



MONASH Special Developmental School

EMERGENCY BUSHFIRE MANAGEMENT

1. POLICY STATEMENT

Monash SDS 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.

2. 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

The school must also regularly monitor emergency access to buildings and grounds

3. 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

| TERM | SAFETY PROCEDURE | PERSON RESPONSIBLE | COMPLETED |
|-----------|--|--------------------------------|-----------|
| Each Term | 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 & OH&S Staff | |
| | Check that building exits are kept clear of obstructions | Maintenance Staff | |
| | Check to ensure that assembly points are designated and have access to emergency equipment | Assistant Principal | |
| | Check that there is access to facilities and grounds for emergency vehicles | Assistant Principal | |

APPENDICES

Please Refer to EMP for evacuation details

EVALUATION

This policy will be reviewed annually

| | |
|--|---------------------|
| Date Implemented | 2014 |
| Author | Lois Mitchell |
| Approved By | School Council |
| Approval Authority (Signature & Date) | Tm 2 2014 |
| Date Reviewed | Tm 2 2014 |
| Responsible for Review | Assistant Principal |
| Review Date | 2016 |
| References | |