

SCHOOL NO. 4401 – KATANDRA WEST

Policy Statement: **MANAGEMENT**

748 - BUSHFIRE MANAGEMENT

Responsibility: Principal, Team Leaders, Student Welfare Co-ordinator.
and others as required

This Policy was last ratified by School Council in October, 2022.

POLICY STATEMENT

Katandra West Primary School is not on the Bushfire At-Risk Register. However, 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.

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.

PROGRAM

The following schedule will be carried out by the school maintenance staff and monitored by the Principal to ensure fire safe premises:

TERM	SAFETY PROCEDURE	PERSON RESPONSIBLE	COMPLETED
Each Term	Check school premises for overhanging materials	Maintenance Staff Men's Shed	
	Remove debris and rubbish around and under buildings	Maintenance Staff	
	Clean guttering	Maintenance Staff Gutter Vac	
	Check the school building and grounds to ensure the safe storage of flammable materials	Maintenance Staff Men's Shed	
	Check that building exits are kept clear of obstructions	Maintenance Staff Watters (exit light etc)	
	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	

- The Principal, in consultation with Staff and School Council, may vary this policy according to the degree of emergency or if circumstances require it.