

Bushfire Preparedness Policy



Help for non-english speakers

If you need help to understand the information in this policy please contact Kalianna School on 03 5442 1311

Kalianna School is committed to ensuring the highest standards of care, safety, and welfare for its students, staff, and visitors. The school recognises its duty of care to identify, assess, and control risks to minimise or eliminate harm. The purpose of this policy is to provide procedures and management tasks to ensure the school is prepared for bushfire events and minimise the risks.

Emergency Management Plan

Kalianna School maintains an Emergency Management Plan (EMP) applicable to all students, staff, visitors, contractors, and volunteers. The EMP specifies roles, responsibilities, and procedures for managing emergencies, including bushfires.

Responsibilities

The Principal is responsible for:

- Reviewing the EMP annually and after significant incidents.
- Establishing an Emergency Management Committee (EMC) with duties and office bearers specified in the EMP.
- Ensuring the EMP includes policies and procedures for offsite activities considering bushfire risks.
- Cancelling or recalling activities or excursions on days of extreme fire danger or total fire ban. Special fire safety precautions are required if excursions are not cancelled.

All teaching staff are responsible for:

- Familiarising themselves with emergency procedures for each excursion, including campsites, and explaining these procedures to students upon arrival.
- Planning for excursion cancellation or recall due to bushfire threats.



Evacuation Drills

Emergency drills should occur at least once per term, at different times of the school day, and with different scenarios to familiarise staff and students with emergency procedures, identify weaknesses in evacuation procedures, and equip staff to manage a range of emergencies.

All staff are responsible for:

- Participating fully in drills.
- Undertaking training for specific roles in the EMP.

Site Preparedness

Kalianna School must regularly manage materials around buildings and facilities that may ignite easily, including dry grass, vegetation, and debris. Maintenance staff is responsible for removing these materials in October and January of each school year.

All staff are responsible for:

- Identifying and storing flammable materials in flammable-resistant cabinets.
- Ensuring buildings exits are continuously kept clear of obstructions.

Immediate Bushfire Threat

If a bushfire threatens a campus during a day of normal school attendance, the Emergency Management Plan Bushfire Procedures will be enacted. The school has an on-site refuge nominated in the EMP with access to emergency equipment, first aid supplies, communication systems, water, and toilets. Emergency drills should include evacuation to this refuge from various areas around the school.

Bushfire at Risk Register (BARR)

Kalianna School is listed on the Department of Education and Early Childhood Development (DEECD) Bushfire at Risk Register (BARR) and must comply with additional procedures and processes.

Closure of School on Code Red Days

If the Emergency Management Commissioner determines a Code Red Fire Danger Rating for Kalianna School's district, the school will be closed, including exclusion of all staff, students, contractors, and visitors from the school property. The Department

of Education and Early Childhood Development will make this decision and notify the school.

This policy and procedures aim to ensure Kalianna School is in a state of preparedness for any fire-related event, and everyone in the school community is aware of their roles and responsibilities.

For more information and resources

www.education.vic.gov.au/bushfires

www.cfa.vic.gov.au

Policy review and approval

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2024

