



# Our Lady of the Way Catholic Primary School Bushfire Management Policy

## Emergency Management Plan Appendix

### **BUSH FIRE MANAGEMENT: From October - March**

Our Lady of the Way Primary School, Kingsbury, has not been identified as being of high fire risk therefore is not listed on the Department's Victoria Wide Bushfire At-Risk Register & CECV's High Risk Register.

#### 1. Responding to an extreme fire danger warning:

Our Lady of the Way will not close on an extreme fire danger warning day. The school will ensure that on such days the following is enacted:

- that staff and students are properly hydrated and use sun protection.
- staff will monitor the CFA website and media services for any actual bushfire activity.
- staff will be prepared to enact the school's emergency management plan if needed.

If the school has offsite activities planned or in place (including camps and excursions) located in a Bureau of Meteorology district affected by a declaration of Extreme fire danger, these may need to be cancelled, rescheduled or recalled. The decision to cancel, reschedule or recall resides with the school. If the offsite activity affected by an extreme fire danger warning has not been cancelled, rescheduled or recalled, staff in charge at the offsite activity will do the following:

- monitor all relevant websites.
- consult with local emergency services.
- examine what transport options are available or required if relocation is necessary.
- be prepared to enact the site's EMP.
- stay in contact with the Principal.

Details of all offsite activities, will be entered in the Catholic Education Commission of Victoria Ltd (CECV), online Student Activity Locator (SAL), during the offsite activity planning phase. Details should be reviewed prior to the offsite activity and in the event of cancellation removed from the database.

#### **Code Red Day:**

In the event of a Code Red Day, Our Lady of the Way Primary School will put into place the steps outlined above.

In regard to an offsite activity, Our Lady of the Way Primary School will:

- ensure that for any offsite activity that cannot be recalled because it is not safe to do so, the teacher in charge is prepared to enact the relevant emergency management plan in the event of a direct threat of fire.
- Ensure that other offsite activities in weather districts affected by the Code Red fire danger day have been cancelled, re-scheduled, relocated or recalled.
- Ensure that details of the offsite activity entered in the SAL have been reviewed, updated or in the case of cancellation, removed.

### **Bushfire Preparedness Checklist:**

Our Lady of the Way Primary School is aware that being prepared for bushfires is necessary for all schools, not just those in a rural setting and/or those on the Bushfire At Risk Register. Metropolitan schools may be at risk from site factors (eg. located in a leafy area) or because their students attend offsite activities in bushfire prone areas.

The attached checklist will be completed before the commencement of the bushfire season each year.

### References:

Adapted from CECV

- Catholic Schools Emergency Management Manual (revised Edition) 2015
- Extreme Fire Danger Warning: Schools Guidance January 2015
- Code Red Fire Danger Warning: Schools Guidance January 2015

# BUSHFIRE PREPAREDNESS CHECKLIST



Determine who is responsible for monitoring fire risk information	
Complete a risk assessment of facilities, locality and environment, review any issues resulting from the assessment.	
Ensure communication procedures are in place to contact parents / guardians in the event of closure or evacuation	
Ensure a back-up of the payroll master file is part of the school's normal back-up procedures and that back-up is stored offsite in a secure location. Regularly test that the back-ups can be used to recover vital information.	
Allocate roles and responsibilities of the principal, staff and parents in executing emergency evacuation procedures.	
Maintain a schedule for monitoring and removal of materials that may be easily ignited around buildings and schools	
Ensure flammable materials are stored safely	
Ensure building exits are continuously kept clear of obstructions	
Designate assembly points and ensure these allow appropriate access to emergency equipment	
Ensure that emergency vehicles have access to schools and grounds	
Have a shelter-in-place (SIP) suitable sized and situated on the site to withstand the predicted ember and smoke attack from a fire or other outdoor hazardous incident.	
P22 CECV Emergency Management Manual (Revised Edition) 2015	