



## **BUSHFIRE PREPAREDNESS POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

Florence Street Blackburn 3130

#### **RATIONALE**

Blackburn Lake Primary School as an identified school on the BARR register, is committed to ensuring student safety in the event of a bushfire.

#### **AIMS**

To ensure the safety of all students and staff in a bushfire emergency. Blackburn Lake Primary School will:

- Comply with DET requirements of a school on the BARR Register (Bushfire at Risk Register).
- Provide updated information to parents via Compass news feeds
- Ensure necessary checks and procedures are followed as outlined in the BLPS Emergency Management Plan
- Ensure all staff are clear of their responsibility in the case of a bushfire emergency
- Ensure all Casual Relief Teachers (CRT's) are directed to the appropriate CRT folders for information regarding emergency procedures.

#### **IMPLEMENTATION**

- BLPS will have a current Emergency Management Plan that reflects our school's bushfire status and details all our emergency procedures
- Gutters will be cleaned at the beginning of each fire season
- The school will regularly manage materials that may easily be ignited around buildings and facilities.
- Our school will comply with appropriate fire regulations for building, facilities and grounds.
- Any flammable materials will be stored appropriately and clearly labelled.
- Evacuation/Fire drills will be conducted in accordance with our annual schedule (at least once per term)
- The school will make use of the DET Landscaping for Bushfire Prone Areas guidelines when considering new works.
- The school will maintain notices of bushfire evacuation procedures and contact numbers as part of our Emergency Management Plan.
- The Emergency Management plan will be located at the school office and distributed to every grade level.
- Bushfire information will be included in our parent information booklet and as part of the staff induction process.
- Parents will receive formal information as to "What to do on a Code Red Day" via our school's website, newsletter and Compass.
- Parents are also advised to make sure the school has their current contact details including mobile phone number.
- Off-site activities: The safety of students and staff is paramount and off-site activities may be cancelled, postponed or relocated if faced with the threat of bushfire. Off-site activities include any activity undertaken by staff and children away from their normal school activity. This could include:
  - Camps

- Excursions
- Sporting activities
- Training or conferences for staff

**Blackburn Lake Primary School is on the DET's Bushfire at Risk Register**

Therefore **ON CODE RED DAYS:**

- Blackburn Lake Primary School will be closed on days that are determined by fire authorities to be Code Red.
- Where possible, we will provide parents with prior notice of a planned closure following the issue of a Code Red warning.
- Families will be contacted directly to 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 or students will be on site on days when the school is closed
- Before and After School Care will be cancelled

**Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.

**EVALUATION**

This policy will be reviewed in line with our policy review cycle.

**RATIFIED BY SCHOOL COUNCIL: RATIFIED**

**DATE: 20<sup>th</sup> June, 2017**

**PRINCIPAL: Loisia Steed    SCHOOL COUNCIL PRESIDENT: Dan Watts**

