

BUSHFIRE SAFETY CHECKLIST FOR VICTORIAN SCHOOLS

BUSHFIRE SAFETY CHECKLIST 2007

School Name		School No.		Region	
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	(These items should be monitored and addressed on a continuing basis throughout the year.)	Yes	No	Required Actions/ Comments	Person Responsible For Action	Date Actioned	Sign Off
1.0	GENERAL HOUSEKEEPING						
1.1	The current Emergency Management Plan has been reviewed prior to the Bushfire Danger Period?						
1.2	The School staff are aware of their responsibilities as per the school's emergency management plan?						
1.3	Alternative school emergency coordinators have been nominated and briefed?						
1.4	The school has "Stay or Go" plans that have been tested in the event of bushfire/ wildfire and are known to the school community and emergency services?						
1.5	The school has a relationship with emergency services (i.e. fire service and police) and local government?						
1.6	The school has an emergency warning system which has been tested?						
1.7	Class rolls are readily accessible in an emergency?						
1.8	Visitor register is readily accessible in an emergency?						
1.9	First aid equipment and trained staff are available?						
1.10	Students medication needs are listed and arrangements in place for emergency evacuation?						
1.11	The school has a student (or staff) special needs "Stay or Go" plan?						
1.12	Has the school bus plan been reviewed by emergency services (i.e. fire services and police)?						
1.13	Are portable radios, including spare batteries, available to listen to ABC/ local radio stations for fire updates and emergency information?						

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	(These items should be monitored and addressed on a continuing basis throughout the year.)	Yes	No	Required Actions/ Comments	Person Responsible For Action	Date Actioned	Sign Off
1.14	Have any alterations been made to the buildings or services since last year?						
1.15	Have any alterations been checked and certified for fire safety compliance? http://www.cfa.vic.gov.au/documents/wmo_applicants_kit.pdf						
1.16	Fire warning and evacuation notices are displayed near the doorways in all occupied areas and are clearly visible and up to date?						
1.17	All stored flammable materials meet legislative safety compliance?						
1.18	All designated building exits are clear of obstructions, easy to open and suitable for safe use by children and staff?						
1.19	All areas around and under buildings are clear of flammable debris?						
1.20	All roof gutters are clear of flammable debris, such as leaves, twigs etc?						
1.21	Trees or branches overhanging buildings and sheds have been removed?						
1.22	Dry grass and vegetation has been slashed or cleared to the boundaries?						
1.24	A 20-metre fuel reduction zone (i.e. a fire break) has been established around the site by cutting long grass, removing dead vegetation and pruning lower limbs of established trees to provide a vertical fuel break?						
1.25	Suitable arrangements have been made to ensure all rubbish bins will be emptied regularly?						
1.26	All rubbish bins and wheelie bins are stored in a secured area on weekends and during holidays?						
1.27	Arrangements have been made to ensure that the industrial rubbish bin remains emptied and secured during holidays?						

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	(These items should be monitored and addressed on a continuing basis throughout the year.)	Yes	No	Required Actions/ Comments	Person Responsible For Action	Date Actioned	Sign Off
1.28	Arrangements have been made to store computer back-up information (admin. computer server and records) off-site, eg. Regional Office, etc?						
2.0	FIRE EQUIPMENT AND SYSTEMS						
2.1	Have fire protection systems been tested and verified this year (e.g. fire hydrants, evacuation alarms, emergency action plans, procedures, etc)?						
2.2	Have individual fire protection system elements functioned properly when tested?						
2.3	Are operating instructions provided and displayed for all fire protection equipment?						
2.4	Is the following fire protection equipment present on the site, in place, and in full working condition (as required)?	Yes/ No	Nos of.				
2.4.1	♦ Portable fire extinguishers						
2.4.2	♦ Fire blanket etc						
2.4.3	♦ Fire hose reels						
2.4.4	♦ Fire hydrants						
2.4.5	♦ Internal fire sprinkler system						
2.4.6	♦ Water tank connections for fire appliances						
2.4.7	♦ Fire water pressure pumps (fixed)						
2.4.8	♦ Portable pumps for fire fighting						
2.4.9	♦ Roof-mounted fire sprinkler system						
2.4.10	♦ Emergency electrical generator						
3.0	WATER SUPPLY	Yes	No				
3.1	The site has a continuous supply of water from public water mains?						
3.2	The site is dependent on stored water and the storage and supply method is as indicated below?						
3.2.1	♦ Bore with pump						
3.2.2	♦ Tank above ground, gravity feed for use						

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	(These items should be monitored and addressed on a continuing basis throughout the year.)	Yes	No	Required Actions/ Comments	Person Responsible For Action	Date Actioned	Sign Off
3.2.3	♦ Tank on ground, pressure pump for use						
3.2.4	♦ Tank in ground, pressure pump for use						
3.2.5	♦ Storage dam						
3.2.6	♦ Other (describe)						
3.3	The water supply system is able to function when the external power supply has failed?						
3.4	The site has adequate drinking water during a bushfire-risk situation?						
4.0	OTHER						
4.1	Gas storage systems (portable gas bottles and fixed gas tanks) are maintained secured and controlled to legislative compliance. (Refer Energy Supply Contractor, and the Fire Services for advice.)						
4.2	Emergency communications equipment is available and operational?						
4.2.1	♦ Battery radio						
4.2.2	♦ Power-fail telephone handset						
4.2.3	♦ Mobile telephone						
4.2.4	♦ Hand-operated fire alarm (portable siren)						
4.2.5	♦ Other (describe)						
4.3	The school, or a building on the site, is designated as a community emergency plan refuge? (Refer to Fire Refuges in Victoria: Policy & Practice.)						
5.0	DOCUMENTATION & RECORDS						
5.1	A copy of this completed checklist has been retained within the school's records for audit purposes?						
5.2	The site's OH&S management plan (or Business Continuity Plan) has been reviewed and updated this year?						
5.3	The site's Asset Management Plan has been reviewed and updated this year?						

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	(These items should be monitored and addressed on a continuing basis throughout the year.)	Yes	No	Required Actions/ Comments	Person Responsible For Action	Date Actioned	Sign Off
5.4	All mandatory maintenance logs and records for fire equipment and systems are up to date?						
5.5	A copy of the completed checklist has been provided to the local fire service and local government?						

NOTES:

NB: *Please ensure that all outstanding actions identified in the Bushfire Safety Checklist are completed as a matter of priority to ensure that the school's exposure to risk is minimised in the event of a bush fire. For assistance in addressing any identified physical works, please contact the Regional Emergency Management Coordinator or seek advice and assistance through your region's facilities unit.*

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REPORT AND VERIFICATION RECORD

All required **actions** identified in the checklist have been adequately and appropriately addressed and **completed**.

*Please return a copy of the **completed BUSHFIRE SAFETY CHECKLIST**, together with this **completed** verification record, to your **Regional Emergency Management Coordinator** no later than **16 November 2007**. (Please ensure site details are entered on every page.)*

PRINCIPAL SIGNATURE		
Date: ___/___/___	Comments:	
For Regional Office use:		

BUSHFIRE SAFETY CHECKLIST

Explanatory Notes

1.0 GENERAL HOUSEKEEPING

1.1 The current Emergency Management Plan has been reviewed prior to the Bushfire Danger Period?

Self explanatory

<http://www.cfa.vic.gov.au/documents/mfppg.pdf>

1.2 The School staff are aware of their responsibilities as per the emergency management plan?

Staff members with specific roles in the plan have been trained, and where required, equipped to carry out their roles.

1.3 Alternative emergency coordinators have been nominated and briefed?

Other staff members have been appointed as understudies and provided with training in first aid, communications, team leader role, fire service liaison, etc.

1.4 The school has “Stay or Go” plans that have been tested in the event of bushfire/ wildfire and are known to the school community and emergency services?

For schools in rural and some regional settings there is a likelihood that in a bushfire surrounding roads will be blocked by fire or obstructed by vehicles. Parents should be encouraged to stay where they are until the fire front has passed. Parents should also be warned that they may not be able to make their way to the school to collect their children if the fire front is near by, the emergency services may be restricting any movements in the area. In the event of a wildfire whilst the children are already at school does your plan cater for the possible presence of parents and their effect on the overall plan? Has a list of contacts and a communication protocol been established?

http://www.cfa.vic.gov.au/incidents/incident_updates.htm

<http://www.mfb.org.au/default.asp?casid=747>

<http://www.dse.vic.gov.au/DSE/nrenfoe.nsf/LinkView/90FCAC74BB9A4F2ECA257090001E6F22E2AC26BB87D6BFC4A2567CB000DB12D>

1.5 The school has a relationship with emergency services (i.e. fire services and police) and local government?

Prior to the fire season relationships should be established or re-established to ensure that the schools plan does not conflict with the plans of emergency services and local government. This is particularly crucial if the school building has been nominated as a fire refuge.

<http://www.cfa.vic.gov.au/documents/mfppg.pdf>

1.6 The school has an emergency warning system which has been tested?

Self explanatory – as per item 1.2

1.7 Class rolls are readily accessible in an emergency?

Self explanatory

1.8 Visitor register is readily accessible in an emergency?

Self explanatory

1.9 First aid equipment and trained staff are available?

Self explanatory

1.10 Students medication needs are listed and arrangements in place for emergency evacuation?

Self explanatory

1.11 The school has a student (or staff) special needs “Stay or Go” plan?

Those with special needs may require a separate assembly area and evacuation route/s to cater for specific disabilities in fire situations e.g. ramps, wheelchairs, walking frames and special vehicles. In many instances there will be one-on-one assistance required, are their sufficient staff? Specific

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instructions in management of special needs people may have to be written into existing plans. Testing of these arrangements must form part of any drills or exercises.

1.12 Has the school bus plan been evaluated by emergency services (i.e. fire services and police)?

Are the emergency services aware of normal and alternative routes? Regional staff and contractors involved in evaluation?

1.13 Are portable radios, including spare batteries, available to listen to ABC/local radio stations for fire updates and emergency information?

Self explanatory

1.14 Have any alterations been made to the buildings or services since last year?

Have any building alterations/additions changed evacuation routes, created cul-de-sacs or entrapment points? Have these alterations had an effect on your emergency plans? Does the plan need to be adjusted?

1.15 Have any alterations been checked and certified for fire safety compliance?

http://www.cfa.vic.gov.au/documents/wmo_applicants_kit.pdf

1.16 Fire warning and evacuation notices are displayed near the doorways in all occupied areas and are clearly visible and up to date?

Self explanatory

1.17 All stored flammable materials meet legislative safety compliance?

Self explanatory

1.18 All designated building exits are clear of obstructions, easy to open and suitable for safe use by children and staff?

Self explanatory

1.19 All areas around and under buildings are clear of flammable debris?

Self explanatory

1.20 All roof gutters are clear of flammable debris, such as leaves, twigs etc?

Self explanatory

1.21 Trees or branches overhanging buildings and sheds have been removed?

In addition to the above, will overhanging trees or branches impede access by emergency vehicles; consider the height of fire trucks.

1.22 Dry grass and vegetation has been slashed or cleared to the boundaries?

Self explanatory

1.23 A 20-metre fuel reduction zone (i.e. a fire break) has been established around the site by cutting long grass; removing dead vegetation and pruning lower limbs of established trees to provide a vertical fuel break?

http://www.cfa.vic.gov.au/documents/wmo_applicants_kit.pdf

1.24 Suitable arrangements have been made to ensure all rubbish bins will be emptied regularly?

Self explanatory

1.25 All rubbish bins and wheelie bins are stored in a secured area on weekends and during holidays?

Self explanatory

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1.26 Arrangements have been made to ensure that the industrial rubbish bin remains emptied and secured during holidays?

Self explanatory

1.32 Arrangements have been made to store computer back-up information (admin. computer server and records) off-site e.g. Regional Office, etc?

Self explanatory

2.0 FIRE EQUIPMENT AND SYSTEMS

2.1 Have fire protection systems been tested and verified this year (eg. Fire hydrants, evacuation alarms, emergency action plans, procedures, etc)?

Fire protection systems are normally inspected and tested at least annually by fire services or contractors, however, inspections and testing may have to be brought forward if any doubt exists.

2.2 Have individual fire protection system elements functioned properly when tested?

Check test and inspection logs as required.

2.3 Are operating instructions provided and displayed for all fire protection equipment?

Self explanatory

2.4 Is the following fire protection equipment present on the site, in place, and in full working condition (as required)?

2.4.1 •Portable fire extinguishers

- *Visual inspection only, check gauge (where fitted) for serviceability.*

2.4.2 •Fire blanket etc

- *Woollen blankets can be used for protection as a fire front passes.*

2.4.3 •Fire hose reels

- *Unroll, inspect for leaks, and ensure cabinet (if applicable) is unlocked.*

2.4.4 •Fire hydrants

- *Visual inspection for serviceability.*

2.4.5 •Internal fire sprinkler system

- *Check test and inspection logs as required.*

2.4.6 •Water tank connections for fire appliances

- *Check with local fire services for compliance.*

2.4.7 •Fire water pressure pumps (fixed)

- *Check test and inspection logs as required.*

2.4.8 •Portable pumps for fire fighting

- *Fuelled, tested. Staff trained in its use.*

2.4.9 •Roof-mounted fire sprinkler system

Check test and inspection logs as required.

2.4.10 •Emergency electrical generator

- *Fuelled, tested. Staff trained in its use.*

3.0 WATER SUPPLY

3.1 The site has a continuous supply of water from public water mains?

Water supplies and the possibility of loss of supply need to be considered in bushfire planning. Power supplies are often lost for days in bushfire situations. Local water authorities should be contacted to confirm questions about water supplies.

3.2 The site is dependent on stored water and the storage and supply method is as indicated below?

3.2.1 •Bore with pump

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Explanatory Notes

- 3.2.2 •Tank above ground, gravity feed for use
- 3.2.3 •Tank on ground, pressure pump for use
- 3.2.4 •Tank in ground, pressure pump for use
- 3.2.5 •Storage dam
- 3.2.6 •Other

If the school is to be used as a fire refuge alternative method of supply my have to be considered where practical and required.

3.3 The water supply system is able to function when the external power supply has failed?

As per Item 3.1

3.4 The site has adequate drinking water during a bushfire-risk situation?

Self explanatory

4.0 OTHER

4.1 Gas storage systems (portable gas bottles and fixed gas tanks) are maintained, secured and controlled to legislative compliance. (Refer Energy Supply Contractor, and the Fire Services for advice.)

Self explanatory

4.2 Emergency communications equipment is available and operational?

4.2.1 •Battery radio

- To be monitored at all times when fire fronts threaten.

4.2.2 •Power-fail telephone handset

- PABX and faxes will not operate with the loss of mains power.

4.2.3 •Mobile telephone

Depending on the location, mobile phone communications may be lost if a local transmitters loses mains power. Mobiles can provide an alternative if mains power is lost.

4.2.4 •Hand-operated fire alarm (portable siren)

4.2.5 •Other

4.3 The school, or a building on the site, is designated as a community emergency plan refuge? (This is identified within the State Disaster Plan.)

Fire services and municipal authorities can provide information regarding the status of your school as a fire refuge.

http://www.cfa.vic.gov.au/documents/fire_refuges_in_victoria.pdf

5.0 DOCUMENTATION & RECORDS

5.1 A copy of this completed checklist has been retained within the school's records for audit purposes?

Self explanatory

5.2 The site's OH&S management plan (or Business Continuity Plan) has been reviewed and updated this year?

Review should be done with any review of emergency management plan

5.3 The site's Asset Management Plan has been reviewed and updated this year?

As above

5.4 Are all mandatory maintenance logs and records for fire equipment and systems up to date?

Self explanatory

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Explanatory Notes

5.8 A copy of the completed checklist has been retained by local fire service and local government?

Self explanatory