

EMERGENCY MANAGEMENT/BUSHFIRE POLICY

Rationale:

To ensure that we are prepared for any situation, either at school or when in the community.

Implementation:

- An Emergency management plan will be reviewed annually at the beginning of each year.
- The Principal, school leadership and school administration staff, will formulate plans and manage emergency management at Kingsbury Primary School.

Each term of the school year:

- Staff and students will take part in emergency management drills to prepare them. These will be a mix of drills, including telling people when and what will be rehearsed through to unannounced drills.
- All classrooms and staff members will follow the same practices and communicate these clearly to students.
- Parents will be asked to update their emergency contact details. These details will also be cross-checked regularly throughout the year.
- The newsletter will carry articles about how we manage emergency situations, in particular bushfires.
- The Emergency Management plans will be forwarded to DET.
- Staff will be trained for the Emergency Management roles as part of our Emergency Management Plan.
- Regular maintenance and inspection of all fire equipment will be carried out by a professional contractor.

The school will communicate its policies to the parent base through a variety of methods. These could include:

- The newsletter, email and placement on our website.

Emergency Bushfire Management:

- The grounds will be maintained regularly by the contracted gardeners and the rubbish will be removed on a weekly basis.
- The gutters will be cleaned annually by our Plumbing Contractors.
- The oval will be mowed on a regular basis.
- Flammable materials will be housed following OH&S guidelines.
- Building exits must remain clear under OH&S guidelines.
- Assembly points will be clearly displayed and communicated.
- Emergency vehicle access points to the school to be maintained.

School Camps and Excursions:

- Risk assessments will be carried out prior to all school camps and excursions.
- For school camps, the Emergency Management Plan for the chosen camp will be accessed during the planning stages.
- Thought will be given to the term in which a bush camp may be utilised. For example, bush camps may not be chosen in term 1 due to high fire danger in rural areas. If extreme fire or Code Red Days are forecast, then planned camps will be cancelled.

- When on camp, the school will abide by the Emergency Management Plan of the camp.
- Prior to camps, all parent contact information will be updated and all parents will be provided with emergency contacts for the camp and for the staff providing supervision whilst on camp.
- School excursions to bushfire areas will be cancelled on extreme fire days.
- Student injuries or illnesses that occur on school camps or excursions will be treated in accordance with the First Aid Policy. Parents and the school will be notified immediately.

This policy will be considered in conjunction with the current Emergency Management Plan and the Critical Incident Plan.

Reviewed and ratified by School Council on March 23rd March 2017.

Next Review March 2018

SC President