

Bushfire Policy 2016

Aims

- A. The safety and survival of students and staff is always School's first priority.

Scope and Application

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Definitions

- A. **Bushfire Rating** - The School's physical location rating is **low to medium** (large vacant block nearby). Consideration must be given to the safety of children attending school. Our bushfire rating should always be considered **High**.

Principles

The safety and wellbeing of students and staff is at all times the School's priority; staff are expected to monitor and supervise students at all times **not** fight bushfires.

- A. **Prevention** – A building protection zone (as described by FESA) of 20 meters free of rubbish and vegetation will be maintained at all times.
- B. **Preparedness** – The Emergency Management Plan as written by DYNAMIC will be reviewed annually including evacuation training.
- C. **Practise** - Random emergency procedure drills are carried out throughout the year, at 1 is a bushfire specific drill.
- D. **Review** – Review of the evacuation drill and procedures are carried out at their completion.

Responsibilities

Department of Education Services must be contacted about any critical incident including fires. See Non Govt. Schools Critical Incident Form

- A. **Council**
 - 1. Writing and updating this policy in consultation with relevant parties
 - 2. To keep emergency contact details with AISWA up to date.

3. To oversee implementation and review evacuations

B. Coordinator

1. Ensure that the circle of safety is maintained.
2. Monitor severe weather warnings.
3. Ensure that regular evacuation drills are performed and reviewed.
4. Decide if it is safe to watch or act to evacuate.
5. Notify DFES communication center of decision to stay or relocate and the location of relocation point.
6. Keep emergency contact details with AISWA up to date
7. Notify DES of critical incident
8. Arrange for counselling services to be available to students, staff and parents through Non-Government Schools' Psychology Service.
9. Contact insurance Companies if required

C. Administrator

1. Administrator to maintain and replenish first aid kits.
2. Administrator to maintain up to date contact lists in evacuation files stored at main fire exit at the front door.
3. If evacuation occurs, administration assistant will send an SMS notification to parents via Easyschool or once safely evacuated

D. Staff

1. Be orientated annually to location of Fire Evacuation Kit.
2. Maintain accurate student attendance daily.
3. Monitor safety of students, parents and visitors during evacuation to Baker's Square Park/ Hamilton Hill shopping centre car park

E. Parents

1. Once the safety ok is given, sign the class roll to confirm with the class teacher that they have their child/ren before leaving the area.

F. Students

1. Stay with their assigned teacher throughout evacuation until the safety ok is given and their parent has signed the class roll.

Related Legislation

- A. Australian Standard 3745: Emergency Control Organisation and Procedures for Buildings, 2002
- B. Australian Standard 4360: Risk Management, 2008
- C. Disability Discrimination Act, 1992

- D. Emergency Management Act, 2005
- E. Emergency Management Regulations, 2006
- F. Industrial Relations Act, 1979
- G. Occupational Safety and Health Act, 1984
- H. Occupational Safety & Health Regulations, 1996
- I. School Education Act, 1999
- J. School Education Regulations, 2000

Related Kerry Street Documentation

- A. Kerry Street Community School Emergency Management Plan (EMP)
- B. Kerry Street Community School Critical Incident Management Plan (CIMP)
- C. Policies including:
 - 1. Critical Incident Policy
 - 2. Emergency Procedures Policy
 - 3. Duty of Care Policy
 - 4. OHS Policy
 - 5. Risk Management Policy
 - 6. Illness and First Aid Policy

References

- A. Principal's Guide to Bushfires - DET

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Procedures and Evacuation Plan
- B. Dept. Non Govt. Schools Critical and Emergency Incident Report Form

Authorisation and Review

- A. Approved by council April 2014
- B. Reviewed and approved July 2016
- C. To be reviewed April 2019

Helen Sugars Duff

Bushfire Policy 2016 Attachment A
Procedures and Evacuation Plan

Department of Education Services must be contacted about any critical incident including fires. See Non Govt. Schools Critical Incident Form (Attachment A)

Prevention

Prevention preparations listed below to be checked and/or done during the busy bee each term and before the commencement of the summer school holidays in December.

- A.** 20 metre circle zone circle of safety.
 - 1.** cleared of all rubbish,
 - 2.** long dry grass,
 - 3.** bark and flammable materials
- B.** Where possible no tree crowns over hanging buildings. If possible 2m gap between building and tree branches.
- C.** Keep gutters clear of leaf litter.
- D.** Keep lawn mown and green.
- E.** Store flammable materials as far from school building as possible.
- F.** Maintain fire breaks on Lot 16 (Vegie garden block)

Preparedness

- A.** Coordinator should be thoroughly familiar with the School's Emergency and Critical Incident Management Plan.
- B.** Coordinator has tested Emergency and Critical Incident Management Plan.
- C.** Fire drills regularly at least twice a year or more if lots of new students
- D.** All staff members aware of their responsibilities in accordance with the plan.
- E.** Class rolls are readily accessible.
- F.** Monitor severe weather warnings from AISWA
- G.** First aid equipment is available and staff members trained in first aid have been identified.
- H.** Fire Extinguishers to be tested, serviced and/or replaced bi-annually and are located at each fire exit door.
- I.** Fire evacuation kit stored in office

FIRE EVACUATION KIT CONTENTS

1. Gate keys
2. Up to Date contact lists
3. First Aid Kit
4. Torch
5. Radio
6. Spare Batteries
7. Water Bottles
8. Paper cups

Plan of Action

- A.** At notification of fire or if there is a threat of fire/local disaster, ring 000 immediately
 1. Contact Cockburn Council on 94113444
 2. Listen to regular broadcasts from ABC radio (if practicable)
 3. Ring Department of Fire and Emergency Services DFES – **1300657209**
 4. www.dfes.wa.gov.au
- B.** Children, Staff, Volunteers and Visitors are to assemble on the basketball court (if safe) and remain until signalled by Coordinator that it is safe to leave.
- C.** Any Parent, Visitor or Volunteer on the school premises at the time of the call of danger will be considered as a member of the class group and under the supervision of and obliged to follow all directions given by the Coordinator/ delegate.
- D.** Rolls must be taken to evacuation point.
- E.** Rolls marked by each teacher. If that is not practicable, a head count must be done to establish numbers.
- F.** If considered safe, the coordinator will assign a staff member to inspect the building for any persons not accounted for.
- G.** If the fire is severe and from the West, school will be evacuated to Bakers Square Park cnr of Diane & Mortlock Street's Hamilton Hill - **IF SAFE TO DO SO. See map and instructions below.**
- H.** If the fire is severe and from the north east, school will be evacuated to Hamilton Hill Shopping Centre car park, 51 Rockingham Road, Hamilton Hill - **IF SAFE TO DO SO. See map and instructions below.**
- I.** Notify DFES communication Centre of decision to relocate and relocation point
- J.** Parents will be notified and requested by mobile phone via sms generated from Easyschool or once evacuated to either:
 1. Collect children immediately from school if safe.

2. Collect children from Bakers Square
 3. Collect children from Hamilton Hill Shopping Centre car park
 4. Remain offsite and **NOT** pick up students if DFES has advised to stay on site as it is too dangerous to relocate.
- K.** If it is not safe to relocate, staff students and visitors will be directed to the pre-determined Safer Location (**Classroom 1 – See Evacuation Plan**). This classroom is the furthest away from vegetation and does not contain windows as direct exposure to radiant heat.
- L.** The School always needs to be prepared for a no notice fire event which may occur during school hours. A no notice fire event requires a decision whether to evacuate or move to a safer location. This will be decided by the Coordinator/delegate.

Review emergencies and critical incidents.

Review the procedure after a fire or emergency

1. Did we follow our procedures?
2. What worked?
3. What needs improving?

Bakers Square Park has been designated as the safest location to evacuate to in the event that the fire is travelling towards the school from the **West**.



Directions:

1. Assemble in the front yard four square court.
2. Travel North on **Kerry St**, 0.2km.
3. Turn right onto **Stratton St**, 41m.
4. Turn left onto **Dianne St**, 0.1km.
5. Turn right onto **Mortlock St**, 36m.
6. Arrive at **Baker Square**, Mortlock St.

Approx. 10 minutes walk.

In the event that the fire is coming from the North East the designated Rally Point is the Hamilton Hill Shopping Centre car park at 51 Rockingham Rd.



Directions:

1. Assemble in the back yard grass area.
2. Exit school through rear gate.
3. Travel South West on **Forrest Road**, 190m.
4. At the intersection of **Forrest Road** and **Rockingham Road**, under direction from Coordinator/ delegate, cross **Rockingham Road** in class groups.
5. Proceed West to **Hamilton Hill Shopping Centre**, 300m.
6. Arrive at **Hamilton Hill Shopping Centre**, 51 Rockingham Road.

Parents to locate students at park/ Hamilton Hill shopping centre car park. Students and parents to remain with the class teacher until such time as the class teacher releases students and has noted in the class roll that each child has been collected.

Approx. 10 minutes walk.

Bushfire Policy 2016 Attachment B

Dept. Non Govt. Schools Critical and Emergency Incident Report Form



Government of Western Australia
Department of Education Services

This form should be completed promptly and provided to:
Manager Regulation, Education Audit and Registration
Non-Government Schools Branch
Postal address: PO Box 1766
OSBORNE PARK DC WA 6017
Telephone: (08) 9441 1900 Telephone: (08) 9441 1901
Email: ngs@des.wa.gov.au

CRITICAL AND EMERGENCY INCIDENT REPORT

Refer Registration Standards 2013 – Section 4.4 – Critical and Emergency Incidents

Page 1 of 2

1. SCHOOL DETAILS

School: Click here to enter text.	
Chair of Governing Body: Click here to enter text.	Principal: Click here to enter text.
Email address: Click here to enter text.	Telephone: Click here to enter text.

2. DATE, TIME AND LOCATION OF INCIDENT

Date of Incident: Click here to enter a date.	Time of Incident: Click here to enter text.
Location of Incident: Click here to enter text.	

3. AFFECTED PERSON(S) Select as appropriate

<input type="checkbox"/> Whole School	<input type="checkbox"/> Teaching Staff	<input type="checkbox"/> Other Schools
<input type="checkbox"/> Student(s)	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Other (please specify) Click here to enter text.
<input type="checkbox"/> Parent(s) / Caregiver(s)	<input type="checkbox"/> Volunteer(s) / Visitor(s)	

4. TYPE OF INCIDENT Select as appropriate

<input type="checkbox"/> Accident leading to major injury or death	<input type="checkbox"/> Intruders
<input type="checkbox"/> Loss of Life	<input type="checkbox"/> Weapons
<input type="checkbox"/> Medical Emergency	<input type="checkbox"/> Bomb Threat
<input type="checkbox"/> Fire	<input type="checkbox"/> Threat of Physical Violence
<input type="checkbox"/> Natural or Physical Disaster	<input type="checkbox"/> Actual Physical Violence
<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Major act of Vandalism or Burglary (causing major interruption to school)
<input type="checkbox"/> Sexual Abuse	<input type="checkbox"/> Other (please specify) Click here to enter text.
<input type="checkbox"/> Drugs	

5. ACTION TAKEN Select as appropriate

<input type="checkbox"/> Police / Emergency Services advised	<input type="checkbox"/> School Critical and Emergency Incident Policy followed
<input type="checkbox"/> Department of Child Protection advised	<input type="checkbox"/> School premises secured
<input type="checkbox"/> Mandatory Report completed	<input type="checkbox"/> Counselling sought
<input type="checkbox"/> Chair of school governing body advised	<input type="checkbox"/> Health and Safety Services advice sought
<input type="checkbox"/> Department of Education Services advised	<input type="checkbox"/> Suspension / Expulsion of Student
<input type="checkbox"/> Parent(s) / Caregiver(s) advised	<input type="checkbox"/> Staff stood down
<input type="checkbox"/> AISWA advice sought	<input type="checkbox"/> Other (please specify) Click here to enter text.
<input type="checkbox"/> CEOWA advice sought	

6. BRIEF DESCRIPTION OF THE INCIDENT

(If there is insufficient space on this form, please state 'Refer to attached' and provide a separate sheet(s))

Click here to enter text.

Authorised Critical Incident Reporter:

Name: [Click here to enter text.](#) Position: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

Last updated: 29 November 2012

TRIM 2012/25179

7. BRIEF STATEMENT ON EFFECTIVENESS OF SCHOOL POLICIES (IF APPLICABLE)

Click here to enter text.

Thank you for completing this Critical Incident Report. An Officer from the Department of Education Services (DES) will contact you shortly.

DES INTERNAL USE ONLY:

Submitted via:

Email Facsimile Mail Verbally (via telephone)

STARS Incident Number: _____

Related TRIM Reference(s): _____

Report received by:

Name: _____ Position: _____ Date: _____