



# VIC-EDU-P-036 Bushfire Emergency Plan

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## 1. Purpose

This plan provides guidelines for ensuring that MacKillop Education is effectively prepared for bushfires.

These guidelines have been taken from those provided by the Catholic Education Commission Victoria (CECV) and adapted for MacKillop Family Services ('MacKillop Education'). This document is in addition to the procedures described in the campus Emergency Response Procedure Manuals.

## 2. Scope

This bushfire emergency plan applies to all MacKillop Education staff.

## 3. Bushfire Preparedness

MacKillop Education recognises that bushfire preparedness is not just a concern of rural and regional schools. MacKillop Education campuses may be at risk from site specific factors (e.g., located in a leafy area) or because our students attend activities or camps in bushfire prone areas.

### **Bushfire at Risk Register (BARR)**

MacKillop Education campuses are not currently listed on the Department of Education Bushfire at Risk Register (BARR). At the beginning of each fire season, Campus Principals will review the BARR, to confirm that MacKillop Education campuses have not been added to the register.

If a campus becomes listed on the BARR, the Campus Principal must ensure that a Bushfire at Risk section is added to the campus Emergency Response Procedure Manual. This is requested of TrimEVAC through the MacKillop Family Services' property team.

### **Emergency Management and Bushfire Site Preparation Self-Assessment**

Principals will complete the *VIC-EDU-F-019 CECV Emergency Management and Bushfire Site Self-Assessment* Tool annually.

### **Reducing the impact from bushfires or other fires**

To reduce the risk of impact from bushfires or other fire, MacKillop Education Campus Principals will:

- Manage materials that may be easily ignited around buildings and facilities
- Monitor emergency access to buildings and grounds
- Maintain an Emergency Action Plan (EAP)
- Review Emergency Response Procedures annually
- Consider risk of bushfire when completing risk assessments for excursions
- Monitor forecast fire danger ratings for excursions in bushfire prone areas or in areas surrounded by grassland prior to excursion departure and monitor Vic Emergency app when on location.

MacKillop Education will ensure that information and training regarding this bushfire emergency plan are provided to staff.

## 4. Actions to reduce the impact of bushfire or other fires

### Manage materials that may be easily ignited around building and facilities

MacKillop Education employs the following measures to monitor and control the condition of the grounds, including identifying any overhanging branches from neighbouring yards, inflammable debris and rubbish near, around buildings or under buildings, gutters, dry grass and vegetation.

- MacKillop Education maintenance staff ensure general maintenance of buildings and grounds, including control of tan bark and other vegetation around buildings
- Arborist visits are conducted annually to reduce or remove overhanging branches or trees
- Flammable materials are safely stored according to the *VIC-EDU-P-034 Chemical Management Procedure*
- MacKillop Education Risk Register and Emergency Response Procedures are reviewed annually
- Site safety inspections are conducted once a term.

### Regularly monitor emergency access to building and grounds

MacKillop Education employs the following measures to monitor emergency access to buildings and grounds:

- Building exits, and entry and exit points to grounds are kept clear of obstructions
- Clearly visible Evacuation Diagrams in all areas of the school, including evacuation and assembly points
- Essential Safety Measures [ESM] Maintenance is carried out throughout the year and MacKillop Education receives an Annual Essential Safety Measure Report [AESMR] as confirmation of this maintenance program
- Site safety inspections are also conducted once a term
- Emergency vehicle access points to the ground are kept clear of obstructions.

### Maintain an up-to-date Emergency Action Plan (EAP).

MacKillop Education uses TrimEVAC to develop an Emergency Response Procedure Manual for each campus which form MacKillop Education's EAP.

The Emergency Response Procedure Manual is reviewed at least annually and immediately after any significant incident. Office Managers record amendments and annual reviews in a physical copy of the Emergency Response Procedure Manual, located in the school office. If changes to the manual are required (e.g., changes to the physical site), this is requested of TrimEVAC through the MacKillop Family Services' property team.

### Complete a risk assessment for all excursions

A risk assessment using the *VIC-EDU-F-044 Excursion Risk Register Template* is carried out for all excursions. This risk assessment includes consideration of the risk of bushfires. If a bushfire risk is identified, appropriate controls will be put in place to mitigate the risk and prioritise safety of students and staff.

### Monitor fire danger for excursions in bushfire prone areas

In the days leading up to activities in or around bushfire prone areas, MacKillop Education excursion staff regularly check the forecast fire danger rating for that fire weather district.

- On days of forecasted Catastrophic fire danger rating (FDR), all excursions in the fire weather district of the Catastrophic FDR forecast are cancelled.
- If the forecast fire danger rating is identified as extreme, or a total fire ban has been declared, the principal reassesses the excursion risk assessment using advice from regional emergency

management staff about whether the excursion should be cancelled. If an excursion is not cancelled, alternative lower risk activities may be required, depending on the location.

MacKillop Education excursion staff will also monitor the VicEmergency app while at the excursion. The app provides real time access to information and warnings about incidents in the excursion location and surrounding areas.

## 5. Resources

ABC Radio broadcasts regular bushfire activity in consultation with relevant authorities as do local radio stations in rural areas

Catholic Education Commission of Victoria

Local Government Authority.

VicEmergency App and VicEmergency Hotline on 1800 226 226

Victorian Bushfire Information Line (24-hours) on 1800 240 667

VIC-EDU-F-019 CECV Emergency Management and Bushfire Site Self-Assessment Tool

VIC-EDU-F-044 Excursion Risk Register Template

VIC-EDU-P-034 Chemical Management Procedure

## 6. Approval and Review Details

Approval and Review	Details
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