



EMERGENCY BUSHFIRE MANAGEMENT POLICY

1 SOURCE OF OBLIGATION

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 VRQA has issued guidelines for registered schools on bushfire preparedness.

Schools listed on the Bushfire At-Risk Register have additional obligations under the VRQA Guidelines.

Minaret College's campuses (Springvale, Officer, Doveton) are not listed on the [Bushfire At-Risk Register](#).

All staff must be familiar with and ensure that excursions and camps take into consideration the risk of bushfire at the location of the excursion or camp. If the venue is on Bushfire at Risk Register, a separate risk assessment must be completed.

2 EMERGENCY MANAGEMENT PLAN

In accordance with section 2.1 of the VRQA Guidelines on Bushfire Preparedness, the College maintains an Emergency Management Plan (EMP) that includes policies and procedures for the planning and approval of off-site activities which consider the risk of bushfire in the activity location.

The College's EMP is reviewed annually, and immediately after any significant incident.

3 MANAGING IGNITABLE MATERIALS

Materials that may easily be ignited around our buildings and facilities must be regularly managed. It is our policy that:

- a) 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)
- b) flammable materials are stored safely.

4 EMERGENCY ACCESS

We must ensure that emergency access to our buildings and grounds is maintained at all times and regularly monitored. It is our policy that:

- building exits are continuously kept clear of obstructions
- assembly points are designated and have appropriate access to emergency equipment
- there is access to facilities and grounds for emergency vehicles.

5 RELATED DOCUMENTS

- VRQA Guidelines for Registered Schools on Bushfire Preparedness
<https://www.vrqa.vic.gov.au/schools/Pages/bushfire-preparedness.aspx>
- Bushfire At-Risk Register
<https://www.education.vic.gov.au/about/programs/health/pages/bushfirerisk.aspx>
- Minaret College Emergency Management Plan

DOCUMENT CONTROL

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