



145 Coral Drive, Hampton Park, Victoria 3976
 Phone (03) 9702 8398, Fax (03) 9702 8498
 Email: coral.park.ps@edumail.vic.gov.au
www.coralparkps.vic.edu.au

EMERGENCY BUSHFIRE MANAGEMENT

POLICY STATEMENT: Coral Park Primary School has been identified as a school that is not on the Bushfire At-Risk Register, but as part of the school's Emergency Management Procedures there are some precautionary strategies that will be implemented by the school on a routine basis to ensure the safety of the school premises and its population.

GUIDELINES There must be evidence of the following:

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

The school must also regularly monitor emergency access to buildings and grounds.

Program

The following schedule will be carried out by the Facilities manager and the OHS coordinator to ensure fire safe premises. As part of the termly OHS Audits of each classroom, school and ground and surrounds areas of concern will be rectified by registered contractors or the Facilities manager.

Term	Safety Procedures	Person Responsible	Completed
Each Term	Check School premises for overhanging materials. This is completed each term as part of the grounds and surrounds audit.	Facilities Manager Bill Hains	Term 1 2020
	Remove Debris and Rubbish around and under Buildings. This is done each term working with the Justice Department.	Facilities Manager Bill Hains	Term 1 2020
	Clean Guttering.	Contracted Plumber As part of the 6 monthly maintenance review/ plan	Term 1 2020
	Check the school Building and grounds to ensure the safe storage of flammable materials. This has been completed in our risk register.	Facilities Manager Bill Hains and OHS Team	Term 1 2020

	Check that building exits are kept clear of obstructions. Completed each term as part of the OHS audit.	Facilities Manager Bill Hains	Term 1 2020
	Check to ensure that assembly points are designated and have access to emergency equipment. This is being completed.	Principal Justin Thompson	Term 1 2020
	Check that there is access to facilities and grounds for emergency vehicles. This is checked each term as part of our OHS audit.	Principal Justin Thompson	Term 1 2020

Date Implemented	2020
Author	Justin Thompson
Approved By	School Council
Approval Authority {signature and Date}	
Date reviewed	
Responsible for Review	Facilities Manager
Review Date	2022
References	

Things to complete.



Coral Park will purchase one of these to store flammable materials. This will be in the maintenance room which is locked. Cost: \$1904.45 from Seton industries.

Mark assembly points for all classes in the case of emergency. Bill completing this week.