



Bushfire Policy

This policy is applicable to: Staff, students and parents

Managed by:

Combined Executive Team

Current as at: February 2018

Contact position:

Director of Community Relations

Contact number:

9298 9100

Next review date:
2020



Bushfire Policy

Purpose

This policy describes the decisions and arrangements made by the College to eliminate or reduce as far as reasonably practical the risk to staff, students and others, the environment and property arising from extreme and Catastrophic (Code red) fire alert days.

The College has applied advice from FESA and independent bushfire safety consultants to assist in the bushfire management strategy.

Scope

This policy is applicable to Helena College Inc and related organisations and activities controlled by the College.

Responsibilities

Management team

- To ensure adequate training of staff in all aspects of bushfire alert and evacuation protocols.
- To coordinate pre-emptive closure of the College on forthcoming declared Catastrophic Fire Alert Days.
- To report to the College Council the most significant Bushfire risk areas within the College grounds and surrounding areas, the effectiveness of relevant controls, and the status of key actions in progress aimed at mitigating the risk bushfire threat to the College.
- To communicate the policy to staff and engage with the staff in executing the *bushfire management process*.

College staff

- To be aware of and understand the policy.
- To assist where required in carrying out the *bushfire management process*.

Implementation

Prevention

The College will develop and implement annual schedules for bushfire prevention works around both campuses. Refer to Annual Maintenance schedule.

Preparation

The College will be prepared for a bushfire by undertaking the following tasks:

- Conduct fire and emergency drills several times per year.
- Ensure that fire fighting training for appropriate staff is provided
- Regularly update contact lists for students and staff.
- Ensure the all fire fighting and protection equipment is regularly maintained and meets the requirement of current regulations
- Regularly test and maintain the Early Warning Systems and other communication devices.



- Close the College on Catastrophic Fire Rating days and alert parents as per the notification procedures.

Response

The College has very clear, comprehensive plans with trigger events in place that determine how a response will be made to a bushfire threat.

- The main focus is early evacuation of the campuses.
- The critical incident response team/s at each campus will gather in the command centre and monitor the threat.
- The incident response team/s will liaise with emergency services.
- The College's charter bus company will be advised of a possible evacuation from the sites.
- The Glen Forrest Campus emergency evacuation procedures will be adhered to. Refer to Bushfire and Emergency Evacuation documentation.
- The Darlington Campus emergency evacuation procedures will be adhered to. Refer to Bushfire and Emergency Evacuation documentation.

Recovery phase

After the threat of a bushfire has passed an assessment will be made by the Principal and/or members of the Critical Incident Response Team who will be guided by advice from appropriate emergency personnel as to when the safe refuge can be vacated.