



BUSHFIRE POLICY

APPROVED BY:	Principal & Executive Leadership Team
POLICY OWNER:	Risk & Compliance Officer
REVIEW CYCLE:	Annual (or in response to DFES changes)
NEXT REVIEW DATE:	December 2026
APPLIES TO:	Standard 5 - Premises and Facilities

TABLE OF CONTENTS

1. Purpose
 2. Scope
 3. Fire Danger Rating and Closure Protocols
 4. Roles and Responsibilities
 5. Compliance Statement
 6. Document Control
-

1. Purpose

This policy describes the decisions and arrangements made by the College to eliminate or reduce as far as reasonably practicable the risk to staff, students and others, the environment and property arising from Extreme and Catastrophic fire alert days.

2. Scope

This policy is applicable to Helena College Council Inc and related organisations and activities controlled by the College.

3. Fire Danger Rating and Closure Protocols

Australian Fire Danger Rating System (AFDRS) categories trigger action:

- **Extreme** – Take action now to protect life and property.
- **Catastrophic** – For survival, leave bushfire risk areas.

Pre-emptive closure is triggered by Catastrophic FDR, for Extreme days consultation with DFES and AISWA is required.

4. Roles and Responsibilities

Role	Responsibility	Frequency/Trigger
Principal	Authorise activation/evacuation, liaise with DFES	As required
Administration Officer	Monitor alerts, issue internal notification	Daily during bushfire season
Grounds Staff	Maintain APZ, hydrant inspection schedule, ensure access gates are clear	Monthly
Teachers	Supervise students, perform roll checks	On activation

Role	Responsibility	Frequency/Trigger
Fire Warden Team	Ensure all allocated zones are cleared and all staff, students and visitors go to the Assembly point	On activation
First Aid Officer	Ensure all student medication are taken to the Assembly point and manage medical needs during evacuation/shelter	As required

5. Compliance Statement

The **Bushfire Emergency Manual** has been developed to outline the actions to be taken at Helena College in the event of a bushfire emergency. They align with the Bushfire Management Plan (BMP) prepared by *Ecosystem Solutions (2025)* for the Glen Forrest Campus and the requirements of State Planning Policy 3.7 and AS3959:2018 – Construction of Buildings in Bushfire-Prone Areas for both campuses. In addition, they reference the Emergency and Critical Incident Management Policy and the Principal’s Guide to Bushfire from the Department of Education, with input from local emergency management agencies.

6. Document Control

Version	Year	Author(s)	Comment
18	2025	Risk & Compliance Officer	Annual review