



Emergency Bushfire Management Policy P045

Introduction

Plenty River College (the College) is an independent, specialist secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Qualifications. PRC provides a safe and inclusive learning environment for secondary school aged students who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Purpose

The College campuses are not listed on the [Bushfire At-Risk Register](#). All staff and volunteers at the College must comply with this policy in accordance with the VRQA Guidelines for Registered School on Bushfire Preparedness. All excursions on catastrophic bushfire days will be cancelled. The College maintains an Emergency Management and Critical Incident Plan that includes procedures for the planning and approval of off-site activities which consider the risk of bushfire in the activity location. This policy and the emergency management and critical incident plan are reviewed annually or immediately after any significant incident.

Materials that may easily be ignited around our buildings and facilities are regularly managed. It is our policy that we maintain a schedule for monitoring and removing materials that may easily be ignited (including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation) and flammable materials are stored safely (refer to the Maintenance Schedule below).

In addition, the College ensures that emergency access to our buildings and grounds across all campuses are always maintained 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.

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>



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Appendix 1: Building Exteriors, Grounds and Field Inspection Checklist – for both campuses (template)

School	Plenty River College
To be conducted by / Responsible officer	Executive Principal (or nominee)
Assisted by	Compliance and Operations Manager
Inspection	Every Term / Quarterly
Date of Inspection	

- Complete quarterly inspections for all relevant areas using this checklist.
- Photos may be taken to document and monitor hazards.
- If 'No' is recorded, document all identified hazards and rectify immediately.

Section 1 – Inspection Checklist

Ref No.	Inspection Item	Yes	No	N/A
1. Preventing slips trips and falls				
1.1	Building entrances and doorways are free from obstructions.			
1.2	Ground surfaces are even in good condition with no cracks, dips, or holes.			
1.3	Changes in surface level have been highlighted (e.g., with yellow paint).			
1.4	Kerbs and gutters are not cracked or crumbling, are in good condition and free from debris.			
1.5	Drains are clear and covered with grates.			
1.6	Drains and gutters are free from debris, leaves, and rubbish.			
2. External ramps, landings, and stairs				
2.1	Stairs, ramps, and landings are clean and free from obstructions and have a non-slip surface.			
2.2	Stairs and ramps have slip resistant strips (or other grip coatings) and are in good condition.			
2.3	All ramps have a smooth transition at the top and bottom.			



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Ref No.	Inspection Item	Yes	No	N/A
2.4	Handrails (if present) are firmly secured.			
2.5	Building materials are in good condition e.g., no visible bending, settling, sinking, or cracking of structures.			
2.6	All Tactile Ground Surface Indicators (TGSIs) are in good condition e.g., not cracked, lifted or slippery.			
2.7	Kerbs and gutters that have an incline to provide accessibility are not cracked or crumbling, are in good condition and free from debris.			
3. External building structures				
3.1	External walls are in good condition (e.g., no peeling paint or cracks in brick mortar).			
3.2	Eaves are in good condition (e.g., no broken panels).			
3.3	Guttering and downpipes are in place with no cracks, holes, or rust damage			
3.4	Ensure guttering is cleared of debris and foliage by person qualified to work at heights above 2 metres.			
3.5	Retaining walls are in good condition (e.g., no cracks or evidence of movement or water damage).			
3.6	Windows are painted and in good condition (e.g., no cracked or broken panes, window frames are not rotting, or water damaged).			
4. Preparing for emergencies				
4.1	Assembly points are designated, signposted, and have appropriate access to emergency equipment			
4.2	Emergency vehicles have access to grounds and facilities.			
4.3	Grounds are free 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.			
5. Gardens and grounds				
5.1	Trees and shrubs look healthy and are free of dead or overhanging branches.			
5.2	Grass has been mowed recently and is in a well-maintained condition.			
5.3	Fences are in good condition (e.g., no damage to posts, post footings or holes present).			



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Ref No.	Inspection Item	Yes	No	N/A
5.4	Gates are in good condition and can be secured.			
6. Outdoor lighting				
6.1	Outdoor lighting is in good working order.			
7. General workplace signage				
7.1	School entrance/exits are clearly marked.			
7.2	'No Smoking' signage is clearly displayed at all entrances to the school.			
7.3	Signage at the front gate to school instructing all visitors to report to the general office is clearly displayed and legible.			
7.4	Signage at the general office to notify all persons undertaking work to undergo an induction is clearly displayed and legible.			
7.5	The safety marking signage "WARNING: SWINGING ON THE BACKBOARD MAY CAUSE SERIOUS INJURY OR DEATH" is in place, legible and in good condition.			
7.7	HAZCHEM Signage is located at the main entrance to the property (if applicable).			
7.8	Confined Space Signage is located next to entry ports to septic systems and water tanks.			
8. Traffic management				
8.1	Road surfaces are even and in good condition (e.g., no potholes or dips).			
8.2	Barriers to protect pedestrian walkways/pathways are in good condition and are free from rust and corrosion.			
8.3	Designated parking areas are clearly marked.			
8.4	Designated disabled parking areas are clearly marked.			
8.5	'No Parking' areas are clearly marked.			
8.6	Emergency service access and parking areas are clearly marked.			
8.7	Road directional signage is clearly marked.			
8.8	Speed limit signage is displayed and legible.			
8.9	Pedestrian crossings are clearly marked.			
9. Water tanks				
9.1	Water tanks are in good condition and are free from visible damage or leaks.			
9.2	Access points to the tank are secured to prevent vandalism and unauthorised access.			



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Ref No.	Inspection Item	Yes	No	N/A
9.3	Water tanks' entry ports are able to be secured.			
9.4	Water tank inlets are insect-proofed and leaf filters are provided.			
9.5	Ensure water tank gutters are free of leaf material and other debris Engage person qualified to work at heights above 2 metres if required.			
9.6	There is no overhanging vegetation over the water tank roof.			



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