



## Bushfire Management DRSS

<b>Source of Obligation</b>	<p>The Victorian Registration Standards (sch 4 cl 12) require that we must ensure that the care, safety and welfare of students is in accordance with any applicable State and Commonwealth laws, and that staff are advised of their obligations under those laws. The Guidelines (4.4) also require that the School complies with the <u><a href="#">VRQA Guidelines for Registered Schools on Bushfire Preparedness</a></u>.</p>
<b>Bushfire At-Risk School</b>	<p>Schools listed on the <u><a href="#">Bushfire At-Risk Register</a></u> have additional obligations under the VRQA Guidelines, which are listed below.</p> <p>Dandenong Ranges Steiner School is listed on the Bushfire At-Risk Register.</p>

<b>Managing Ignitable Materials</b>	<p>Materials that may easily be ignited around our buildings and facilities must be regularly managed.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• we maintain a schedule for monitoring and removing of materials that may easily be ignited (including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation)</li><li>• flammable materials are stored in accordance with our <u>Hazardous Substances</u> policy.</li></ul>
<b>Emergency Access</b>	<p>We must ensure that emergency access to our buildings and grounds is maintained at all times and regularly monitored.</p> <p>It is our policy that:</p> <ul style="list-style-type: none"><li>• building exits are continuously kept clear of obstructions</li><li>• assembly points are designated and have appropriate access to emergency equipment</li><li>• there is access to facilities and grounds for emergency vehicles.</li></ul>

<p><b>Emergency Management Plan</b></p>	<p>In order to address the risks of bushfires, Dandenong Ranges Steiner School maintains a Bushfire Emergency Management Plan (EMP).</p> <p>This EMP is developed in consultation with the Country Fire Authority/Metropolitan Fire, Emergency Services Board, and the local Council.</p> <p>The EMP deals with:</p> <ul style="list-style-type: none"><li>• closing the School on days declared Severe and Extreme Fire Danger Days, or Code Red Days</li><li>• preparations and actions to take on non-closure days, in the event of bushfire or elevated risk</li><li>• responding appropriately to instructions from emergency services.</li></ul> <p>Documents recording an annual visit, or documents evidencing consultation with local agencies are maintained by Business Manager.</p> <p><b>Bushfire and Emergency Management Self-Assessment</b></p> <p>As recommended in the CECV Guidelines the School reviews it's Bushfire and Emergency Management Self-Assessment on an annual basis, ideally as part of the preparation for bushfire season The School retains this document each year for reference.</p>
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<b>Code Red Days</b>	<p>A Code Red Day is a day on which there is a Country Fire Authority Fire Danger Rating of Code Red.</p> <p>Code Red is the highest rating of the six fire danger ratings. Code Red Days indicate conditions with the risk of fires that will destroy homes, buildings and structures.</p> <p>Dandenong Ranges Steiner School will close on Code Red Days. Arrangements for what will happen on a Code Red Day will be communicated in accordance with the School's EMP.</p>
<b>Severe or Extreme Fire Danger Days</b>	<p>Following advice from the CFA, as Dandenong Steiner School does not have a certified shelter-in-place the School will close on days which the Country Fire Authority has rated as Severe and Extreme Fire Danger Days and this will be communicated in accordance with the School's EMP.</p>
<b>Communication</b>	<p>The Emergency Management Plan is communicated to staff, students and parents/carers through:</p> <p>School Newsletter, information evenings, bushfire policy information sheet</p>
<b>Staff Training</b>	<p>The EMP requires staff to be trained on their specific roles and responsibilities in preparing for, monitoring and executing emergency bushfire procedures, including the effective operation of emergency equipment.</p> <p>This training is organised by the School Assistant and carried out each year.</p>

<b>Evacuation Procedures and Drills</b>	<p>Evacuation procedures and drills are carried out in accordance with our Evacuation Procedures.</p> <p>These drills involve all students and staff moving to an off-site evacuation point or the primary place of assembly, the School Hall, in accordance with the EMP</p>
<b>Emergency Equipment Register</b>	<p>The School maintains an Emergency Equipment Register.</p> <p>During the October-April bushfire season, checks to ensure that the emergency equipment is in working order are carried out at least once per term, and the register is accordingly updated.</p>
<b>Notices of Bushfire Evacuation Procedures</b>	<p>Notices of bushfire evacuation procedures and bushfire emergency contact numbers are located in appropriate and prominent areas around the School, including in:</p> <ul style="list-style-type: none"><li>• each classroom</li><li>• each staffroom</li><li>• reception.</li></ul>
<b>Consultation with Local Agencies</b>	<p>The School consults with local agencies where relevant (the Country Fire Authority, Metropolitan Fire and Emergency Services Board, our local council) on our bushfire preparedness and compliance with local bushfire regulation of buildings, facilities and grounds.</p>
<b>Visitation Records</b>	<p>The School maintains a record of annual visitation or consultation with local agencies.</p>

<b>Shelter in Place/ Off-Site Safe Place/ Place of Assembly</b>	<p>The <u>VRQA Guidelines for Registered Schools on Bushfire Preparedness</u>. require a School to have either a shelter-in-place and/or In the case of an approaching bushfire, staff and students will be evacuated to an off-site save area.</p> <p>Dandenong Ranges Steiner School does not have a 'shelter-in-place' building. On advice from the Country Fire Association students and staff will be evacuated to an off site evacuation centre area (by bus to Fountain Gate Shopping Centre in Narre Warren, or Wellington Park Shopping Centre in Rowville) or if that is not possible then evacuated to the School's primary place of assembly, the School Hall.</p>
<b>Records</b>	<p>The School maintains records of:</p> <ul style="list-style-type: none"><li>• the provision of information on bushfire preparedness policies and procedures to staff (including relief staff) and parents/carers</li><li>• our closure arrangements for Severe, Extreme, or Code Red days as per the School's Emergency Management Plan</li><li>• training of staff with specific roles and responsibilities in preparing for, monitoring and executing emergency bushfire procedures, including the effective operation of relevant emergency equipment</li><li>• the practice of evacuation procedures and drills at least once per term during the October-April bushfire season. Dandenong Ranges Steiner School evacuation drills must involve all students and staff moving to either an off-site evacuation point or the primary place of assembly as per our Emergency Management Plan.</li><li>• completion of the Bushfire and Emergency Management Self-Assessment.</li></ul>

<b>Documentation</b>	This documentation is maintained by Business Manager and copies of all documents are stored School Office.
<b>Implementation</b>	The Education Facilitator is responsible for the effective implementation of this Policy.