



ROMSEY PRIMARY SCHOOL EMERGENCY BUSHFIRE MANAGEMENT PROCEDURES

Policy Statement:

Romsey Primary School has been identified as a school that is not on the Bushfire At-Risk Register, but 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.
- That the Portables are kept and maintained in an orderly manner in preparation for Bushfire season.

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 member and the OH&S Coordinator to ensure fire safe premises:

MAINTENANCE SCHEDULE

SAFETY PROCEDURE	PERSON RESPONSIBLE
Check school premises for overhanging materials	Maintenance Staff
Remove debris and rubbish around and under buildings	Maintenance Staff
Clean guttering	Maintenance Staff
Check the school building and grounds to ensure the safe storage of flammable materials	Maintenance Staff
Check that building exits are kept clear of obstructions	Staff
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

Appendices – Please Refer to EMP for evacuation details

Evaluation – This policy will be reviewed annually

Evaluation:

This policy will be reviewed annually as part of the school's review process.

This policy was ratified by School Council on the July 2020

The policy will be next reviewed July 2021
--