

 <b>Plenty Valley</b> <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom &amp; Knowledge</small>		<b>Fire Planning and Approval</b> <b>When Away from the College</b>	
<b>Document Classification:</b>		Policy	
<b>Version:</b>	1.1	<b>Date:</b>	19 March 2019

**Introduction**

All College activities, regardless of where they are conducted, must be planned in such a way as to ensure the safety of staff and students, and that students are adequately supervised, even during an emergency. Safety of staff and students involved in College activities extends beyond planning for events occurring under normal circumstances.

Plenty Valley Christian College is committed to protecting staff, students and others while away from the College from the risk of injury as a result of fire. This commitment will be achieved through:

- fire prevention and control strategies
- in the event that a fire occurs, implementing effective containment and/or emergency procedures, and where necessary implementing evacuation procedures quickly and safely.

**Activities**

- **Travelling to and from Excursions / Camps through fire prone areas:**

The trip organiser is to check with the transport company to ensure that they have a fire route plan that adequately addresses any identified hazards.

If College staff are driving a vehicle on an excursion a risk assessment is to be carried out and a fire and route plan formulated. This would include alternate and escape routes.

- **Attending a Camp or Excursion in a fire prone area:**  
 (for example Howqua Camp and Mill Valley Ranch)

If the campsite is run by an external body then the College camp organiser is to review the vendor’s fire / bushfire policy and procedures to ensure it is adequately meets the College’s requirements. This would include an evacuation plan. The review is to be noted in the documents lodged for approval to run the camp.

If the campsite is run by PVCC staff then a risk assessment is to be carried out and controls formulated to cover any possible fire hazard. This assessment is to be lodged with documents for approval to run the camp.

- **Risk Assessment Considerations**

Emergency planning for College activities, including camps and excursions, should include consideration given to the potential risk to personal safety from fire.

The trip organiser is to ensure that staff, students and the school community know what the plan contains, and through the provision of appropriate training, what they are required to do during an emergency.

When developing or evaluating a plan the following things should be considered:

- weather conditions (Code Red and fire ban days etc)
- fire fighting equipment available and training of staff
- building material and proximity to bush land.
- possible fire hazards – including vegetation cover
- roles and responsibilities of staff and others
- procedures to be followed by staff and students during an emergency
- evacuation arrangements
- measures to prevent or reduce the impact of emergencies that do occur
- procedures for reporting and communication during an emergency
- route plans
- a site plans
- where appropriate, consultation with relevant emergency services concerning appropriateness of the content.
- alternative evacuation assembly areas
- emergency services and key personnel contact numbers
- the means of communication with local authorities and the College

### **Emergency Numbers**

- Bushfire Information Line 1800 240 667
- Emergency Police/Ambulance/Fire 000
- SES 133466

On all occasions staff are to ensure mobile phones are taken on an excursion.

## DOCUMENT HISTORY & VERSION CONTROL RECORD

**Name of Document:** Fire Planning and Approval When Away from the College  
**Responsible Person:** Principal  
**Approved by:** Principal  
**Assigned review period:** Biennial  
**Date of next review:** March 2021  
**Category:** Community

Version Number	Version Date	Responsible Person Name	Amendment Details
0.1	24/02/2010	B Simmonds	Draft
0.2	01/03/2010	Principal	Review and minor changes
1.0	01/03/2010	Principal	Final release as a Controlled document
1.1	19/03/2019	Principal	Reviewed and signed

Approved By:

Date:



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Mr. John Metcalfe  
Principal

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