



## BUSHFIRE POLICY

### PURPOSE

- To ensure the safety of children and staff in a bushfire emergency
- Timor Primary School is listed on the DEECD bushfire at risk register (BARR)

### AIMS

- To provide updated information to parents
- To ensure necessary checks and procedures are followed
- To ensure all staff are clear of their responsibility in the case of a bushfire emergency

### IMPLEMENTATION

#### ON CODE RED DAYS:

- Timor Primary School will be closed on days that are determined by fire authorities to be Code Red.
- Where possible we will provide parents with up to three days' notice of a planned closure following the issue of a Code Red warning by the CFA.
- Families will be contacted directly through uEducateUs and a letter sent home with their child with advice on planned closures and will confirm the decision to close by 12 noon the day before the planned closure.
- Once confirmed the decision to close will not change, regardless of improvements in the weather forecast.
- No staff will be on site on days when the school is closed.
- School camps and excursions will be cancelled if the area where they are taking place is at risk.
- On these Code Red days families are encouraged to enact their Bushfire Survival Plan.

**On such day's children should never be left at home unattended or in the care of older children.**

#### DURING THE BUSHFIRE SEASON:

- Timor Primary School will have a current Emergency Management Plan that reflects our school's bushfire status.
- Gutters will be cleaned at the beginning of each fire season
- Timor Primary School will regularly manage materials that may easily be ignited around buildings and facilities. Grounds to be checked each morning and Working Bees organised to remove materials that can be easily ignited.
- Timor Primary School will comply with local bushfire regulations for building, facilities and grounds.
- Flammable materials will be stored appropriately in a clearly labelled building and be marked on the Evacuation Plans that are displayed in each Learning Space.
- The Emergency Management Plan will be reviewed in fourth term each year. Staff will review the plan, their role in the plan, use of fire blankets and extinguishers on the first combined Staff Meeting each year.
- Fire / Emergency Drills will be conducted each term.
- The Timor Fire Captain will be contacted in October each year to make a visit to discuss our plan.
- Timor Primary School will make use of the landscaping for bushfire prone areas guidelines when considering new works ( DET)
- Timor Primary School will maintain notices of bushfire evacuation procedures and contact numbers and locate them in appropriate locations around the school.
- Bushfire information will be a part of the staff induction process.
- Parents will receive formal information as to what to do on a Code Red day via our schools newsletter in both October and February of each year.

## REVIEW CYCLE

This policy was last reviewed and ratified by the School Council on 5.9.2019 and is scheduled for review in 2022.