decision to close the school will be made by 12.00 noon the day before the planned closure. A letter will be sent home immediately following such a decision being made. The SMS messaging system (via CASES 21) and Flexibuzz will also be utilised to send this information to parents.
4. Once confirmed, the decision to close **will not change**, regardless of improvements in the weather forecast.
5. No staff will be on site on days when the school is closed.
6. After-school care will be cancelled.
7. School camps will be cancelled if the area where the camp is taking place is deemed at risk of bushfire.
8. There may also be changes to school bus routes.
9. On these Code Red days families are encouraged to enact their Bushfire Survival Plan.

On CODE RED days children should never be left at home unattended or in the care of older children.

Evaluation

- This policy will be reviewed as part of the school's three-yearly policy review process.

Policy:	Bushfire Preparedness Policy		
Date Approved:	February, 2018	Person Responsible:	Education Committee / Principal
Date for Review:	February, 2019	Date Updated on Policy Index:	March, 2018