



St. Paul's College



Emergency Bushfire Management

For Schools NOT on At-Risk Register

See Schedule below Addressing Items A, C, D, & F

- 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.
- B - Evidence of safe storage of flammable materials. (Walkthrough provided Upon Request)
- C - Evidence that the school regularly monitors emergency access to buildings and grounds.
- D - Evidence that building exits are continuously kept clear of obstructions
- E - Evidence that Assembly Points are designated and have appropriate access to emergency equipment (Walkthrough provided Upon Request)
- F - Evidence that there is access to facilities and grounds for emergency vehicles

Schedule Addressing Evidence & Documentation of Items A, C, D, & F (Above)
Each Term Facilities Maintenance will compile Evidence on the Schedule Below

- Term 1 - Weeks 1, 3, 5, 7, 9, 11 (if in school) - Monday of Each Week
- Term 2 - Weeks 1, 3, 5, 7, 9, 11 (if in school) - Monday of Each Week
- Term 3 - Weeks 1, 3, 5, 7, 9, 11 (if in school) - Monday of Each Week
- Term 4 - Weeks 1, 3, 5, 7, 9, 11 (if in school) - Monday of Each Week

Evaluation

This policy will be reviewed as part of the school's three-year review cycle and/or in response to DET requirement



Emergency Bushfire Management Record – NOT on At-Risk Register 2016



| Criteria Evidence of... | Month Monitored and Recorded | | | | | | | | | | | |
|---|------------------------------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| A – Monitoring/removing hazardous materials | | | | | | | | | | | | |
| B – Safe storage of flammable materials | | | | | | | | | | | | |
| C – Monitor Emergency Access to Buildings & Grounds | | | | | | | | | | | | |
| D – Exits clear of obstructions | | | | | | | | | | | | |
| E – Assembly Points designated & accessible | | | | | | | | | | | | |
| F – Access to facilities and grounds for Emergency Vehicles | | | | | | | | | | | | |

Personnel Initials (ie "TH") indicates evidence has been observed and confirmed

* Criteria B & E are evidenced by photographs taken at the start of each Term and stored electronically