# School bushfire site readiness review checklist

Checklist for schools in Category 0-3 (BARR) and Category 4 to use to prepare before the fire season.

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| School details |
| **School/ campus name:** |  |
| **School address:** |  |
| **Region** |  |
| **Review conducted by:** |  | Review date: |  |
| **BARR School Bushfire Attack Level Rating (BAL):** |  | Date of BAL rating: |  |

*The ‘Schools Facilities Profile’ site on edugate has your BARR school’s BAL rating*

### Ensuring your school’s buildings, safety equipment and surrounds are as bushfire/grassfire ready as possible is critical to reducing the consequences of bushfire/grassfire risk to students and staff.

This site readiness review checklist is a key part of your annual fire preparation and complements other important tasks including:

• Reviewing and updating the school’s Emergency Management Plan (EMP)

• Conducting regular drills/scenarios to rehearse emergency procedures

• Ensuring that staff with responsibilities in an emergency understand their roles

• Socialising your EMP with local emergency services, local council, and the CFA (the CFA will be able to advise on many of the items covered in this checklist)

• Aligning your EMP with that of any co-located facility sharing the school site

• Ensuring that all camps and excursions are recorded on the Student Activity Locator (SAL)

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| **Fire and Safety Equipment** |
|  | **Yes/No** | **Required Action** | **Due Date** |
| The school uses specific emergency warnings/alarms for evacuation, lockdown and shelter-in-place (if these are not able to function during a power outage, alternative arrangements have been developed) |  |  |  |
| Contents of the emergency kit are regularly checked against the checklist of required items in the schools Emergency Management Plan |  |  |  |
| The following fire protection equipment, where in place, has been tested (check testing tag for currency) and is in working condition in accordance with the Building Regulations 2006: |  |  |  |
| * Portable fire extinguisher/s, including correct colour code
 |  |  |  |
| * Fire blanket/s in kitchen/cooking areas
 |  |  |  |
| * Fire hose reel/s
 |  |  |  |
| * Fire hydrant/s
 |  |  |  |
| * Water storage tank connections for fire appliances
 |  |  |  |
| * Fixed water pressure pumps
 |  |  |  |
| * Emergency generator/power system
 |  |  |  |
| * Water supplies and equipment
 |  |  |  |
| * Sprinklers (including any roof mounted and irrigation systems)
 |  |  |  |
| * Alarms
 |  |  |  |
| * First aid materials
 |  |  |  |
| * Fire blankets
 |  |  |  |
| * Communications systems
 |  |  |  |
| * Other:
* (e.g. roller shutters on the shelter-in-place location)
 |  |  |  |
| The school’s register of emergency equipment and maintenance testing log is up to date  |  |  |  |
| Nominated staff have been instructed in, and practised the operation of fire protection equipment and systems  |  |  |  |
| Fire safety equipment, including hydrants are clear of vegetation and obstruction, is easily accessible and visible  |  |  |  |
| All fire protection equipment has clear signage and operating instructions are displayed  |  |  |  |

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| **Shelter-In-Place**  |  |  |  |
|  | **Yes/No** | **Required Action** | **Due Date** |
| Location/s in which to shelter-in-place on the site have been identified  |  |  |  |
| The SIP location/s are able to accommodate all students and staff  |  |  |  |
| The SIP location/s provide access to toilets and water |  |  |  |
| The SIP location/s have more than one entry and exit point |  |  |  |
| The SIP location/s allow access for students and staff of all abilities |  |  |  |
| The SIP location/s allow access to emergency services |  |  |  |
| Safety equipment in the SIP location/s is in proper working order  |  |  |  |
| The SIP location/s are not relocatable buildings |  |  |  |

All schools must have nominated location/s on site in which to shelter-in-place (SIP) in case of an emergency. The SIP location/s are used to provide temporary accommodation until emergency services arrive or as a place of last resort if there is insufficient time to evacuate.

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| **Vegetation Management** |
|  | **Yes/No** | **Required Action** | **Due Date** |
| The school site has been slashed or cleared of all flammable undergrowth such as dry grass and vegetation to the site boundary |  |  |  |
| A fuel reduction zone has been established around buildings *(20 metres as a guide)* by cutting long grass, removing dead vegetation and pruning lower limbs of established trees *(check with local council before removing trees)*  |  |  |  |
| The fuel reduction zone does not have plantings that are dense and typical of bushland settings *(but may include low plantings with low flammability characteristics - seek advice from the CFA if necessary)* |  |  |  |
| Trees or branches overhanging buildings and sheds have been removed or trimmed to a height of 2 metres from building rooflines and 2 metres clear of buildings |  |  |  |
| All stockpiled leaves, prunings, dead limbs and trees and other combustible materials have been removed from the site  |  |  |  |
| Thick, continuous shrubs or other vegetation contacting building walls or directly under windows have been removed |  |  |  |
| Roof gutters are clear of leaves, twigs and branches |  |  |  |

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| **Emergency Communications** |
|  | **Yes/No** | **Required Action** | **Due Date** |
| In case of a power outage, the school has options/arrangements to maintain communications from the shelter-in-place location (e.g. dedicated landline, Emergency Positioning Indicator Radio Beacon (EPIRB), satellite phone, designated school mobile phone) |  |  |  |
| Where possible, the school is able to access IT systems, including for sending emergency SMS messages to parents from an off-site location  |  |  |  |
| The school has a battery operated radio in its shelter-in-place location or emergency kit |  |  |  |

It is critical to ensure the school is able to remain in contact with emergency services, regional and departmental staff, parents and other relevant parties, such as school bus program coordinator/client schools etc. during an emergency.

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| **Flammable substances, materials and site rubbish**  |
|  | **Yes/No** | **Required Action** | **Due Date** |
| Gas storage systems (portable bottles and fixed tanks), flammable materials and substances and other dangerous goods are maintained, secured and controlled in accordance with the WorkSafe Code of Practice for the storage and handling of dangerous goods |  |  |  |
| Gas storage/flammable liquids are kept away from the SIP location/s  |  |  |  |
| If the car park is near the shelter-in-place location/s, arrangements exist for vehicles to be relocated when necessary (due to the risk of fuel tanks exploding) |  |  |  |
| Rubbish bins are emptied before each weekend and holidays |  |  |  |
| Rubbish bins are secured away out of school hours from any buildings and structures such as pergolas, verandas and trees  |  |  |  |
| Industrial bins are located in a secure area or the lid secured and away from the shelter-in-place location/s |  |  |  |

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| **Evacuation and Relocation, Site Access and Surrounds** |
|  | **Yes/No** | **Required Action** | **Due Date** |
| Evacuation diagrams are displayed in classrooms, hallways and general areas of buildings consistent with the ‘Guide to developing your emergency management plan’ |  |  |  |
| Exit signs are displayed over emergency exits |  |  |  |
| Designated emergency exits are free of obstruction and easy for students to open |  |  |  |
| The school has equipment to safely move students with a disability where this is required |  |  |  |
| Fire appliances can access water tank connections |  |  |  |
| Driveways and fire vehicle access areas are clear of debris and any obstacles (CFA advises fire truck access requires 4m wide and 4m high that is clear of overhanging branches and archway structures) |  |  |  |
| The school has more than one option for evacuating off-site  |  |  |  |
| Access to the off-site evacuation location/s have been confirmed with owner/manager (this location should, where possible, provide access to shelter, water and toilet facilities) |  |  |  |
| The school intends to relocate on Extreme fire danger rating days and has obtained endorsement from the School Council, agreement from the host school and approval from the Regional Director |  |  |  |
| Where neighbouring properties pose a fire risk to the school because of vegetation, flammable materials or activities conducted on the property, the school has consulted the property owner, local council, region, Department of Environment, Land, Water and Planning as appropriate to address this issue |  |  |  |
| Evacuation diagrams are displayed in classrooms, hallways and general areas of buildings consistent with the ‘Guide to developing your emergency management plan’ |  |  |  |