



EMERGENCY BUSHFIRE MANAGEMENT POLICY

STATEMENT

Gardenvale 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.

STATEMENT

The following schedule will be carried out by the school maintenance staff member and the OH&S Coordinator to ensure fire safe premises:

MAINTENANCE SCHEDULE

TERM	SAFETY PROCEDURE	PERSON RESPONSIBLE	COMPLETED
Each Term	Check school premises for overhanging materials	Maintenance Staff	
	Remove debris and rubbish around and under buildings	Maintenance Staff	
	Clean guttering	Maintenance Staff	
	Check the school building and grounds to ensure the safe storage of flammable materials	Maintenance Staff	
	Check that building exits are kept clear of obstructions	Maintenance Staff	
	Check to ensure that assembly points are designated and have access to emergency equipment	Principal	
	Check that there is access to facilities and grounds for emergency vehicles	Principal	

RELATED POLICIES AND RESOURCES

- GPS Emergency Management Policy
- GPS Emergency Management Plan for evacuation details
- [Bushfire and Grassfire Preparedness](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2025
Approved by	Principal 5/5/25
Next scheduled review date	April 2026