



Bushfire Policy

Aims

- A. To prioritise the safety of students, staff and community members in the event of a bushfire.
- B. To maintain our buildings and grounds to reduce the bushfire risk to people and property.
- C. To ensure the school is prepared for bushfires, and responsive in the event of a bushfire emergency.

Scope and Application

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Definitions

- A. **Circle of Safety/Building protection zone** – a 20 metre zone maintained around the school that is cleared of all rubbish, long dry grass, bark, and flammable materials
- B. **Bushfire season** – runs from November to April in the south-west of WA but is subject to seasonal differences. Bushfire risk can still exist outside of the season.
- C. **Watch and Act** – a watch and act message tells you the fire conditions are changing and there is a possible threat to lives and schools

Principles

- A. The safety and wellbeing of students and staff is at all times the School's priority; staff are expected to monitor and supervise students at all times, **not** fight bushfires.
- B. The school plans for and monitors bushfire risk on school property and at all excursion and camp settings.

- C. Bushfire Rating - the School's physical location rating is **low to medium** (large vacant block nearby). Consideration must be given to the safety of children attending school. Our bushfire rating should always be considered **High**.
- D. Prevention – a building protection zone (as described by DFES) of 20 meters free of rubbish and vegetation will be maintained at all times.
- E. Preparedness – the Emergency Management Plan as written by DYNAMIC will be reviewed annually including evacuation training.
- F. Practise - random emergency procedure drills are carried out throughout the year, at least one is a bushfire specific drill.
- G. Review – review of the evacuation drill and procedures are carried out at their completion.

Responsibilities

Any critical incident requiring evacuation, including fires, requires reporting to the Director General of DOE within 48hrs (See *KSCS Critical Incident Policy and related reporting form*).

A. Board

1. Review and update this policy in consultation with relevant parties.
2. Keep emergency contact details with AISWA up to date.
3. Oversee implementation and review evacuations.
4. Oversee the pre-emptive closure of the school during bushfire conditions or a bushfire event.
5. Oversee reporting to DFES of critical bushfire incidents.

B. Principal

1. Ensure that the circle of safety is maintained.
2. Inform the Board on the need to pre-emptively close the school due to bushfire conditions or a bushfire event.
3. Monitor severe weather warnings during all school activities (including excursions and camps) using the Emergency WA website, DFES website or local radio stations.
4. Ensure that regular evacuation drills are performed and reviewed.
5. Decide if it is safe to watch and act or to evacuate immediately.
6. Notify DFES communication center of decision to stay or relocate and the location of relocation point.
7. Keep emergency contact details with AISWA up to date
8. Notify DOE of critical bushfire incident.
9. Arrange for counselling services to be available to students, staff and parents through Non-Government Schools' Psychology Service.
10. Contact insurance Companies if required.
11. Arrange regular Warden Training sessions for all staff

12. Assign specific wardens to various roles including turning off emergency gas switch in kitchen

C. Administration Assistant

1. Oversee implementation of the maintenance schedule:
 - i. maintain and replenish first aid kits; and
 - ii. organise the maintenance of fire breaks prior to the start of bushfire season, via the maintenance schedule.
2. Maintain up to date contact lists in evacuation files stored at main fire exit at the front door.
3. If evacuation occurs, Administration Assistant will send an SMS notification to parents via EasySchool or once safely evacuated.

D. Teaching Staff

1. Be orientated annually to location of Fire Evacuation Kit.
2. Attend annual Warden Training sessions
3. Maintain accurate student attendance daily.
4. Monitor safety of students, parents and visitors during evacuation to Baker's Square Park/ Hamilton Hill shopping centre car park

E. Parents

1. Once the safety ok is given, sign the class roll to confirm with the class teacher that they have their child/ren before leaving the area.

F. Students

1. Stay with their assigned teacher throughout evacuation until the safety ok is given and their parent has signed the class roll.

Related Legislation

- A. Australian Standard 3745: Emergency Control Organisation and Procedures for Buildings, 2002
- B. Australian Standard 3959: Construction of Buildings in Bushfire Prone Areas, 2005
- C. Australian Standard 4360: Risk Management, 2008
- D. Disability Discrimination Act, 1992
- E. Emergency Management Act, 2005
- F. Emergency Management Regulations, 2006
- G. Gas Standards Act 1972 and Gas Standards (Use of Gas Appliances) Order 2005
- H. Health Act 1911 and Regulations
- I. Industrial Relations Act, 1979
- J. Occupational Safety and Health Act, 1984
- K. Occupational Safety & Health Regulations, 1996

- L. School Education Act, 1999
- M. School Education Regulations, 2000

Related Kerry Street Documentation

- A. Procedures and Forms including:
 - 1. Bushfire Prevention and Preparedness Procedure
 - 2. Evacuation Point Maps
- B. Policies including:
 - 1. Building and Grounds Policy
 - 2. Critical Incident Policy
 - 3. Duty of Care Policy
 - 4. Emergency Response Procedures Policy
 - 5. Illness, First Aid and Medication Policy
 - 6. Record Management Policy
 - 7. Risk Management Policy
 - 8. WHS Policy
- C. KSCS Emergency Management Plan (EMP)
- D. KSCS Critical Incident Management Plan (CIMP)
- E. Evacuation Plan
- F. DOE Reportable Incidents form

References

- A. 'The Principal's Guide to Bushfire' – DOE – www.det.wa.edu.au/policies

Contact Person

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

- A. Approved by council April 2014
- B. Reviewed and approved July 2016
- C. To be reviewed April 2019
- D. Reviewed November 2019
- E. To be reviewed S2 2022

F. Reviewed October 2022

G. To be reviewed S2 2025

Revision History

Date	Revision	Detail
February 2020	V.1	Minor updates and edits
January	V.1.1	Formatted.
October 2022	V.1.2	Minor edits and formatting edits.