

# Emergency Management and Bushfire Site Preparation Self-Assessment

<b>School:</b>	St. Thomas' Primary School terang	<b>E No.</b>	E 2037
<b>Address:</b>	1 Lyons St Terang, Vic 3264		
<b>Completed by:</b>	Paul Brown		
<b>Date:</b>	17/9/2020		

## Introduction

The Emergency Management and Bushfire Site Preparation Self-Assessment Tool has been modelled on that developed by the Department of Education and Training (DET) in conjunction with Municipal Association of Victoria (MAV), Catholic Education Commission of Victoria (CECV) and the Independent Schools Victoria (ISV) for use by Victorian schools.

While it may appear your school is at limited or no risk from bushfire, the survey examines general emergency management arrangements. As a result, all schools should consider completing and reflecting on the assessment.

This self-assessment is for your internal use. The information generated will not be collected by ACFE, and ACFE staff will not provide advice on the outcomes or action you should take. Following completion of the self-assessment, it is recommended that you review your Emergency Management Plans, particularly if you believe that the self-assessment identifies areas of concern. You may also wish to contact the emergency services in your area for advice or further information.

## Instructions

- The tool consists of 115 items. It is preferable that you respond to them all.
- The assessment will take approximately 45-60 minutes to complete, depending on the complexity of the site and the availability of source information.
- The majority of questions require two assessments:
  - how “important” the matter is to your school
  - the “performance” of your school in relation to the relevant matter
- Responses to each statement are recorded on a scale of 1 to 7 scale where 1 = very low and 7 = very high (e.g. 1 = the matter is of minor importance or the performance is very poor and 7 = matter is extremely important or performance is extremely strong).
- Some questions require one choice to be made from a range of possible responses; a small number of questions/statements allow for multiple responses.

## Bushfire and Emergency Management Self-Assessment

- In analysing the information you gather you may wish to look particularly at those areas where you have ranked the importance of the matter as high or very high and your performance as poor or very poor.

## 1. School details

### 1.1. Sites occupied by the school

#### St. Thomas' School

- |    |   |   |                             |
|----|---|---|-----------------------------|
| 1. | School name:  | St. Thomas' Primary School              |                             |
| 2. | Name and street address of main operating site  | Name: St Thomas' Primary School         |                             |
|    |   | Address: 1 Lyons St.                    |                             |
| 3. | Person completing the assessment  | Name: Paul Brown                        |                             |
|    |   | Role: Compliance & Risk Officer         |                             |
| 4. | Is this self-assessment for the main operating site of the school?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Number of operating sites the school has. <i>(Note: Assessments should be completed for each site).</i> | <input checked="" type="checkbox"/> 1   | <input type="checkbox"/> 2  |
|    |   | <input type="checkbox"/> 3              | <input type="checkbox"/> 5  |

### 1.2 Further Information

- |    |   |                                     |
|----|---|-------------------------------------|
| 6. | Name of site emergency contact                  | Ben van de Camp                     |
| 7. | Email address of emergency contact              | bvandecamp@stterang.catholic.edu.au |
| 8. | Phone number of emergency contact               | 0409961517                          |
| 9. | After hours contact number of emergency contact | 03 55615508                         |

## 2 Hazards & Bushfire risks on the site

10. Most prominent vegetation around the site (*Please select one*)  
*See page 18 for Vegetation classifications guide*
- ☐ Forests  
☐ Woodlands  
☐ Tall Heaths  
☐ Short Heath  
☐ Rainforests  
☐ Grasslands  
☒ Managed Land  
☐ None (urban environment)
11. Shortest distance in metres between buildings on the site and the most prominent vegetation? (*Please select one*)
- ☐ less than 100m  
☐ 100m or more
12. Steepest **downhill** slope from buildings on the site to the most prominent vegetation? (*Please select one*)  
*See page 19 for Slope assessment guide*
- ☐ 0° (flat or uphill only)  
☒ 0 – 4° downhill  
☐ 5 – 9° downhill  
☐ 10 – 14° downhill  
☐ 15 ° +

Each of the previous three questions provide an indication of the relative bushfire risk of your site. The CFA ([www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)) provides an online self assessment tool for households which may also provide useful indication of bushfire risk for schools.

## Bushfire and Emergency Management Self-Assessment

### Other hazard risks of the site

Estimate the extent of risk or hazard to the site posed by the following in the forthcoming year on a scale from low (1) to high (7).

13. wild fire (i.e. sudden fire identified in the immediate vicinity of the site)

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. fire within the site

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. flood

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. wind damage or storm damage

Low to high 1 to 7						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. risks during construction on the site

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. hazardous industries close to the site (e.g., hazardous industries, chemicals, chlorination plants)

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. hazardous structures or transport systems close to the site (e.g. railway or road with risk of accident or spillage)

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20. other (specify below)

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Click here to enter text.](#)

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### 3 People on the site and site activities

#### 3.1 People who use the site (Complete this section to reflect an average operating day)

21. Typical number of participants on the site (Please select one) ☐ 1 – 25  
☐ 26-50  
☐ 51-100  
☒ 101-300  
☐ 301-600
22. Age range of participants on the site (Please select all that apply) ☒ under 16  
☒ 16 - 60  
☒ over 60
23. Typical number of staff on the site ☐ 1 - 10  
☒ 11 – 20  
☐ More than 20
24. Number of on-site staff who have emergency management training and experience (e.g. SES or first aid experience)? ☐ 0  
☐ 1 – 5  
☐ 6 – 10  
☒ More than 10
25. Number of on-site staff who are current CFA volunteers? ☐ 0  
☒ 1-3  
☐ 4-5  
☐ More than 5
26. Number of participants with English as a second language? ☒ 0-10  
☐ 11-20  
☐ 21-30  
☐ More than 30
27. Number of participants with a disability which could affect their capacity to respond in an emergency? ☐ 0-10  
☒ 11-20  
☐ More than 20
28. Number of people with documented medical conditions which could impact upon our emergency arrangements? ☒ 0-10  
☐ 11-20  
☐ More than 20

3.2 Uses of the site

29.

If the site includes a residential facility (e.g. live in or boarding facility) what is the maximum number of people who stay overnight on the site?

☒ No residential facility

☐ 1 – 20

☐ 21 – 40

☐ More than 40
30.

The site operates outside normal business hours

☐ Yes

☒ No
31.

The site operates at weekends and during school holidays

☐ Yes

☒ No

3.3 Transport to and from the site

The approximate percentages of participants who use the following modes of transport to the site are:

32.

Walk/ride

☒ 0 – 20%

☐ 21% – 40%

☐ 41% - 60%

☐ 61% - 80%

☐ 81% - 100%
33.

Drive

☐ 0 – 20%

☒ 21% – 40%

☐ 41% - 60%

☐ 61% - 80%

☐ 81% - 100%
34.

Public transport (including taxis)

☐ 0 – 20%

☐ 21% – 40%

☐ 41% - 60%

☒ 61% - 80%

☐ 81% - 100%
35.

Some or all of the participants travel through areas of high bushfire risk on their journey to the site

☒ Yes

☐ No

☐ Don't know
36.

Likelihood of all the roads into and away from the city/town/community being compromised in the event of a severe bushfire?

Low to high 1 to 7						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Site infrastructure and management of the site infrastructure risk

### 4.1 Physical layout of the site

37. Number of buildings on the site (including sheds, garages etc)
- ☒ 1 – 5  
☐ 6 or more
- Predominant construction of the buildings on the site
38. Walls
- ☐ Concrete  
☐ Steel sheet  
☒ Masonry  
☐ Timber  
☐ Other
39. Roofs
- ☐ Clay/Concrete tiles  
☐ Steel tiles  
☒ Steel sheet  
☐ Other metal sheeting  
☐ Non-metal sheeting  
☐ Other
40. The predominant type of window glass at the site is
- ☐ Fire protected  
☒ Standard
41. There are buildings on the site with underfloor space that is unsealed externally
- ☐ Yes  
☒ No
42. There are buildings on the site with roof space that is unsealed externally
- ☐ Yes  
☒ No
43. Is building or site construction work in progress or planned within the next six months?
- ☐ Yes  
☒ No

### Management of physical risks

44. There is appropriate management of materials which may easily be ignited (including removal of overhanging branches, dry grass, flammable debris and rubbish around and under buildings, gutter cleaning, storage of wheelie bins in a secure area, regular emptying and secure storage of industrial rubbish bins, cut back of vegetation)
45. Storage of all flammable materials, including gas, paints, sealant etc complies with legislated safety standards

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



46.

All designated building exits are continuously kept clear of obstructions and are safe for use by all users.

Performance 1 to 7

☐

☐

☐

☐

☐

☐

☒

Importance 1 to 7

☐

☐

☐

☐

☐

☐

☒

47.

Computer back-up information is stored offsite (including computer server, administration and other records)

Performance 1 to 7

☐

☐

☐

☐

☐

☒

☐

Importance 1 to 7

☐

☐

☐

☐

☐

☐

☒

Please list any improvements that could be made to ensure the appropriate management of all materials which can be easily ignited (e.g. litter, rubbish bins, items which will easily ignite from ember attack or radiant heat)

Click here to enter text.

5. The site’s infrastructure uses in an emergency

5.1 Emergency management capability

48.

The emergency management plan indicates an assembly point within the site grounds?

☒ Yes  
☐ No
49.

If the assembly point indicated in the emergency management plan is on the site grounds, it is:

☐ Grass  
☐ Hard surface (eg gravel)  
☐ Building  
☒ Other

If the assembly point is a building , what is the predominant construction of:

50.

Walls

☐ Concrete  
☐ Steel sheet  
☐ Masonry (brick)  
☐ Timber  
☐ Other  
☒ Not a building
51.

Roof

☐ Clay/Concrete tiles  
☐ Steel tiles  
☐ Steel sheet  
☐ Other metal sheeting  
☐ Non-metal sheeting  
☐ Other  
☒ Not a building
52.

Glass

☐ Fire protected  
☐ Standard  
☒ Not a building
53.

Is the **underfloor space** completely sealed externally?

☐ Yes  
☐ No  
☒ Not a building
54.

Is the **roof space** completely sealed externally?

☐ Yes  
☐ No  
☒ Not a building

55.

The emergency management plan assembly point has appropriate water, sanitation, first aid, equipment such as fire blankets and communications equipment

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

56. There is good access for large vehicles such as trucks and buses to all important areas of the site during an emergency (e.g. buses, fire trucks, other emergency vehicles will have good access even in the event of a fire when one access route is blocked for example by one or more cars)
57. There is appropriate space for large vehicles such as buses and trucks to turn around (e.g. buses, fire trucks, other emergency vehicles will have appropriate space to turn even in the event of a fire if a turning area is blocked for example by one or more cars)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 5.2 Community designated emergency management plan assembly point on site

58. Is an area or building on the site a designated community emergency management plan assembly point? ☒ Yes ☐ No
59. If an area/building on the site is a designated community emergency management plan assembly point, is it the same assembly point as the site's assembly point? ☐ Yes ☒ No (details below)

## 5.3 Emergency management equipment

60. Fire protection systems and equipment are tested and verified as functional at least annually (e.g. fire hydrants, hose reels alarms etc are tested at least annually by fire services or appropriate contractors)
61. Appropriate records of the testing of fire protection systems and equipment (including inspection logs or similar) are maintained.
62. Operating instructions are appropriately displayed for all fire protection equipment
63. Portable fire extinguishers are accessible and appropriately maintained (regular visual inspections, checking of gauges (where fitted) serviceability checks)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

64. Fire blankets are appropriately maintained and accessible

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

65. Fire hose reels are appropriately maintained and accessible (i.e. fire hose reels are regularly unrolled, inspected for leaks and any cabinet is kept unlocked)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

66. Fire hydrants are appropriately maintained and accessible (i.e. including inspection for serviceability and tested every 6 months)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

67. Internal fire sprinkler system (if fitted) is appropriately maintained (including regular inspection by a qualified third party)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

68. Water pumping equipment for firefighting (water tank connections for fire appliances, fire water pressure pumps (fixed), portable pumps for firefighting) is appropriately maintained and accessible

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

69. Water supply (e.g. bore with pump, tank above ground, gravity feed for use, public water mains, tank on-ground, tank in-ground, storage dam) is appropriately maintained and accessible

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

70. Roof mounted fire sprinkler system (if fitted) is appropriately maintained (including regular inspection by a qualified third party)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

71. Emergency warning system is appropriately maintained (including testing and training of relevant staff)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

72. Smoke alarms are appropriately maintained and tested and any batteries regularly replaced.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

73. First aid kits are regularly restocked and reviewed for use by dates.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

74. Access is available to emergency information through AM/FM radio (including equipment that works without mains power)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

75. Telephone contact can be maintained without mains power (e.g. telephone handsets that work without mains power, mobile phones, satellite phone)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

76. Hand-operated fire alarms or portable sirens are available

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

77. People on site know how to use the fire protection and communication equipment

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

78. Up to date fire warning and evacuation notices are clearly displayed near doorways in all occupied areas

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

79. First aid kits are available in the event of an emergency.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

80. There is an appropriate supply of drinking water in an emergency (including alternative sources in the event of a power failure)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 5. Emergency management roles, responsibilities and processes

### 6.1 Oversight and Culture

81. The Committee of Management or Board has appropriate oversight of emergency management planning (i.e. an understanding of emergency management planning and its importance)
82. There is clear leadership and lines of responsibility in relation to emergency management planning
83. The site emergency management plan and bushfire plan are reviewed by emergency services (e.g., CFA, MFB, Victoria Police, SES)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 6.2 Development of the emergency management plan

84. The person accountable for ensuring the development and implementation of the emergency management plan:
85. The emergency management is regularly maintained and updated
86. The person/body responsible for formally approving the emergency management plan (including signing off each time the emergency management plan is reviewed and updated)
87. There is adequate involvement of the appropriate emergency services authorities in developing the emergency management plan (i.e. relationships established or re-established with emergency services such as CFA, MFB,

Name:

Title:

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- ☐ Committee of Management
- ☒ CEO/Manager
- ☐ Other

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						

- SES, Ambulance Victoria or Victoria Police when developing and updating the plan)
88. The emergency management plan identifies the main risks and hazards (i.e. includes actions required, persons responsible, communication and evacuation plans, etc in the event of such a risk or hazard arising)
89. Appropriate people are involved in developing the emergency management plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 6.3 Emergency Management Plan content

90. The emergency management plan is appropriately comprehensive (including the main risks and hazards, actions required, persons responsible, communication, succession, evacuation plans, consideration of wider community risks (e.g. roads) etc)
91. The emergency management plan deals appropriately with the management of a bushfire emergency (including actions required, persons responsible, communication and evacuation plans etc in the event of a bushfire)
92. The emergency management plan is adjusted as appropriate to take into account current and future construction works (e.g. where people or vehicular access is changed either temporarily or permanently)
93. An appropriately detailed back-up plan is outlined in the emergency management plan (i.e. in case the primary plan cannot be executed due to danger, unavailability of key emergency management staff etc)
94. The emergency management plan takes account of staff being away the responsibilities of staff that may have responsibilities away from the school in an emergency (e.g. CFA volunteers, home-based care responsibilities)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
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Importance 1 to 7						
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Performance 1 to 7						
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Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Performance 1 to 7						
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95. There is appropriate capacity to carry out the emergency management plan (i.e. sufficient staff to carry out key roles including using fire equipment, supervising evacuations, searching rooms, handling communications, assisting those with disabilities or injuries, etc)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 6. People considered in the emergency management plan

96. Class rolls and staff lists are readily accessible in an emergency (i.e. to account for all students and staff)
97. The emergency management plan takes appropriate account of less-mobile people and those with a disability (including appropriate assembly areas, evacuation routes for people with disabilities, appropriate one-on-one assistance allocated, special vehicle access arrangements made)
98. The emergency management plan takes appropriate account of communication to people with a language background other than English
99. The emergency management plan takes appropriate account of on site residents.
100. The emergency management plan takes account of contractors and other visitors.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
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Importance 1 to 7						
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Performance 1 to 7						
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Importance 1 to 7						
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Performance 1 to 7						
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Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 7.2 Plan roles and responsibilities

101. An appropriate person responsible for making key decisions (e.g. evacuation of the site) in the event of an emergency is clearly identified in the emergency management plan and is aware of their responsibilities.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



102. Appropriate alternative arrangements to account for key emergency management plan staff being unavailable are included in the plan.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

103. Not being overly dependent on emergency services in order to execute the emergency management plan

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 7.3 Monitoring and triggers

104. An appropriate monitoring system is in place on days of high fire danger to trigger initiation of the emergency management plan (e.g. listening to ABC radio, watching for smoke and links to emergency services)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

105. An individual has clear responsibility for “triggering” the emergency management response

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 7.4 Evacuation process

106. The emergency management plan includes an appropriate plan and criteria for evacuating the site (if this is the safer option)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

107. The emergency management plan includes an appropriate plan and criteria for remaining on the site (if this is the safer option)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

108. The emergency management plan will enable all persons to be evacuated safely if the decision is to leave the site

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 7.5 Training and testing

109. Staff are appropriately trained in how to execute the emergency management plan (i.e. staff members with specific roles in the plan have been trained and where required, equipped to carry out their roles)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

110. Key elements of the emergency management plan are tested/practised (e. full fire drill, evacuation, staff practice operating emergency management equipment)

- ☐ each month  
☐ three or four times a year  
☒ twice a year  
☐ annually  
☐ Never

111. The last time all the main elements of the emergency management plan were tested/practiced (i.e. full fire drill, evacuation, etc)

- ☐ this month  
☒ 3 months ago  
☐ 6 months ago  
☐ 12 months ago  
☐ Never tested

## 8. Communication of the emergency management plan

112. The emergency management plan is regularly communicated to all key parties (e.g. staff, students, committee members, volunteers, site visitors)

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

113. Local emergency services understand the emergency management plan (e.g. documentation of the plan being discussed with local fire authorities, CFA, MFB and SES, Ambulance Victoria, Victoria Police) including their involvement.

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

114. Staff, participants and volunteers understand the emergency management plan including their involvement and the procedures that apply

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

115. There is an established process to contact emergency services in the event of a bushfire emergency

Performance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Importance 1 to 7						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Commentary on bushfire risk management

Describe the key challenges you face in preparing for and managing bushfire or emergencies at your site

Having buses arrive swiftly as STT rely's on public buses to transport students

Describe any specific initiatives you have in place now to improve your bushfire and emergency management planning and preparedness

New site and area maps placed internally around the school.

## 10. Vegetation classification



### Forests

Open tree canopy dominated by eucalypt species (typically >10m in height) with crowns that touch or overlap. Canopy allows most sunlight to penetrate supporting growth of a prominent understorey layer varying between hard-leaved shrubs to luxuriant soft leaved shrubs, ferns and herbs.



### Woodlands

Dominated by an open to sparse layer of eucalypts with the crowns rarely touching. Typically 15-35m high (may be shorter at sub-alpine altitudes). Diverse ground cover of grasses and herbs. Shrubs are sparsely distributed. Usually found on flat to undulating ground.



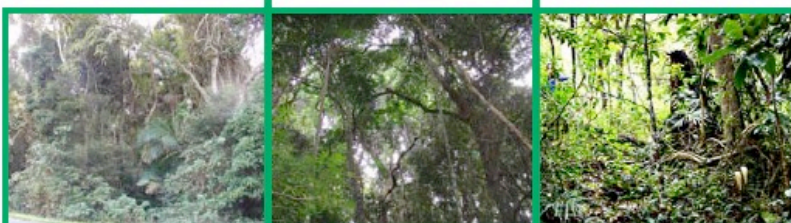
### Tall Heaths (scrub)

Shrubby vegetation greater than 2 metres tall. Principal plant species include banksias, spider flowers, wattles, legumes, eucalypts, tea-trees, paper barks, she oaks, grass trees, cord rushes and sedges. Grasses are scarce. Not found in arid and semi arid locations. Includes Hawkesbury Sandstone vegetation with scattered overstorey trees and predominantly healthy understorey and coastal heath. May include some mallee eucalypts in coastal locations.



### Short Heath (Open Shrub)

Shrubby vegetation less than 2 metres in height. Often more open in canopy. Principal plant species include banksias, spider flowers, wattles, legumes, eucalypts, tea-trees, paper barks, she oaks, grass trees, cord rushes and sedges. Grasses are scarce. Not found in arid and semi arid locations.



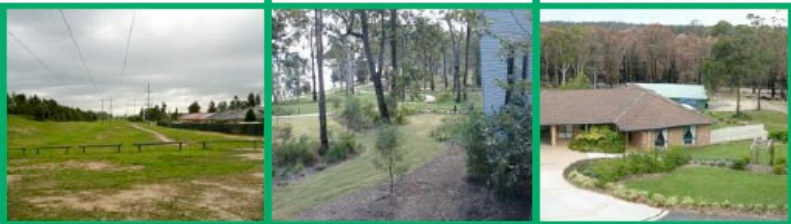
### Rainforests

Closed and continuous complex tree canopy composed of relatively soft, horizontally-held leaves. Generally lacking in eucalypts. Understorey typically includes ferns and herbs. Vines often present in canopy or understorey. Occur mainly in areas that are reliably moist, mostly free of fire and have soils of moderate to high fertility. Typically coastal and escarpment locations.



### Grasslands

Dominated by perennial grasses and the presence of broad-leaved herbs on flat topography. Lack of woody plants. Plants include grasses, daisies, legumes, geraniums, saltbushes and copperburns.



### Managed Land

Non-vegetated or reduced vegetation areas such as: actively grazed pastures, maintained urban yards, maintained lawns, crops, orchards, vineyards, commercial nurseries, playing fields, golf course fairways, cleared parks, non-vegetated areas, formed roads and footpaths including cleared verges, waterways, etc.

Photos supplied by Hotspots Fire Project



Slope assessment

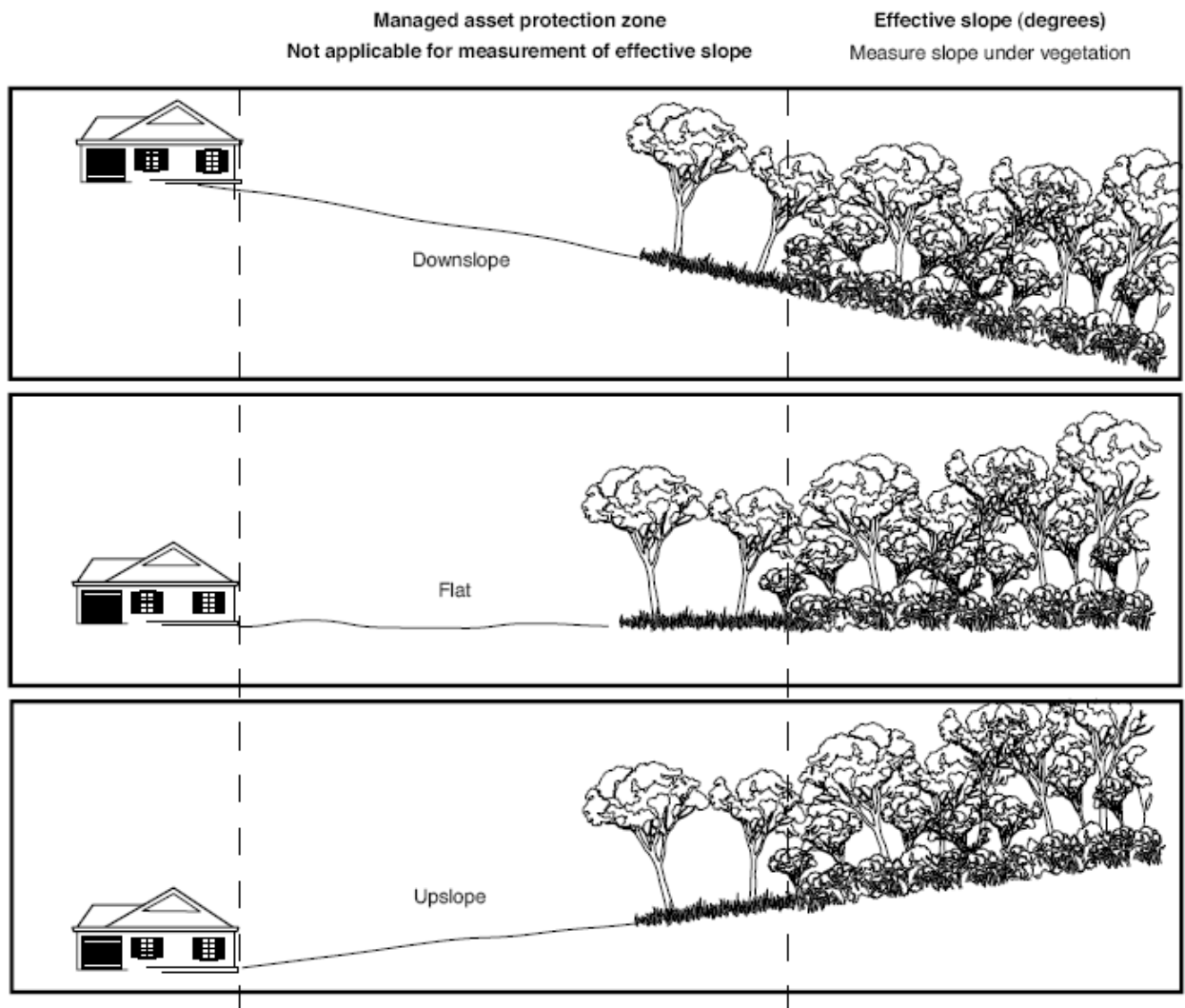


Fig 3. Shows how to refer to the slope in any direction relative to the building