



PARK ORCHARDS PRIMARY SCHOOL

Bushfire Preparedness Management

PURPOSE

Schools must have a current emergency management plan that contains the four components of preparedness, prevention, response and recovery.

PARK ORCHARDS PRIMARY SCHOOL IS LISTED ON THE BUSHFIRE AT-RISK REGISTER. THE SCHOOL WILL BE CLOSED ON A **CATASTROPHIC DAY.**

AIMS

To ensure the safety of all students and staff in a bushfire emergency. Park Orchards 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 POPS 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.

GUIDELINES

The Bushfire Preparedness Guidelines elaborate on the prescribed minimum standards for the care, safety and welfare of students (Schedule 2, s12 Education and Training Reform Regulations 2007) and on the prescribed minimum standards for buildings, facilities and grounds (Schedule 2, s13 Education and Training Reform Regulations 2007). These standards aim to provide students with a safe and secure environment where the risk of harm is minimised and students feel physically and emotionally secure and to ensure that a school's buildings, facilities and grounds meet all legal standards and fully comply with health and safety requirements.

Schools must:

- ensure that staff, students and the school community know what the plan contains
- ensure that staff, students and the school community are trained so that they know what they are required to do during an emergency
- test emergency arrangements at regular intervals to ensure that procedures work and everyone learns emergency protocols

The emergency management plan must:

- describe actions to take before, during and after an emergency to ensure the ongoing safety of

staff, students and others

- cover all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times
- be reviewed annually and/or following an emergency or crisis
- be developed in consultation with relevant emergency services and the Security Services Unit

Bushfire emergency equipment

- Register of bushfire emergency equipment, in working order, which may include water supplies and equipment; fire hydrants, hose reels and extinguishers; sprinkler systems; alarms

Maintenance

- Gutters are cleaned at the beginning of each bushfire season by the maintenance staff or as needed e.g. termly
- Grass is cut regularly, the leaves are blown weekly and cleared weekly and drains are checked and cleared regularly (e.g. termly or as needed)
- There are no spaces where material can accumulate under buildings
- Grounds are inspected every term as part of OHS workplace inspections and any hazards are removed or when necessary

Flammable Materials

- The OHS chemical register notes the location of all flammable materials.
- Flammable materials requiring special storage are kept in external storage container which are checked quarterly as part of OHS site inspections

Building Exits

- Exits are continuously used during the day and are kept clear of obstructions
- Lighting is checked as per OHS Activities schedule

Assembly Points

- These are located on the bottom oval. See Emergency Management Plan.

Emergency vehicles – access points

- Emergency vehicles can enter from double gates in Bowmore Avenue- no other entrance is available

Bushfire Evacuation Procedures

- The bushfire evacuation procedures and bushfire emergency contact numbers are annually updated appropriately located around the school

ADDITIONAL INFORMATION

What happens on a **Catastrophic Day**?

- Schools, kindergartens and licensed childcare centres that have been identified as being at high fire risk and on the Department’s Bushfire At-Risk Register will close on days declared **Catastrophic**.
- Schools and services not on the Department’s Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.
- Where possible, up to 3-days notice of a planned closure will be provided; parents and carers should, however, expect that in some instances fewer than 3-days’ notice may be provided.
- Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or childcare centre is closed.
- Advice will be provided to you directly by your school, kindergarten or childcare centre.
- When a school or children’s service is closed for bushfire, no staff will remain on site and all out-of-school care programs (including vacation, before and after school programs) will not operate.

What happens if a school or service is only potentially closed?

- If the school or facility is listed as potentially closed on the School and Service Closure List, parents should start planning for alternative care arrangements for their child in the event that the planned closure proceeds.
- The final decision to close a school or children’s service will be confirmed no later than midday the day before the planned closure. Information regarding the school closing will be communicated by the Principal through Compass.
- This decision will not change, irrespective of an improvement in the weather forecast. No child should be left at home alone or in the care of siblings on high-fire danger days.

RELATED POLICIES AND FURTHER INFORMATION

Emergency Management Plan

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	February 2027