

# Bushfire Management Statement

244 MT MORTON ROAD & 20 WATTLE VALLEY ROAD, BELGRAVE



Senior Learning Centre

Reference: 20799

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Belgrave Christian School

**FORMAL LAND DESCRIPTION:**

Land in Plan PC374040 & PC368227

**PROPOSAL:**

Senior Learning Centre

**AUTHORITY:**

DEECA

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## 1 EXECUTIVE SUMMARY

This Bushfire Management Statement has been prepared to address the requirements of the *Bushfire Management Overlay (BMO) (Clause 44.06)* and provide the Responsible Authority, together with the applicant, advice and recommendations for bushfire protection.

This Bushfire Management Statement identifies the existing conditions of the site and surrounds in accordance with the application requirements of *Bushfire Planning (Clause 53.02)* and offers a planning and design response, which shows how the development meets the relevant measures and decision guidelines.

The bushfire site assessment process is used to determine how far away from unmanaged vegetation a building would need to be to receive less than a certain level of radiant heat (e.g. a house constructed to a BAL-29 construction standard has been designed to withstand a radiant heat flux of 29 kW/m<sup>2</sup>). This assessment is then used to determine the most appropriate combination of vegetation management zone and BAL construction for future buildings.

Based on a site assessment, the land subject to the proposed works currently comprises of Modified vegetation however this will be removed and managed to Low Threat conditions as part of the proposal and as such will not present a bushfire risk.

Conditions within 150m of the development site comprise of a mix of Low Threat, Modified and Forest Vegetation, which together with the surrounding landscape present a considerable bushfire risk.

The proposal seeks to develop a new senior learning building on site. The building will be construction to BAL 29 requirements as per the recommendations of this report.

Vegetation management requirements will apply on site in accordance with Table 6. It is proposed to provide for some grouping of canopy trees within the defendable space. They are mostly located on the south side of the proposed building where they are maintained in a low threat environment and are unlikely to cause a threat due to surrounding features and the prevailing wind conditions.

There is an existing network of fire hydrants on site however a new water is proposed as part of this application.

Access around the perimeter of the site is provided via an existing 4m wide fire access track. New access and carparking areas around the proposed building have been designed to accommodate emergency vehicles.

It is submitted that the proposed developments meets relevant requirements of the BMO including Approved Measures and applicable Alternative Measures of *Clause 53.02*, thereby the proposal mitigates risk to life and property to an acceptable level.

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## 2 IMPORTANT ASSUMPTIONS

It is important to acknowledge that the policies and land conditions described herein were correct at the time of publishing. If regulations change and/or site conditions vary it may be necessary to review the bushfire risk and subsequent protection measures.

The measures outlined in this Bushfire Management Statement cannot guarantee safety during an extreme fire event. Residents will need to develop a Personal Bushfire Plan to clearly understand and plan for how they are going to act in response to a fire event. It is recommended that they refer to CFA publications for assistance.

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### 3 INTRODUCTION

Millar Merrigan have been engaged to prepare a Bushfire Management Statement to accompany a town planning submission for a proposed education building at Belgrave Christian School.

The *Bushfire Management Overlay (Clause 44.06) (BMO)* which applies to the site triggers a planning permit requirement for buildings or the carrying out of works.

Aside from implementing State & Local Planning Policies its purpose is:

- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.
- To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.

The *BMO* requires an application to meet the requirements of *Bushfire Planning (Clause 53.02)* and a full response to *Clause 53.02-4* is required given the nature of the proposal.

This report addresses the applicable requirements of the *Bushfire Management Overlay* and *Bushfire Planning*.

### 4 PROPOSAL

The applicant seeks to construct a new education building on the subject site. The building will provide a new space for senior learning.

The building is to be located on across the internal title boundary of lots PC374040 and PC368227. PC 374040 is an existing vacant parcel that comprises of mixed vegetation, most of this vegetation will be removed as part of the proposal and the site will be managed to low threat conditions. PC368227 is the main school title comprising of numerous buildings, car parking and vegetation associated with the school. The majority of the works occur within title PC374040 with only a slight encroachment into title PS368227.

The layout provides for the continuation of the existing 4m fire access track around the perimeter of the site and connects back in Wattle Valley Road improving emergency vehicle circulation within the site. See Figure 1 below and Appendix 2.

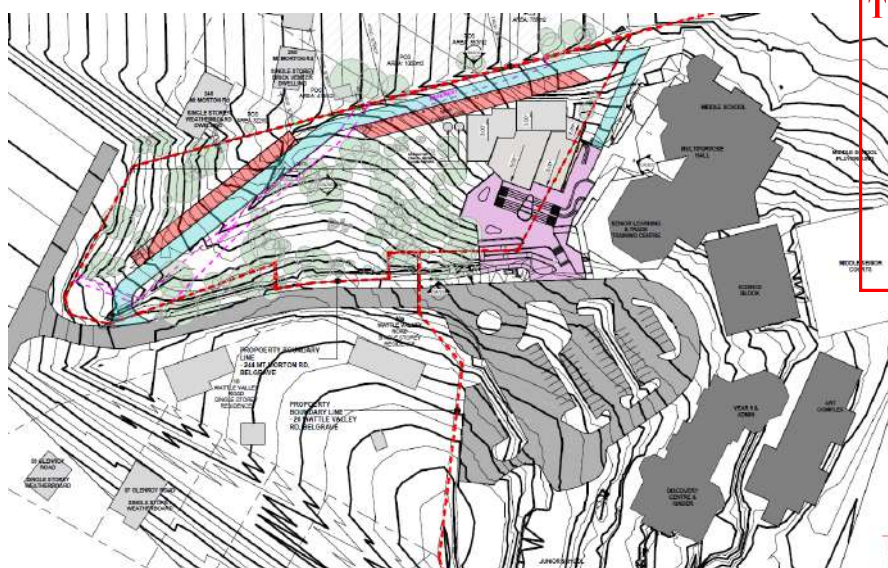


Figure 1: Proposed site layout plan

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## 5 PLANNING PROVISIONS

The land is contained within the Low Density Residential Zone, which alongside implementing State and Local Planning Policies, seeks:

- *To provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.*

Pursuant to this clause a permit is required to use land for education. The use is already established on the overall site and is considered appropriate to extend into this lot.

The whole of the land is covered by a Significant Landscape Overlay (SLO22) which seeks to conserve and enhance the special landscape character of the site and surrounds. This overlay contains permit triggers for tree removal and buildings and works.

The main school title, PC368227 is impacted by the Erosion Management Overlay towards its south eastern boundary, the Environmental Significance Overlay and the Land Subject to Inundation Overlay that follows the alignment of the Monbulk Creek along the northern and eastern boundaries and the title. The proposed works are well located away from the extent of these overlays.

The only other overlay applicable is the Bushfire Management Overlay (44.06) (BMO) and this is used to guide the development of land in areas of high bushfire hazard. It requires consideration of the location, design and construction of development and the implementation of bushfire protection measures. The BMO mapping is based on the bushfire hazard and applied to areas of extreme fuel loads where there is a potential for extreme bushfire behaviour such as a crown fire and extreme ember attack and radiant heat. It takes into account vegetation, weather characteristics and slope. The entire local area is impacted by the BMO given the sites location in the vegetated hills, see Figure 2 below.

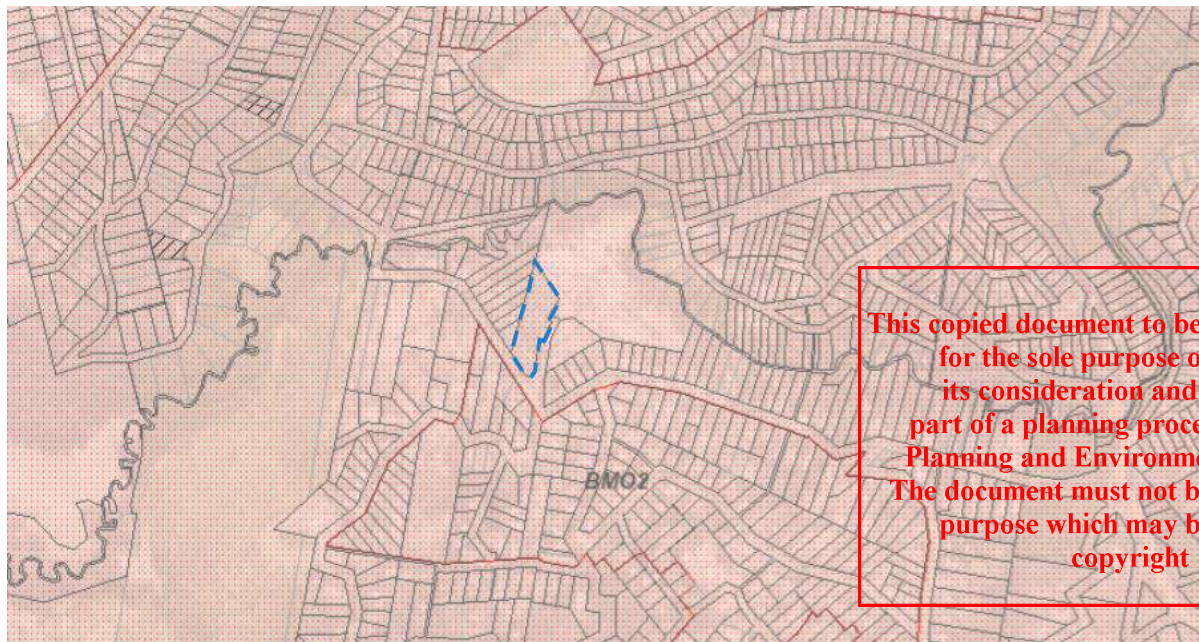


Figure 2: Extent of BMO (source: Vicplan)

In accordance with Clause 44.06-3 bushfire protection measures for buildings and works are enforced by application of the following permit condition:

*The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development*



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*authorised by this permit has been completed.*

This report seeks to address the requirements of the BMO.

Refer to the property report at Appendix 3 for confirmation of the zone and overlays.

The Planning Policy Framework (PPF) provides the broad framework for bushfire protection policy and provisions in the planning scheme.

This includes Clause 13.02 - Bushfire, which aims to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

The Yarra Ranges Planning Scheme mentions bushfire mentions bushfire planning throughout a number of policies.

Clause 65 – Decision Guidelines requires that before deciding on an application or approval of a plan, the responsible authority must consider, among other things, whether the proposal will 'produce acceptable outcomes' in relation to the degree of fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

This Bushfire Management Statement has made an assessment of fire hazard, resulting in a design which is responsive to the opportunities and constraints. Use of the land for education is already established and the extension to the existing School has regard to the overarching policy objectives of the PPF and the BMO.

Through application of suitable mitigation measures, the risk to life and property from bushfire can be reduced to an acceptable level.

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## 6 BUSHFIRE HAZARD SITE ASSESSMENT

### 6.1 THE SITE

PC374040 - The land is irregular in shape with a frontage to Mt Morton Road to the south and Wattle Valley Road to the east. It has an overall area of approximately 8339sqm and comprises of carparking and vegetation, see Figure 3 below. The land is in the ownership of Belgrave School which is developed on the adjacent lot to the north.

PC368227 – The land is irregular in shape with a frontage to Wattle Valley Road to the south. It has an overall area of 4.67ha and contains the existing school buildings and facilities, including carparking, see Figure 3 below. The land is in the ownership of Belgrave School.

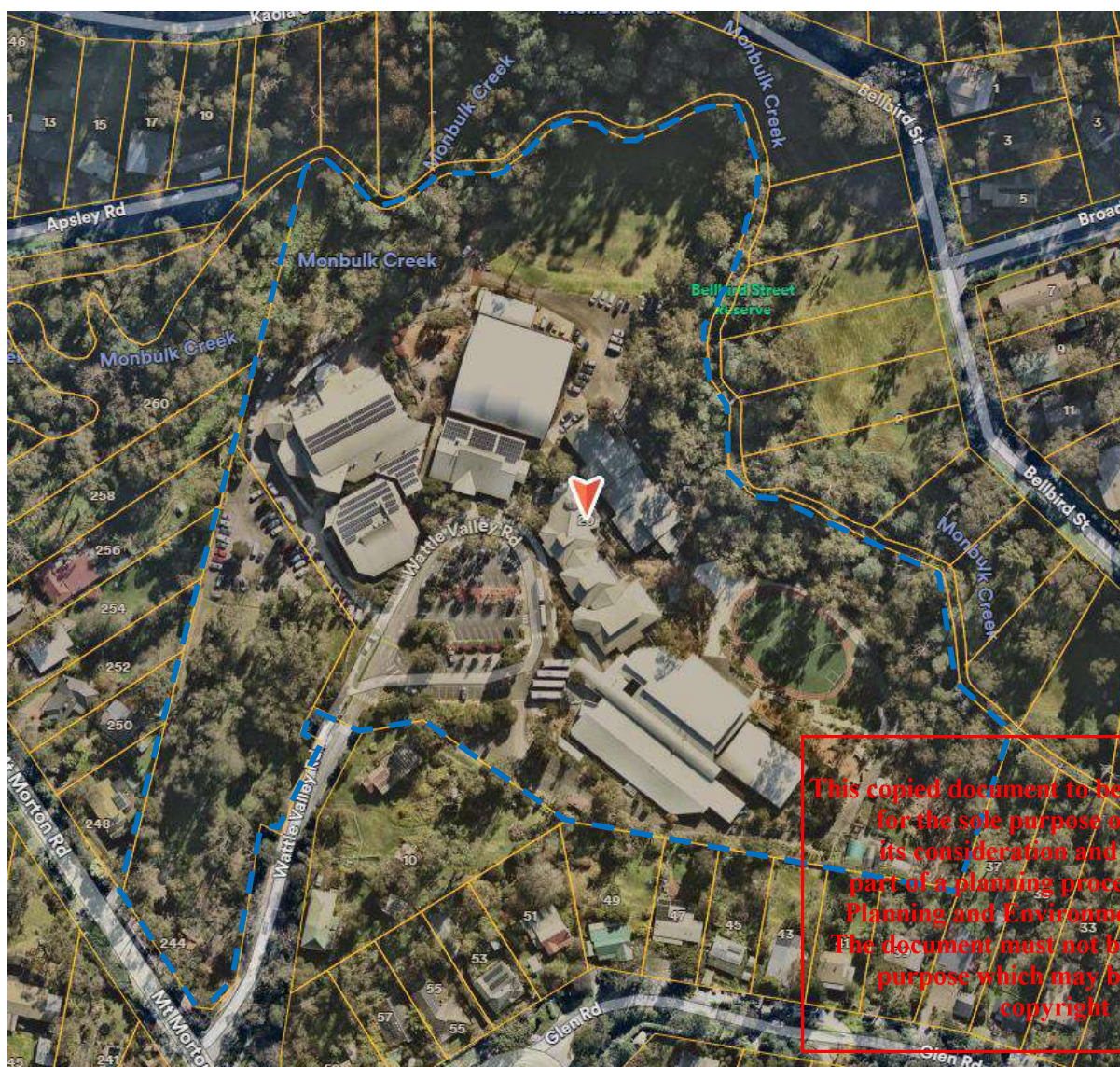


Figure 3: Overall site (source: Nearmap)

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Vehicle access to the school is gained via Wattle Valley Road which provides access to numerous parking areas and a 4m wide fire access track that wraps around the periphery of the school site.

The topography of the land is undulating, falling from Mt Morton Road towards the north of the site.

The land is not encumbered by any restrictions however is dissected by easements for drainage and sewerage purposes, see the Certificate of Title at Appendix 4.

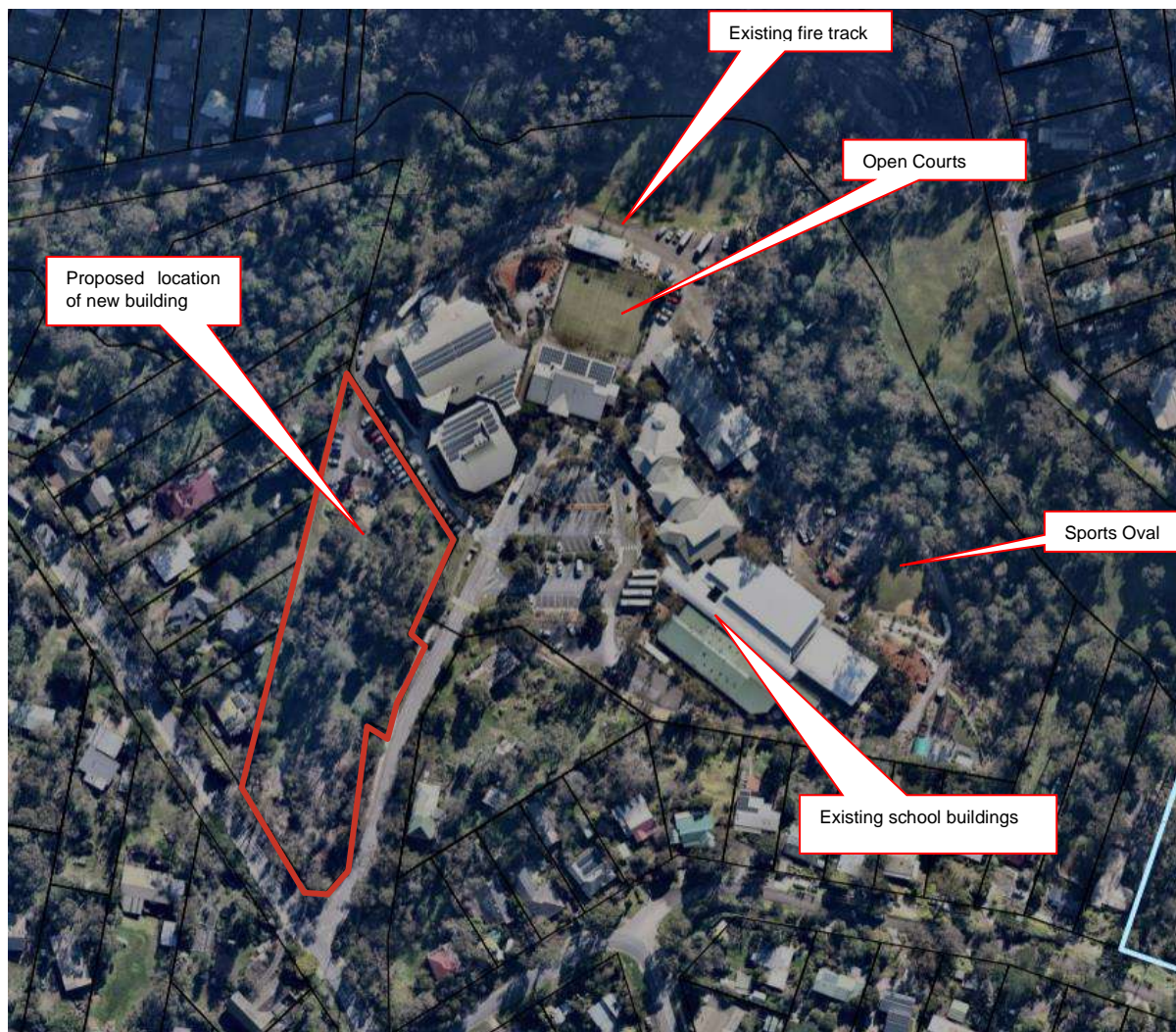


Figure 4: Aerial Photograph of site and surrounds

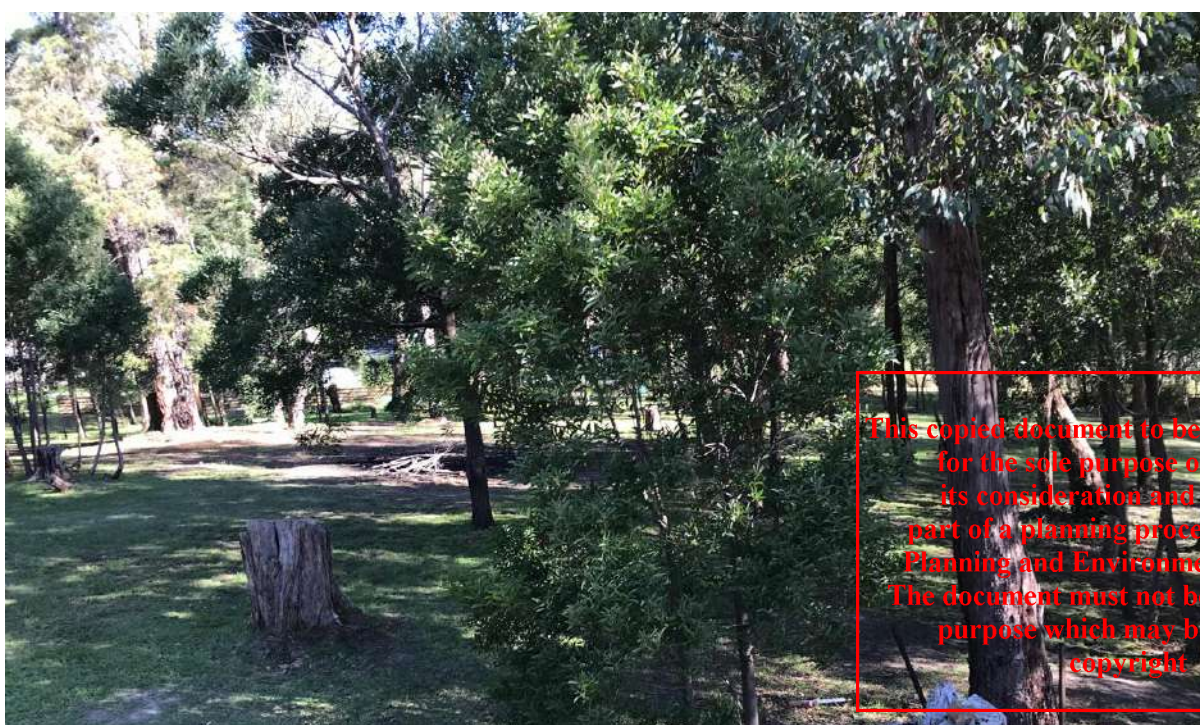
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Photograph 1: Existing carpark at the northern extent of the site



Photograph 2: Modified nature of conditions on the site

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The BMO requires an assessment within 150m of a site. This area comprises a mix of low threat modified vegetation and forest areas along the Monbulk Creek as shown in the site assessment plan in Figure 5 below.



Figure 5: Site assessment area



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## 6.2 BUSHFIRE BEHAVIOUR

To effectively implement bushfire protection measures it is important to understand bushfire behaviour and how buildings are destroyed. There are three major factors that influence bushfire behaviour; being topography, weather conditions (such as temperature and wind) and vegetation.

The ways in which a building is destroyed by bushfire can be through ember attack, radiant heat, localised flame contact, flame contact from fire front or extreme fire front, see Figure 6 below.






EMBER ATTACK	RADIANT HEAT	LOCALISED FLAME CONTACT	FLAME CONTACT FROM FIRE FRONT	EXTREME FIRE BEHAVIOUR
				
<ul style="list-style-type: none"> <li>• May occur from the hazard in very close proximity to a building (nearby trees, neighbouring houses).</li> <li>• May occur from fire behaviour in the surrounding landscape.</li> <li>• Most common way houses catch fire during a bushfire.</li> <li>• Occurs when small burning twigs, leaves and bark are carried by wind, landing in and around a building.</li> <li>• Can happen before, during and after a bushfire.</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs from the hazard in close proximity to a building (up to 150 metres).</li> <li>• The heat you can feel from a fire.</li> <li>• Can ignite surfaces without flame contact or ember attack.</li> <li>• Dries out vegetation ahead of a bushfire so that it burns more readily.</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs from the hazard in close proximity to a building (up to 50 metres).</li> <li>• Direct flame contact from individual elements, such as vegetation, fences or structures.</li> <li>• Burning elements may arrive from neighbouring land.</li> <li>• Can occur in areas where the vegetation is modified or is managed as a garden.</li> <li>• Not direct flame contact from a moving fire front.</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs from the hazard in close proximity to a building (150 metres).</li> <li>• Direct flame contact from a fire front where vegetation is in a mostly natural state (such as in national parks).</li> <li>• Occurs when a building is in close proximity to the vegetation.</li> <li>• May arise in lower risk areas (such as from a local park) or in higher risk areas (larger vegetated areas such as forests and coastal reserves).</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs from fire behaviour in the surrounding landscape, including where it interacts with the hazard in close proximity to a building.</li> <li>• Arises in high risk landscapes, with long fire runs, steep topography and vegetation in a mostly natural state.</li> <li>• Influenced by fuel loads and drought conditions.</li> <li>• Associated with high temperatures, wind, cyclonic winds, lightning.</li> <li>• Extreme ember attack will occur.</li> <li>• Associated with weather as seen on Black Saturday.</li> <li>• Any fire that starts and takes hold will be so intense that life safety may be seriously compromised.</li> </ul>

Figure 6: Forms of Bushfire Attack (source: DELWP, Planning Permit Applications Bushfire Management Overlay, Technical Guide)

The shape of the land has a strong effect on bushfire. A fire will burn faster and more intensely uphill because the flames can reach more unburnt fuel in front of the fire. The heat radiating from the fire pre-heats fuel on the slope ahead of the fire, making the fuel even more flammable. For every 10° slope, the fire will double its speed.

By increasing in speed the fire also increases in intensity, becoming even hotter. The opposite applies to a fire travelling downhill. The flames reach less fuel, and less radiant heat pre-heats the fuel in front of the fire. For every 10° of downhill slope, the fire will halve its speed. Fires tend to move more slowly as the slope decreases.

(Source: DELWP, Planning Permit Applications Bushfire Management Overlay, Technical Guide)

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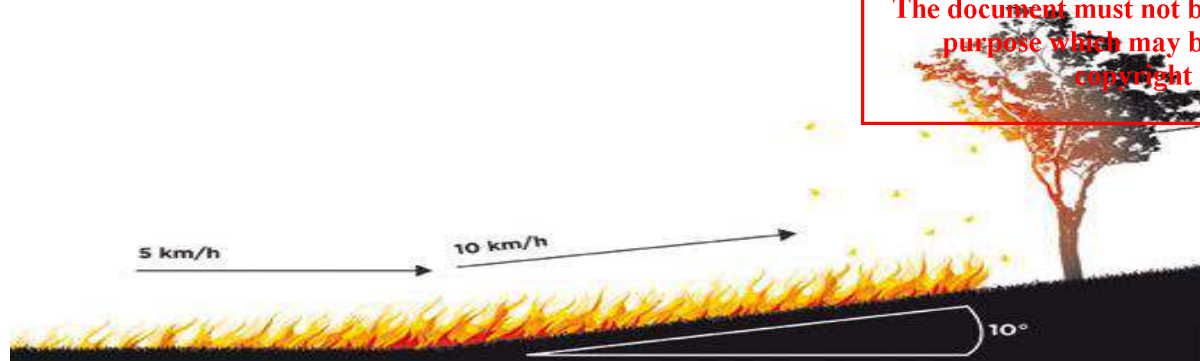


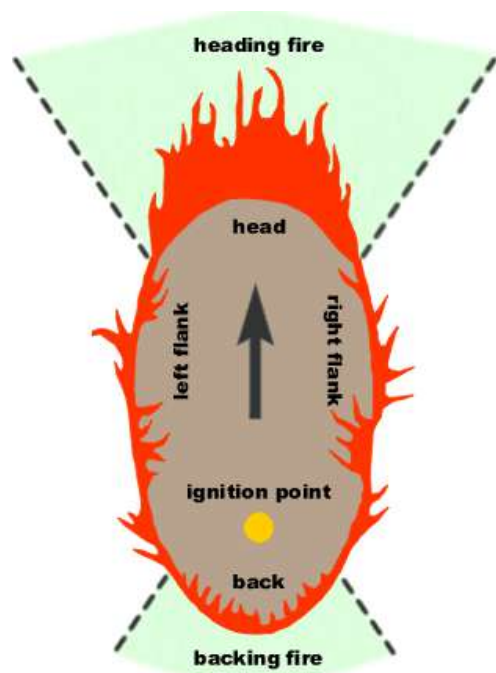
Figure 7: How fire speed increase uphill (source: DELWP, Planning Permit Applications Bushfire Management Overlay, Technical Guide)



The weather plays an important factor in bushfire occurrence with temperature, wind, humidity and atmospheric condition all being contributing factors. Bushfires often start on hot, dry, windy days.

Wind influences the speed at which fire spreads, the direction in which a fire travels, the size of the fire front, the intensity of the fire and the likelihood of embers and spot fires.

Vegetation is however the primary source of fuel for a bushfire and the amount of fuel present, together with the location of buildings can directly affect their survival. The only factor people have any control over is fuel; therefore, by reducing fuel load and creating defensible space around a building, the bushfire risk can be reduced.



A bushfire can behave in a variety of ways:

- Head fire – a fire where the flames are blown towards the fuel;
- Flank fire - a fire where the fire edge is generally parallel to the wind;
- Back fire – a fire that moves into the wind with flames leaning over the burnt ground.

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Figure 8: Bushfire Behaviour

### 6.3 VEGETATION

The vegetation management requirements together with the building construction requirements of the *Bushfire Management Overlay (BMO)* and AS3959 aim to ensure that risk to life and property from bushfire can be reduced to an acceptable level.

The vegetation classification, together with effective slope is utilised for the purposes of determining defensible space and construction requirements.

The classification system of AS3959 uses a generalised description of vegetation based on the AUSLIG (Australian Natural Resources Atlas: No. 7 - Native Vegetation) classification system.

Vegetation within 150m of the site is indicated on the Site Plan at Figure 4 above. The site contains the following types of vegetation as follows:

#### Low-Threat

The developed residential areas to the east and west of the site and the school site to the north all offer managed conditions and are considered as low-threat in accordance with Section 2.2.3.2 of AS3959 which lists the following exclusions:

- Vegetation of any type that is more than 100 m from the site.
- Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified.

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- c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified.
- d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified.
- e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.
- f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.

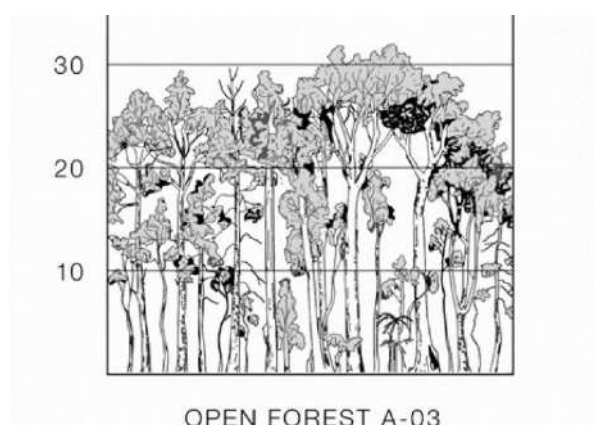
**NOTES:**

1. Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).
2. A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.

### Forest

In comparison to the low-threat areas are the vegetated areas along Monbulk Creek which comprise of tall Eucalypts with a thick understory. The interface between the school and the creek is collaboratively managed by Melbourne Water and the school. This vegetation is comparative to Forest which AS3959 describes as follows:

- Trees 10–30 m high; 30–70% foliage cover (may include understorey of sclerophyllous low trees and tall scrubs or grass).
- Typically dominated by eucalypts.



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### Modified

There are residential allotments on the southern side of Mt Morton Road that contain a moderate canopy coverage with understory managed. Given the extent of canopy coverage in these areas it is inappropriate to classify them as low threat, however due to the managed understory they do not fit classification for Forest or Woodland. These areas are therefore considered to be Modified.





Photograph 3: Existing School grounds and vegetation along Monbulk Creek



Photograph 4: Looking at Forest vegetation from within the school grounds

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Photograph 5: existing fire access track

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### 6.4 SLOPE

The slope of land under vegetation influences likely fire behaviour and as the slope increases so does the rate of spread of a fire and its intensity. The slope within 150m of the subject site has been assessed and indicated on the Site Plan at Figure 3. It sees a general fall from south to northwest towards Monbulk Creek, where it then rises up towards Bellbird Street.

The wider area comprises a series of steep ridges and gullies, as seen in Figure 9.

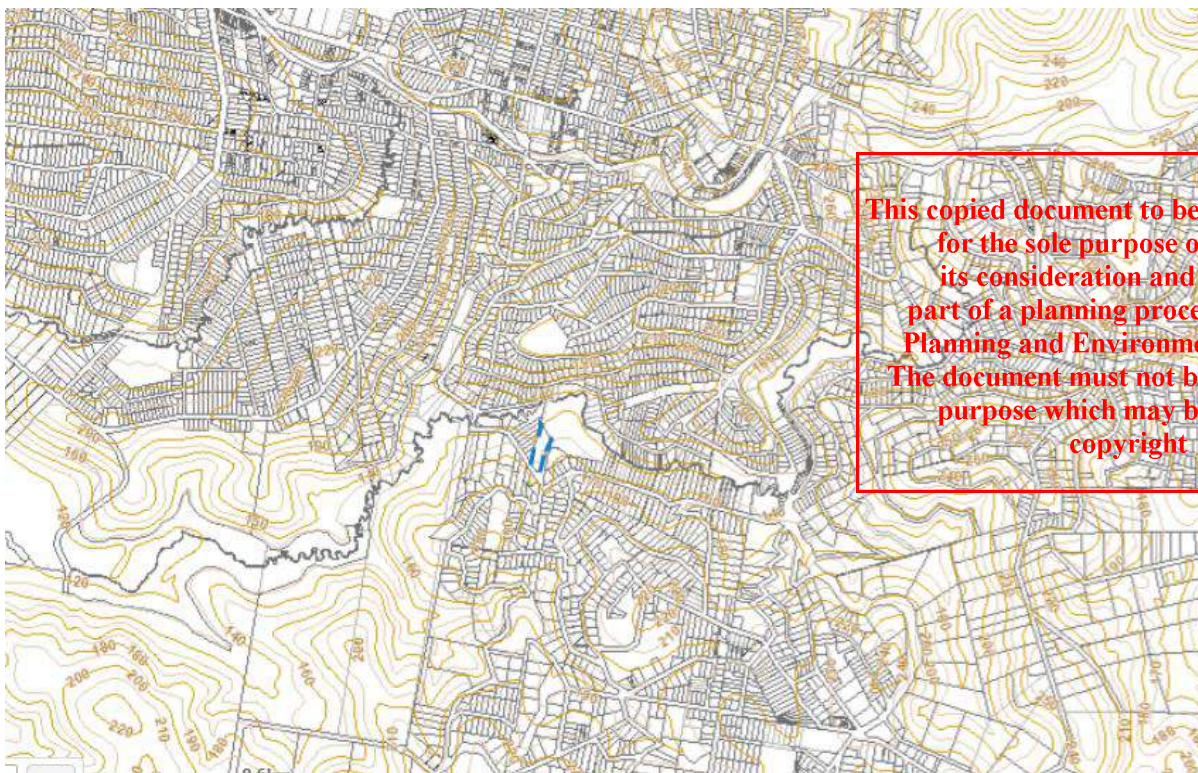


Figure 9: Topography in Surrounding Area (source: Vicplan,)

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## 7 BUSHFIRE HAZARD LANDSCAPE ASSESSMENT

### 7.1 LANDSCAPE ASSESSMENT

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The bushfire hazard landscape assessment provides information on the bushfire hazard for 20km (or greater) around a development site. Considering bushfire from this broader landscape perspective is important as it affects the level of bushfire risk a development and its future occupants may be exposed to. The landscape assessment seeks to:

- Provide factual information on the bushfire hazard (vegetation extent and slope)
- Provide information on key features of the general locality that are relevant to better understanding the protection provided by the location
- Provide contextual information on a site

*(Source: Planning Permit Applications Bushfire Management Overlay, Technical Guide, DELWP, 2017).*

Bushfire is a dynamic hazard and can be highly unpredictable. Because of this, the factors that contribute to the bushfire risk are diverse. The purpose of the landscape assessment is not to predict the outcome of a bushfire event but to provide information that builds a better understanding of the bushfire risk in a location and to help make informed decisions.

*(Source: Planning Permit Applications Bushfire Management Overlay, Technical Guide, DELWP, 2017).*

The likelihood of a bushfire, its severity and intensity, and the potential impact on life and property varies depending on where a site is located in the surrounding landscape. There are a number of factors that influence the potential bushfire behaviour at a landscape scale, including:

- Topography;
- Extent and continuity of vegetation;
- The location and exposure of the urban area, township, isolated rural area to bushfire;
- The potential fire run and area that is likely to be impacted by the fire, for example a fire in a grassland may only impact one or two streets into a residential area, however a large bushfire may impact many km in front of the main fire;
- The extent of neighbourhood-scale damage the bushfire may produce.

*(Source: Planning Permit Applications Bushfire Management Overlay, Technical Guide, DELWP, 2017).*

The subject land is located within a Low Density Residential Zone some 2.5km south of the main hub of Belgrave. These areas are developed with housing and various vegetated reserves break up the urban areas, see Figure 10 below.

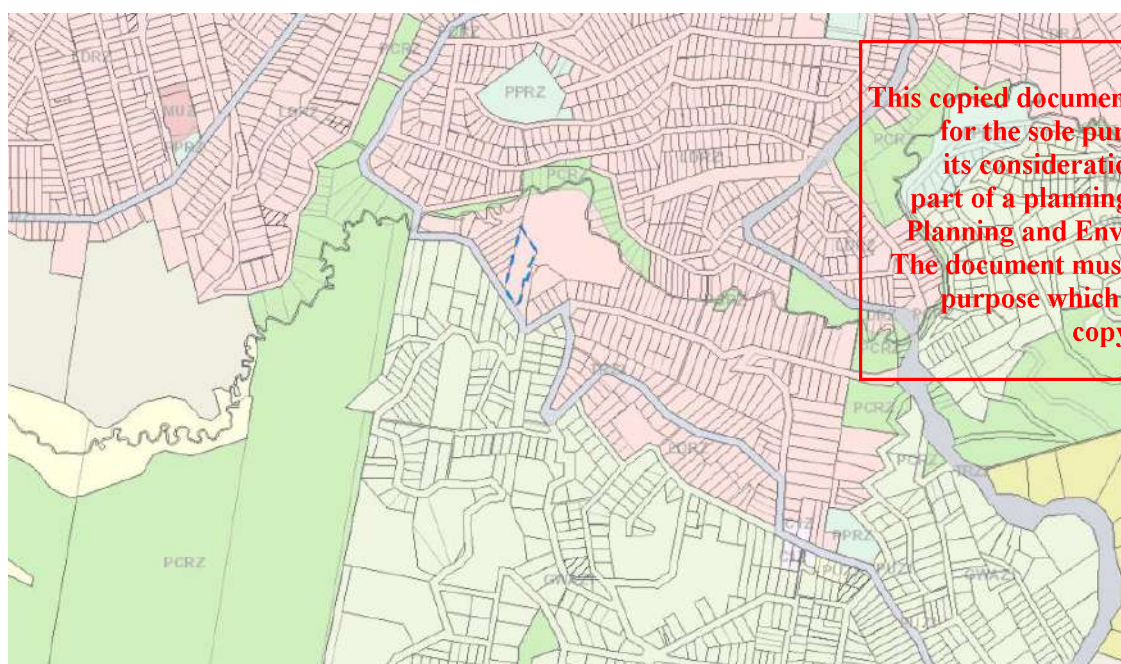


Figure 10: Surrounding Zoning (source: Vicplan)

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In addition to site and adjacent based risk, the broader landscape risk must be considered to determine the bushfire risk. As demonstrated in Figure 11, the site sits between two vegetation areas to the northeast and southwest.

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Figure 11: Landscape Assessment (potential fire runs indicated with red arrows)

The area is comparative to Broader Landscape Type Three which describes the landscape as follows:

- The type and extent of vegetation located more than 150 metres from the site may result in neighbourhood-scale destruction as it interacts with the bushfire hazard on and close to a site;
- Bushfire can approach from more than one aspect;
- The site is located in an area that is not managed in a minimum fuel condition;
- Access to an appropriate place that provides shelter from bushfire is not certain.

(source: Planning Permit Applications Bushfire Management Overlay, Technical Guide, DELWP, 2017).

The Yarra Ranges Municipal Fire Management Plan (Oct 2012) (YRMFMP) notes that:

- The Yarra Ranges are recognised as having one of the highest fire risk environments in the world due to its mountainous topography, highly flammable native vegetation and climatic patterns that combine to create severe fire hazard conditions almost every year. Another factor that makes this area particularly hazardous is the combination of forest/urban environments, the number of residents and tourists and limited access and egress routes.

The Yarra Ranges Municipal Fire Management Plan (2011-14) (YRMFMP) notes that:

- The second most destructive fire in Victoria (prior to the recent 2009 fires) was “Ash Wednesday”. Over 100 fires started on 16 February 1983. Fires swept across Victoria and South Australia, killing 75 people and causing widespread damage. The fire at Belgrave

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Heights and Upper Beaconsfield covered an area of 9,200 hectares and resulted in the loss of 21 lives (including 11 CFA volunteers) and 238 buildings.

The YRMFMP lists significant fires that have occurred in the municipality since the turn of the century. These include the Ash Wednesday and Black Friday bushfires, as well as the Black Saturday Bushfires of 2009. Fire events have previously occurred to the north-west and south of the site as demonstrated in Figure 12 below.

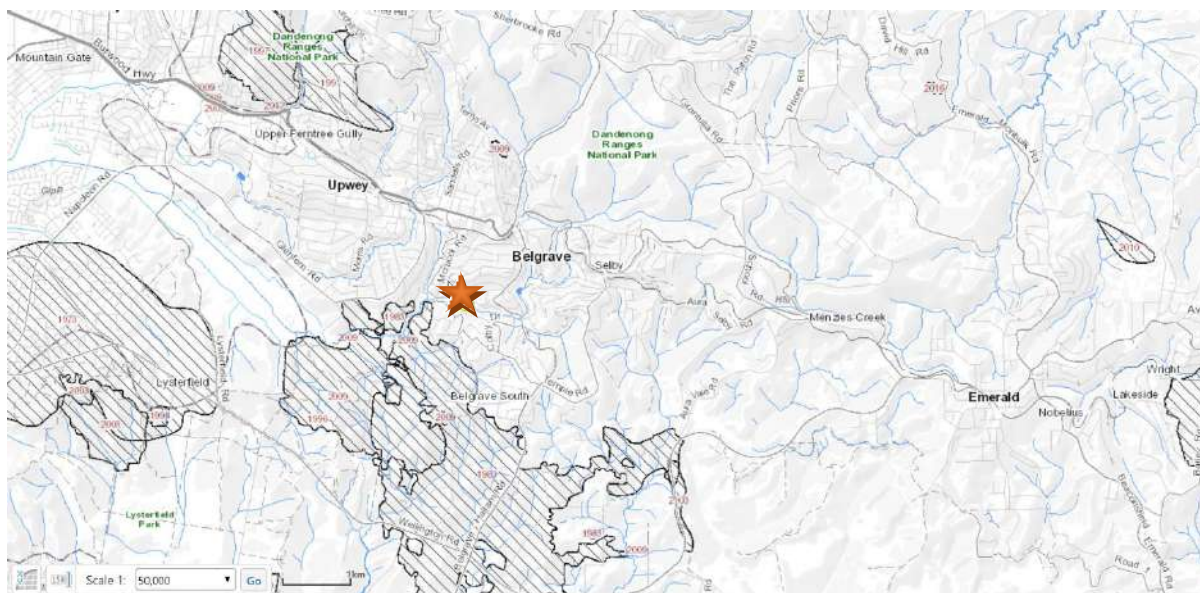


Figure 12: Bushfire History (source: Naturekit)

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## 7.2 BUSHFIRE SCENARIOS

Bushfire is a dynamic hazard and is highly unpredictable, and as such it is not possible to ascertain the exact location and source of a bushfire outbreak. It is however possible to consider likely spread and direction of fire based on accepted understanding of bushfire behaviour.

A change in wind direction is one of the most dangerous influences on fire behaviour and many people who die in bushfires get caught during or after a wind change.

In Victoria, hot, dry winds typically come from the north and northwest and are often followed by a southwest wind change. In this situation the side of the fire can quickly become the much larger fire front.

The subject site could be impacted upon by bushfire under the wind direction typical of extreme fire weather, however any fire from the northwest would be slowed by the downhill topography of the Dandenong Ranges and the presence of urbanised areas, such as Belgrave Town Centre. A flank fire rather than a fire front would be the most likely impact from this direction.

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There is a high risk of a bushfire approaching from the south-west following the wind change typically associated with the passage of a cold front following a period of hot weather, as Lysterfield Park is present in this location and has a fire history as recent as 2009. Fire activity from this direction would develop to a large scale and a fire front would head towards Belgrave.

In any scenario, spot fires and ember attack would be certain.

Leaving early from high risk areas on high risk days is obviously the safest option, however the school provides large areas of low-threat conditions and has a Bushfire Preparedness Policy (Appendix 4). It is also noted that the school does not operate on Code Red days.

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## 8 DEFENDABLE SPACE & CONSTRUCTION STANDARDS

### 8.1 DEFENDABLE SPACE

Defendable space is identified as one of the most important aspects of preparing a property for bushfire, as it provides separation between the building and the hazardous vegetation. It is an area of land around a building where vegetation is modified and managed to reduce the effects of flame contact, radiant heat and embers associated with bushfire. The term 'defendable space' is defined by the planning scheme as:

*An area of land around a building where vegetation is modified and managed to reduce the effects of flame contact and radiant heat associated with bushfire.*

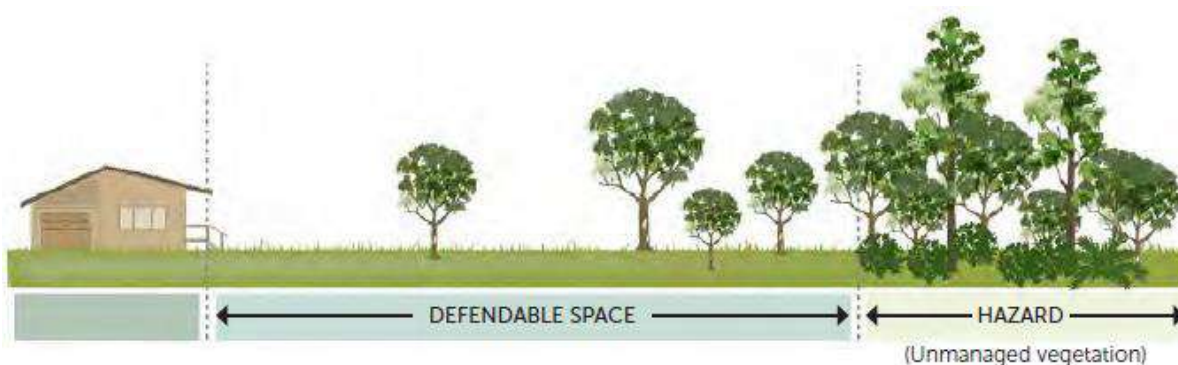


Figure 13: Defendable Space

### 8.2 CONSTRUCTION STANDARDS

AS 3959-2009 provides a series of construction standards relating to the level of ember attack and/or radiant heat and/or flame contact that may be expected to impact upon buildings. These range from BAL-LOW (where there is insufficient risk to warrant enhanced construction) to BAL-FZ (over 40 kW/m<sup>2</sup> and possibly flame contact). The envisaged impacts for each defendable space and construction requirement is illustrated in Figure 14 below.



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Figure 14: Defendable Space & Construction Requirements (source: DELWP)

The Bushfire Attack Level (BAL) and defendable space is determined in accordance with Table 3 to Clause 53.02 for a building used as an education centre, which requires 70m of defendable space and BAL-12.5 construction.

Alternative Measure 3.6 allows for the application of defendable space in accordance with Table 2, where it can be demonstrated that:



- An integrated approach to risk management has been adopted that considers:
  - The characteristics of the likely future occupants including their age, mobility and capacity to evacuate during a bushfire emergency.
  - The intended frequency and nature of occupation.
  - The effectiveness of proposed emergency management arrangements, including a mechanism to secure implementation.
- Less defensible space and a higher construction standard is appropriate having regard to the bushfire hazard landscape assessment.

The requirements of Table 3 cannot be met due to the size of the site, the location of the proposed building and surrounding bushfire hazards.

The following table summarises the slope, vegetation and defensible space distances as derived from the above assessment and Table 2:

Vegetation	Slope	BAL-29 Defendable Space
Forest	0-5 degrees downslope	32m
Low Threat	All slopes	50m or property boundary
Modified	All slopes	50m or property boundary

In light of site and surrounding conditions and the fact that the school have an integrated approach to risk management, it is considered appropriate to apply Table 2 and given the presence of Modified vegetation a **BAL-29** construction standard applies. The proposed building is located ~36m away from Forest vegetation and defensible space of 50m or to the property boundary has been applied. The defensible space required for this construction standard is shown in Figure 15 below and in the attached Bushfire Management Plan.

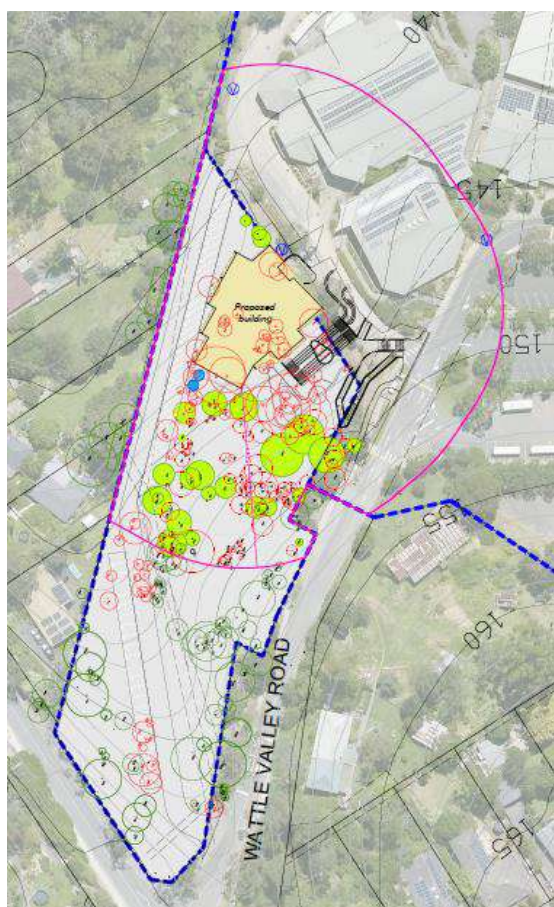


Figure 15: Defendable space to property boundaries

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### 8.3 VEGETATION MANAGEMENT

The impact of a bushfire can be reduced where vegetation has been modified and other fuel sources removed from around the building as this reduces the amount of fuel available to burn.

Vegetation management does not however require the removal of all fuels as plants and trees can provide protection from strong winds, intense heat and embers.

Table 6 of Clause 53.02 outlines the following requirements for vegetation management in defensible space areas:

- *Grass must be short cropped and maintained during the declared fire danger period.*
  - *All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.*
  - *Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.*
  - *Plants greater than 10 centimetres in height at maturity must not be placed within 3 metres of a window or glass feature of the building.*
  - *Shrubs must not be located under the canopy of trees.*
  - *Individual and clumps of shrubs must not exceed 5sqm in area and must be separated by at least 5 metres.*
  - *Trees must not overhang or touch any elements of the building.*
  - *The canopy of trees must be separated by at least 5 metres.*
  - *There must be a clearance of at least 2 metres between the lowest tree branches and ground level.*
- Unless specified in a schedule or otherwise agreed in writing to the satisfaction of the relevant fire authority.*

There are numerous trees proposed to be removed from the site to facilitate development and level changes required on site resulting in a low threat environment.

Some high quality canopy trees are to remain on site in an attempt to preserve the bush character of the neighbourhood, whilst also providing for bushfire protection. The following grouping of canopy trees is proposed:

Group 1	T4, T5 and T6
Group 2	T38, T42, T43 and T73
Group 3	T118, 119 and 120
Group 4	T93, T115, T114, T113, T110, T127, T128
Group 5	T131, T142, T140, T141,

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In this instance it is submitted that the tree groupings are considered appropriate and will not increase the risk to life and property as a result of bushfire for the following reasons:

- The trees are retained in a low threat setting whereby they are surrounded by buildings and carparking and a managed understory;
- The trees are mostly located on the south side of the building where the site adjoins low threat environments such as Wattle Valley and Mt Morton Roads.
- Bushfire is unlikely to approach the site from the south due to existing features and prevailing wind conditions, and as such the retention of vegetation in this location is considered appropriate.



As such, the bushfire plan has been updated to include the vegetation management requirements as above, but amended to note:

- The canopy of trees must be separated by at least 5 metres except for those shown hereon.

Any new landscaping is to comply with the specified requirements.

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## 9 BUSHFIRE MANAGEMENT STATEMENT

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The following section assesses the proposed building against the requirements of *Bushfire Planning (Clause 53.02)* as required by the *BMO*. The provisions of *Clause 53.02* contain:

- **Objectives:**  
An objective describes the outcome that must be achieved in a completed development.
- **Approved Measures (AM):**  
An approved measure meets the objective.
- **Alternative Measures (AltM):**  
An alternative measure may be considered where the responsible authority is satisfied that the objective can be met. The responsible authority may consider other unspecified alternative measures.
- **Decision Guidelines:**  
The decision guidelines set out the matters that the responsible authority must consider before deciding on an application, including whether any proposed alternative measure is appropriate.

*Clause 53.02-4* applies and the tables at Section 9.1 below provide an assessment against each applicable element.

### 9.1 BUSHFIRE PROTECTION OBJECTIVES

REQUIREMENT
<p><b>53.02-4.1 Landscape, siting and design objectives</b></p> <ul style="list-style-type: none"> <li>▪ <i>Development is appropriate having regard to the nature of the bushfire risk arising from the surrounding landscape.</i></li> <li>▪ <i>Development is sited to minimise the risk from bushfire.</i></li> <li>▪ <i>Development is sited to provide safe access for vehicles, including emergency vehicles.</i></li> <li>▪ <i>Building design minimises vulnerability to bushfire attack.</i></li> </ul> <p><b>Approved Measures</b></p> <p><b>AM 2.1</b> <i>The bushfire risk to the development from the landscape beyond the site can be mitigated to an acceptable level.</i></p> <p><b>AM 2.2</b> <i>A building is sited to ensure the site best achieves the following:</i></p> <ul style="list-style-type: none"> <li>▪ <i>The maximum separation distance between the building and the bushfire hazard.</i></li> <li>▪ <i>The building is in close proximity to a public road.</i></li> <li>▪ <i>Access can be provided to the building for emergency service vehicle access.</i></li> </ul> <p><b>AM2.3</b> <i>A building is designed to be responsive to the landscape risk and reduce the impact of bushfire on the building.</i></p>
ASSESSMENT
<p><b>AM2.1</b> As outlined in Section 5, the bushfire hazard landscape assessment defines the subject location as landscape type 3 as a fire could approach in more than one direction. No amount of design consideration can change the landscape risk. The site sits within an area that contains adjoining low threat environments, including the existing school grounds where an integrated approach to fire risk is established.</p> <p><b>AM2.2</b> Bushfire protection can be enhanced by considering the separation of a building from the bushfire hazard, proximity to public roads and emergency service vehicle access on a site. The building is sited to exceed BAL-29 separation from forested areas to the north and is appropriately setback</p>

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from the remainder of areas which comprises of low threat or modified vegetation. The building is in proximity to Wattle Valley Road and access can be provided for emergency service vehicles.

**AM2.3**

Detailed building plans will need to demonstrate compliance with AS3959 for BAL-29.

**REQUIREMENT**

**53.02-4.2 Defendable Space and Construction**

- *Defendable space and building construction mitigate the effect of flame contact, radiant heat and embers on buildings.*

**Approved Measures**

**AM 3.2**

*A building used for accommodation, a childcare centre, an education centre, a hospital, leisure and recreation or a place of assembly is:*

- *Provided with defendable space in accordance with Table 3 and Table 6 to Clause 53.02-5 wholly within the title boundaries of the land.*
- *Constructed to a bushfire attack level of BAL 12.5.*

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**AltM 3.6**

*A building used for accommodation (other than a dwelling or dependent person's unit), child care centre, education centre, hospital, leisure and recreation or place of assembly may provide defendable space in accordance with Table 2 Columns A, B or C and Table 6 to Clause 53.02-5 where it can be demonstrated that:*

- *AltM 3.6 An integrated approach to risk management has been adopted that considers:*
  - *The characteristics of the likely future occupants including their age, mobility and capacity to evacuate during a bushfire emergency.*
  - *The intended frequency and nature of occupation.*
  - *The effectiveness of proposed emergency management arrangements, including a mechanism to secure implementation.*
- *Less defendable space and a higher construction standard is appropriate having regard to the bushfire hazard landscape assessment.*

**ASSESSMENT**

**AM3.2**

Due to site and surrounding conditions, it is not possible to meet the requirements of Table 3 and as such an alternative measure is applied.

**AltM 3.6**

Column C to Table 2 has been applied, resulting in BAL-29 construction standard. The school have a Bushfire Preparedness Policy (Appendix 4) which includes a commitment to close on Code Red days. Given the urbanised setting of the site itself, it is considered appropriate to apply an increased construction standard and reduced defendable space.

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**REQUIREMENT**

**52.47-2.3 Water Supply and Access**

- *A static water supply is provided to assist in protecting property.*
- *Vehicle access is designed and constructed to enhance safety in the event of a bushfire.*

**Approved Measures****AM 4.1**

- *A building used for accommodation (other than a dwelling or dependent person's unit), child care centre, education centre, hospital, leisure and recreation or place of assembly is provided with:*
  - *A static water supply for fire fighting and property protection purposes of 10,000 litres per 1,500 square metres of floor space up to 40,000 litres.*
  - *Vehicle access that is designed and constructed as specified in Table 5 to Clause 53.02-5.*
  - *An integrated approach to risk management that ensures the water supply and access arrangements will be effective based on the characteristics of the likely future occupants including their age, mobility and capacity to evacuate during a bushfire emergency.*

*The water supply may be in the same tank as other water supplies provided that a separate outlet is reserved for fire fighting water supplies*

**ASSESSMENT****AM 4.1**

Reticulated water is available to the area and the school already has a static water supply on site, together with a series of fire hydrants. Two new 20,000L water tanks are shown adjacent to the proposed building to meet this measure.

An existing fire access track provides circular access around existing/proposed buildings. The access will be continued to loop around the proposed building and carpark area and link back in with Wattle Valley Road. The access will be designed to the requirements of this standard. CFA attend the site on an annual basis and we are advised by the school that access satisfies their requirements.

**10 LANDSCAPING**

Any landscape design must pay particular attention to the vegetation management requirements outlined in Section 6.3 to ensure that new landscaping does not create a bushfire hazard on site.

Refer to CFA's *Landscaping for Bushfire* publication for a detailed guide to appropriate landscaping.

**11 CONCLUSION & RECOMMENDATIONS**

The property is in a region of high bushfire risk given the wider surrounding landscape however the landscape threat is managed to an acceptable level due to the urban nature of the site itself, and the fact that the school have an integrated approach to risk management.

The proposed building is appropriately setback from forested vegetation to the north of the site which run along Monbulk Creek.

The requirements of Table 3 to 53.02-5 cannot be met due to site and surrounding conditions, and as such an Alternative Measure is proposed in accordance with AltM 3.6. An increased Bushfire Attack Level (BAL 29) with reduced defendable space is therefore applied. This is considered appropriate given the site conditions and fact that the school have an integrated approach to risk management, which includes a Fire Preparedness Policy. The bushfire defendable space can easily be managed in accordance with specified requirements.

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Water supply requirements outlined in Table 4 are met with the provision of a 40,000L static water supply. This is located within close proximity to proposed works and adjacent to the fire access track.

An existing fire access track provides excellent circulation around existing/proposed buildings and is considered acceptable in satisfying CFA access requirements.

The defensible space is to be managed in accordance with the Bushfire Management Plan, which includes the recommendations of Table 6, but amended to allow for the grouping of high quality trees in a low threat setting where they will not result in an increased risk.

In accordance with Mandatory Conditions under Clause 44.06-5, a permit to construct a building or construct or carry out works must include the following condition:

*The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.*

It is submitted that the proposed development offers an acceptable risk to life and property to meet the requirements of the Bushfire Management Overlay and Clause 53.02 – Bushfire Planning. There are no outstanding bushfire related issues and it is recommended that support be forthcoming from CFA in respect to this aspect of the application.

The details and responses in this Bushfire Management Statement are based on site and surrounding conditions at the time of inspection together with information supplied by the applicant regarding the proposal. Should there be design alterations or variations in site conditions that may affect the bushfire risk this statement should be reviewed accordingly.

It should be borne in mind that the measures contained in AS 3959-2009 and within this Statement cannot guarantee that a future building will survive a bushfire event on every occasion. This is substantially due to the degree of vegetation management, the unpredictable nature and behaviour of fire, and extreme weather conditions (Foreword from AS 3959-2009). Future lot owners are encouraged to develop their own personal bushfire risk management plan that deals with all aspects of bushfire mitigation and personal survival.

**Millar I Merrigan**

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## 12 REFERENCES

State Government, Victoria

*Regional Bushfire Planning Assessment – Melbourne Metropolitan Region*

DELWP

*Planning Permit Applications: Bushfire Management Overlay, Technical Guide (September 2017)*

CFA, Burwood East, Victoria

*FSG LUP 0002*

*Requirements for Water Supply & Access in the Bushfire Management Overlay*

CFA, Burwood East, Victoria

*FSG LUP 0003*

*Assessing Vegetation in a Bushfire management Overlay*

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CFA (November 2012), Burwood East, Victoria

*Planning for Bushfire Victoria, Guidelines for Meeting Victoria's Bushfire Planning Requirements*

Standards Australia (2009) , Standards Australia, North Sydney, New South Wales

*AS3959 – Construction of Buildings in a Bushfire Prone Areas*

CFS (Oct 2010), Government of South Australia, Adelaide

*Fact Sheet No. 06*

AUSLIG (1990)

Atlas of Australian Resources: Vegetation

Yarra Ranges Planning Scheme

Yarra Ranges Council Website

DEPI website

Fire Operations Plans – interactive mapping

DEPI website

Fire History – interactive mapping

DPCD (2012)

*Regional Bushfire Planning Assessment – Melbourne Metropolitan Region*

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# APPENDIX 1: Property Report

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## PROPERTY DETAILS

Address: **244 MT MORTON ROAD BELGRAVE 3160**  
 Lot and Plan Number: **Plan PC374040**  
 Standard Parcel Identifier (SPI): **PC374040**  
 Local Government Area (Council): **YARRA RANGES**  
 Council Property Number: **245836**  
 Planning Scheme: **Yarra Ranges**  
 Directory Reference: **Melway 84 D1**

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[www.yarraranges.vic.gov.au](http://www.yarraranges.vic.gov.au)

[Planning Scheme - Yarra Ranges](#)

## UTILITIES

Rural Water Corporation: **Southern Rural Water**  
 Melbourne Water Retailer: **South East Water**  
 Melbourne Water: **Inside drainage boundary**  
 Power Distributor: **AUSNET**

## STATE ELECTORATES

Legislative Council: **EASTERN VICTORIA**  
 Legislative Assembly: **MONBULK**

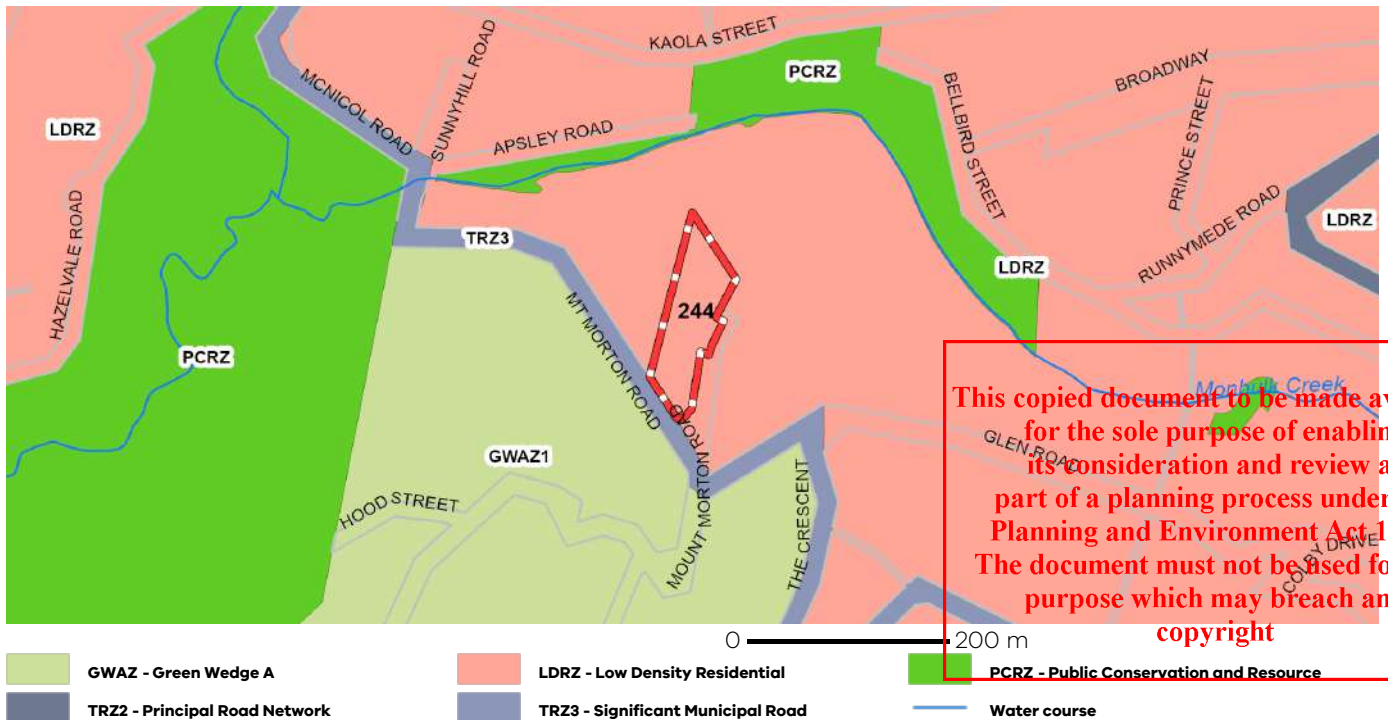
## OTHER

Registered Aboriginal Party: **Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation**

[View location in VicPlan](#)

## Planning Zones

[LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)  
[SCHEDULE TO THE LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)

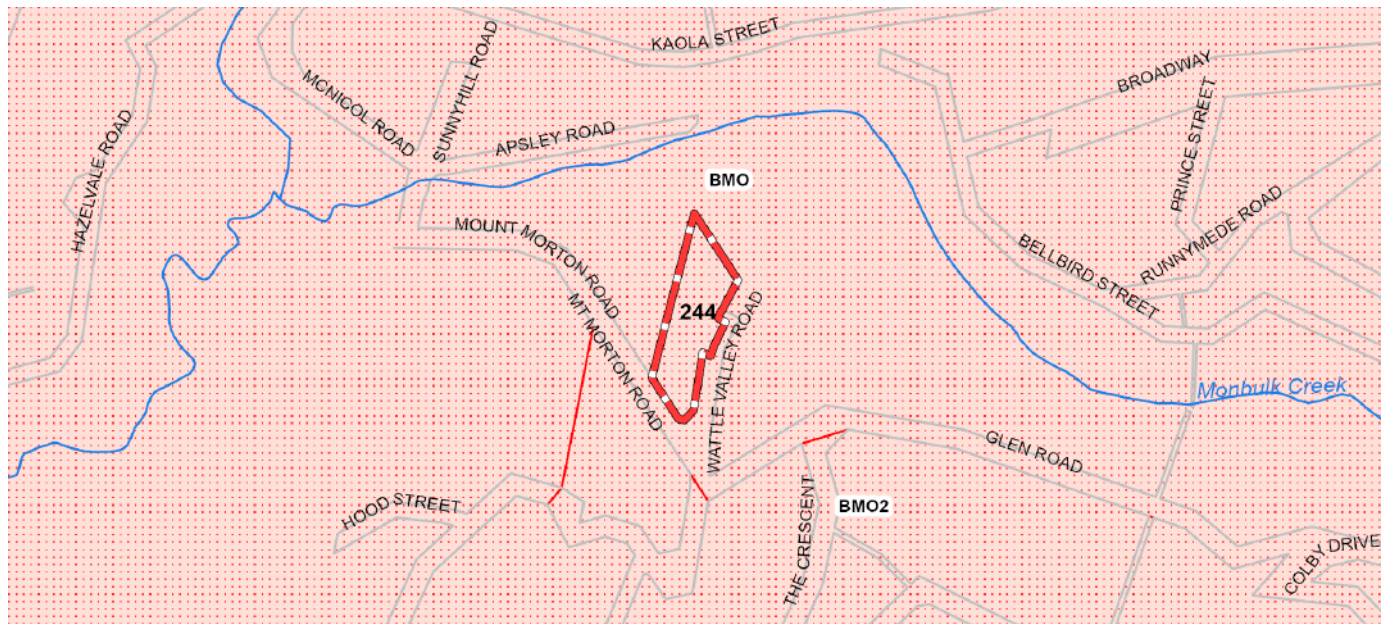


Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.



Planning Overlays

BUSHFIRE MANAGEMENT OVERLAY (BMO)

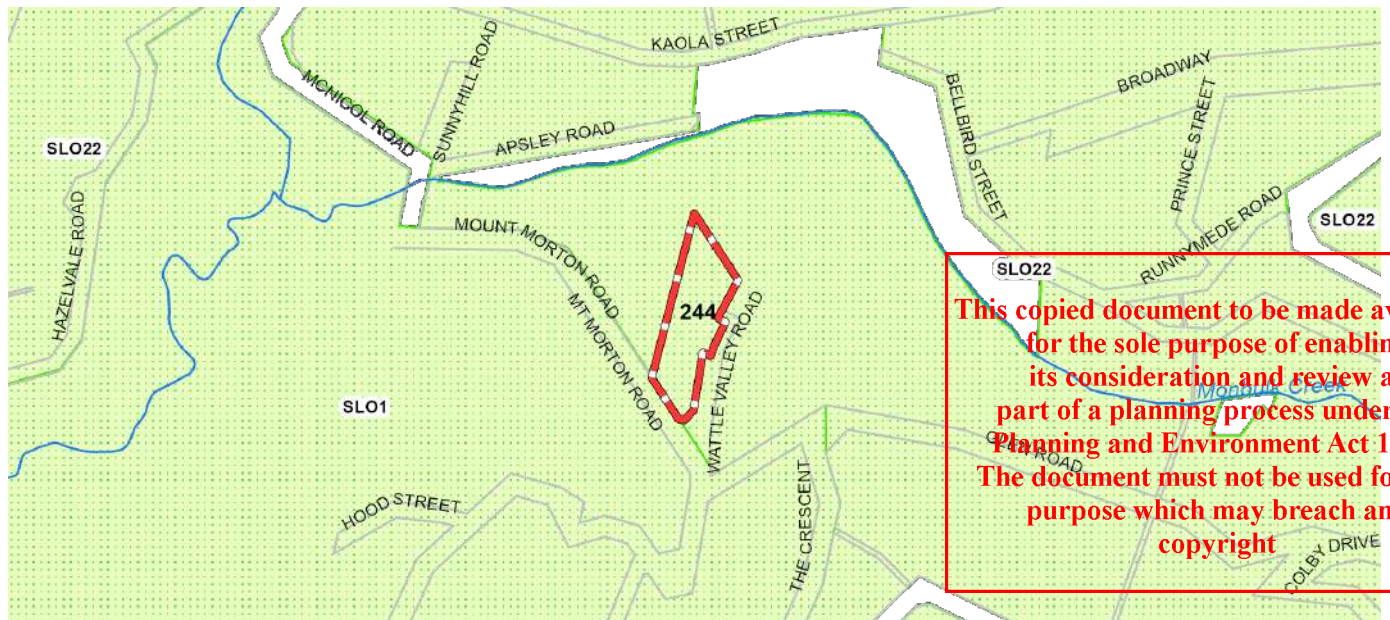


Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

SIGNIFICANT LANDSCAPE OVERLAY (SLO)

SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 1 (SLO1)

SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 22 (SLO22)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

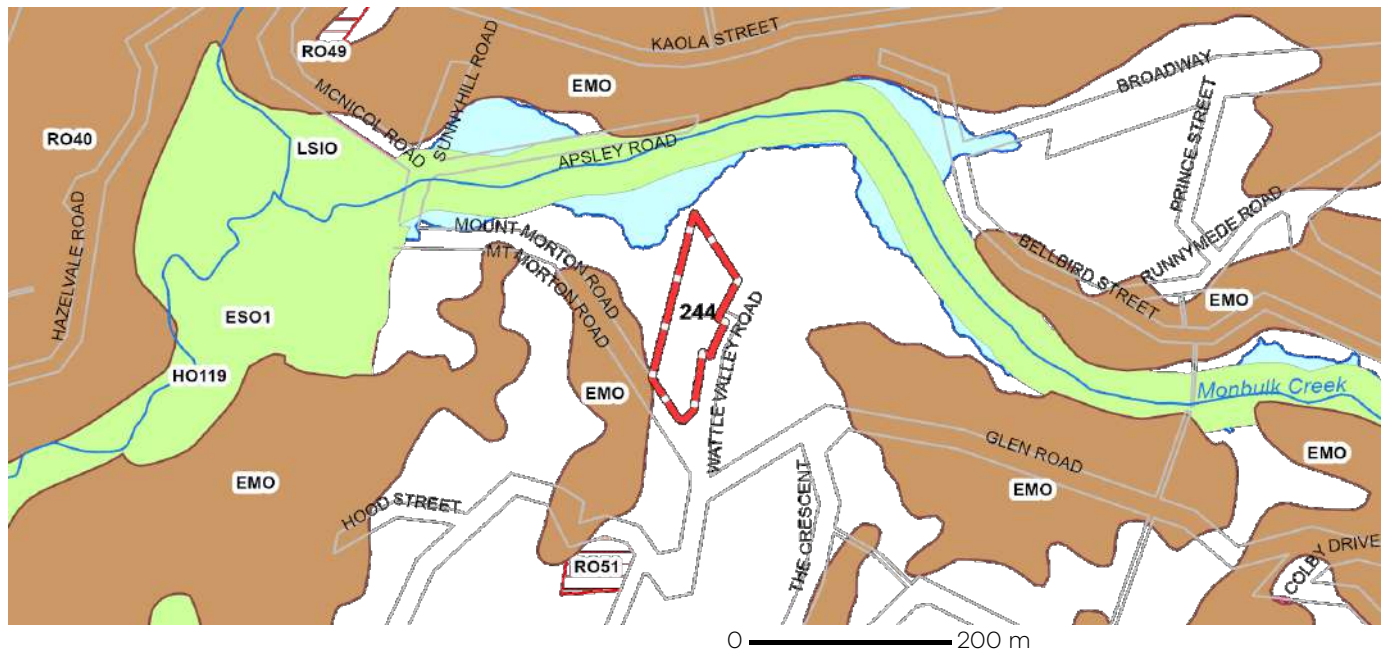
## Planning Overlays

### OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

- [EROSION MANAGEMENT OVERLAY \(EMO\)](#)
- [ENVIRONMENTAL SIGNIFICANCE OVERLAY \(ESO\)](#)
- [HERITAGE OVERLAY \(HO\)](#)
- [LAND SUBJECT TO INUNDATION OVERLAY \(LSIO\)](#)
- [RESTRUCTURE OVERLAY \(RO\)](#)

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**Areas of Aboriginal Cultural Heritage Sensitivity**

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

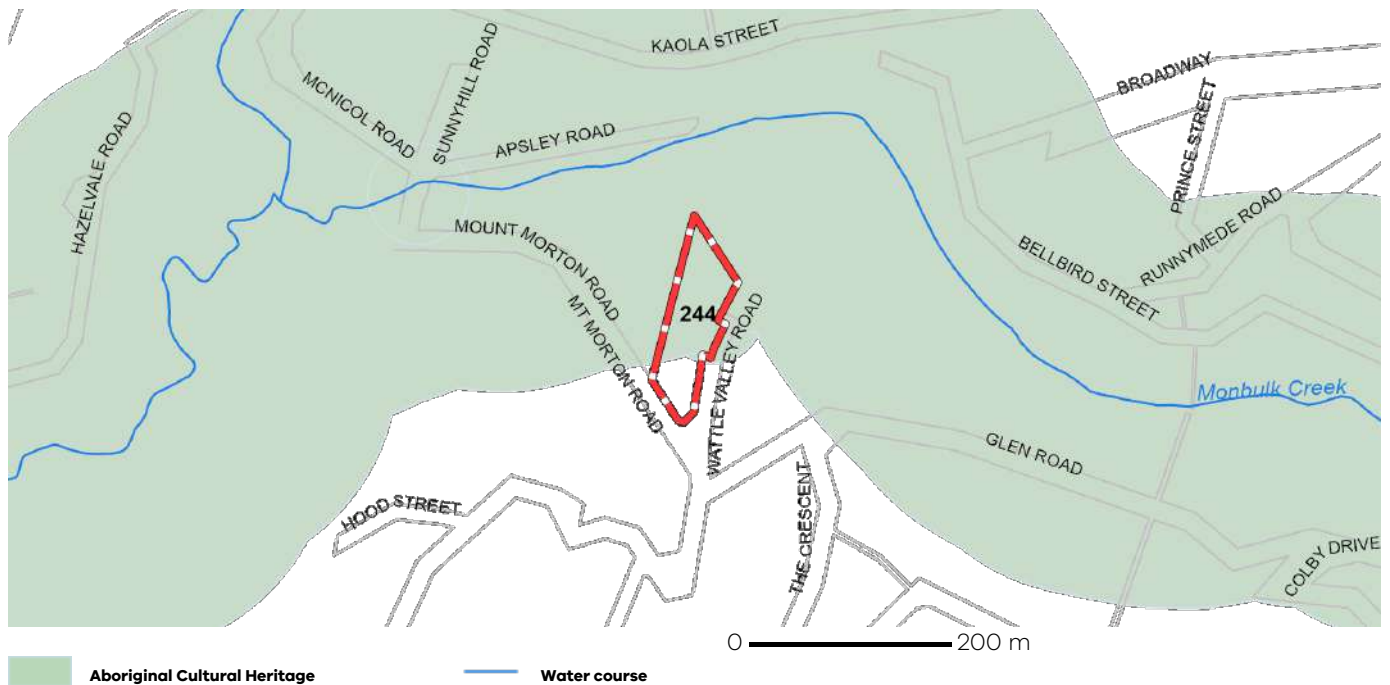
Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which require a 'cultural heritage management plan' be prepared where a listed 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are examples of works exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to <http://www.aav.nrms.net.au/aavQuestion1.aspx>

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can also be found here - <https://www.aboriginalvictoria.vic.gov.au/aboriginal-heritage-legislation>



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## Further Planning Information

Planning scheme data last updated on 12 June 2024.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

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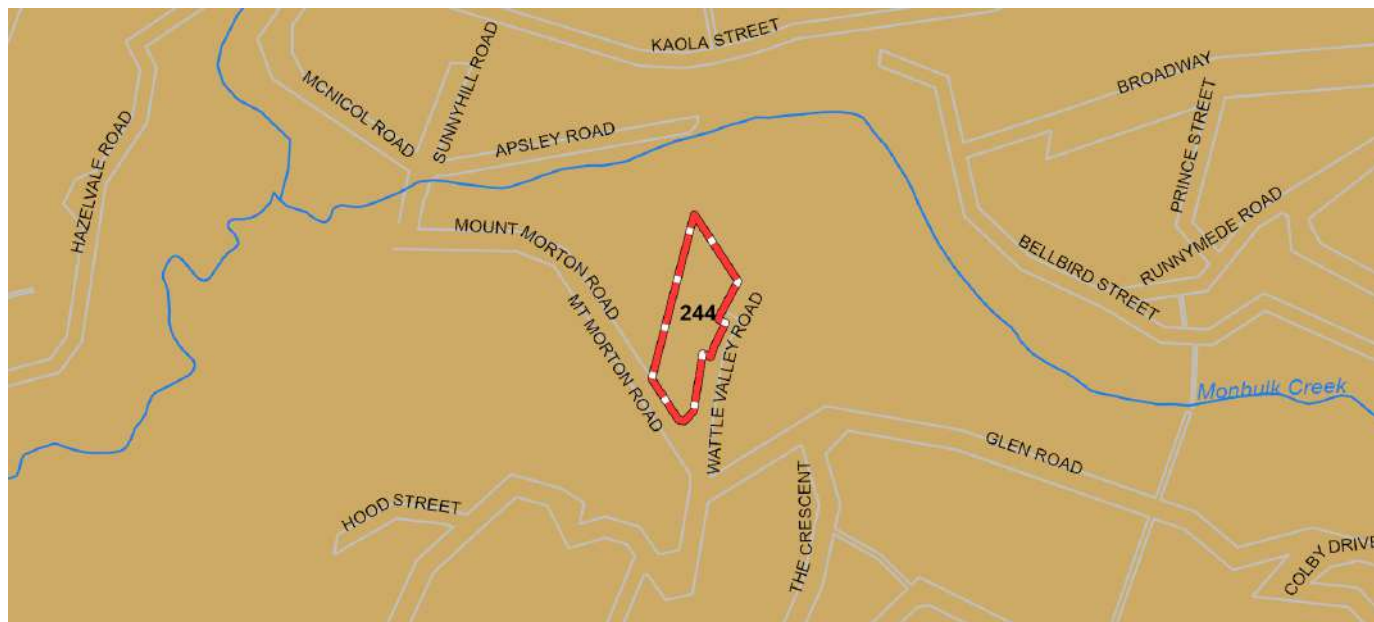


Designated Bushfire Prone Areas

This property is in a designated bushfire prone area. Special bushfire construction requirements apply to the part of the property mapped as a designated bushfire prone area (BPA). Planning provisions may apply.

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at <https://mapshare.vic.gov.au/vicplan/> or at the relevant local council.

Create a BPA definition plan in [VicPlan](#) to measure the BPA.

Information for lot owners building in the BPA is available at <https://www.planning.vic.gov.au>.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>. Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>. For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>.

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Native Vegetation

Native plants that are indigenous to the region and important for biodiversity might be present on the property. They may include trees, shrubs, herbs, grasses or aquatic plants. There are a range of regulations that may apply including those to obtain a planning permit under Clause 52.17 of the local planning scheme. For more information see [Native Vegetation \(Clause 52.17\)](#) with local variations in [Native Vegetation \(Clause 52.17\) Schedule](#).

To help identify native vegetation on this property and the application of Clause 52.17 please visit the Native Vegetation Information Management system <https://nvim.delwp.vic.gov.au/> and [Native vegetation \(environment.vic.gov.au\)](http://Native%20vegetation%20(environment.vic.gov.au)) or please contact your relevant council.

You can find out more about the natural values on your property through NatureKit [NatureKit \(environment.vic.gov.au\)](http://NatureKit%20(environment.vic.gov.au))

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## PROPERTY DETAILS

Address: **20 WATTLE VALLEY ROAD BELGRAVE 3160**  
 Lot and Plan Number: **Plan PC368227**  
 Standard Parcel Identifier (SPI): **PC368227**  
 Local Government Area (Council): **YARRA RANGES**  
 Council Property Number: **245836**  
 Planning Scheme: **Yarra Ranges**  
 Directory Reference: **Melway 84 D1**

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[Planning Scheme - Yarra Ranges](#)

## UTILITIES

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Legislative Council: **EASTERN VICTORIA**  
 Legislative Assembly: **MONBULK**

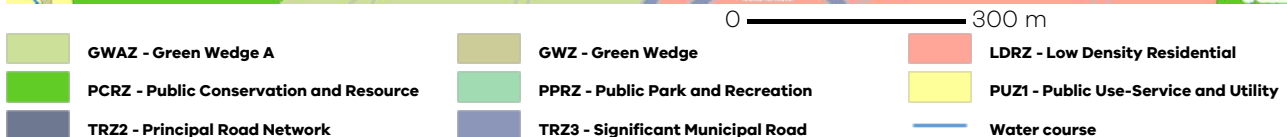
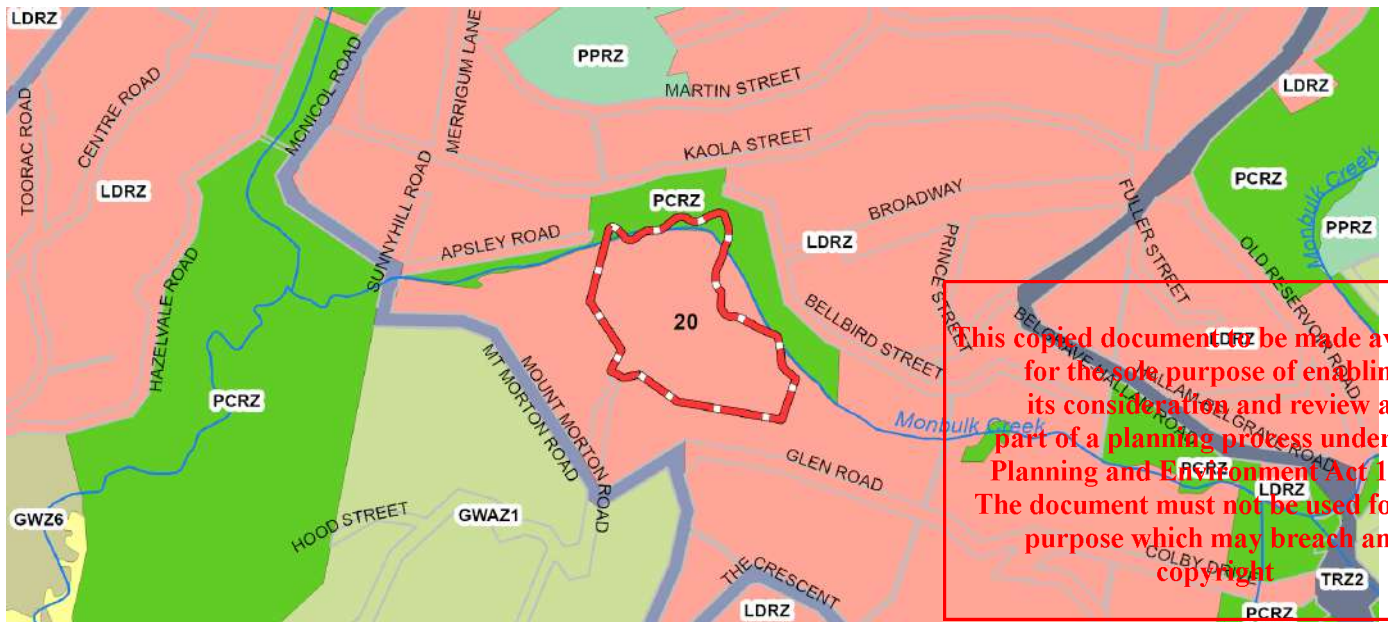
## OTHER

Registered Aboriginal Party: **Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation**

[View location in VicPlan](#)

## Planning Zones

- [LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)
- [SCHEDULE TO THE LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)
- [PUBLIC CONSERVATION AND RESOURCE ZONE \(PCRZ\)](#)
- [SCHEDULE TO THE PUBLIC CONSERVATION AND RESOURCE ZONE \(PCRZ\)](#)

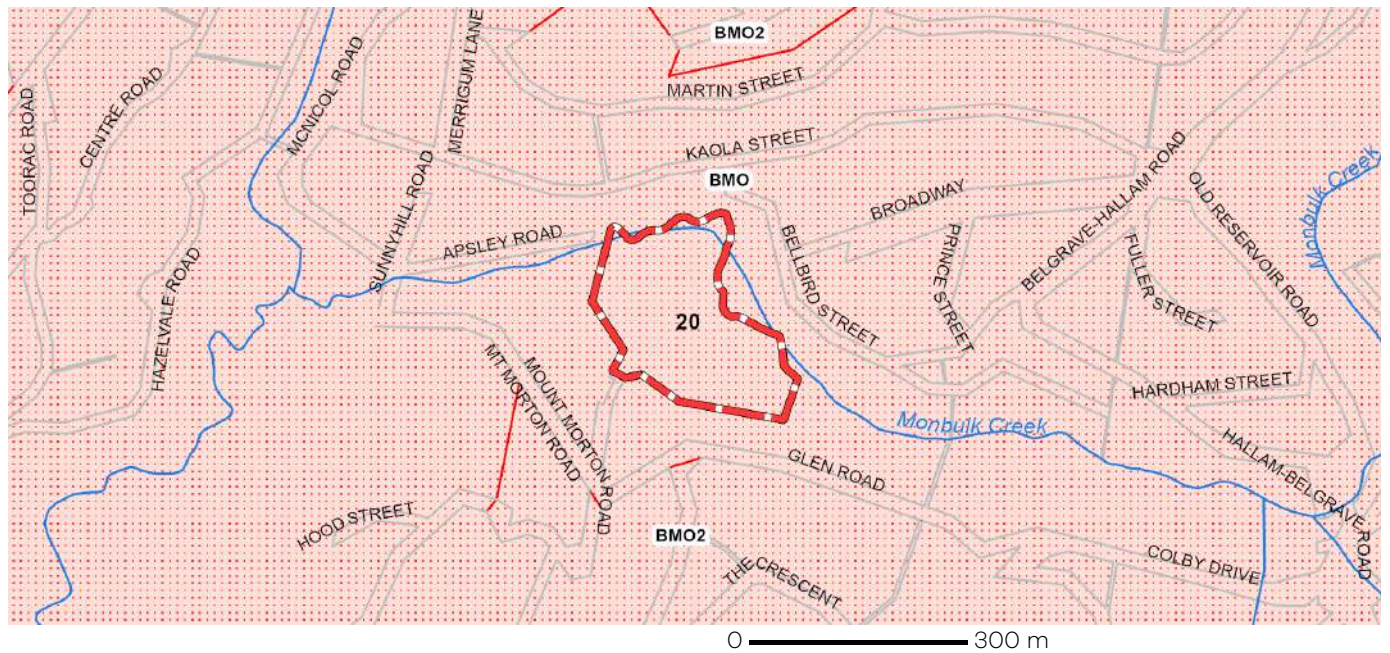


Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.



Planning Overlays

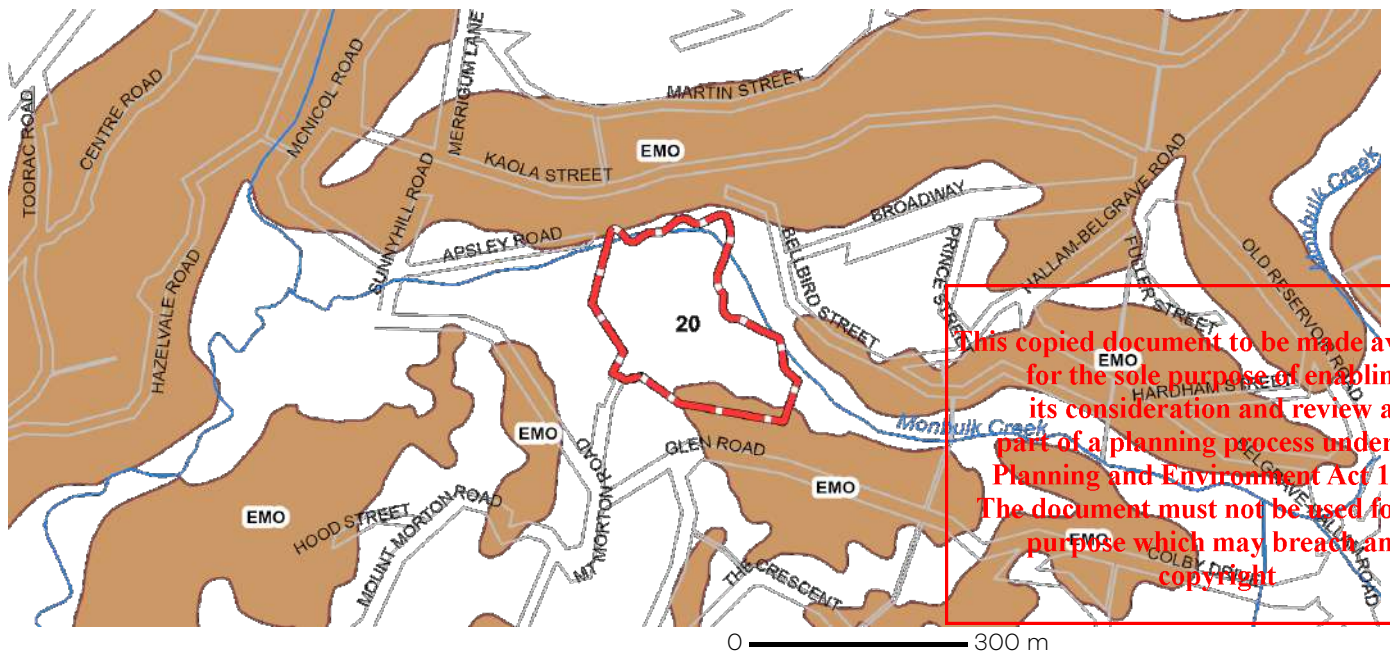
BUSHFIRE MANAGEMENT OVERLAY (BMO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

EROSION MANAGEMENT OVERLAY (EMO)

EROSION MANAGEMENT OVERLAY SCHEDULE (EMO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

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Planning Overlays

ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)

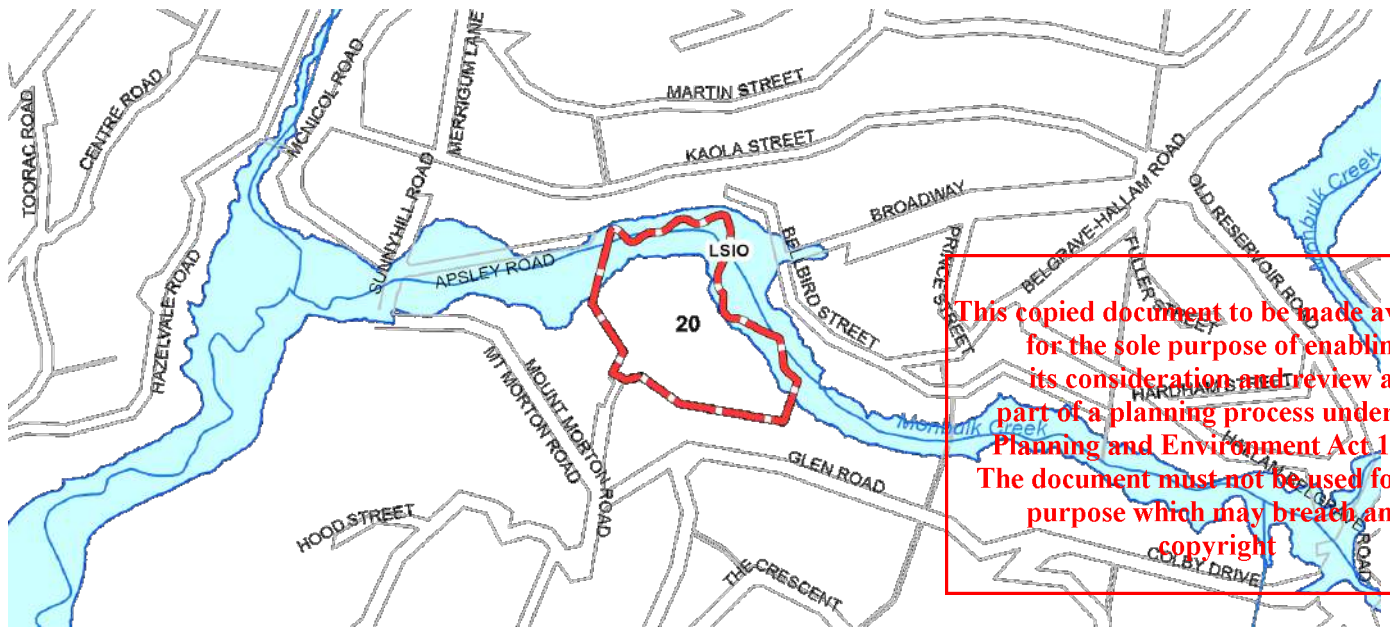
ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 1 (ESO1)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

LAND SUBJECT TO INUNDATION OVERLAY (LSIO)

LAND SUBJECT TO INUNDATION OVERLAY SCHEDULE (LSIO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

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Planning Overlays

SIGNIFICANT LANDSCAPE OVERLAY (SLO)

SIGNIFICANT LANDSCAPE OVERLAY - SCHEDULE 22 (SLO22)



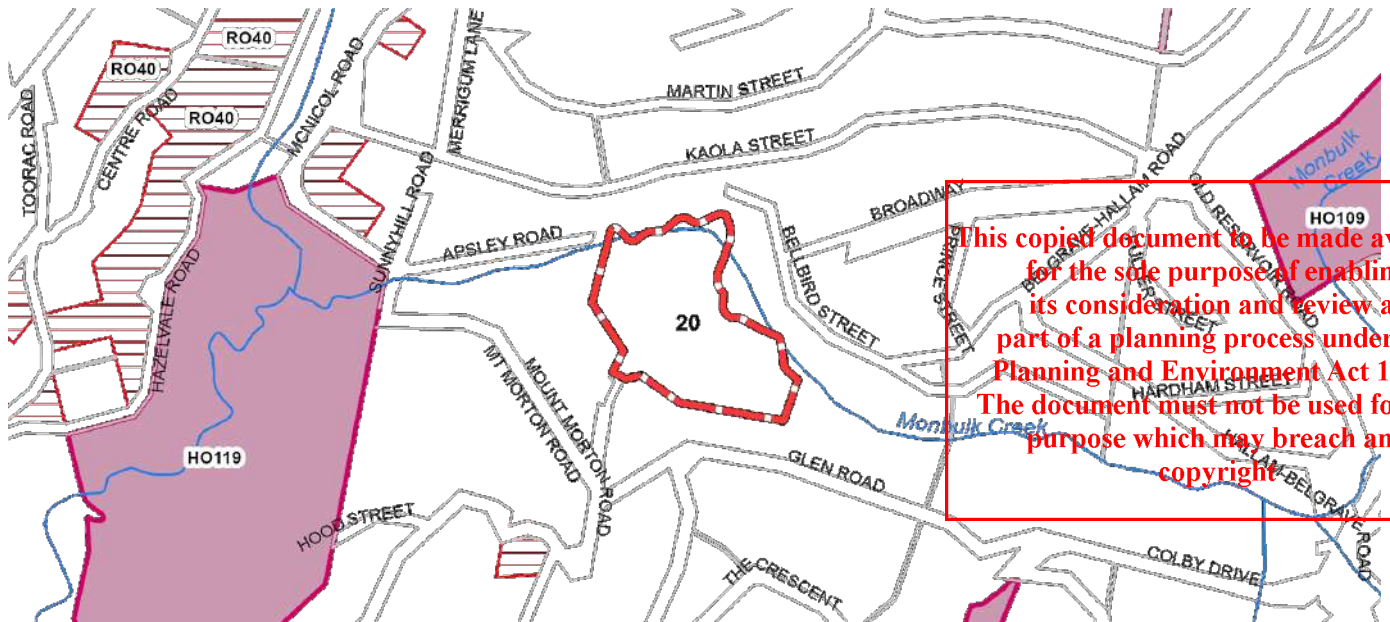
Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

HERITAGE OVERLAY (HO)

RESTRUCTURE OVERLAY (RO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

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**Areas of Aboriginal Cultural Heritage Sensitivity**

All or part of this property is an 'area of cultural heritage sensitivity'.

'Areas of cultural heritage sensitivity' are defined under the Aboriginal Heritage Regulations 2018, and include registered Aboriginal cultural heritage places and land form types that are generally regarded as more likely to contain Aboriginal cultural heritage.

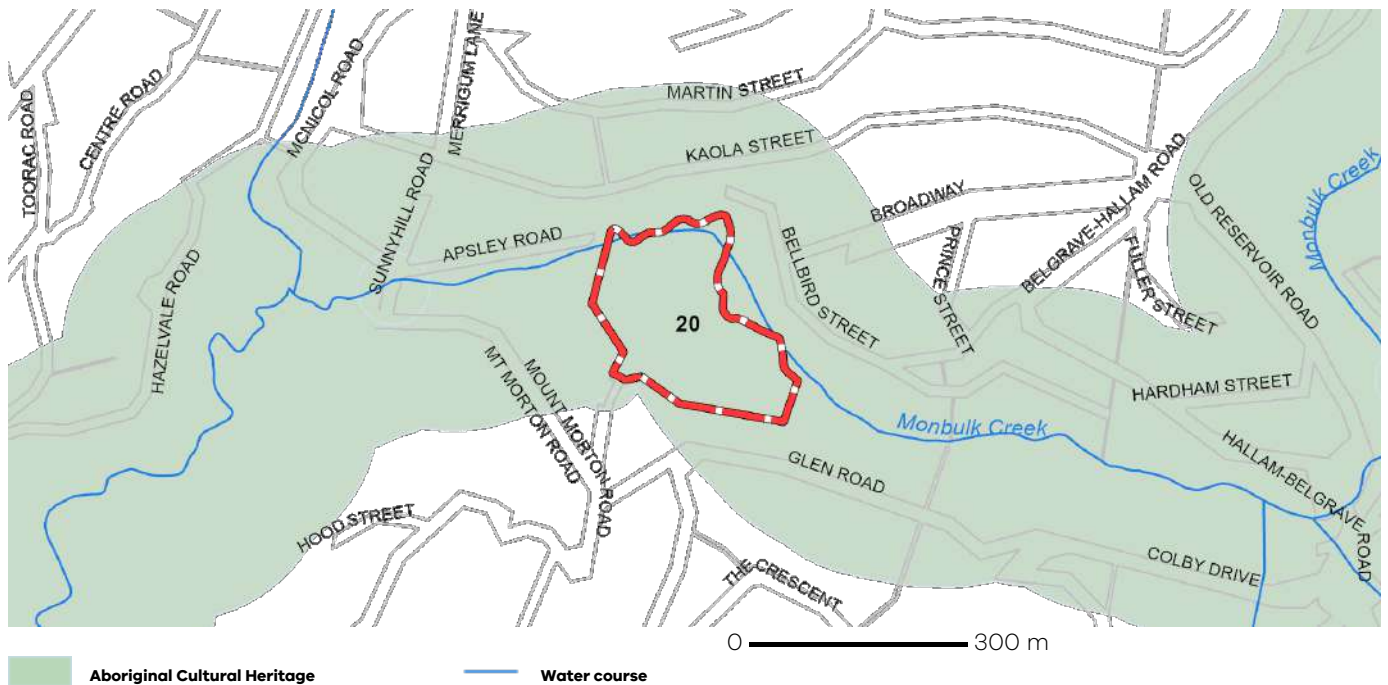
Under the Aboriginal Heritage Regulations 2018, 'areas of cultural heritage sensitivity' are one part of a two part trigger which require a 'cultural heritage management plan' be prepared where a listed 'high impact activity' is proposed.

If a significant land use change is proposed (for example, a subdivision into 3 or more lots), a cultural heritage management plan may be triggered. One or two dwellings, works ancillary to a dwelling, services to a dwelling, alteration of buildings and minor works are examples of works exempt from this requirement.

Under the Aboriginal Heritage Act 2006, where a cultural heritage management plan is required, planning permits, licences and work authorities cannot be issued unless the cultural heritage management plan has been approved for the activity.

For further information about whether a Cultural Heritage Management Plan is required go to <http://www.aav.nrms.net.au/aavQuestion1.aspx>

More information, including links to both the Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018, can also be found here - <https://www.aboriginalvictoria.vic.gov.au/aboriginal-heritage-legislation>



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## Further Planning Information

Planning scheme data last updated on 12 June 2024.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

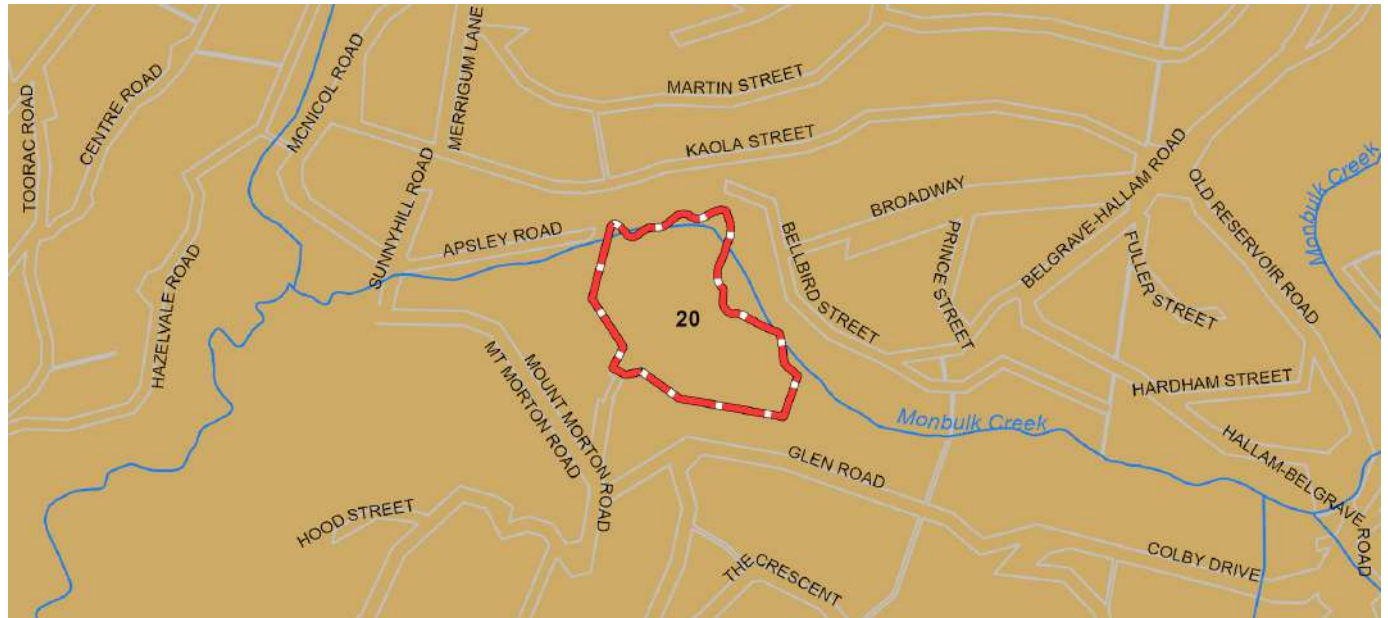
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## Designated Bushfire Prone Areas

**This property is in a designated bushfire prone area. Special bushfire construction requirements apply to the part of the property mapped as a designated bushfire prone area (BPA). Planning provisions may apply.**

Where part of the property is mapped as BPA, if no part of the building envelope or footprint falls within the BPA area, the BPA construction requirements do not apply.

Note: the relevant building surveyor determines the need for compliance with the bushfire construction requirements.



Designated Bushfire Prone Areas

Water course

Designated BPA are determined by the Minister for Planning following a detailed review process. The Building Regulations 2018, through adoption of the Building Code of Australia, apply bushfire protection standards for building works in designated BPA.

Designated BPA maps can be viewed on VicPlan at <https://mapshare.vic.gov.au/vicplan/> or at the relevant local council.

Create a BPA definition plan in [VicPlan](#) to measure the BPA.

Information for lot owners building in the BPA is available at <https://www.planning.vic.gov.au>.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>. Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>. For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>.

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## Native Vegetation

Native plants that are indigenous to the region and important for biodiversity might be present on the property. They may include trees, shrubs, herbs, grasses or aquatic plants. There are a range of regulations that may apply including those that require a planning permit under Clause 52.17 of the local planning scheme. For more information see [Native Vegetation \(Clause 52.17\)](#) with local variations in [Native Vegetation \(Clause 52.17\) Schedule](#)

To help identify native vegetation on this property and the application of Clause 52.17 please visit the Native Vegetation Information Management system <https://nvim.delwp.vic.gov.au/> and [Native vegetation \(environment.vic.gov.au\)](https://www.environment.vic.gov.au) or please contact your relevant council.

You can find out more about the natural values on your property through NatureKit [NatureKit \(environment.vic.gov.au\)](https://www.environment.vic.gov.au)

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Notwithstanding this disclaimer, a vendor may rely on the information in this report for the purpose of a statement that land is in a bushfire prone area as required by section 32C (b) of the Sale of Land 1962 (Vic).



## Appendix 2: Certificate of Title

## ADVERTISED PLAN

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**REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958**

VOLUME 11458 FOLIO 465

Security no : 124110827687C  
Produced 28/11/2023 11:39 AM

**ADVERTISED PLAN**

**LAND DESCRIPTION**

Land in Plan of Consolidation 374040N.  
PARENT TITLES :  
Volume 10816 Folio 480      Volume 11454 Folio 403  
Created by instrument PC374040N 21/11/2013

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Sole Proprietor  
BELGRAVE HEIGHTS CHRISTIAN SCHOOL OF THE PRESBYTERIAN CHURCH OF VICTORIA INC  
of 20 WATTLE VALLEY ROAD BELGRAVE VIC 3160  
AT794522Y 23/11/2020

**ENCUMBRANCES, CAVEATS AND NOTICES**

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

**DIAGRAM LOCATION**

SEE PC374040N FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 244 MT MORTON ROAD BELGRAVE VIC 3160

**ADMINISTRATIVE NOTICES**

NIL

eCT Control      22142D MOORES MDP PTY LTD  
Effective from 23/11/2020

DOCUMENT END

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	<b>PLAN OF CONSOLIDATION</b>	LRS use only <b>EDITION 1</b>	Plan Number <b>PC 374040N</b>
<b>Location of Land</b> Parish: <u>NARRE WORRAN</u> Township: _____ Section: _____ Crown Allotment: <u>70<sup>B</sup> (PT)</u> Crown Portion: _____  Title References: <u>C/T's V.10816 F.480 &amp; V.11454 F.403</u>  Last Plan Reference: <u>LOT 3 PS 516643E &amp; TP 953295X</u>  Postal Address: <u>244 Mt. MORTON ROAD, BELGRAVE, 3160.</u>  MGA Co-ordinates: E: <u>354 510</u> Zone <u>55</u> (Of approx. centre of plan) N: <u>5801 800</u>	<b>Council Certification and Endorsement</b> Council Name: <u>YARRA RANGES SHIRE COUNCIL</u> Ref: _____  1. This plan is certified under section 6 of the Subdivision Act 1988. 2. This plan is certified under section 11(7) of the Subdivision Act 1988. Date of original certification under section 6 _____ 3. This is a statement of compliance issued under section 21 of the Subdivision Act 1988.  Council Delegate _____ Council seal _____ Date _____		LRS use only Statement of Compliance / Exemption Statement Received <input checked="" type="checkbox"/> Date <u>11/ 11/2013</u>  LRS use only PLAN REGISTERED TIME <u>10.50am</u> DATE <u>21/ 11/ 2013</u> DSATTI  Assistant Registrar of Titles  Notations  Depth Limitation: Does not apply
<b>Easement Information</b>			
<b>Legend:</b> A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)			
Easement Reference	Purpose	Width (Metres)	Origin
E-1 E-3	SEWERAGE	SEE PLAN	PS 516643E
E-2 E-3	DRAINAGE	SEE PLAN	C/E H461494
Survey:- This plan is/ is not based on a survey.  If this survey has been connected to permanent marks no(s). In proclaimed Survey Area no.			
<div style="text-align: right; color: red; font-weight: bold; font-size: 24px;">                     ADVERTISED PLAN                 </div> <div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold; margin-top: 20px;">                     This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright                 </div>			
Approx. True North			
<b>HANSEN SURVEYING P/L</b> ABN 89 126 307 051 TITLE SURVEYS - LAND & UNIT SUBDIVISION - TOWN PLANNING P.O. Box 714 Belgrave Unit 1 1569 Burwood Highway, Belgrave 3160 Telephone: (03) 9754 3930 Fax: (03) 9752 5069 Email: hansenr@bigpond.com			
ORIGINAL SHEET SIZE <b>A3</b>	SCALE 1:1000 	LICENSED SURVEYOR: PETER CLYDE HANSEN  SIGNATURE <u>DIGITALLY SIGNED</u> REF <b>5112</b> VERSION <b>1</b>	Sheet 1 of 1 Sheets  DATE <u> / /</u> COUNCIL DELEGATE SIGNATURE _____



**Plan of Consolidation PC374040N  
Concurrent Certification and Statement of Compliance  
(Form 3)**

SUBDIVISION (PROCEDURES) REGULATIONS 2011

**ADVERTISED  
PLAN**

SPEAR Reference Number: S043183H  
Plan Number: PC374040N  
Responsible Authority Name: Yarra Ranges Shire Council  
Responsible Authority Reference Number 1: SC-2013/21/0  
Surveyor's Plan Version: 1

**Certification**

This plan is certified under section 6 of the Subdivision Act 1988

**Statement of Compliance**

This is a statement of compliance issued under section 21 of the Subdivision Act 1988

**Public Open Space**

A requirement for public open space under section 18 of the Subdivision Act 1988

Has not been made at Certification

Digitally signed by Council Delegate: Caz Elliott  
Organisation: Yarra Ranges Shire Council  
Date: 11/11/2013

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## REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

Page 1 of 2

VOLUME 10877 FOLIO 396

Security no : 124098737875C  
Produced 04/07/2022 12:05 PM

# ADVERTISED PLAN

### LAND DESCRIPTION

Land in Plan of Consolidation 368227F.

PARENT TITLES :

Volume 10816 Folio 479      Volume 10871 Folio 373

Created by instrument PC368227F 25/05/2005

### REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

BELGRAVE HEIGHTS CHRISTIAN SCHOOL OF THE PRESBYTERIAN CHURCH OF VICTORIA INC  
of WATTLE VALLEY ROAD BELGRAVE HEIGHTS VIC 3160  
PC368227F 25/05/2005

### ENCUMBRANCES, CAVEATS AND NOTICES

1. MORTGAGE AJ326909A 21/11/2011  
BENDIGO AND ADELAIDE BANK LTD
2. MORTGAGE AH251583M 26/05/2010  
THE PRESBYTERIAN CHURCH OF VICTORIA TRUSTS CORPORATION

VARIATION OF PRIORITY AJ326910R 21/11/2011

CAVEAT AE451079K 29/06/2006

Caveator

SPI ELECTRICITY PTY LTD

Grounds of Claim

LEASE WITH THE FOLLOWING PARTIES AND DATE.

Parties

THE REGISTERED PROPRIETOR(S)

Date

29/08/2005

Estate or Interest

LEASEHOLD ESTATE

Prohibition

ABSOLUTELY

Lodged by

AUSNET ELECTRICITY SERVICES PTY LTD

Notices to

AUSNET SERVICES of "PROPERTY" LEVEL 31 2 SOUTHBANK BOULEVARD SOUTHBANK VIC 3006

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

### DIAGRAM LOCATION

SEE PC368227F FOR FURTHER DETAILS AND BOUNDARIES

### ACTIVITY IN THE LAST 125 DAYS

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**REGISTER SEARCH STATEMENT (Title Search) Transfer of  
Land Act 1958**

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 20 WATTLE VALLEY ROAD BELGRAVE VIC 3160

**ADMINISTRATIVE NOTICES**

**ADVERTISED  
PLAN**

NIL

eCT Control 03500L BENDIGO AND ADELAIDE BANK LTD - SAFE CUSTODY  
Effective from 21/07/2017

DOCUMENT END

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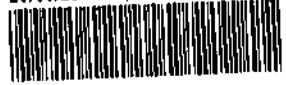
# CAVEAT

## Section 89 Transfer of Land Act



AE451079K <sup>C</sup><sub>e</sub>

29/06/2006 \$46.20 89



Pr  
The  
colle  
and is used for the purpose of  
maintaining publicly searchable  
registers and indexes in the Victorian  
Land Reastrv.

Lodged by:

Name: SPI Networks Pty Ltd  
Phone: 9695 6161  
Address: Level 30, 2 Southbank Boulevard, Southbank 3000  
Ref: 90BK8701  
Customer Code: 1333P

The caveator claims the estate or interest specified in the land described on the grounds set out and forbids the registration of any person as proprietor of and of any instrument affecting the estate or interest to the extent specified.

Land: *(title, mortgage, charge or lease)*

Certificate of Title Volume 10877 Folio 396

E

Caveator: *(full name and address)* Level 31, 2 Southbank Boulevard, Southbank  
SPI Electricity Pty Ltd (A.C.N. 064 651 118) 3006

Estate or Interest claimed:

An interest as Lessee of the land

Grounds of claim:

Pursuant to a Lease for 30 years from the 29<sup>th</sup> August 2005 between the Caveator and Belgrave Heights Christian School of the Presbyterian Church of Victoria Incorporated

Extent of prohibition: *(if not ABSOLUTELY delete and insert desired text)*

ABSOLUTELY save and except any transfer, mortgage or discharge of mortgage affecting the land.

Address in Victoria for service of notice: *(include postcode)*

SPI Electricity Pty Ltd (A.C.N. 064 651 118) of Level 31, 2 Southbank Boulevard, Southbank 3006

Dated:

Signature of caveator

Or

Signature of agent being a Current Practitioner under the *Legal Practice Act 1996*

Or

Signature of agent

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KYRIACOS KARAFOTIAS  
Level 31, 2 Southbank Blvd, Southbank Vic. 3006  
An Australian Legal Practitioner  
*(within the meaning of the Legal Profession Act 2004)*

Approval No. 1727057A

STAMP DUTY USE ONLY

C

ADVERTISED PLAN



29.06.06



<h1>PLAN OF CONSOLIDATION</h1>		LTO use only <b>EDITION 1</b>	Stage No. /	Plan Number <b>PC 368227 F</b>
<b>LOCATION OF LAND</b> <b>Parish:</b> Narree Worran <b>Township:</b> --- <b>Section:</b> --- <b>Crown Allotment:</b> 70B (Pt) & 70N (Pt) <b>Crown Portion:</b> --- <b>LTO Base Record:</b> DCMB <b>Title Reference:</b> V. 10816 F. 479 V. 10871 F. 373 <b>Last Plan Reference:</b> Lot 2 PS 516643 E <b>Postal Address:</b> Wattle Valley Road (at time of subdivision) Belgrave Heights 3160 <b>AMG Co-ordinates</b> (of approx. centre of land in plan) E 354 550 N 5 801 650 Zone: 55		<b>COUNCIL CERTIFICATION AND ENDORSEMENT</b> <b>COUNCIL NAME:</b> SHIRE OF YARRA RANGES <b>REF:</b> 0327 1. This plan is certified under section 6 of the Subdivision Act 1988. 2. This plan is certified under section 11(7) of the Subdivision Act 1988. Date of original certification under section 624 104/05 3. This is a statement of compliance issued under section 21 of the Subdivision Act 1988  Council Delegate Council Seal Date 24 / 05 / 2005  Re-certified under section 11(7) of the Subdivision Act 1988 Council Delegate Council Seal Date 24 / 05 / 2005		<div style="color: red; font-weight: bold; font-size: 2em;">ADVERTISED</div> LTO use only Statement of Compliance/ Exemption Statement  Received <input checked="" type="checkbox"/>  DATE 29 / 4 / 05
<b>Vesting of Roads or Reserves</b>		LTO use only PLAN REGISTERED TIME 2:34 PM DATE 25 / 5 / 2005 ..... Assistant Registrar of Titles		
Identifier	Council/Body/Person	<b>Notations</b>		
Nil	Nil	Depth Limitation: Nil  <b>Survey</b> This plan is not based on survey This survey has been connected to permanent marks no(s) In Proclaimed Survey Area No.		
<b>Easement Information</b>				
Section 12(2) of the Subdivision Act 1988 applies to all land herein.				
Legend:	A - Appurtenant Easement	E - Encumbering Easement	R - Encumbering Easement (Road)	
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1 E-2	Drainage As provided for in Section 207C LGA 1989.	1.83 See Plan	Inst. 2136926 Section 207C LGA 1989	C/T Vol. 4562 Fol. 337 Yarra Ranges Shire Council
<div style="border: 2px solid red; padding: 10px; color: red; font-weight: bold;">                     This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright                 </div>				
<b>NOBELIUS LAND SURVEYORS</b> P.O. BOX 481 PAKENHAM 3810 Ph 03 5941 4112 Fax 03 5941 7359 rob@nobelius.com.au		ORIGINAL SCALE SHEET SIZE 1:2000 A3		Sheet 1 of 1 sheets  DATE 24 / 05 / 2005 COUNCIL DELEGATE SIGNATURE Original sheet size A3
SCALE  LENGTHS ARE IN METRES		LICENSED SURVEYOR: SIGNATURE..... DATE 19 / 05 / 05 REF: 2222 VERSION B		

## APPENDIX 3: Development Plans

**ADVERTISED  
PLAN**

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**ADVERTISED  
PLAN**



# BELGRAVE HEIGHTS CHRISTIAN SCHOOL SENIOR LEARNING CENTRE

**CREATING A SHARED VISION FOR THE FUTURE**

**TOWN PLANNING APPLICATION**

31.05.2024 20054

smith+tracey architects



# ADVERTISED PLAN



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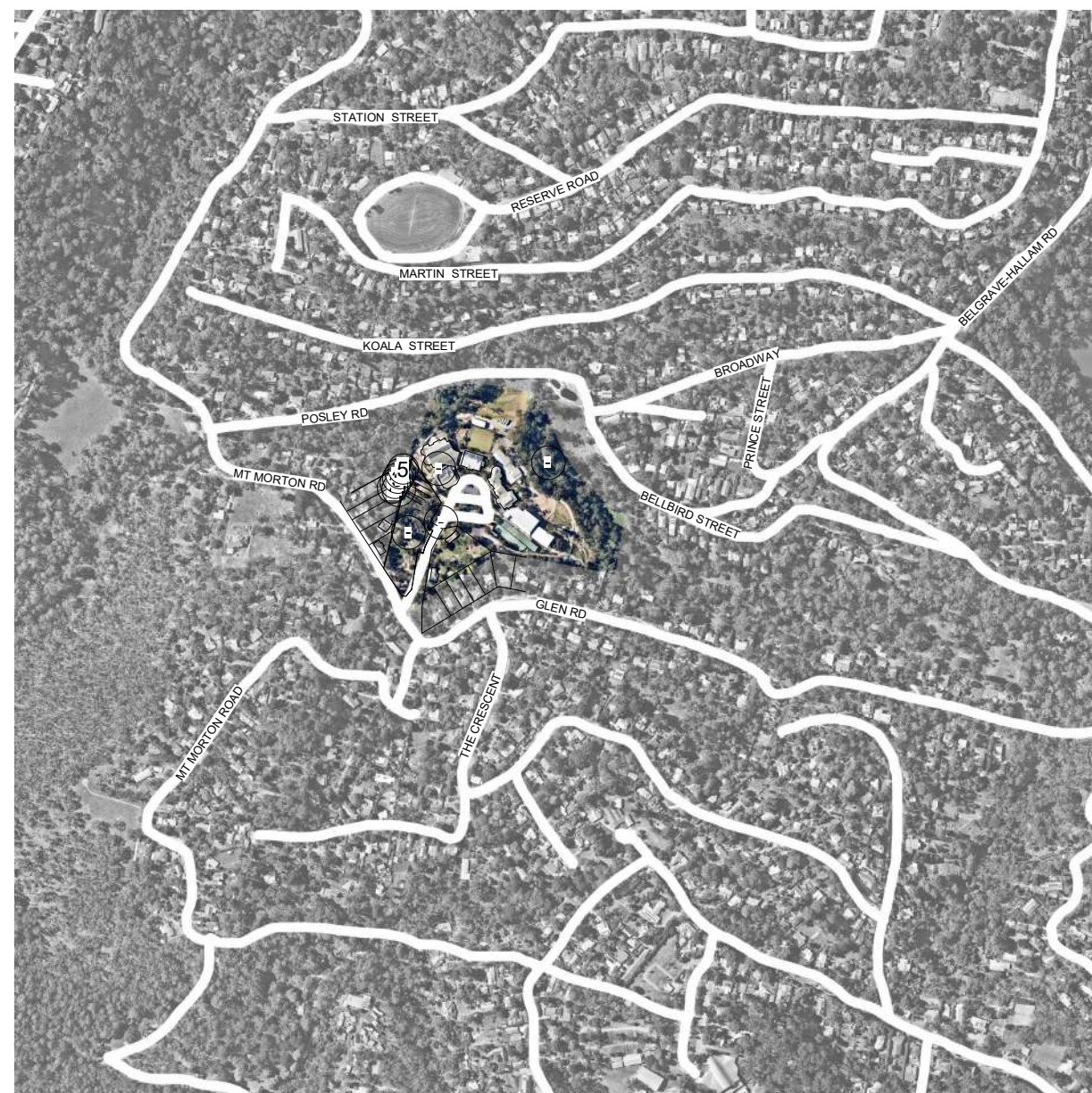
No.	Date	Desc
A	31.05.2024	TOWN PLANNING REVISION
B	18.06.2024	TOWN PLANNING REVISION







- LEGEND**
- SUN PATH
  - EXISTING TREES TO BE RETAINED
  - EXISTING TREES TO BE REMOVED
  - EXISTING ACCESS POINT
  - 780m - COMMUNITY CENTRE
  - 93m - BUS STOP - PUBLIC TRANSPORTATION
  - 900m - RETAIL PRECINCT
  - 1.7km - HOSPITAL
  - SITE FALL DIRECTION
  - VIEW POSITION REFERENCE
  - TITLE BOUNDARY
  - 1. SUBJECT SITE
  - 2. WATTLE VALLEY ROAD
  - 3. EXISTING CARPARK
  - 4. BUILDING
  - 5. BUILDING
  - 6. BUILDING
  - 7. TENNIS COURTS
  - 8. BUILDING
  - 9. BUILDING
  - 10. BUILDING
  - 11. NEIGHBOURING RESIDENTIAL - SINGLE AND TWO STOREY BUILDINGS



**1 SITE EXISTING - LOCATION PLAN**  
DA2000 1:1000

**2 SITE EXISTING - LOCATION PLAN 1**  
DA2000 1:5000



VIEW 01



VIEW 02



VIEW 03



VIEW 04



VIEW 05

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VIEW 06



VIEW 07



VIEW 08



VIEW 09



VIEW 10

No.	Date	Desc
A	31.05.2024	TOWN PLANNING REVISION
B	31.05.2024	TOWN PLANNING REVISION

**smith+tracey** architects

**ADVERTISED PLAN**

PROJECT :  
**BELGRAVE HEIGHTS SENIOR LEARNING CENTRE**

ADDRESS:  
20 WATTLE VALLEY RD, BELGRAVE VIC 3160

DRAWING :  
**SITE ANALYSIS / LOCATION PLAN**

SCALE :  
NTS @A3    NTS @A1  
JOB NUMBER: 20054    DATE: 31.05.2024

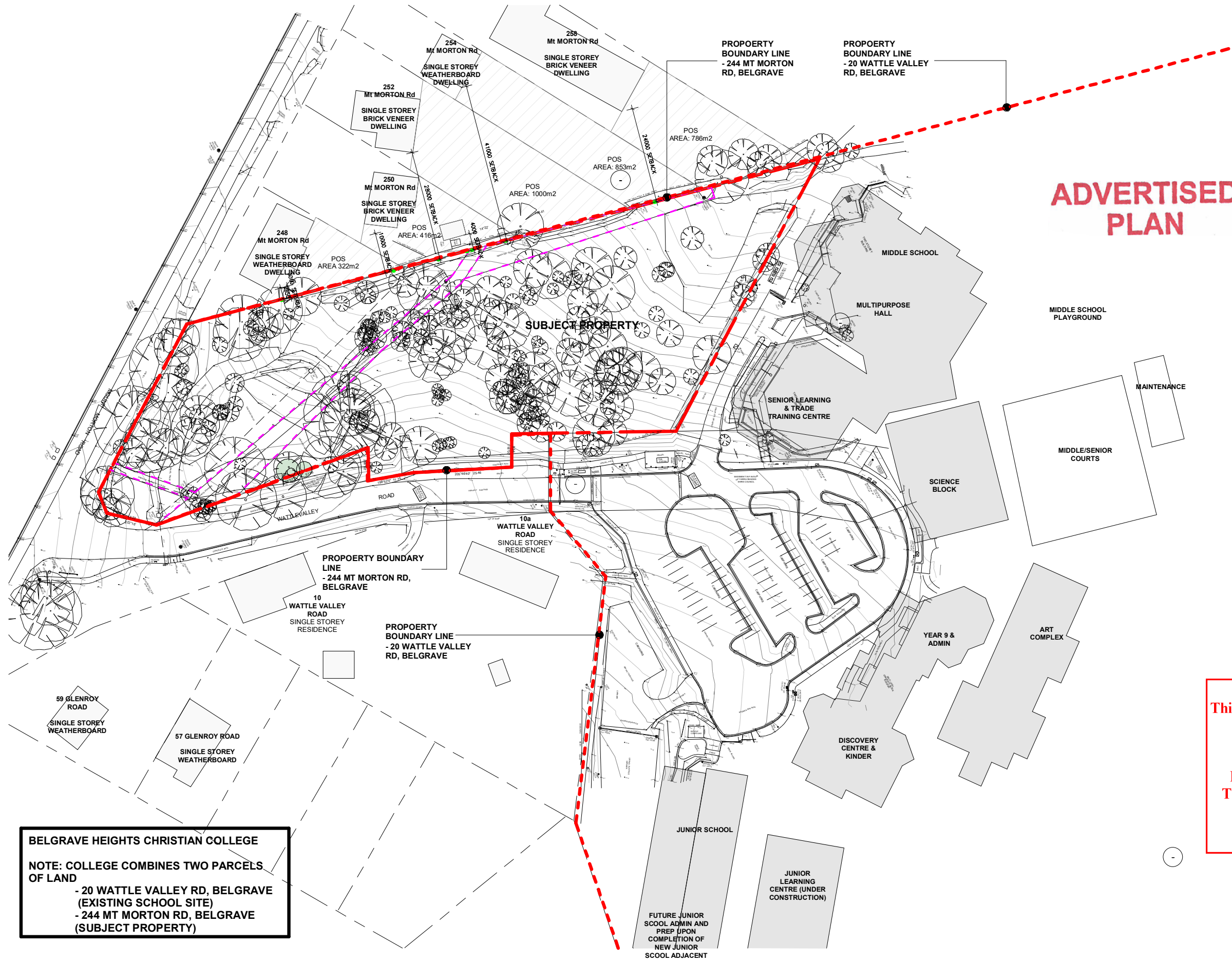
DRAWING NUMBER:  
**DA0103 /B**

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**Development Application**

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# ADVERTISED PLAN

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**BELGRAVE HEIGHTS CHRISTIAN COLLEGE**  
 NOTE: COLLEGE COMBINES TWO PARCELS OF LAND  
 - 20 WATTLE VALLEY RD, BELGRAVE (EXISTING SCHOOL SITE)  
 - 244 MT MORTON RD, BELGRAVE (SUBJECT PROPERTY)

No.	Date	Desc
A	31.05.2024	TOWN PLANNING REVISION
B	18.06.2024	TOWN PLANNING REVISION

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**TREE DEMO SCHEDULE**

- TREE No. TO BE DEMOLISHED**  
 7, 8, 9, 10, 11, 12, 13, 14, 15, 16,  
 17, 18, 19, 20, 21, 22, 23, 24, 25,  
 26, 27, 28, 29, 30, 31, 32, 33, 34,  
 35, 36, 37, 39, 40, 41
- 44, 45, 46, 47, 48, 49, 50, 51, 52,  
 53,
- 54, 55, 56, 57, 58, 59, 60, 61, 62,  
 63, 64, 65, 66, 67, 69, 70, 71, 72,  
 74, 77, 78, 79, 80, 81, 82, 83,  
 84, 85, 86, 87, 88, 89, 90, 91, 92,  
 94, 95, 96, 97, 98, 99, 100, 101  
 102, 103, 104, 105, 106, 107, 108,  
 109, 111, 112, 116, 117, 125, 126,  
 129, 130, 132, 133, 134, 135, 136,  
 137, 138, 139, 143, 144, 145, 146,  
 147, 148, 149, 150, 151, 152, 153,  
 154, 155, 156,  
 171, 173, 174, 175, 176,  
 177, 178, 179, 180, 181,  
 226, 230, 231, 232, 233, 234, 235,  
 244

- TREE No. TO BE RETAINED**  
 1, 2, 3, 4, 5, 6, 38, 42, 43, 54, 68,  
 74, 75, 76, 93, 110, 113, 114, 115,  
 118, 119, 120, 121, 122, 123, 124,  
 127, 128, 140, 141, 142, 157, 158,  
 159, 160, 161, 162, 163, 164, 165,  
 166, 167, 168, 169, 170, 172, 173,  
 174, 175, 176, 177, 178, 179, 180,  
 181, 182, 183, 184, 185, 186, 187,  
 188, 189, 190, 191, 192, 193, 194,  
 195, 196, 197, 198, 199, 200, 201,  
 202, 203, 204, 205, 206, 207, 208,  
 209, 210, 211, 212, 213, 214, 215,  
 216, 217, 218, 219, 220, 221, 222,  
 223, 224, 225, 227, 228, 229,  
 236, 237, 238, 239, 240, 241, 242,  
 243, 245, 246,

- EXISTING TREE RETAINED ●
- EXISTING TREE REMOVED ○
- EXISTING TREE TPZ ○
- EXISTING TREE SRZ ○

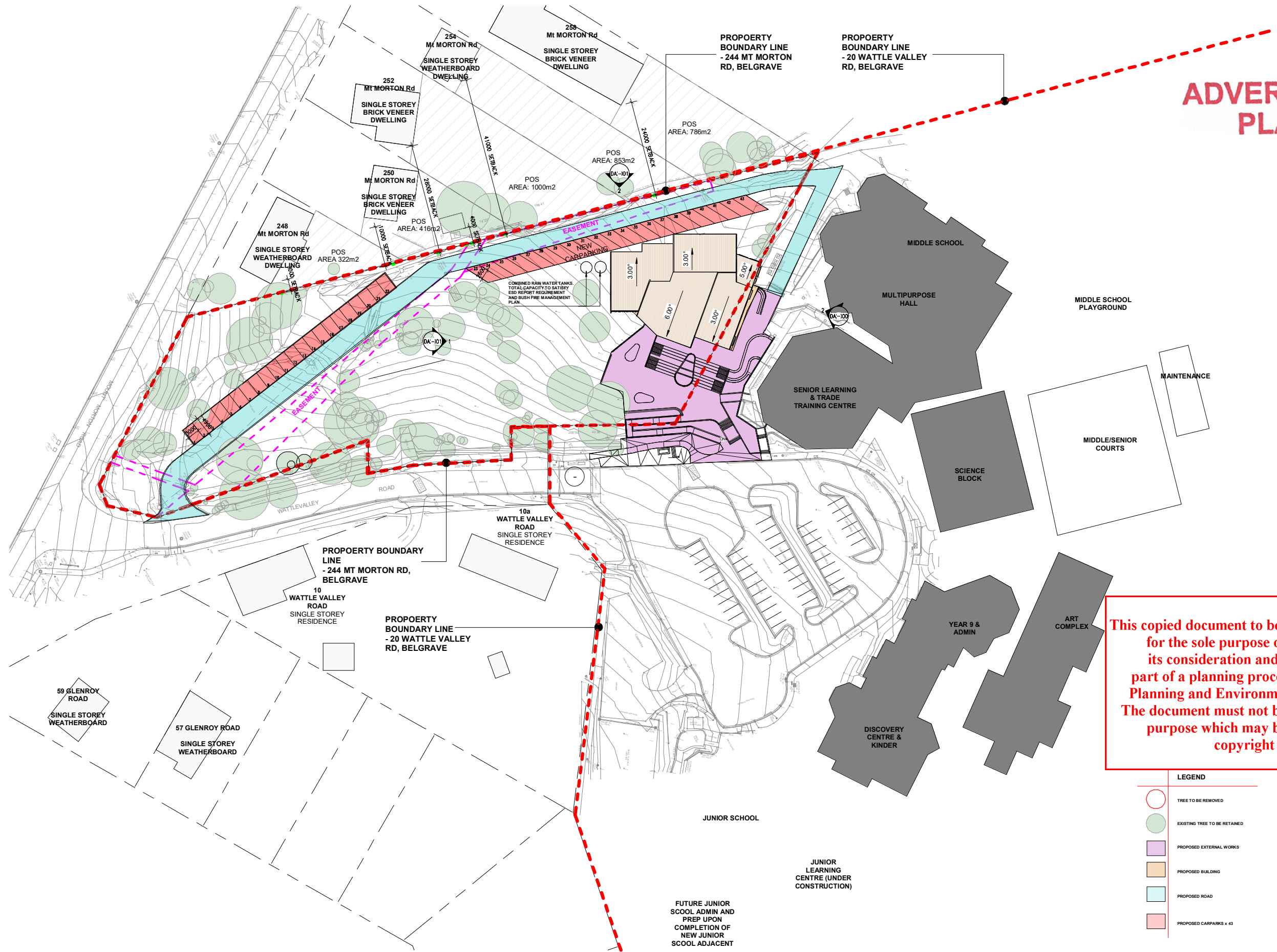
**NOTE**  
 EXISTING TREE PLAN MUST BE  
 READ IN CONJUNCTION  
 WITH THE ARBORIST REPORT,  
 LANDSCAPE PLAN AND BUSH  
 FIRE PLAN

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**LEGEND**

- TREE TO BE REMOVED
- EXISTING TREE TO BE RETAINED
- PROPOSED EXTERNAL WORKS
- PROPOSED BUILDING
- PROPOSED ROAD
- PROPOSED CARPARKS x 43

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**DEVELOPMENT SUMMARY**

GROSS FLOOR AREA	
LOWER GROUND FLOOR	- 790m <sup>2</sup>
GROUND FLOOR	- 811m <sup>2</sup>
TOTAL GROSS FLOOR AREA	- 1,601m <sup>2</sup>
SITE AREA	- 8315m <sup>2</sup>
TOTAL PROPOSED CARPARKS	- 43 SPACES

**ADVERTISED PLAN**



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**smith+tracey** architects

PROJECT :  
**BELGRAVE HEIGHTS SENIOR LEARNING CENTRE**

ADDRESS:  
20 WATTLE VALLEY RD, BELGRAVE VIC 3160

DRAWING :  
**LOWER GROUND FLOOR PLAN**

SCALE :  
1:300 @A3    1:150 @A1  
JOB NUMBER: 20054    DATE: 31.05.2024

DRAWING NUMBER:  
**DA1000 /B**

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**DEVELOPMENT SUMMARY**

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SITE AREA	- 8315m <sup>2</sup>
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**ADVERTISED PLAN**



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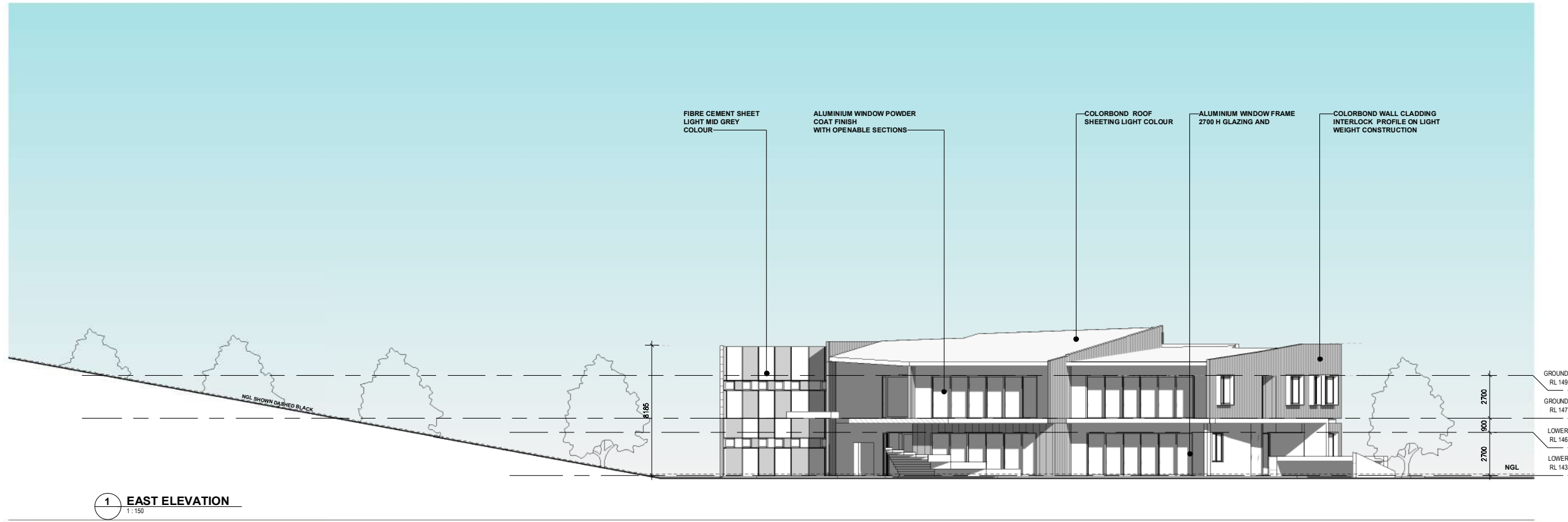


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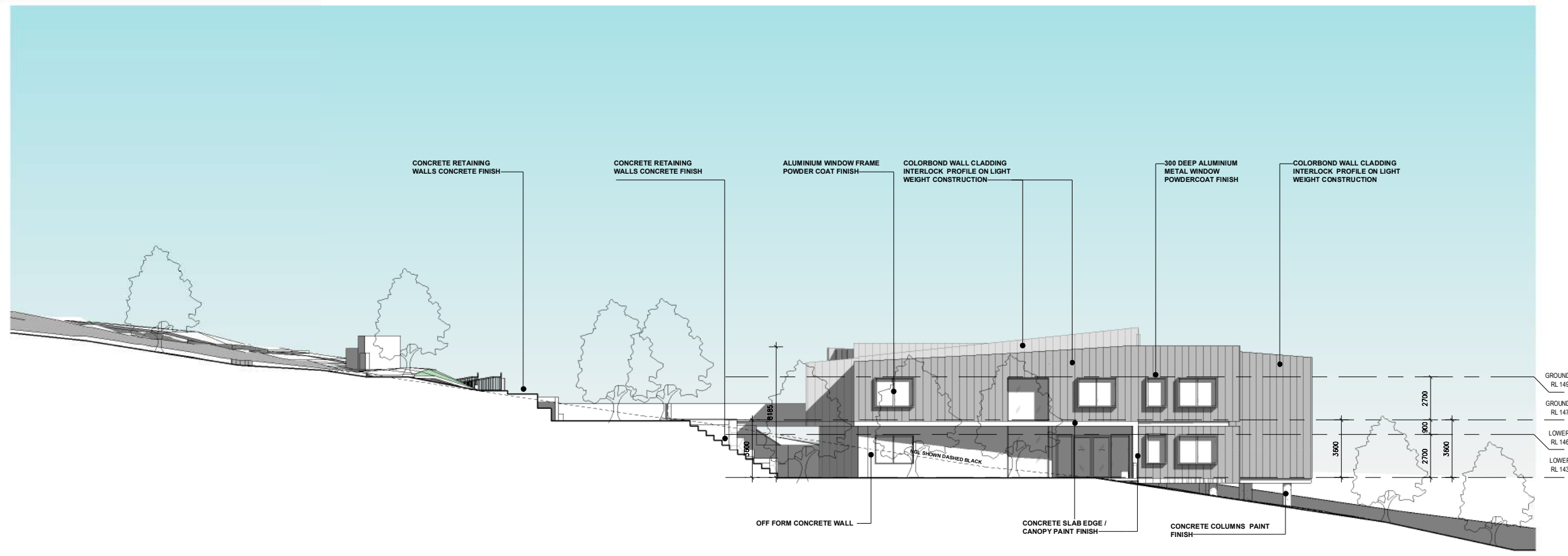
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1 EAST ELEVATION  
1:150



2 NORTH EAST ELEVATION  
1:150

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smith+tracey architects

PROJECT :  
**BELGRAVE HEIGHTS  
SENIOR LEARNING CENTRE**

ADDRESS:  
20 WATTLE VALLEY RD, BELGRAVE VIC 3160

DRAWING :  
**ELEVATIONS**

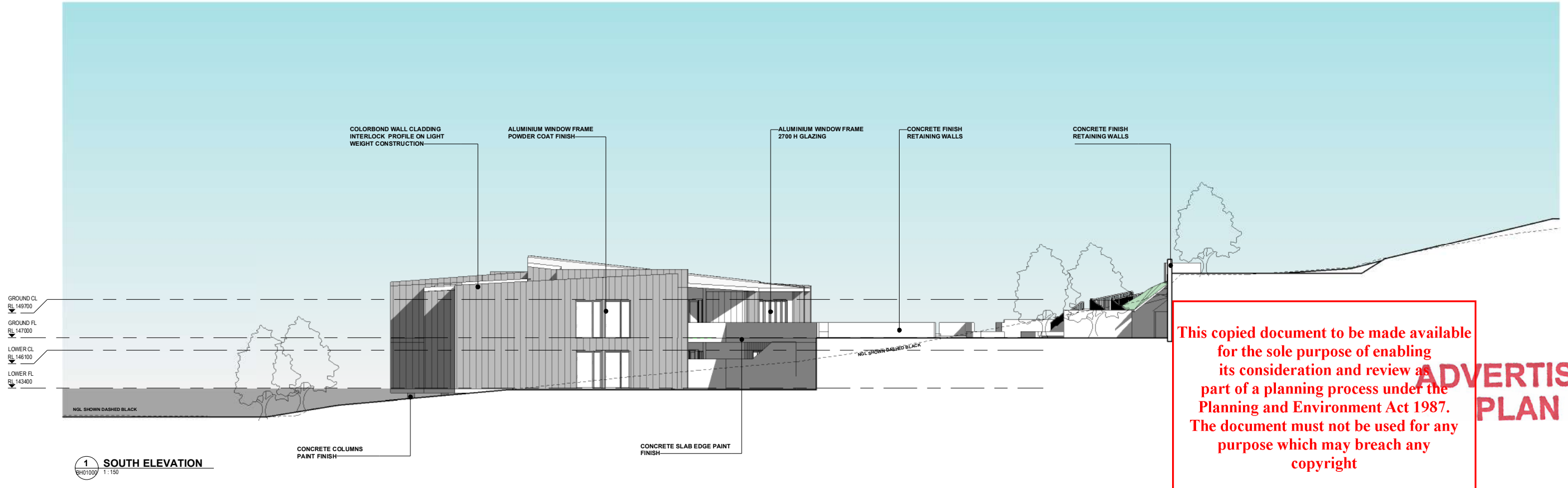
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JOB NUMBER: 20054    DATE: 31.05.2024

DRAWING NUMBER:  
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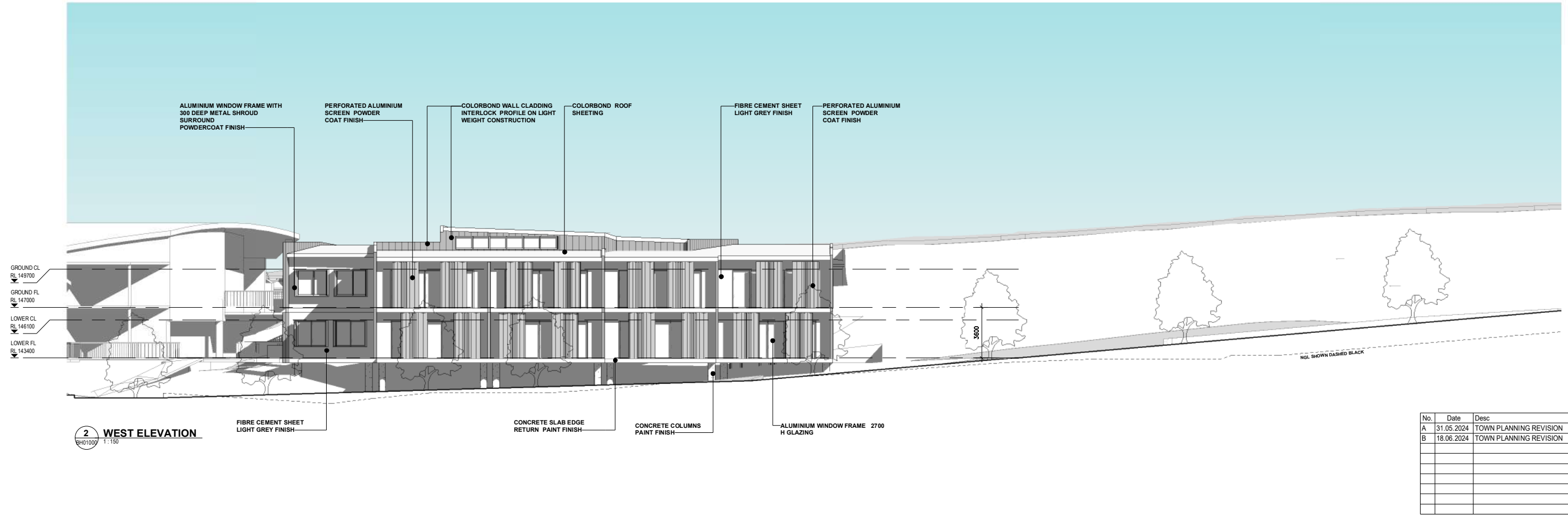




1 SOUTH ELEVATION  
BHD1000 1:150

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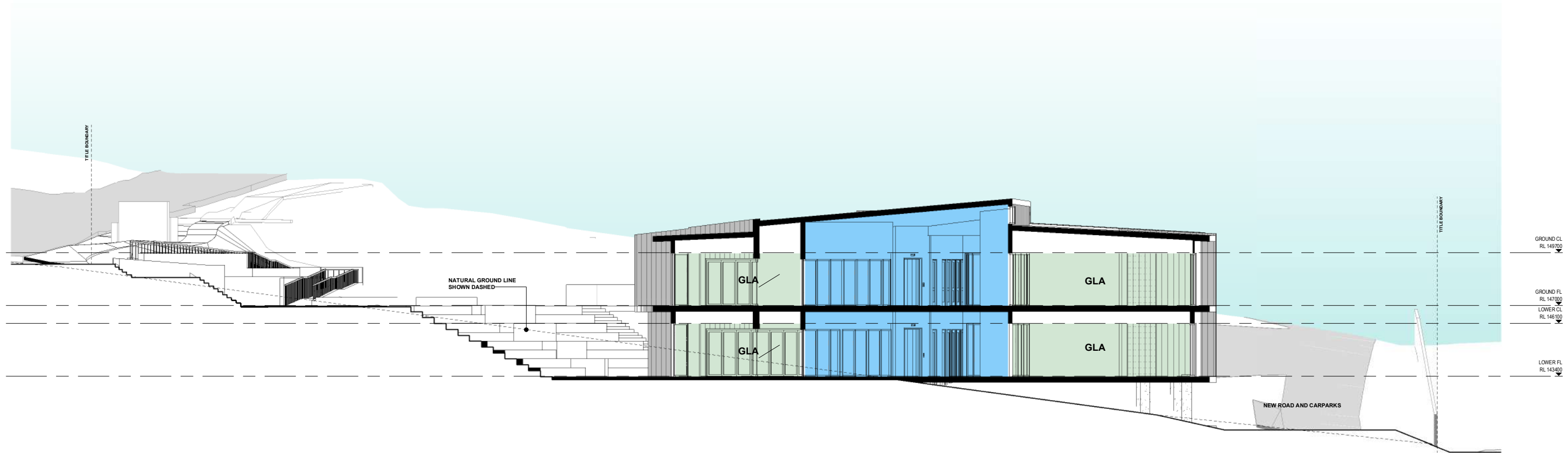
ADVERTISED PLAN



2 WEST ELEVATION  
BHD1000 1:150

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1 SECTION AA  
1:100

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PROJECT :  
**BELGRAVE HEIGHTS  
SENIOR LEARNING CENTRE**

ADDRESS:  
20 WATTLE VALLEY RD, BELGRAVE VIC 3160

DRAWING :  
**SECTIONS**

SCALE :  
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JOB NUMBER: 20054    DATE: 31.05.2024

DRAWING NUMBER:  
**DA3000 /B**

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FIBRE CEMENT SHEET



ALUMINIUM WINDOW SHROUD



PERFORATED METAL CLADDING LIGHT COLOUR



METAL CLADDING FASCIA DOWNPIPES METALWORK LIGHT WHITE COLOUR



OFF WHITE RENDERED WALLFINISHES



OFF FORM CONCRETE

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S+T MATERIALS LEGEND 1:100

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smith+tracey architects

PROJECT :  
**BELGRAVE HEIGHTS  
SENIOR LEARNING CENTRE**

ADDRESS:  
20 WATTLE VALLEY RD, BELGRAVE VIC 3160

DRAWING :  
**3D VIEWS**

SCALE :  
NTS @A3    NTS @A1  
JOB NUMBER:    DATE:  
20054    31.05.2024

DRAWING NUMBER:  
**DA6000 /B**

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1 PROP SHADOW ANALYSIS - SEP 22 9AM  
DA2000 1:500

2 PROP SHADOW ANALYSIS - SEP 22 12PM  
DA2000 1:500

3 PROP SHADOW ANALYSIS - SEP 22 3PM  
DA2000 1:500

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## APPENDIX 4: Bushfire Preparedness Policy

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### ADVERTISED PLAN

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# Emergency Management Plan



**ADVERTISED  
PLAN**

**2024**

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**CONTAINS CONFIDENTIAL INFORMATION – DO NOT LEAVE OUTSIDE OF OFFICES**

Signature of School Principal or Licensed Children's Service Director/Manager

*P. Cuffe*

# ADVERTISED PLAN

## PRIORITY RISKS SCHEDULE

Priority	Hazard Specific Risks
Very High	BUSHFIRE
High	SCHOOL BUS ACCIDENT/VEHICLE INCIDENT
Moderate	SEVERE STORM AND FLOODING
Low	TREE BRANCH FALLING/INTRUDER

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This Emergency Management Plan is updated annually and immediately following any incidents.

Name of Policy: Emergency Management Plan  
Responsibility for Implementation: Principal  
Last reviewed: September, 2023

Policy Number: BHPOL-EM-000160  
Date implemented: February, 2008  
Next Review Date: October, 2024



# ADVERTISED PLAN

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## EMERGENCY CONTACT DETAILS

### EMERGENCY NUMBERS & KEY CONTACTS

Police	Life-threatening or time critical emergency	000
	Non-life threatening incident	000
	Local Police Station	9754 6677
Ambulance	000 or 112 (for mobiles)	
Fire Services Authority MFB/CFA	000 or 112 (for mobiles)	
State Emergency Service	132 500	
Hospital(s)	William Angliss	9764 6111
Gas (check for local number)	Gas Supply: MULTI NET (Energy Australia) Emergency Leaks	132 691
Electricity (check for local number)	Electricity Supply: SP AUSNET (Momentum Energy) Emergency Faults 24Hr	131 799
Water Corporation (check for local number)	Water And Sewerage Faults SOUTH EAST WATER	132 812
Department of Health and Human Services (Regional Office)	9843 6000	<div style="border: 2px solid red; padding: 5px;"> <p style="color: red; text-align: center; margin: 0;">This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright</p> </div>
Department of Families, Fairness and Housing- Child Protection (Regional Office – East Division)	1300 360 391	
EPA	9695 2722	
DEECD Regional Office	8392 9500 (KINDER ONLY)	
Security Services Unit (SSU)	9589 6266	
Independent Schools (ISV)	9825 7200	



# ADVERTISED PLAN

## FACILITY PERSONNEL/SCHOOL STAFF

Role	Name	Phone No. (Daytime)	Phone No. (Mobile)	Phone No. (After Hours)
Principal	Peter Cliffe	9754 6435	0425 799 133	
Deputy Principals	Vicky Fraanje Ivan Seskis	9754 6435 9754 6435	0402 746 014 0425 767 160	
Year 7 -12	Annie McDowell	9754 6435	0415 854 766	
Prep – Year 6	Cathleen Barker	9754 6435	0407 559 280	
Kindergarten/ELC	Kirsty Meese	9754 6435	0439 010 337	
Maintenance & Grounds Manager	Mark Punnett	9754 6435	0438 052 708	
OH&S Officer	Juliette Krens	9754 6435	0419 351 084	

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# KINDER/ELC RELATED MATTERS

## IN CASE OF EMERGENCY – KINDER ONLY

## ADVERTISED PLAN

<b>Incident occurs CALL 000</b>	<b>FOR KINDER ONLY PLEASE ALSO CONTACT</b>
	<p>Contact DEECD Security Services Unit (SSU) on <b>(03) 9589 6266</b></p> <p>Your Children’s Services advisor or the Emergency Management Coordinator at your regional office <b>8392 9300</b></p>

<b>Advise</b>	<b>WHO</b>	<ul style="list-style-type: none"> <li>The number and name/s of persons involved.</li> <li>Name of the person reporting the emergency/critical incident.</li> </ul>
	<b>WHAT</b>	<ul style="list-style-type: none"> <li>The nature of the emergency/critical incident.</li> </ul>
	<b>WHEN</b>	<ul style="list-style-type: none"> <li>The time you became aware of the emergency/critical incident.</li> </ul>
	<b>WHERE</b>	<ul style="list-style-type: none"> <li>The location of the emergency/critical incident and contact phone numbers if the emergency/critical incident is away from the school.</li> </ul>

<b>Report</b>	<ul style="list-style-type: none"> <li>Verify all details of reportable incidents on receipt of the IRIS incident report forwarded to the school.</li> <li>Follow EduSafe guidelines for non-student related reportable injuries: <a href="http://www.education.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fddefault.aspx&amp;cks=1">www.education.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fddefault.aspx&amp;cks=1</a>.</li> <li>Follow WorkSafe guidelines for school-related reportable injuries.</li> <li>Note: Details relating to DEECD Incident Reporting Requirements can be found in the School Policy and Advisory Guide at <a href="http://www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx">www.education.vic.gov.au/school/principals/spag/management/Pages/reporting.aspx</a></li> </ul>
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**DEECD REGIONAL & CENTRAL OFFICE NUMBERS**

<b>Group</b>	<b>Phone Numbers</b>	<b>Contact Names</b>
<b>DEECD Regional Office</b>	8392 9500	
<b>Central Office Emergency Management Division</b>	9651 3710 9651 3714 9651 3690 9651 3691	Phone numbers are current at the time of publishing
<b>DEECD Media Unit</b>	9637 2871	Anna Malbon
<b>Security Services Unit</b>	9589 6266	N/A
<b>Employee Assistance Program &amp; Manager Assist</b>	1800 337 068	N/A

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## FACILITY/SCHOOL PROFILE

### PROFILE SUMMARY

<b>Name of Facility</b>	BELGRAVE HEIGHTS CHRISTIAN SCHOOL		
<b>Facility Address</b>	20 Wattle Valley Road, Belgrave Heights		
<b>Hours of operation</b>	8.30am – 4.30pm		
<b>Facility Phone Number</b>	9754 6435	<b>Facility Fax</b>	9754 6488
<b>Facility Email</b>	office@bhcs.vic.edu.au		
<b>Number of children</b>	850	<b>Number of staff</b>	145 approx.
<b>Number of Buildings</b>	8	<b>Number of classrooms</b>	48 approx.
<b>After Hours Emergency Contacts</b>	<b>Maintenance/Grounds</b>	Mark Punnett	0438 052 708
	<b>Principal</b>	Peter Cliffe	0425 799 133

### ADDITIONAL PERSONNEL/STAFF INFORMATION

Position	Name	Office Phone	Mobile
<b>Principal</b>	Peter Cliffe	9754 6435	0425 799 133
<b>Deputy Principal</b>	Vicky Fraanje Ivan Seskis	9754 6435 9754 6435	0402 746 014 0425 767 160

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### BUILDING INFORMATION

Alarm Types	Location	Shut off instructions
<b>Fire</b>	Smoke and thermal detectors	Connected to alarm system turn off using security code
<b>Intrusion</b>	Security alarm, with panic on key pad	Turn off alarm at entrance using code

Telephone Locations	Type
In all staff offices and Reception	Landline approx. 60 extensions



# ADVERTISED PLAN

## UTILITIES

Alarm Types	Location	Shut off instructions
<b>Gas / Propane</b>	Mains gas - shut off near front gate (key at Reception). Further shut off valves at most buildings as indicated on building maps	Locate valve and turn until 90° degrees from pipe
<b>Water</b>	Main water valve located at front gate. Also valves at most buildings as indicated on building map.	Locate valve arm and turn 90 degrees of pipe, if a round tap turn in a clockwise direction to turn off.
<b>Electricity</b>	Main switchboard located 20m from front gate, building sub boards as indicated on map.	Turn off main switch at top of board (push towards 'OFF' direction) Only if safe to do so.

## SPRINKLER SYSTEM – NOT APPLICABLE

<b>Control Valve Location</b>	N/A
<b>Shut off instructions</b>	N/A

## PLANT ROOMS

<b>Location</b>	Plant rooms are located at various buildings as per maps
<b>Access</b>	External door access. Key located in reception and Maintenance staff

## ROOF ACCESS

<b>Location</b>	Plant Roof access points located as per building maps
<b>Access</b>	Access via ladder on to locating point to external roof walkway

## EMERGENCY POWER SYSTEM

N/A
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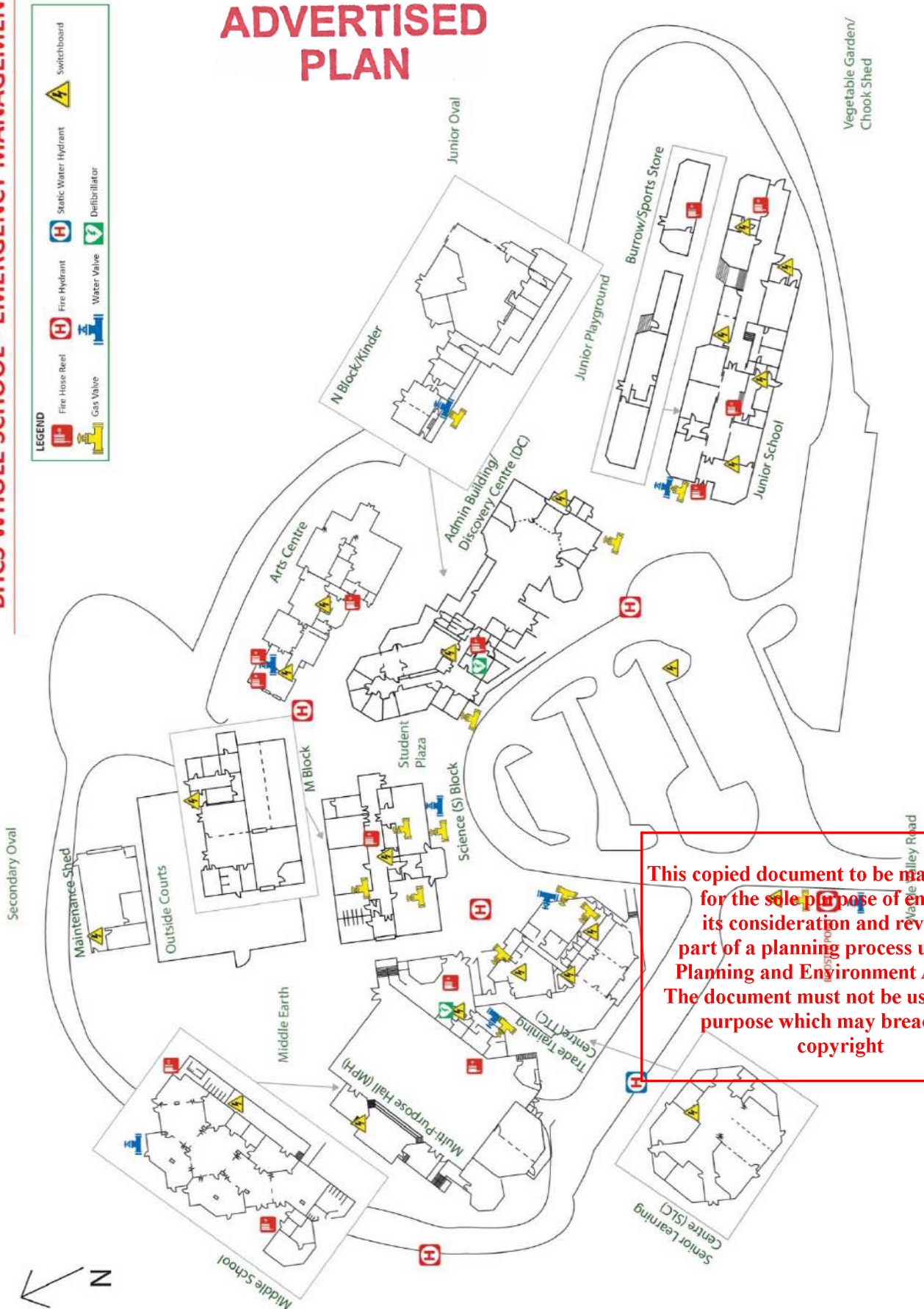
## ON-SITE HAZARDS

<b>Hazard - Science Lab</b>	In Science Food Tech Building between S3 and S4
<b>Chemical Storage</b>	Opposite Chaplain's Space under the Gym Foyer
<b>Fuel Storage Diesel/ULP &lt; 100L</b>	In Maintenance/Bus Shed

# WHOLE SCHOOL EMERGENCY EQUIPMENT MAP

## BHCS WHOLE SCHOOL - EMERGENCY MANAGEMENT

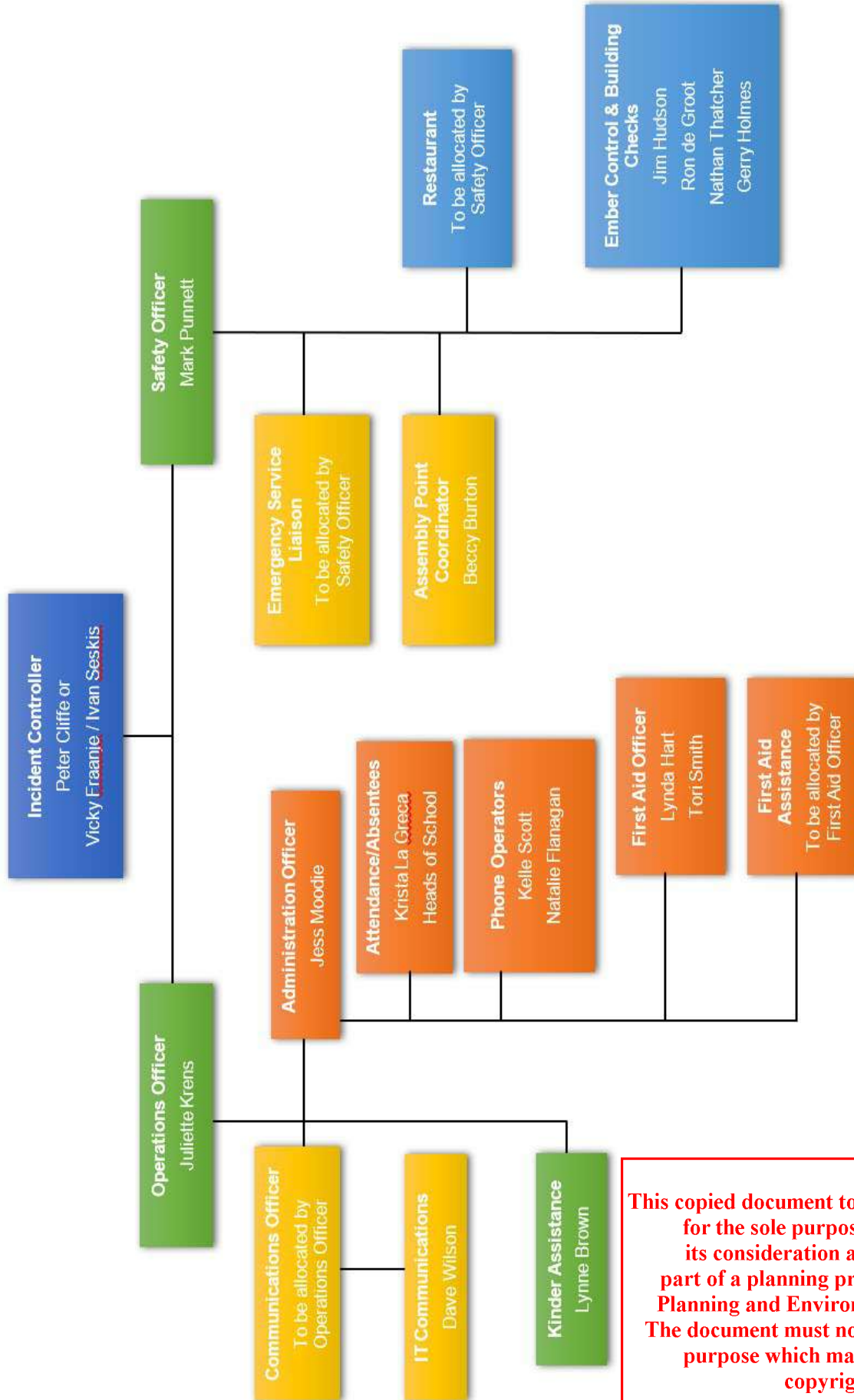
### ADVERTISED PLAN



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## INCIDENT MANAGEMENT TEAM



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# ADVERTISED PLAN

IMT Member	Role Overview	Staff member	Name of 'Back up' Staff
<b>Incident Controller</b>	In charge of overall management of emergency situation	Peter Cliffe	Vicky Fraanje or Ivan Seskis
<b>Operations Officer</b>	Student care/ensuring adherence to school protocols, procedures	Juliette Krens	Mark Punnett (can be done in conjunction with Safety)
<b>Safety Officer</b>	Responsible for securing materials, resources, services, additional staff	Mark Punnett	Stuart Johnston
<b>Ember Control &amp; Building Checks</b>	Spot checks for embers and any persons left in buildings as directed by Safety Officer	Ron de Groot Nathan Thatcher Gerry Holmes	Jim Hudson
<b>Communications Officer</b>	All media and communication management. Also to contact schools which may have students on site	Peter Cliffe (media) Juliette Krens (internal/external)	
<b>Administration Officer</b>	Make announcements and co-ordinates administration staff rolls	Jess Moodie	Operations Officer
<b>Attendances/ Absentees Officer</b>	Collects all lists of attendances/ absentees for students, staff and visitors and co-ordinates marking of rolls	Krista La Greca Heads of School	Lynne Brown
<b>First Aid Officer</b>	Collects all medications and first aid supplies to take to assembly point, and responds to incidents as required	Lynda Hart Tori Smith	Senior Staff Member with First Aid Level 2
<b>First Aid Assist</b>	Assists First Aid Officer in transferring all first aid related supplies and responding to incidents	Any Staff Member with First Aid Level 2	Any Staff Member with First Aid Level 2 (all staff complete first aid course)
<b>Assembly Point Co-ordinator</b>	To set up Assembly point, with cones and direct classes to assembly area	Beccy Burton	Anita Little
<b>Assembly Point Controller</b>	Student care/ensuring adherence to school protocols, procedures	Peter Cliffe or Vicky Fraanje (Incident Controller)	Vicky Fraanje or Ivan Seskis
<b>Phone Operators</b>	Take phone calls inform callers of situation, make calls as directed by any Senior Officer	Kelle Scott Natalie Flanagan	IT Department after redirection of calls. Mobiles to be used on power or spurs. Main system to be changed to answering machine dependent on emergency
<b>Emergency Services Liaison</b>	Receive card and walkie-talkie at Assembly point, proceed to front gate to meet emergency services	Any support staff who are available to assist at Assembly Point	Any support staff who are available to assist
<b>IT Communications</b>	Sending out all communications as required via website, Flexischools, SMS, redirecting phone services and monitoring surveillance.	Dave Wilson	Nathan Thatcher Dave Wilson (on call)
<b>Restaurant Area</b>	Ensure the restaurant area has been evacuated and all café/canteen staff and visitors have been informed	Any support staff who are available to assist	Any support staff who are available to assist
<b>Kinder Assistance</b>	Assisting Kinder staff in safely directing Kinder student to Assembly point and supervision of Kinder students	Lynne Brown	Any support staff who are available to assist

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## FACILITY EMERGENCY DRILLS / TRAINING SCHEDULE

Months	Training Event	Person Responsible	Date(s) completed
January February	Staff Training – Fire Equip use and procedures	Mark Punnett	
	First Aid Training – All required staff	Lynda Hart/Tori Smith	
	Fire Drill – Whole school	Mark Punnett/Juliette Krens/Peter Cliffe/Ivan Seskis/Vicky Fraanje	
March April	Fire Drill - ELC	Kirsty Meese/Jane Bartholomeuz	
May June	Fire Drill – Single Building Lock down containment	Mark Punnett	
September October	Fire Drill - ELC	Kirsty Meese/Jane Bartholomeuz	
	Fire Drill – Whole school	Mark Punnett/Juliette Krens/Peter Cliffe/Vicky Fraanje/Ivan Seskis	
November December	Lock down containment	Mark Punnett/Juliette Krens	

The above drills are subject to annual change with respect to type, area and nature of emergency.

### **Children and staff with special needs list**

During an evacuation printed lists of students with specialised medical needs. These lists are to be brought to the designated assembly area. The first aid officer will bring all first aid kits and any medication required for students with specialised medical needs.

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## EMERGENCY DRILL REPORTING FORM (Page 1 of 2)

Date:	Person Completing Form and Title:
# Students:	# Staff:

**Attach to this form a list of all staff who participated in the drill including any visitors participating.**

Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate: (fire evacuation drills only)
---------------------	-----------------------	---

Type of Drill:	Type of School:	Weather Conditions:
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Major Storm <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<input type="checkbox"/> Kindergarten <input type="checkbox"/> Primary School <input type="checkbox"/> Middle School <input type="checkbox"/> Senior School <input type="checkbox"/> Whole School K-12	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hail <input type="checkbox"/> Extreme Heat

Participants: (check all that apply)	Notification / Alert Method:	Situation at Start of Drill:
<input type="checkbox"/> School Administrators <input type="checkbox"/> Teachers / CRTs <input type="checkbox"/> Students <input type="checkbox"/> Police <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> SES <input type="checkbox"/> Other: _____	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Smoke detector <input type="checkbox"/> Other: _____	<input type="checkbox"/> Before School <input type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other: _____

Buildings:	Staff previously trained on emergency procedures this year?	Students previously trained on emergency procedures this year?
<input type="checkbox"/> Primary School <input type="checkbox"/> Administration/DC <input type="checkbox"/> Year 9 Building <input type="checkbox"/> Kinder <input type="checkbox"/> Science Building <input type="checkbox"/> Music Building <input type="checkbox"/> TTC / Restaurant <input type="checkbox"/> SLC <input type="checkbox"/> Middle School Lower <input type="checkbox"/> Middle School Upper <input type="checkbox"/> Gym <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## EMERGENCY DRILL REPORTING FORM (Page 2 of 2)

<b>Problems Encountered:</b> (Check all that apply)	
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Students unsure of what to do <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Weather-related problems <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows not covered <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Students not accounted for / attendance <input type="checkbox"/> Difficulties with evacuation of disabled students or staff <input type="checkbox"/> Unable to access school mapping system <input type="checkbox"/> Students unaccounted for (note # below)	<input type="checkbox"/> Radio communication problems <input type="checkbox"/> Network / computer problems <input type="checkbox"/> Noise impedes communications <input type="checkbox"/> Students not out of sight (lockdown drill) <input type="checkbox"/> Long time to evacuate building <input type="checkbox"/> Students not serious about drill <input type="checkbox"/> Frightened students (lockdown drill) <input type="checkbox"/> Improper or unavailable supplies <input type="checkbox"/> Confusion <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Transportation <input type="checkbox"/> Internal miscommunications <input type="checkbox"/> Incident command problems <input type="checkbox"/> Other: _____ _____
<b>Extenuating Circumstances / Identified Factors / Special Conditions Simulated:</b>	

<b>Mitigation / Plans for Improvement:</b> (check all that apply and explain below)	
<input type="checkbox"/> Additional staff training <input type="checkbox"/> Additional student training <input type="checkbox"/> Address need for additional equipment <input type="checkbox"/> Improved emergency supplies	<input type="checkbox"/> Cooperative planning with responders <input type="checkbox"/> Revised emergency procedures
<b>Explain corrective efforts here:</b>	

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# ADVERTISED PLAN

## FIRST AID EMERGENCIES & SITUATION RESPONSIBILITIES

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During a First Aid Emergency, the responsibilities are as follows. Copies of cards are kept with the relevant personnel.

### AMBULANCE EMERGENCY - FIRST AID OFFICER / SCHOOL NURSE

Responsible for the following: -

1. Advise Reception / Office Manager there is a first aid situation
2. Take a walkie-talkie and first aid kit to the situation
3. Assess the situation:
  - a. **D**anger -
  - b. **R**esponse
  - c. **S**end for help
  - d. **A**irway
  - e. **B**reathing
  - f. **C**PR
  - g. **D**efibrillator
4. Advise Office Manger via walkie talkie or Reception of an Ambulance Emergency
5. Tend to the patient
6. Liaise with runner and direct parties as required
7. Travel with the patient to hospital if a parent/care has not arrived – ensuring you are given the following by the Runner:
  - a. Student Medical Details Form x2 copies (x1 for ambulance x1 spare)
  - b. Your purse/wallet, phone, keys
  - c. If you travel in the ambulance - after Parent / Carer / Guardian arrives at hospital - contact BHCS to be collected

**Within 24 hours of the emergency the following should be attended to:**

1. Distribute incident/accident forms required for completion to the necessary parties
2. Document incident in Student Management System
3. Contact parents/carers for follow up
4. Advise Finance Department of incident for insurance purposes

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## AMBULANCE EMERGENCY – RECEPTIONIST (or DELEGATED PARTY)

Responsible for the following: -

1. Alert the following persons of an emergency:
  - a. Office Manager
  - b. Registrar
  - c. Administration Office
2. Continue with Reception and Attendance Duties ensuring:
  - a. Answering phones
  - b. Visitor assistance
  - c. Attendance management
  - d. First aid management in the absence of the other staff – calling upon support from other Administrative and DC staff (or any other available qualified staff)
3. If asked by the Runner, locate the student medical details form and organise for this to be taken to the emergency situation
4. Follow directions of Office Manager

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## AMBULANCE EMERGENCY - ADMINISTRATION STAFF

Responsible for the following: -

1. If asked by the Runner - locate the Student Medical Details Form and take to the emergency situation
2. If the Ambulance caller is on the phone for a lengthy period of time – call the parents/carers if asked to do so.
  - a. If you call the parents/carers, **inform the Ambulance Caller**

## AMBULANCE EMERGENCY – AMBULANCE CALLER

Responsible for the following: -

1. Use portable handset located in sickbay to phone for an ambulance and stay on the line as required
  - a. Our location is 20 Wattle Valley Road, Belgrave Heights 3160
  - b. Our phone number is 9754 6435
2. Once communication with the ambulance has ceased – if there is time: -
  - a. Check to see if Administration Staff have contacted the parents/carers
  - b. If parents/carers haven't been contacted, contact and advise of the situation
3. Alert the Runner once ambulance call has been completed
4. Proceed to the First Aid Officer / School Nurse to render assistance as directed OR if not required – assist clearing sickbay / assisting in sickbay

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## AMBULANCE EMERGENCY - RUNNER

Responsible for the following: -

1. Take the following items to the first aid location:
  - a. Two walkie-talkies - to be on Channel 1
  - b. High-vis vest x2
  - c. Blanket
  - d. Defib machine
  - e. Student Medical Details Form - if this takes too long to find, ask an Administrative Staff member to find it and bring it to you
  - f. Umbrella (can be used for sunny/wet weather)
2. Direct Teachers / Staff to remove students and themselves from the area
3. If incident is in sickbay – block walkways to prevent foot traffic into area
4. If incident is in yard – block walkways and get privacy screen to prevent foot traffic and visibility of patient
5. Radio Reception to make any necessary announcements: -
  - a. For emergencies requiring the evacuation of a public area – use the Gym as the area to advise people to move to
6. Obtain necessary items for First Aid Officer / Nurse
7. Organise for First Aid Officer / Nurse purse/wallet, keys, phone to be found
8. Organise for the affected student's/staff members items to be brought to Reception

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## AMBULANCE EMERGENCY - MAINTENANCE

Responsible for the following: -

1. Collect walkie-talkie from Reception and put on Channel 1
2. Dispatch staff member to stand at end of the street (Mt Morton Road / Wattle Valley Road) to direct ambulance
3. Assign a staff member to stand at the gate and direct ambulance within school grounds
4. Direct pedestrian / teacher traffic as necessary

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# EMERGENCY OFFICER RESPONSIBILITIES & CHECKLISTS

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All Emergency Officers are issued with cards detailing their responsibilities as during an emergency as documented here. Spare copies of cards are kept with the Administration Officer.

## ADVERTISED PLAN

### INCIDENT CONTROLLER

Responsible for overall control of the incident upon becoming aware of a reported emergency.

1. Ensure Safety and Operations Officers are made aware of the emergency
2. Advise Administration Emergency Officer to make relevant announcement
3. Proceed to Assembly point (during a Whole School evacuation)
4. Be the authority at the Assembly Point to ensure there is order
5. Request teachers to mark rolls when these are handed to them and hold onto them until someone collects them
6. Updates will be received via Safety and/or Operations Officers while at Assembly point

### EMERGENCY OFFICER – OPERATIONS

Responsible for operations and overview during evacuation and lockdown procedures

1. Liaise with Incident Controller and Safety Officer
2. Ensure Administration Emergency Officer has the necessary support
3. Collect walkie talkie
4. Liaise with Safety Officer regarding progress
5. Provide Communications Officer and Administration Officer with announcements required
6. Check entire Administration Building has been cleared
7. Report to the Assembly Point

### EMERGENCY OFFICER – SAFETY

Responsible for overall safety during evacuation and lockdown procedures

1. Collect walkie talkie (if necessary)
2. Have Emergency Checklist available during a drill
3. Proceed to Assembly point
4. Liaise with Emergency Services Liaison Officer at the gate
5. Liaise with the Operations Officer
6. Liaise with Building Check Officers
7. Use a walkie talkie to inform the Operations Officer when the majority of classes, staff and visitors are accounted for and inform them of anyone missing

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## EMERGENCY OFFICER – ASSEMBLY POINT CO-ORDINATOR

Responsible for coordinating the assembly point.

1. Collect walkie talkie
2. Proceed to Assembly point taking the necessary Emergency Tool Kit
3. Set up cones in the Gym for each class (approx 20).
4. Calmly direct classes to cones with VCE being the furthest from the stairs.
5. Hand pens to Attendance Emergency Officer
6. Hand responsibility cards at Assembly Point to Safety Officer.

## EMERGENCY OFFICER – ADMINISTRATION AREA

Responsible for assisting Administrative staff in their responsibilities during an emergency

1. Report to the Principal or Deputy Principal and Operations Officer the details of an emergency requiring evacuation or lockdown.
2. Make emergency announcement as required.
3. Assist Receptionist with printing of lists of all class absentees, staff lists and the online visitor check in system.
4. Check if any classes are off premises in the area of a reported emergency and advise the responsible staff accordingly.
5. Assist with phones as required under the direction of the Communications Officer.
6. Report to the Assembly Point as instructed by the Operations Officer.

## EMERGENCY OFFICER – KINDER ASSISTANCE

Responsible for assisting Kinder staff in safely directing Kinder students to the Assembly point.

1. Head down to the Kinder upon becoming aware of a Whole School Evacuation
2. Assist the Kinder teachers to safely direct the Kinder children to the Assembly point.
3. Remain with the Kinder at the Assembly point and assist with supervising Kinder children.

## EMERGENCY OFFICER – ATTENDANCE/ABSENTEES

Responsible for collecting absentee lists and co-ordinate with the other Assembly Point Emergency Officer.

1. Obtain lists of all class absentees, staff lists and the visitor details from Reception
2. Proceed to the Assembly Point.
3. Collect pens for marking of rolls from Assembly Coordinator.
4. Hand rolls to Heads of School for distribution to Homegroup Teachers for them to mark off classes as they assemble. eg. Kinder, Prep, Year 1/2 etc.
5. HoS to collect the rolls from teachers when they are marked. Retrieve from HoS.
6. Mark off and note down all visitors and ancillary staff. Get assistance if necessary.
7. Inform Safety Officer when the majority of classes, staff and visitors are accounted for and inform them of anyone missing.
8. Request Safety Officer to have announcement made regarding missing people.

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## EMERGENCY OFFICER – COMMUNICATIONS

Responsible for coordinating all communications except for the media

1. Liaise with the Operations Officer, who will provide updates as necessary
2. Liaise with Administration Emergency Officer to advise phone operators of what to say to staff and parents
3. Ensure any visiting schools are called and advised of the emergency situation
4. Liaise with IT to advise them of website and SMS updates required
5. Report to the Assembly Point as directed by the Operations Officer.

## EMERGENCY OFFICER – IT COMMUNICATIONS

Must do the following:

1. Take direction from the Communications Officer
2. Update the website as directed by the Communications Officer
3. Send out SMS/Flexischools updates to families as directed by the Communications Officer
4. Send out SMS/Flexischools to all staff including updates advising them of the nature of the emergency (for those off premises)
5. Monitor cameras during evacuation or lockdown for the location of people or intruders
6. Report to the Assembly Point as directed by the Operations or Safety Officer.

## EMERGENCY OFFICER – PHONE OPERATOR

Must do the following:

1. Take direction from the Administration Emergency Officer
2. Answer incoming calls as required
3. Make outgoing calls as required
4. Report to the Assembly Point as directed by the Operations Officer.

## EMERGENCY OFFICER – EMERGENCY SERVICES LIAISON

Responsible for meeting the emergency services and patrolling the gate when safe to do so.

1. Take direction from the Safety Officer
2. A walkie talkie will be provided to you at the assembly point
3. Wait at the front gate
4. Direct incoming staff and students to assembly point
5. Direct visitors to leave before a lockdown occurs
6. Calmly direct emergency services to the correct area
7. Follow the instructions of the emergency services
8. Head back to the Assembly point.

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## EMERGENCY OFFICER – BUILDING CHECKS

Must do the following: -

1. Take direction from the Safety Officer
2. A walkie talkie will be provided to you
3. Do building spot checks for embers as directed
4. Do building spot checks for any persons left behind as directed
5. Report back to the Safety Officer once buildings have been secured
6. Return to the Assembly Point

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## EMERGENCY OFFICER – FIRST AID

Responsible for collecting all necessary first-aid items and take them down to the assembly point\*.

1. Take general first aid kits
2. Take First Aid Toolbox and Wheelchair (place tub with forms on wheelchair)
3. Take medications and medical equipment for students with needs such as anaphylaxis, asthma, epilepsy, heart conditions or other significant needs.
4. Take medical forms for ALL students from Class Excursion Pack Filing Cabinet.
5. Direct First Aid Assistant Emergency Officer on what to take to the Assembly Point.
6. Liaise with the other Emergency Officers at the Assembly Point.
7. Ask the Operations Officer if additional assistance or equipment is required.

**\*In the case of a drill, if there are patients in First Aid, please remain in First Aid**

## EMERGENCY OFFICER – FIRST AID ASSISTANCE

Your responsibility is to follow the instructions of the First Aid Officer and help to collect all necessary first-aid items and take them down to the assembly point. The First Aid Officer will:

1. Take general first aid kits
2. Take First Aid Toolbox and Wheelchair (place tub with forms on wheelchair)
3. Take medications and medical equipment for students with needs such as anaphylaxis, asthma, epilepsy, heart conditions or other significant needs.
4. Take medical forms for ALL students from Class Excursion Pack Filing Cabinet.
5. Direct First Aid Assistant Emergency Officer on what to take to the Assembly Point.
6. Liaise with the other Emergency Officers at the Assembly Point.
7. Ask the Operations Officer if additional assistance or equipment is required.

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## EMERGENCY OFFICER – RESTAURANT AREA

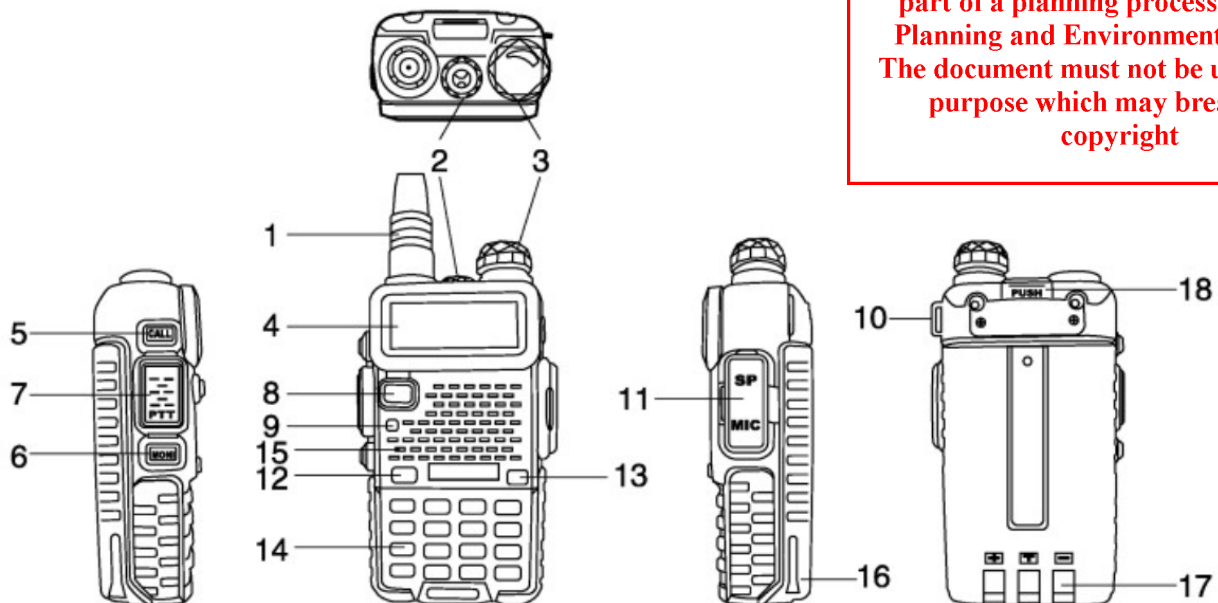
Must do the following\*: -

1. Check if there are any uniform shop staff that need to be made aware of the emergency
2. Ensure café staff are aware of the emergency
3. Check and clear the restaurant of visitors by directing them to the Assembly point or off premises
4. Check canteen staff are aware of the emergency
5. Do a building spot check for any persons left behind within the Hospitality area offices, kitchens and toilets
6. Check the MPH Foyer toilets for people
7. Report to the Safety Officer at the Assembly Point to say the Hospitality area has been checked

\*In the case of a drill, kitchen staff can remain in kitchen for safety reasons

### 8.-PARTS, CONTROLS AND KEYS:

#### 8.1.-RADIO OVERVIEW:



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- |  |  |
|--|--|
| 1. antenna                                 | 10. strap buckle                         |
| 2. flashlight                              | 11. accessory jack                       |
| 3. knob (ON/OFF, volume)                   | 12. A/B key (frequency display switches) |
| 4. LCD                                     | 13. BAND key (band switches)             |
| 5. SK-side key1/CALL (radio, alarm)        | 14. keypad                               |
| 6. SK-side key2/MONI (flashlight, monitor) | 15. SP & MIC.                            |
| 7. PTT key (push-to-talk)                  | 16. battery pack                         |
| 8. VFO/MR (frequency mode/channel mode)    | 17. battery contacts                     |
| 9. LED indicator                           | 18. battery remove button                |

## EVACUATION PROCEDURE

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There are different types of evacuations that can take place. The Principal in consultation with the Safety and Operations Officers will determine which type of evacuation is required.



### Types of Evacuation

1. **Single building evacuation** may occur when the danger is confined to a particular building.
2. **Evacuation to a main assembly point** may occur when the Whole School requires evacuation to an assembly point, this could be indoors or outdoors dependent on the nature of the emergency and environmental conditions.
3. **Evacuation beyond the school** may be required if the emergency affects the whole school or district (In this case the Evacuation Assembly Area will be nominated by Local Authorities).

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# ON SITE EVACUATION – PLAN 1



## Initial Emergency Response Steps

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- Identify possible threat or emergency situation.
- Remain calm remove anyone from immediate danger if safe to do so.
- Raise the alert by informing reception.
- Incident controller to instruct on contacting emergency services and designate assembly area. (main assembly point is generally the Gym, alternative locations may be ovals or external basketball courts). Other buildings may be used dependent on nature and scale of incident and environmental conditions wind direction etc.
- Emergency officers advised to take up their positions.
- Staff to take children that require evacuation to assembly area where Emergency officers will have set up the area with class cones and will also have rolls to check off all staff, students and visitors.
- Emergency Services Liaison Officer to coordinate with emergency vehicles and personnel.
- Everyone to remain in assembly area and wait for further instructions from Incident Controller.
- Phone operators and IT to carry out designated jobs as per Communications Officer's instructions.
- First Aid Officer proceeds to Assembly point as required with necessary equipment
- Defibrillator located in MPH Foyer

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## OFF SITE EVACUATION – PLAN 2



### Initial Emergency Response Steps

## ADVERTISED PLAN

- Identify possible threat or emergency situation.
- Remain calm, remove anyone from immediate danger if safe to do so.
- Raise the alert by informing Reception.
- Incident controller in consultation with Safety and Operations Officers to instruct on contacting emergency services and designate assembly area. If an off-site location is required due to type of incident, 2 sites are available, and selection would be made depending on environmental conditions. One site would be Birdsland, a 5 min walk away. The second is Belgrave Heights Convention Centre approx. 10 min walk. Off-site evacuation has limitations as roads are narrow and there is only one exit from the school, which would make it difficult to take the whole school off premises. As the school is on approximately 11 acres, most incidents would allow for in-house assembly areas.
- Emergency Officers advised to take up their positions
- Staff to take children that require evacuation to assembly area where Emergency officers will have set up the area with class cones and also have to check off staff, students and visitors.
- Emergency Services Liaison Officers to coordinate with emergency vehicles and personnel.
- Everyone to remain in assembly area and wait for further instructions from Incident Controller.
- Phone operators and IT to carry out designated jobs as per Communications Officer's instructions.
- First Aid Officer proceeds to Assembly point as required with necessary equipment.

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# EMERGENCY PROCEDURE FOR VISITING SCHOOLS

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## PURPOSE

To ensure all visiting schools are aware of the emergency procedures while their students are on premises.

## ADVERTISED PLAN

## RESPONSIBILITY

OH&S and Fire Safety Officer in conjunction with executive staff

## IMPLEMENTATION

- In the event of an emergency, students from visiting schools will be assembled in accordance with the instructions given to existing BHCS students.
- A list of students attending BHCS should be provided by the visiting school, which can be used in the event of an emergency and can be collected when the students depart BHCS. The list should come complete with the visiting school's contact number and emergency contact person.
- The BHCS Communications Officer or delegate will contact the visiting school in the event of an emergency to inform them of the situation. The Communications Officer will ensure that continued updates take place.
- The visiting school in turn becomes responsible for contacting the families of students affected by the emergency.
- On Code Red Days BHCS will not operate and all visiting Schools will be advised accordingly.

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# ADVERTISED PLAN

## VCAA/VCE WRITTEN EXAM EVACUATION PROCEDURE

---

### EXAMS HELD IN THE SENIOR LEARNING CENTRE (SLC), MULTI-PURPOSE HALL (MPH,) OR TRADE TRAINING CENTRE (TTC/RESTAURANT)

In an emergency that directly affects the relevant exam room or rooms or requires an evacuation:

- The Chief Supervisor will be informed of the situation. The time of the emergency is to be recorded.
  - All available senior teachers and available admin staff are to report to the Senior Learning Centre.
  - The exam supervisor will inform students, that an emergency evacuation has occurred.
  - Exam papers are to be turned face down on the desks. **Nothing** is to be taken out of the room.
  - Students are to file out of the room to the designated evacuation area without interacting with any other person and must be under constant supervision.
  - Supervisors are to lock doors with assistance of school personnel – or collect exam papers and remove to a secure location, depending on the emergency.
  - Students are to be taken to an isolated area away from the rest of the school body (this could be an oval or a classroom area depending on the nature of the emergency).
  - Supervisors are to maintain vigilance – notify the Chief Supervisor of any breach of the exam rules.
- In the event that the emergency does not affect the relevant exam room(s), students will remain in exam rooms and complete exams, with updates relayed to the Chief Supervisor as required. The VCAA will be advised of the event.
  - Any time lost due to the event is to be noted.
  - VCAA is to be advised of the situation and advice sought. The VCAA is to be kept informed as the situation progresses.

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# ADVERTISED PLAN

## VCAA/VCE WRITTEN EXAM LOCKDOWN PROCEDURE

---

### EXAMS HELD IN THE SENIOR LEARNING CENTRE (SLC), MULTI-PURPOSE HALL (MPH,) OR TRADE TRAINING CENTRE (TTC/RESTAURANT)

In an emergency that requires a lockdown:

- The Chief Supervisor will be informed of the situation. The time of the emergency is to be recorded.
  - The exam supervisor will inform students, that an emergency lockdown is occurring.
  - Exam papers are to be turned face down on the desks. **Nothing** is to be taken out of the room.
  - Students are to remain in the room away from windows without interacting with any other person and must be under constant supervision.
  - Supervisors are to lock doors with assistance of school personnel – or collect exam papers and remove to a secure location, depending on the emergency.
  - Supervisors are to maintain vigilance – notify the Chief Supervisor of any breach of the exam rules.
- In the event that the emergency does not affect the relevant exam room(s), students will remain in exam rooms and complete exams, with updates relayed to the Chief Supervisor as required. The VCAA will be advised of the event.
  - Any time lost due to the event is to be noted.
  - VCAA is to be advised of the situation and advice sought. The VCAA is to be kept informed as the situation progresses.

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## **SCHOOL BUS EMERGENCY PROCEDURES**

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The School does not use external bus companies, but has its own fleet of vehicles.

The Bus Co-ordinator will liaise with the bus drivers in cases of emergency. The Bus Co-ordinator will be responsible for ensuring the following:-

- Early or late departure
- Deviation of routes
- Inform the Communications Officer of any and all changes related to departures and routes (for the purposes of informing families)

In cases where students are on excursions and an external bus company has been used the Bus Co-ordinator will contact the external organisation to advise them of what action needs to be taken.



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## KEY INFO FOR EMERGENCIES

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In An Emergency Situation Remember The Key Word –  
**R.A.C.E.**



**Rescue** anyone from immediate danger, if safe to do so.



**Alert** nearby personnel and Reception, call 000.



**Contain** fire and smoke to reduce the spread of fire.  
Close windows and doors (if safe). Keep low, under the smoke.



**Extinguish** or control fire – (if safe to do so) using fire  
hose, extinguisher or fire blanket.

## FOR EXTINGUISHERS

- Pull the pin on extinguisher.
- Test the extinguisher.
- Stand well back at a safe distance.
- Keep the exit door to your back.
- Ensure correct grip of the 'nozzle'.
- Direct the extinguisher stream at the base of the fire, not at the smoke.
- Squeeze the trigger, sweep the fire.
- Distance yourself IMMEDIATELY the situation becomes unsafe.

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# ADVERTISED PLAN

## EMERGENCY RESPONSE FOR FIRES

Basic response instructions in case of fires

- 1. ASSIST** anyone in immediate danger **ONLY IF SAFE TO DO SO**



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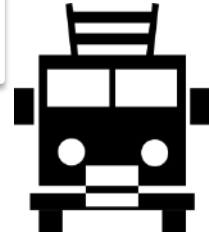
- 2. CLOSE** the door



- 3. NOTIFY** the fire brigade on **000**



Dial 000



- 4. EXTINGUISH** the fire **ONLY IF SAFE TO DO SO**



- 5. EVACUATE** to **ASSEMBLY AREA**



- 6. Remain at ASSEMBLY AREA** until you're told you can leave





# ADVERTISED PLAN

## FIRE DANGER RATINGS

Belgrave Heights Christian School is in a risk area for bush fire and must follow Mandatory Guidelines to close on days that have been classed as CATASTROPHIC (CODE RED).

In the event of a bush fire starting during a school day and the school has not already received a 'State Alert' or message from Local Fire Authorities, the School will communicate with Local Fire Authorities to seek direction and instruction, which would then be carried out by the School.

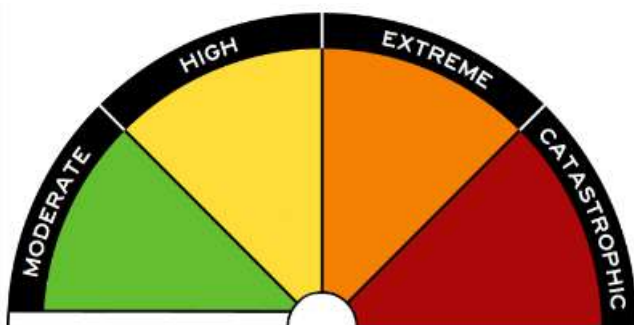
Fire danger ratings are used on days when there's a risk of fires and action needs to be taken. The higher the fire danger, the more dangerous the conditions and the greater the consequences if a fire starts.

Fire Danger	MODERATE	HIGH	EXTREME	CATASTROPHIC
Key Message	Plan and prepare.	Be ready to act.	Take action now to protect your life and property.	For your survival, leave bushfire risk areas.
Fire Behaviour	Most fires can be controlled	Fires can be dangerous	Fires will spread quickly and be extremely dangerous	If a fire starts and takes hold, lives are likely to be lost.
Supporting Messages	<ul style="list-style-type: none"> <li>Stay up to date and be ready to act if there is a fire.</li> </ul>	<ul style="list-style-type: none"> <li>There's a heightened risk. Be alert for fires in your area.</li> <li>Decide what you will do if a fire starts.</li> <li>If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.</li> </ul>	<ul style="list-style-type: none"> <li>These are dangerous fire conditions.</li> <li>Check your bushfire plan and ensure that your property is fire ready.</li> <li>If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts.</li> <li>Reconsider travel through bushfire risk areas.</li> </ul>	<ul style="list-style-type: none"> <li>These are the most dangerous conditions for a fire.</li> <li>Your life may depend on the decisions you make, even before there is a fire.</li> <li>Stay safe by going to a safer location early in the morning or the night before.</li> <li>Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.</li> </ul>

Monitor conditions and official sources for warnings. Adhere to local regulations governing fire activities. If you are involved in bushfire or agricultural activities adhere to relevant industry guidelines. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.

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The above information has been taken from the AFDRS Community Messaging Framework – June 2022



**MODERATE**  
Plan and prepare

**HIGH**  
Be ready to act

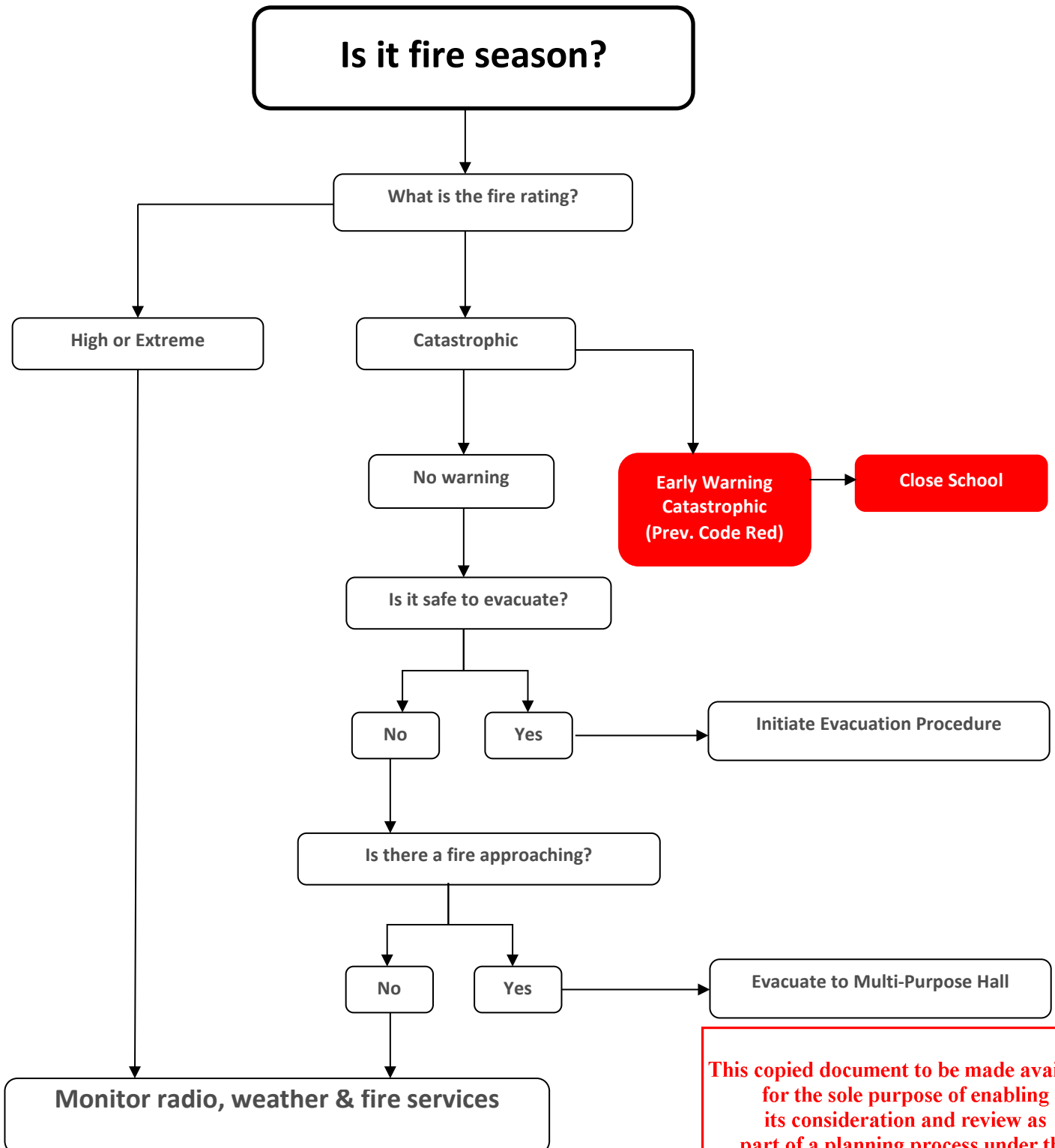
**EXTREME**  
Take action now to protect life and property

**CATASTROPHIC**  
For your survival, leave bushfire risk areas

## BUSHFIRE MANAGEMENT PROCEDURE

Belgrave Heights Christian School is in a risk area for bush fire and must follow Mandatory State Guidelines to close on days that have been classed as **CATASTROPHIC**.

In the event of a bush fire starting during a school day and the school has not already received a 'State Alert' or message from Local Fire Authorities, the School will communicate with Local Fire Authorities to seek direction and instruction, which would then be carried out by the School.



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## **WHOLE SCHOOL EVACUATION - IN CASE OF BUSHFIRE**

### **YOUR ASSEMBLY POINT IS IN THE MULTI-PURPOSE HALL (GYM)**

If this is not the case, you will receive instructions to the contrary

### **AN EMERGENCY ANNOUNCEMENT IS BEING MADE**

- Listen carefully to the instructions being announced in case of changes

### **BEFORE YOU GO**

- Have you accounted for every student?
- Remember to think of restrooms, drinking fountains and locker areas.
- Do a head count before you head to the assembly point.
- Have you collected all red and white medication boxes (Primary School)
- Have you closed all windows and doors?

### **WHO ARE YOU AND WHAT DO YOU NEED DO?**

- Teachers calmly take your class to the Assembly point
- Teachers from other schools to do the same
- Learning Assistants to remain with classes and assist teachers
- Staff with visitors to direct them to the assembly point
- All ancillary staff to head to the assembly point, jobs will be allocated to you there if necessary

### **WHERE ARE YOU? and WHAT ROUTE DO YOU TAKE?**

#### **Primary Learning Centre / Primary Playground & Courts**

- Follow the footpaths that run along the main carpark
- **DO NOT** travel through the actual carpark (do not go through plaza)
- Enter via the foyer of the Hall.
- Assemble in the foyer until ready to lead classes calmly down the stairs - class by class.
- Senior levels please be mindful of younger levels

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## ADVERTISED PLAN

### Science Building / S Block

- Follow the footpaths that run along the main carpark
- **DO NOT** travel through the actual carpark
- Enter via the foyer of the Hall.
- Assemble in the foyer until ready to lead classes calmly down the stairs - class by class.
- Senior levels please be mindful of younger levels

### Administration Centre / Discovery Centre

- Follow the footpaths that run along the main carpark
- **DO NOT** travel through the actual carpark
- Enter via the foyer of the Hall.
- Assemble in the foyer until ready to lead classes calmly down the stairs - class by class.
- Senior levels please be mindful of younger levels

### Early Learning Centre

- Use the footpaths along your buildings past the basketball court
- Enter the Gym via the bottom door
- **DO NOT** move to the carpark footpaths

### Music Rooms / M Block / Secondary Outdoor Courts

- Use the footpaths along your buildings past the basketball court
- Enter the Gym via the bottom door
- **DO NOT** move to the carpark footpaths
- Senior levels please be mindful of younger levels

### Year 9 Rooms / N Block

- Use the footpaths along your buildings past the basketball court
- Enter the Gym via the bottom door
- **DO NOT** move to the carpark footpaths
- Senior levels please be mindful of younger levels

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## Arts & Technology Centre

- Use the footpaths along your buildings past the basketball court
- Enter the Gym via the bottom door
- **DO NOT** move to the carpark footpaths
- Senior levels please be mindful of younger levels

**ADVERTISED  
PLAN**

## Senior Learning Centre

- Travel along the footpaths past the Chaplain's Centre and towards Middle School
- Enter the Gym via the bottom door
- Senior levels please be mindful of younger levels

## Trade Training Centre / TTC Classrooms

- Move out of classrooms onto the balcony
- Travel up the stairs to the footpath
- Enter Gym via Gym Foyer

## MP Classrooms off the Gym

- Enter the MPH through MP3 enter the Gym as necessary

## Middle School Classrooms

- Travel along the steps up to the lower Gym entrance (outside MS2)
- Enter the Gym via the bottom door
- Please be mindful of younger levels

## I'M IN THE MULTI PURPOSE HALL (GYM) - WHAT NOW?

- Line up your class in the designated areas.
- Have students sit down in the designated area
- Repeat a head count.
- Mark your students on a class list supplied to you.
- Wait for someone to collect your roll.
- Wait for further instructions.

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## HOW TO MARK YOUR ROLL

In order for staff to determine whether or not anyone is missing, it is important teachers clearly mark their rolls. Following are examples of how to correctly mark your roll and how to NOT mark your roll.

### WHAT NOT TO DO

BHCS Student Evacuation Check List with Absences as at 14/08/19

Form: 5/6GD Mr Good Teacher

Present?	Student Name	Yr Lvl	Form	Absence Event Details
<input checked="" type="checkbox"/>	ANDER, Cory (3377)	6	5/6GD	
<input checked="" type="checkbox"/>	BANKS, Robin (3322)	5	5/6GD	OUT > Medical/Illness > Sick > FLEXI
<input checked="" type="checkbox"/>	CARLO, Monty (3546)	6	5/6GD	
<input checked="" type="checkbox"/>	CASE, Justin (3333)	6	5/6GD	
<input checked="" type="checkbox"/>	CROSS, Chris (3786)	5	5/6GD	
<input checked="" type="checkbox"/>	DACTYL, Tara (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	DAY, Holly (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	FORCEWIND, Gail (3355)	5	5/6GD	0:05AM IN > Late > Late due to sleeping in > slept in
<input checked="" type="checkbox"/>	GODDEMATE, Saul (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	GWASTIC, Lyne (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	KADE, Barry (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	KING, Leigh (3372)	5	5/6GD	
<input checked="" type="checkbox"/>	LEE, Brock (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	MELON, Walker (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	MURRAY, Callum (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	HAIZE, Maya (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	O'SHEA, Rick (3143)	5	5/6GD	
<input checked="" type="checkbox"/>	POWER, William (3017) (3274)	5	5/6GD	
<input checked="" type="checkbox"/>	RIDDLE, Noah (3122)	5	5/6GD	
<input checked="" type="checkbox"/>	SASSIN, Anna (3222)	5	5/6GD	
<input checked="" type="checkbox"/>	SINGER, Carol (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	SPARKS, Flint (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	SPEEDWAGON, Mario (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	TURNER, Paige (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	VADER, Ella (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	WALKER, Jay (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	WARR, Luke (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	YAHQ, Terry (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	ZEE, Jay (3355)	5	5/6GD	

Total Students for 5/6GD Form: 29

Checked by: \_\_\_\_\_  
Signature: \_\_\_\_\_

Total Students: 29

- Difficult to differentiate between ✓ and ✗
- Some boxes not marked
- List not signed by teacher

### WHAT TO DO

BHCS Student Evacuation Check List with Absences as at 14/08/19

Form: 5/6GD Mr Good Teacher

Present?	Student Name	Yr Lvl	Form	Absence Event Details
<input checked="" type="checkbox"/>	ANDER, Cory (3377)	6	5/6GD	
<input checked="" type="checkbox"/>	BANKS, Robin (3322)	5	5/6GD	OUT > Medical/Illness > Sick > FLEXI
<input checked="" type="checkbox"/>	CARLO, Monty (3546)	6	5/6GD	
<input checked="" type="checkbox"/>	CASE, Justin (3333)	6	5/6GD	
<input checked="" type="checkbox"/>	CROSS, Chris (3786)	5	5/6GD	
<input checked="" type="checkbox"/>	DACTYL, Tara (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	DAY, Holly (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	FORCEWIND, Gail (3355)	5	5/6GD	0:05AM IN > Late > Late due to sleeping in > slept in
<input checked="" type="checkbox"/>	GODDEMATE, Saul (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	GWASTIC, Lyne (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	KADE, Barry (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	KING, Leigh (3372)	5	5/6GD	
<input checked="" type="checkbox"/>	LEE, Brock (3355)	5	5/6GD	
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<input checked="" type="checkbox"/>	MURRAY, Callum (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	HAIZE, Maya (3355)	5	5/6GD	
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<input checked="" type="checkbox"/>	RIDDLE, Noah (3122)	5	5/6GD	
<input checked="" type="checkbox"/>	SASSIN, Anna (3222)	5	5/6GD	
<input checked="" type="checkbox"/>	SINGER, Carol (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	SPARKS, Flint (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	SPEEDWAGON, Mario (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	TURNER, Paige (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	VADER, Ella (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	WALKER, Jay (3355)	6	5/6GD	
<input checked="" type="checkbox"/>	WARR, Luke (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	YAHQ, Terry (3355)	5	5/6GD	
<input checked="" type="checkbox"/>	ZEE, Jay (3355)	5	5/6GD	

Total Students for 5/6GD Form: 29

Checked by: **GOOD TEACHER**  
Signature: \_\_\_\_\_

Total Students: 29

- The use of 'A' make it very clear the student is absent
- All boxes are ticked
- Clearly signed by teacher

BHCS Student Evacuation Check List with Absences as at 14/08/19

Form: 5/6GD Mr Good Teacher

Present?	Student Name	Yr Lvl	Form	Absence Event Details
<input checked="" type="checkbox"/>	ANDER, Cory (3377)	6	5/6GD	
<input checked="" type="checkbox"/>	BANKS, Robin (3322)	5	5/6GD	OUT > Medical/Illness > Sick > FLEXI
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<input type="checkbox"/>	CROSS, Chris (3786)	5	5/6GD	
<input type="checkbox"/>	DACTYL, Tara (3355)	5	5/6GD	
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<input type="checkbox"/>	KADE, Barry (3355)	5	5/6GD	
<input type="checkbox"/>	KING, Leigh (3372)	5	5/6GD	
<input type="checkbox"/>	LEE, Brock (3355)	5	5/6GD	
<input type="checkbox"/>	MELON, Walker (3355)	5	5/6GD	
<input type="checkbox"/>	MURRAY, Callum (3355)	6	5/6GD	
<input type="checkbox"/>	HAIZE, Maya (3355)	5	5/6GD	
<input type="checkbox"/>	O'SHEA, Rick (3143)	5	5/6GD	
<input type="checkbox"/>	POWER, William (3017) (3274)	5	5/6GD	
<input type="checkbox"/>	RIDDLE, Noah (3122)	5	5/6GD	
<input type="checkbox"/>	SASSIN, Anna (3222)	5	5/6GD	
<input type="checkbox"/>	SINGER, Carol (3355)	6	5/6GD	
<input type="checkbox"/>	SPARKS, Flint (3355)	6	5/6GD	
<input type="checkbox"/>	SPEEDWAGON, Mario (3355)	5	5/6GD	
<input type="checkbox"/>	TURNER, Paige (3355)	6	5/6GD	
<input type="checkbox"/>	VADER, Ella (3355)	5	5/6GD	
<input type="checkbox"/>	WALKER, Jay (3355)	6	5/6GD	
<input type="checkbox"/>	WARR, Luke (3355)	5	5/6GD	
<input type="checkbox"/>	YAHQ, Terry (3355)	5	5/6GD	
<input type="checkbox"/>	ZEE, Jay (3355)	5	5/6GD	

Total Students for 5/6GD Form: 28

Checked by: **Good Teacher**  
Signature: \_\_\_\_\_

Total Students: 29

- Not a clear indication of who is present and who is absent

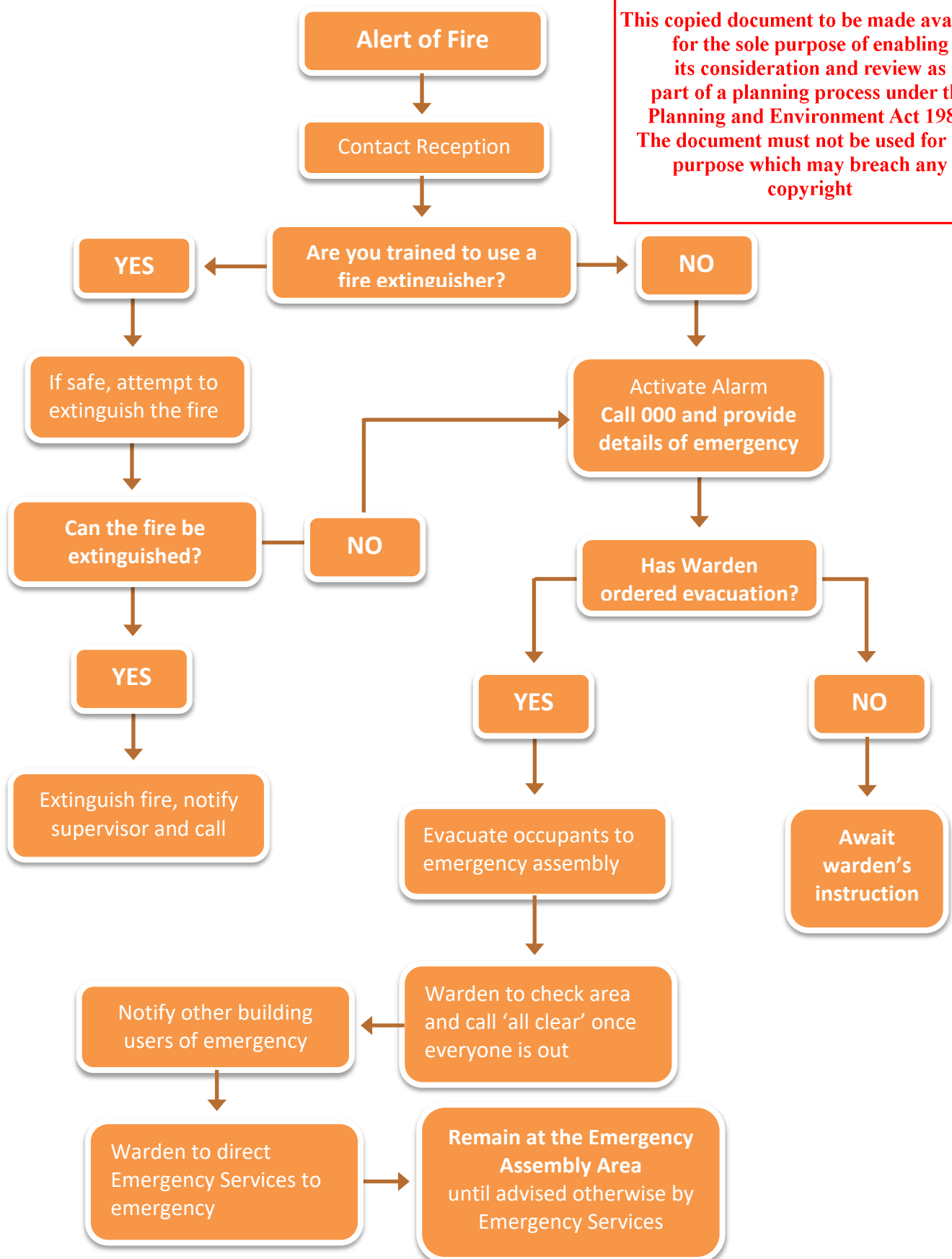
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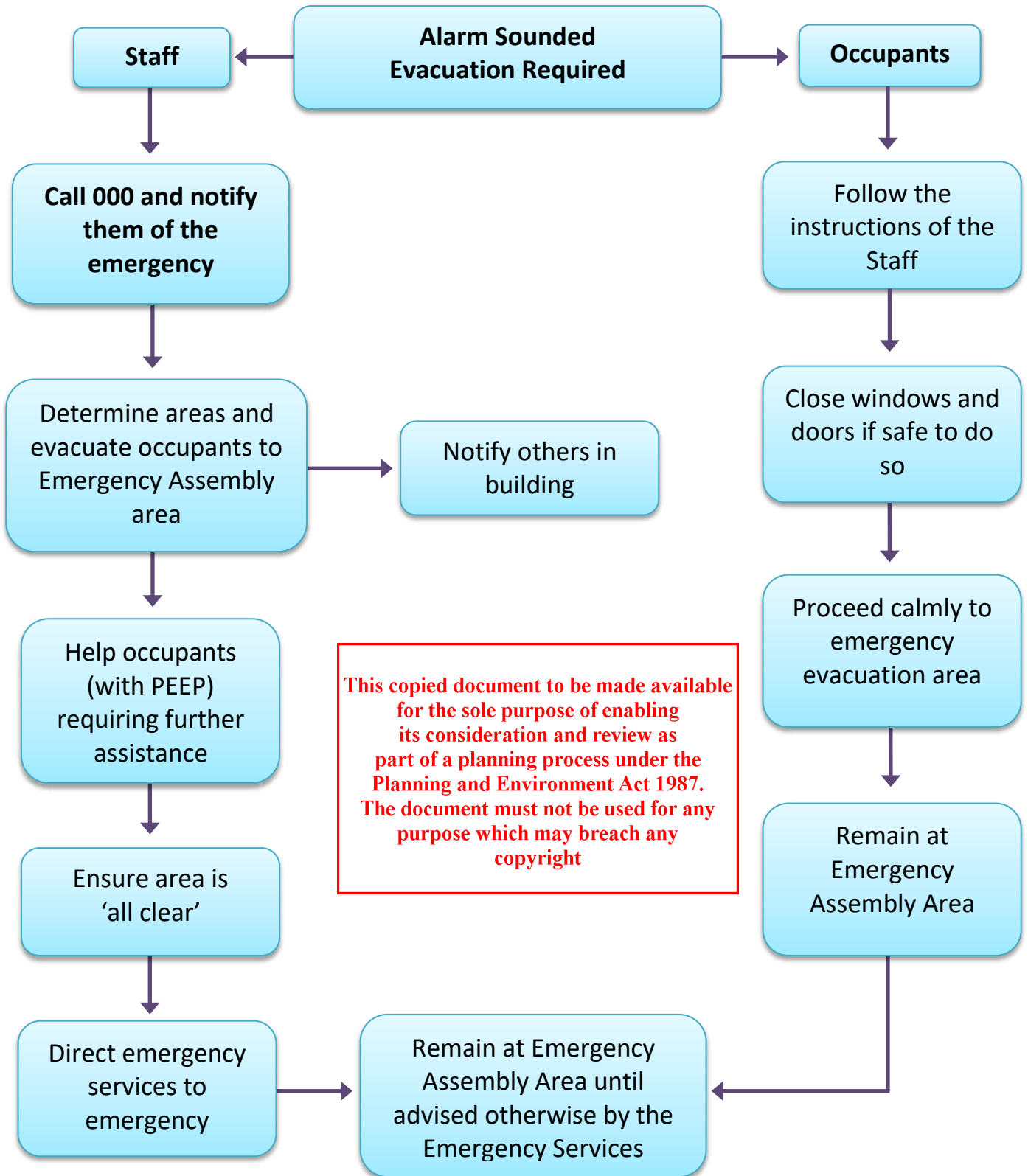
## FIRE RESPONSE FLOWCHART

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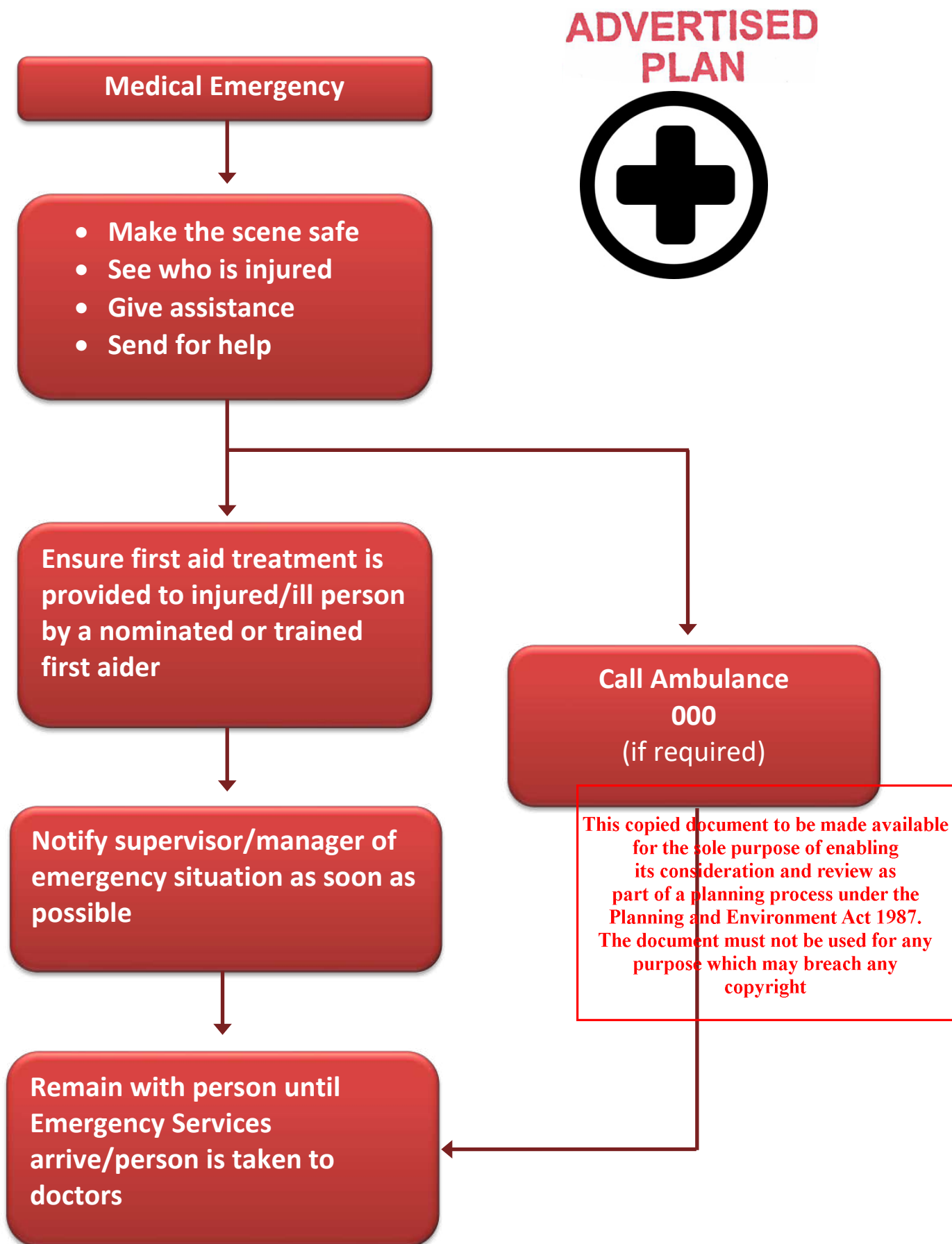


# ADVERTISED PLAN

## EVACUATION FLOWCHART



# MEDICAL EMERGENCY FLOWCHART





# ADVERTISED PLAN

## DRSABCD Action Plan



**D** **DANGER**  
Check for danger – ensure scene is safe

**R** **RESPONSE**  
Check for response – ask name, squeeze shoulders

**No response**

**S** **SEND**  
Send for help – Call Triple Zero (000) for an ambulance, or ask a bystander to make the call

**A** **AIRWAY**  
Open mouth – look for foreign material

**No foreign material**

Leave on back – tilt head to open airway

**B** **BREATHING**  
Check for breathing – look, listen, feel

**Not breathing normally**

Ensure an ambulance has been called on Triple Zero (000)

**C** **CPR**  
Start CPR – 30 compressions : 2 breaths  
If unwilling or unable to perform breaths, perform chest compressions only (100/min)

**D** **DEFIBRILLATION**  
Apply defibrillator (AED) as soon as available  
Follow the voice prompts

**Responsive**  
Make comfortable  
Look for signs and symptoms  
Manage cause  
Call Triple Zero (000) if deemed necessary

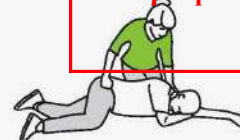
**Foreign material**  
Place in recovery position  
Open mouth and clear away foreign material  
Tilt head to open airway

**Breathing normally**  
Place in recovery position  
Ensure ambulance has been called  
Monitor breathing and response

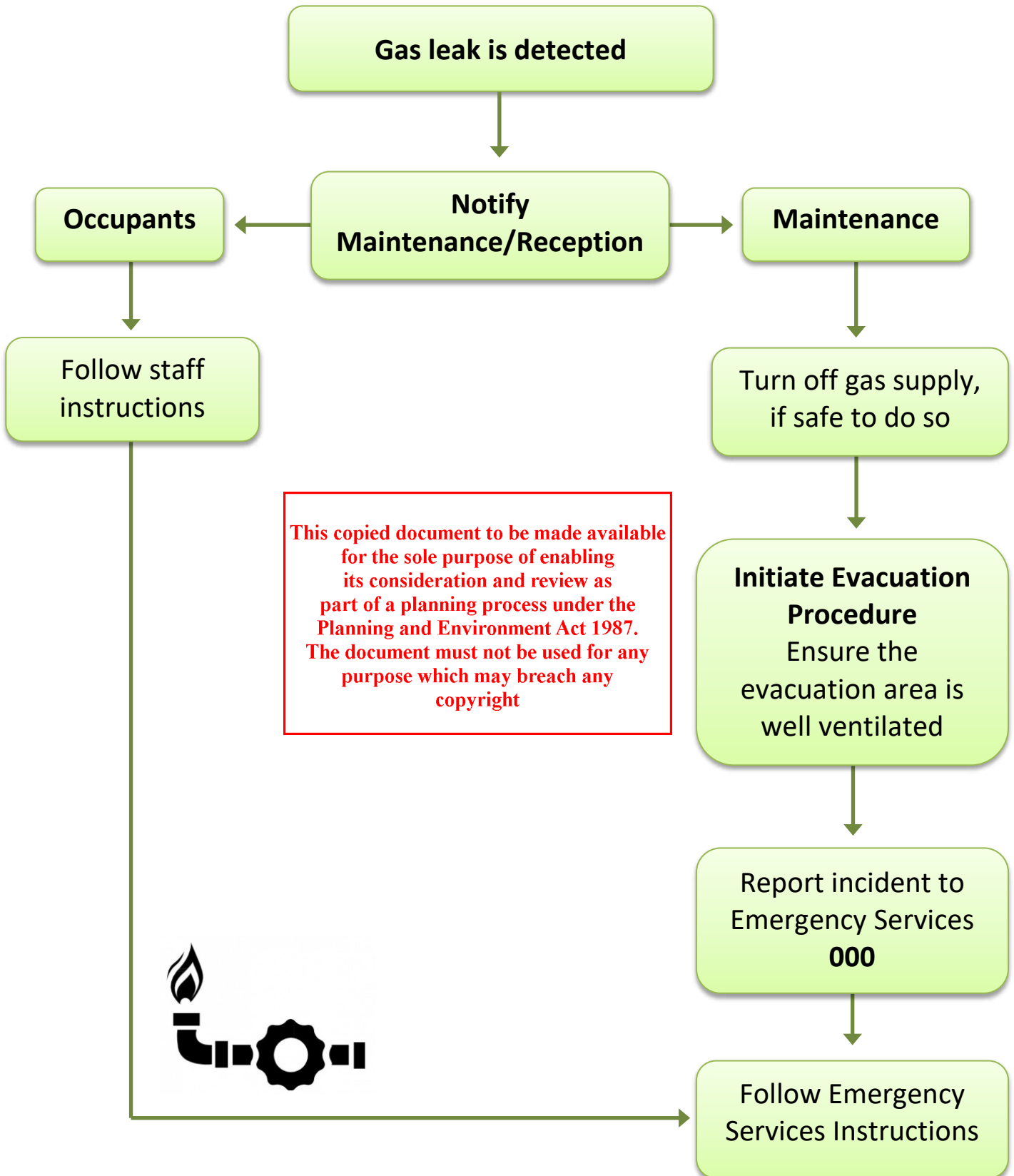
**Continue CPR until:**

- The casualty shows responsiveness and normal breathing
- Medical help arrives
- You are physically unable to continue

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## GAS LEAK FLOWCHART



# IN CASE OF CHEMICAL SPILLS

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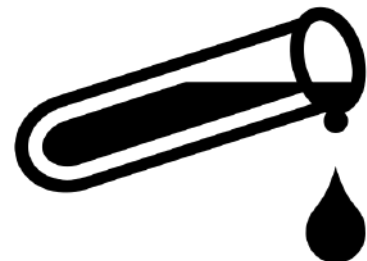
## MAJOR SPILLS - RESPONSE PROCEDURES

## ADVERTISED PLAN

In the event of a spill which:

- Involves the release of a type or quantity of a chemical that poses an immediate risk to health; or
  - Involves an uncontrolled fire or explosion:
1. Call Reception on 201 and ask for an announcement to be made to evacuate the building.
    - a. Give Reception details of the accident including location, types of hazardous materials involved, and whether there is personal injury and ask them to call the fire brigade.
  2. If the accident involves personal injury or chemical contamination, follow the above steps as appropriate and at the same time:-
    - a. Move the victim from the immediate area of fire, explosion, or spill (if this can be done without further injury to the victim or you).
    - b. Locate nearest emergency eyewash or safety shower. Remove any contaminated clothing from the victim and flush all areas of the body contacted by chemicals with copious amounts of water for 15minutes.
    - c. Administer first aid as appropriate and seek medical attention.

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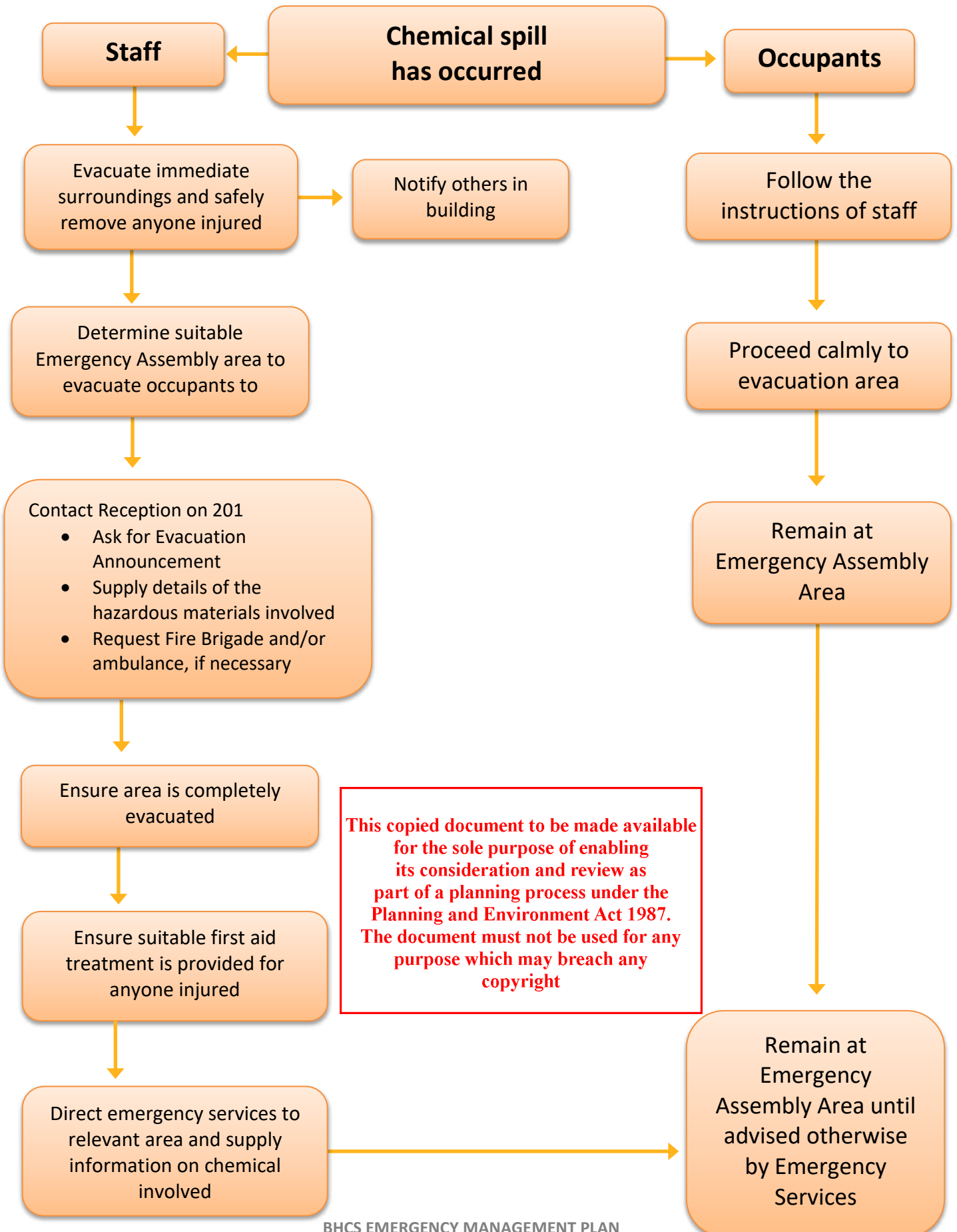




# ADVERTISED PLAN



## CHEMICAL SPILL FLOWCHART



## **BOMB THREATS & SUSPICIOUS PACKAGES**

---

### **Suspicious Packages**

If a suspicious package is located, discovered or delivered (which could be a bomb).

#### Recognition

- Often have unusual postmarks from an unknown source
- Labeled with Restrictive markings, misspelling of common words, or poor handwriting/typing
- Unusual size, shape, weight, feel or smell
- Excessive tape or postage, discoloured, and sometimes with stains or powdery deposits
- No return address

#### Immediate Actions

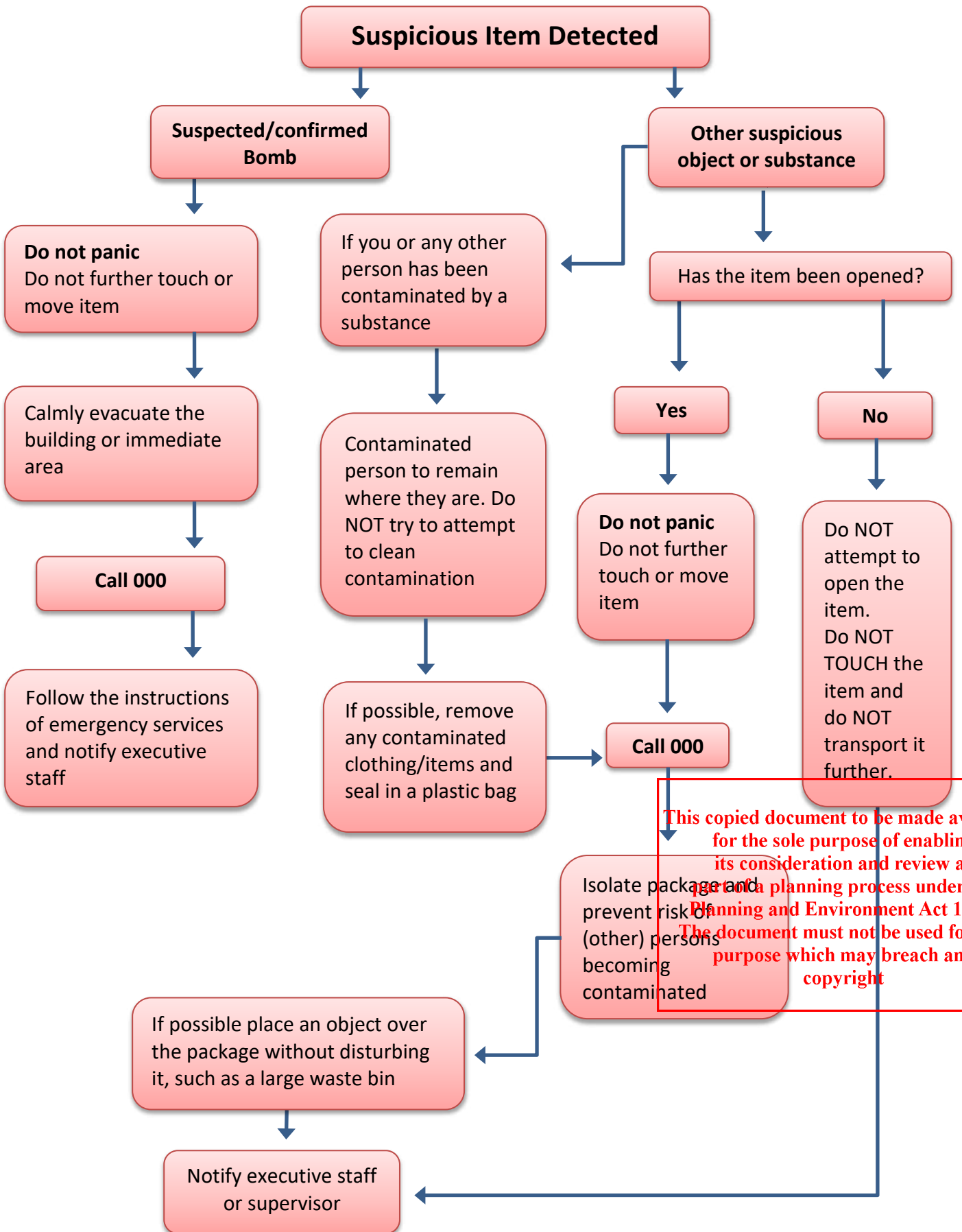
- Carefully place on nearest level surface, including the floor.
- Do not open, smell, touch or taste.
- Isolate and evacuate the area – move/keep people away from suspect article.
- If a written threat is included, place the note and envelope in a plastic pocket to avoid further handling
- Inform Principal or Emergency Incident Controller include the exact location of the suspicious mail/package.
- Call **000**
- Follow police directions



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# ADVERTISED PLAN

## SUSPICIOUS PACKAGE FLOWCHART



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## TELEPHONE THREATS

---

- If you receive a bomb threat or threatening phone call
- **DO NOT HANG UP! Contact Police on 000 as soon as possible on another phone and advice senior personnel.**
- Use the telephone threat checklist (next page) to assist in the collection of relevant information about the caller.
- Staff/adults most likely to receive telephone calls should be aware of the Telephone Threat Response Check List.
- Staff should endeavour to have the presence of mind to relax and gather information which would assist in protecting our students and the school.
- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record pertinent information on the attached Telephone Threat Checklist.
- Do not hang up until the caller hangs up. Have other staff contact police as soon as possible on another phone.
- If the caller does not indicate the location of event or time of the event, ask him/her for this information.
- Inform the caller that the building is occupied and the event (if detonation of a bomb) can result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, vehicle traffic and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), the mood of the caller (calm, excited, despondent), accents or speech impediments.
- Report the threat to the Principal immediately after the caller hangs up. The Principal will organise to ring the relevant emergency services
- Remain available in the event that the police want to interview you.



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# TELEPHONE THREAT CHECKLIST

- Use delaying tactics in a calm manner to keep the caller on the phone.
- Do not hang up.
- Have other staff contact police as soon as possible on another phone.

**ADVERTISED  
PLAN**

Where will the event occur?	
What will happen?	
What does the bomb look like?	
What kind of bomb is it?	
Where is the bomb located?	
What will cause the bomb to explode?	
Why are you making this threat?	
Who is responsible for this event?	
What is your name?	
Where are you located?	
What is your address?	
Exact wording of threat or other remarks	

Analysis of call	Length of call:	Time:	Date:	Male / Female		
	Accent:		Familiar? Yes / No	<p><b>This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. This document must not be used for any purpose which may breach any copyright</b></p>		
	If yes, who:					
	<input type="checkbox"/> Calm	<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter		<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred
<input type="checkbox"/> Nasal	<input type="checkbox"/> Angry	<input type="checkbox"/> Lisp	<input type="checkbox"/> Whisper		<input type="checkbox"/> Cling	<input type="checkbox"/> Fast
<input type="checkbox"/> Excited	<input type="checkbox"/> Muffled	<input type="checkbox"/> High	Other:			

Background noises	<input type="checkbox"/> Street	<input type="checkbox"/> Music	<input type="checkbox"/> Factory	<input type="checkbox"/> Animals	<input type="checkbox"/> Motor	<input type="checkbox"/> Aircraft
	<input type="checkbox"/> Voices	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Static	Other:		

Threat Language	<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Abusive	<input type="checkbox"/> Crude
	<input type="checkbox"/> Taped	<input type="checkbox"/> Read from script	Other:	

Your Details	Full name:	Date complete:
--------------	------------	----------------

## SIEGE HOSTAGE/RESPONSE

---

- Gather as much information regarding the threat
- Contact Police **000** or **112** from a mobile phone
- Evacuate - partially or totally (if necessary).
- Assemble personnel with a direct knowledge of :
  - preceding events
  - interior layout/topography
  - the hostage(s), or
  - the assailant(s)
- Complete the Siege/Hostage Questionnaire.
- Co-operate with, and assist police, as necessary.

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**HOSTAGE QUESTIONNAIRE**

Time reported:	
Name of person reporting:	
Exact location of hostage incident:	
Number of hostages:	
Name(s) of hostage(s)	
If name(s) unknown: Height: Gender: Estimated Age: Skin colour:	
Number of assailants:	
Notable characteristics of assailant(s)	
Number of weapons and description of:	
Mood of assailants: e.g. calm, irrational, nervous, angry, etc.	
Other information:	

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## LOCKDOWN/SHELTER-IN-PLACE PROCEDURES

### LOCKDOWN VS SHELTER-IN-PLACE

#### DIFFERENCES BETWEEN THE TWO PROCEDURES

Both lockdown and shelter-in-place involve taking refuge in a pre-designated room until the emergency situation is resolved.

 <p>Protects against threats of violence</p>	 <p>Protects against environmental threats</p>
 <p>Close blinds or curtains; turn off lights; lock or barricade doors</p>	 <p>Seal doors and windows with plastic and tape</p>
 <p>Remain calm; mute all devices; remain <u>quiet</u></p>	 <p>Remain calm</p>
 <p>If the fire alarm sounds, wait for instructions from emergency personnel</p>	 <p>If the fire alarm sounds, evacuate the building</p>

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# LOCKDOWN PROCEDURES

**ADVERTISED  
PLAN**

There are two types of lockdown

- Lockdown with Warning – The threat is outside the school buildings
- Lockdown with Intruder – The threat or intruder is inside a building

## LOCKDOWN WITH WARNING

- Identify possible threat.
- Remain calm remove anyone from immediate danger if safe to do so.
- Raise the alert by informing Reception.
- Incident controller to instruct on contacting emergency services.
- All bells to be disabled.
- Announcement to be made over PA several times “Lockdown with warning”
- Emergency officers to take up their positions
- Phone operators and IT to carry out designated jobs as per Communications Officer’s instructions.
- Staff to immediately direct all students inside to the nearest building
- All exterior doors to be locked
- One staff member to remain near the exterior doors to lock and unlock and allow other students and teachers in, if necessary
- No unknown persons to be allowed to enter the buildings
- All hallways, toilets and others rooms that cannot be secured to be cleared
- Pull down all blinds and close all curtains
- Everyone to be moved away from windows and doors
- Teachers to take attendance of students in each room, making note of any student they believe may be missing
- One staff member to contact Reception with a list of the missing students
- All movement to be controlled, teachers to keep students occupied and distracted
- Everyone to remain indoors and wait for further instructions from Incident controller
- Once threat has subsided, “All Clear”, announcement to be made

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## LOCKDOWN WITH INTRUDER (EVACUATION/LOCKDOWN)

- Identify possible threat.
- Remain calm remove anyone from immediate danger if safe to do so.
- Raise the alert by informing Reception.
- Incident controller to instruct on contacting emergency services.
- All bells to be disabled.
- Announcement to be made over PA several times “Lockdown with intruder – NAME OF BUILDING”
- Emergency officers to take up their positions
- Phone operators and IT to carry out designated jobs as per Communications Officer’s instructions.
- Staff and students in building with threat to barricade themselves into rooms, remain out of sight and remain quiet until the “All Clear”
- Staff to immediately direct everyone away from the building with the intruder and move to a secure location
- No one to enter the building with the intruder
- All other buildings to go into lockdown mode and all exterior doors on secure buildings to be locked
- One staff member to remain in the vicinity of exterior doors to allow other students and teachers in, ONLY IF SAFE TO DO SO
- No unknown persons to be allowed to enter the buildings
- All hallways, toilets and others rooms that cannot be secured to be cleared
- Pull down all blinds and close all curtains in secured buildings
- Everyone to be moved away from windows and doors ie. If in restaurant move into hallways away from the windows
- Teachers in secured buildings to take attendance of students in each room, making note of any student they believe may be missing
- All movement to be controlled, everyone to remain quiet
- Everyone to remain indoors and wait for further instructions from Incident controller
- Once threat has subsided, “All Clear”, announcement to be made

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## LOCKDOWN CHECKLIST - DURING

### Actions during lockdown - Principal or Incident Controller

Actions during lockdown	✓
Liaise with staff, other agencies and the Region (ELC only) in considering a lockdown.	
Activate lockdown using the predetermined activation signal.	
Advise Victoria Police and other appropriate emergency service agencies.	
Advise SSU (ELC only) on 24/7 hotline – 9589 6266.	
Activate the Incident Management Team (to plan further actions and enact the response plan).	
Allocate responsibilities.	
Collect emergency kit.	
Guide visitors to safety.	
Divert parents and returning groups from the school.	
Ensure a telephone line is kept free.	
Keep public address system free	
Secure external doors and entrances.	
Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.	
If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel.	
Ascertain (as possible) if all children, staff and visitors are accounted for.	
Record some details of actions undertaken and times	
Await de-activation advice from Emergency Services personnel (if appropriate).	

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## LOCKDOWN CHECKLIST - AFTER

### Actions after lockdown - Principal or Incident Controller

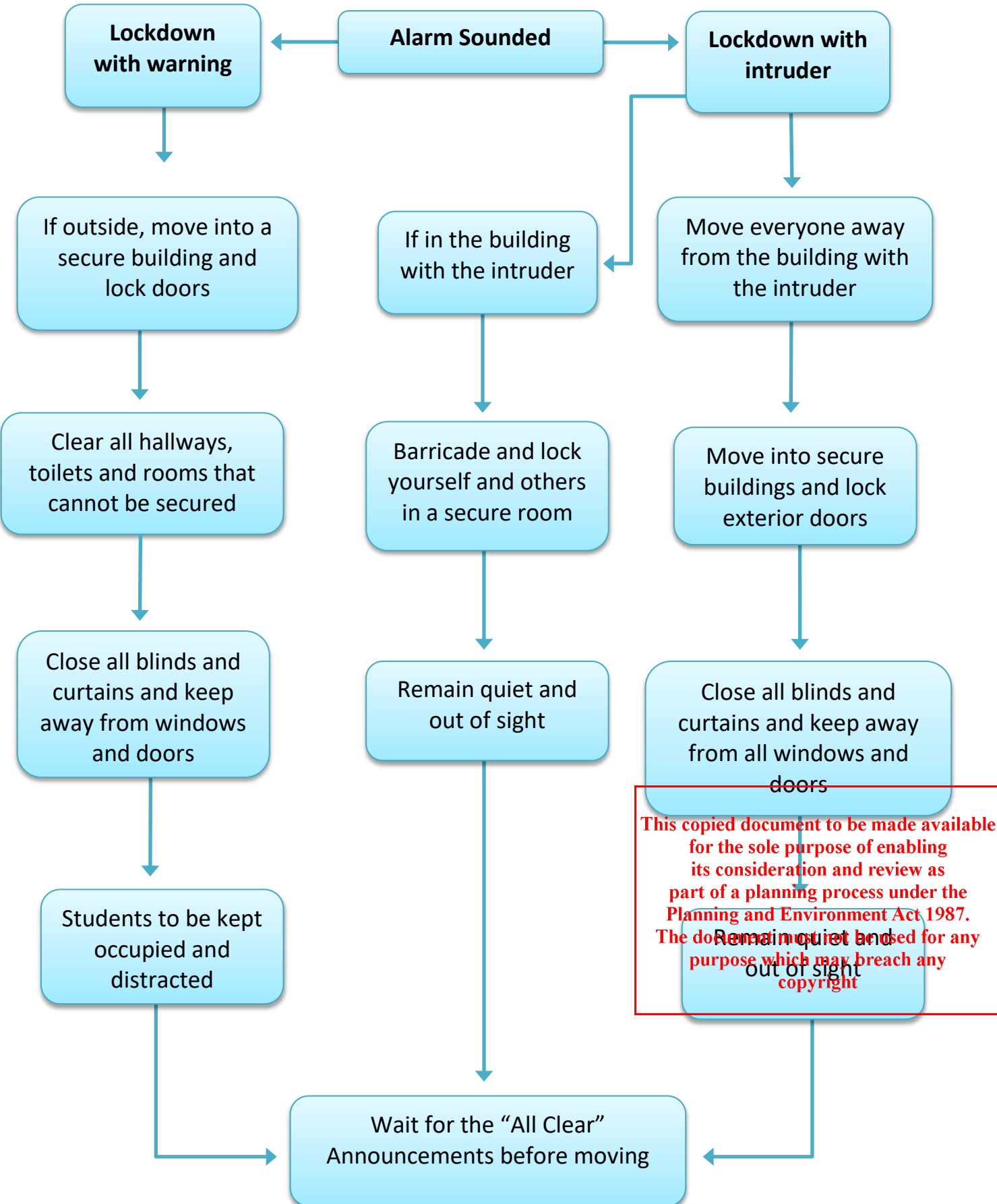
Actions to de-activate and immediately following lockdown	✓
Confirm with Emergency Service personnel that it is safe to de-activate lockdown.	
Determine whether to activate the parent re-unification process.	
Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).	
De-activate lockdown using predetermined de-activation signal.	
Advise staff, children and visitors of any specific information they need to know.	
Ensure any children, staff or visitors with medical or other needs are supported.	
Print and issue pre-prepared parent letters and give these to children to take home.	
Advise the SSU (ELC only) that the lockdown is over.	
Seek support from the Regional Emergency Management Coordinator as required. (ELC only)	
Brief staff on the incident.	
Prepare and maintain records and documentation.	
Follow up with any children, staff or visitors who need support.	
Undertake operational debrief to review the lockdown and procedural changes that may be required.	

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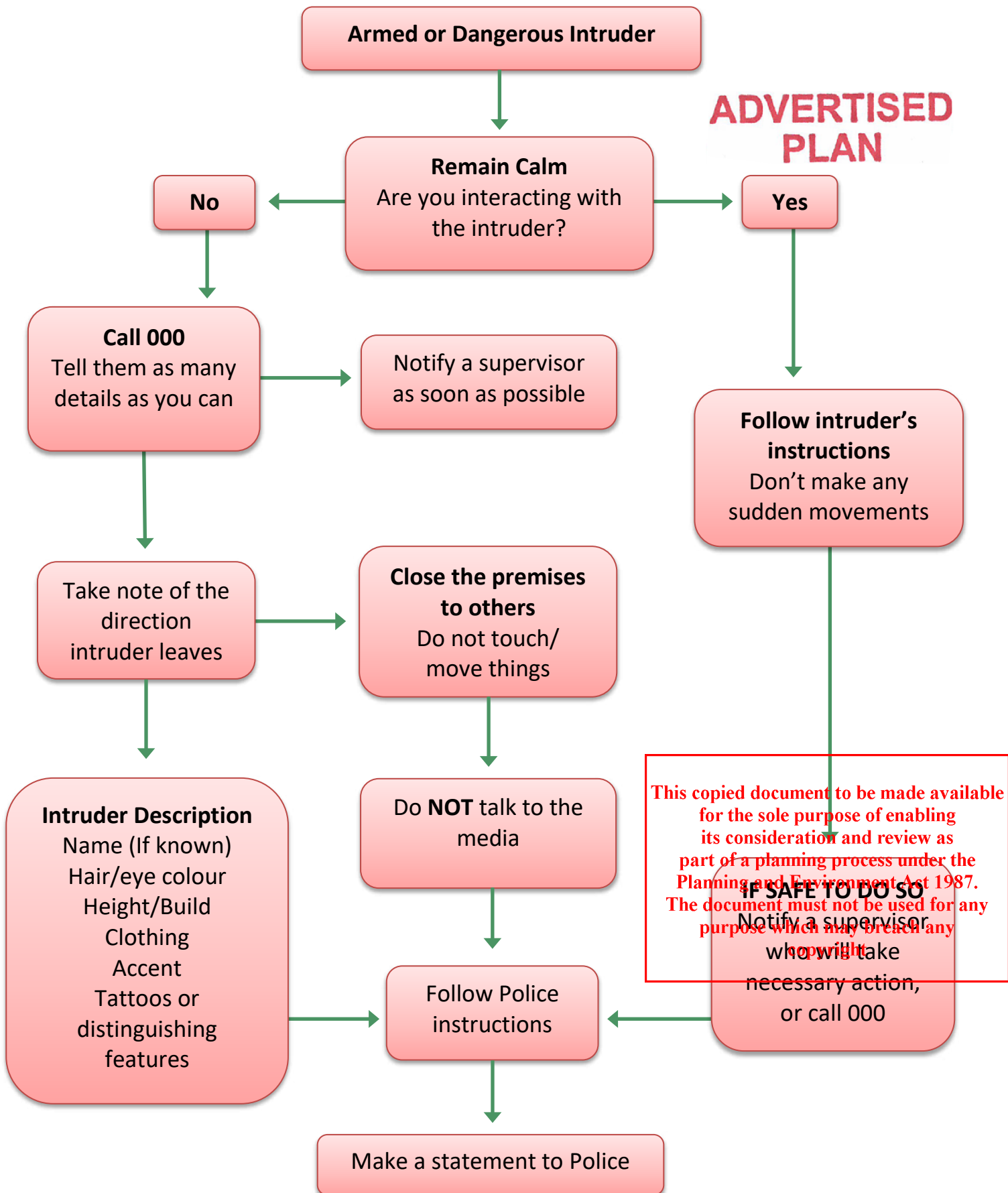


# ADVERTISED PLAN

## LOCKDOWN FLOWCHART



# ARMED OR DANGEROUS INTRUDER FLOWCHART



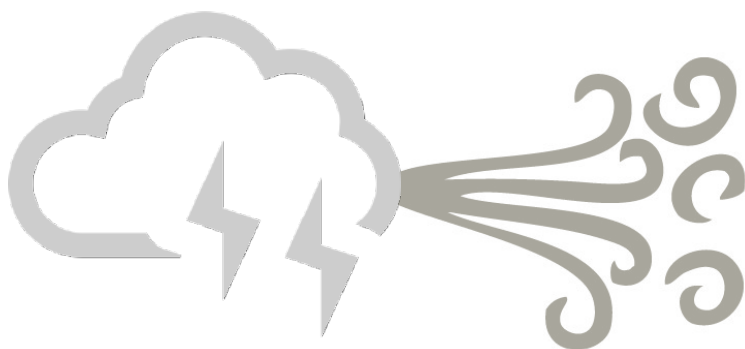
## SHELTER-IN-PLACE

## ADVERTISED PLAN

### IN CASE OF HIGH WINDS / STORM RISK

- All staff and students to proceed to the nearest buildings, move indoors and remain inside until the danger of flying debris has subsided.
- All doors and windows are to be firmly secured. Blinds should be rolled down to minimise the risk of flying glass should a window be struck.
- Maintenance staff and other available staff to collect loose objects from outside and around buildings.
- During severe storms, computers and other electrical equipment should be switched off.
- First aid officer to be on standby.
- Monitor radio and weather radar for updates on the storm.

Tree risk assessments are done annually by an arborist.



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# ADVERTISED PLAN

## IN CASE OF EARTHQUAKE

- Drop to the ground, find cover and hold on.
- If you're indoors, stay there and shelter under a sturdy table, bench or door frame.
- Stay clear of windows, chimneys and items hanging overhead (fans and other heavy items).
- If you're in a crowded area, don't rush towards the doors as there's a risk of injury. Find shelter and avoid overhead fittings and shelves.
- If you're outside, be aware of falling debris and stay clear of buildings, overhead structures, walls, bridges, powerlines and trees.
- Check the ABC Radio station or listen online for warnings.
- Buses: Be aware of damaged roads, fallen powerlines, landslips, damaged overpasses and bridges.



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## POST-EMERGENCY RECORD

<b>Facility</b>	
<b>Date</b>	
<b>Time Of Notification</b>	
<b>Name Of Person Taking The Call</b>	
<b>Position</b>	
<b>Name Of Person Reporting The Incident</b>	
<b>Contact Telephone Number</b>	
<b>Details</b>	
<b>Immediate Action</b>	Incident Controller notified: YES / NO      Time _____  Other staff notified: YES / NO      Time _____  Emergency Services notified: YES / NO      Time _____  Region and ESMU notified: YES / NO      Time _____
<b>Major Activities</b>	
<b>Issues</b>	Operational Debriefing Required: YES / NO      Date/Time: _____  Person Responsible to organise: _____  Confirmation of Operational Briefing:  Date/Time: _____  Issues for Follow up action:
<b>Signature</b>	
<b>Date</b>	

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If you hear the PA Alarm, please listen carefully to the announcement, and follow the instructions to the nearest evacuation area if asked to do so.

**ACTIONS TO BE CONSIDERED ON DISCOVERING A FIRE**

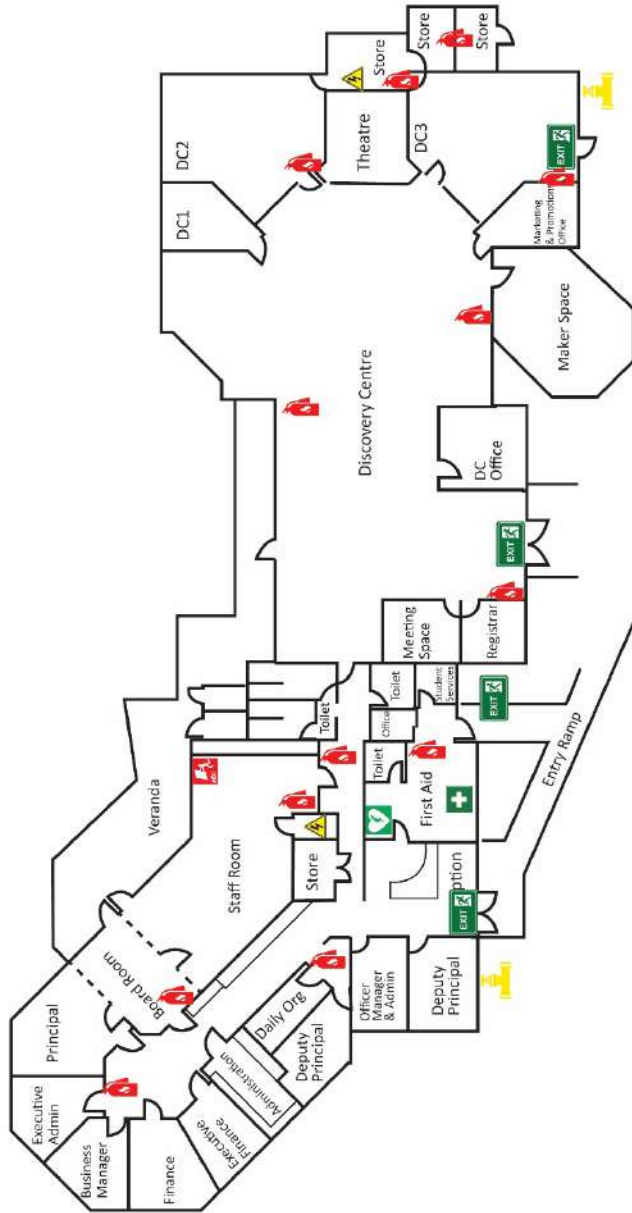
- R** **Rescue** anyone from immediate danger if safe to do so
- A** **Alert** nearby personnel, Reception and call 000
- C** **Contain** the fire and smoke. Close windows and doors if safe to do so. Keep low, under the smoke.
- E** **Extinguish** or control fire (if safe and trained to do so) using the fire hose, extinguisher or fire blanket.

**FIRE EXTINGUISHER INSTRUCTIONS**

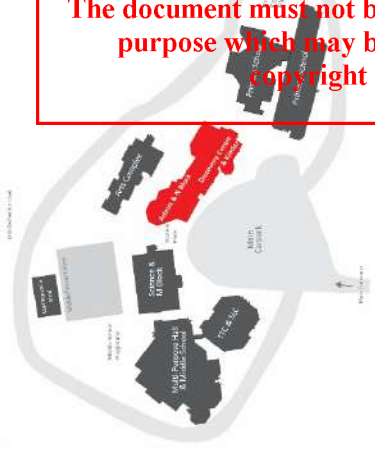
- Pull pin on extinguisher
- Test the extinguisher
- Stand back at a safe distance from the fire
- Keep the exit door to your back
- Ensure correct grip of 'nozzle'
- Direct the extinguisher stream at the base of the fire (not at the smoke)
- Squeeze the trigger and 'sweep' the fire
- Distance yourself IMMEDIATELY if the situation becomes unsafe

# EMERGENCY DIAGRAM

## ADMINISTRATION BUILDING MAP



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# M BLOCK MAP

## EMERGENCY DIAGRAM



### BHCS M Block (Lower Science Block)

if you hear the PA Alarm, please listen carefully to the announcement, and follow the instructions to the nearest evacuation area if asked to do so.

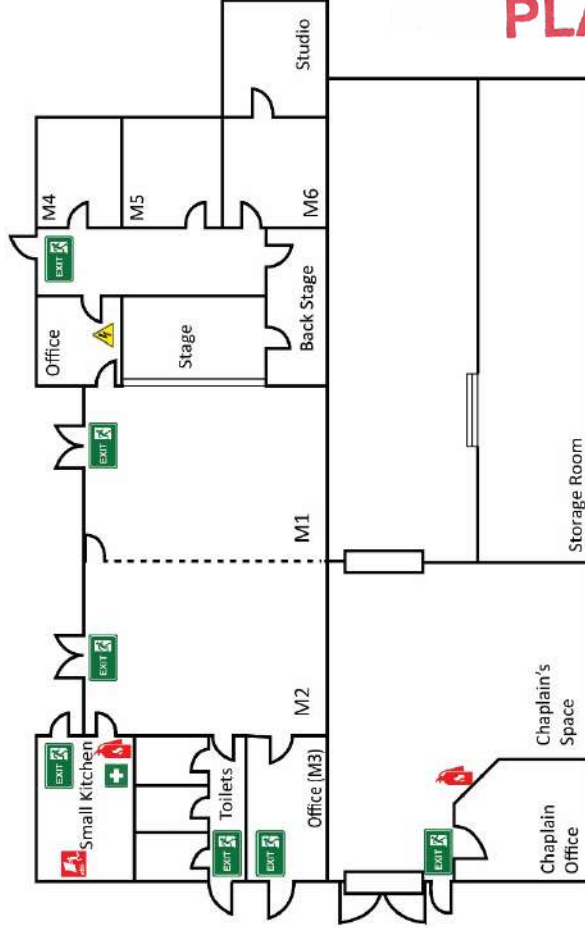
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## ADVERTISED PLAN



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if you hear the PA Alarm, please listen carefully to the announcement, and follow the instructions to the nearest evacuation area if asked to do so.

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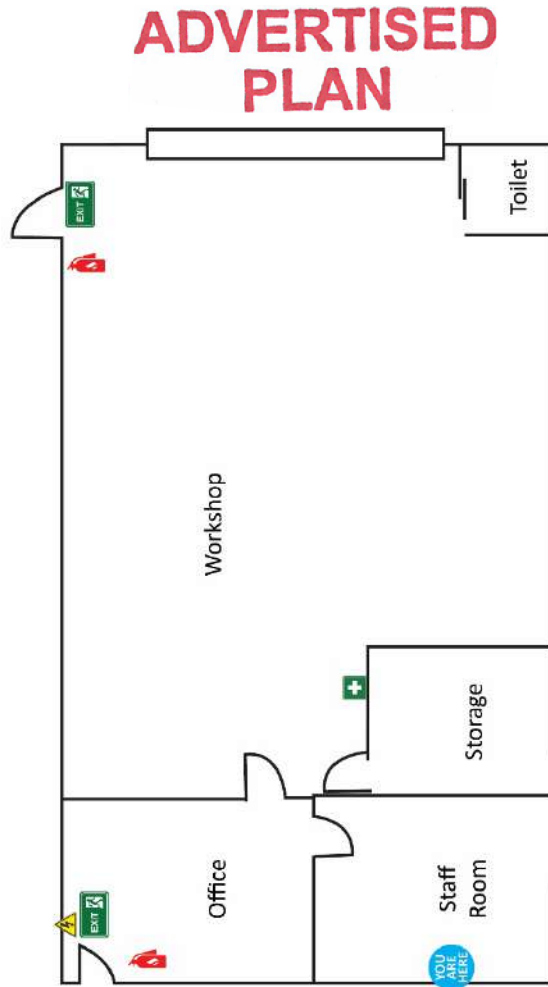
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**MAINTENANCE SHED MAP**

**EMERGENCY DIAGRAM**



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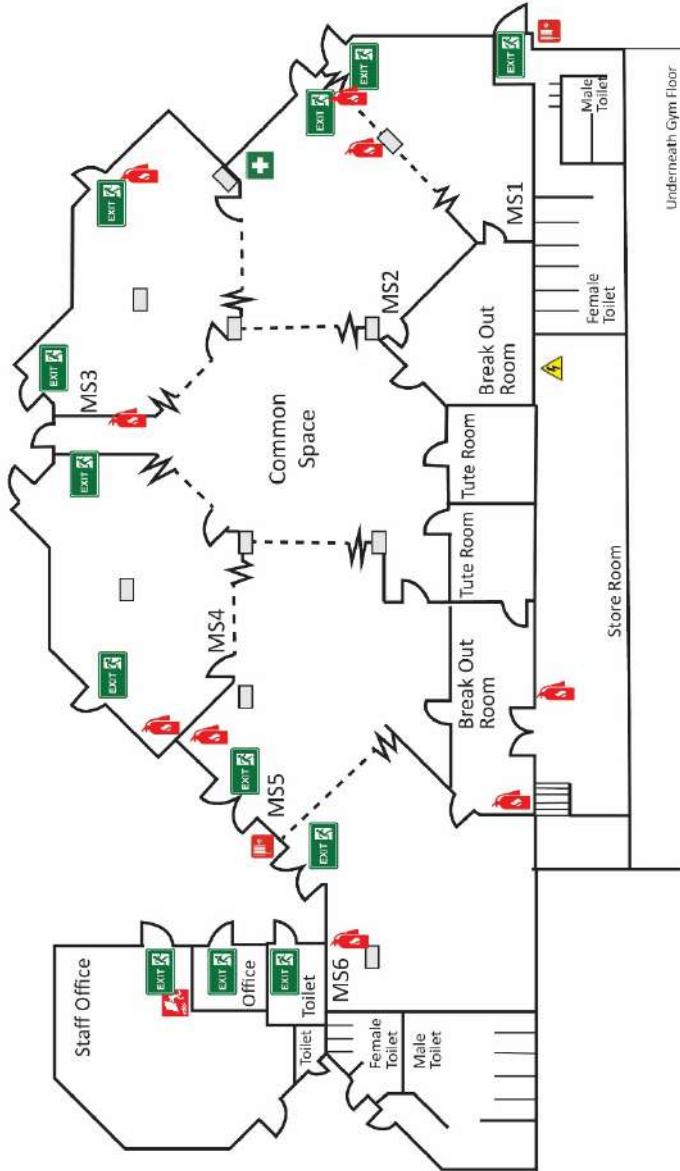
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# EMERGENCY DIAGRAM

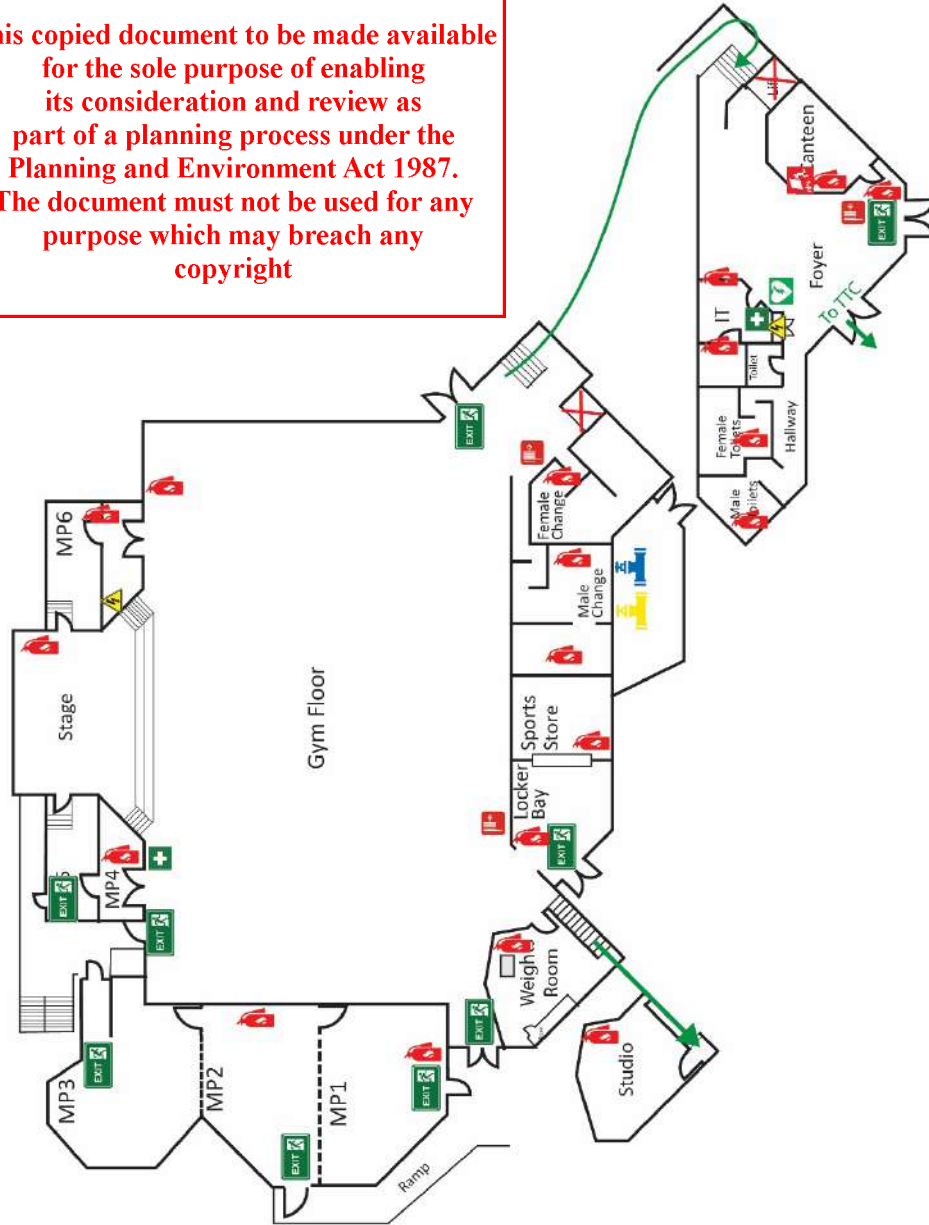


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EMERGENCY DIAGRAM

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**LEGEND**

- Emergency Exit
- Fire Extinguisher
- Fire Hose Reel
- Fire Blanket
- Switchboard
- Gas Valve
- Water Valve
- First Aid Kit
- Defibrillator
- Your Location



**BHCS Multi-Purpose Hall (MPH)**

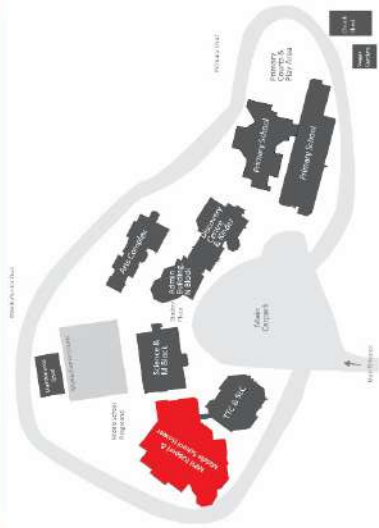
If you hear the PA Alarm, please listen carefully to the announcement, and follow the instructions to the nearest evacuation area if asked to do so.

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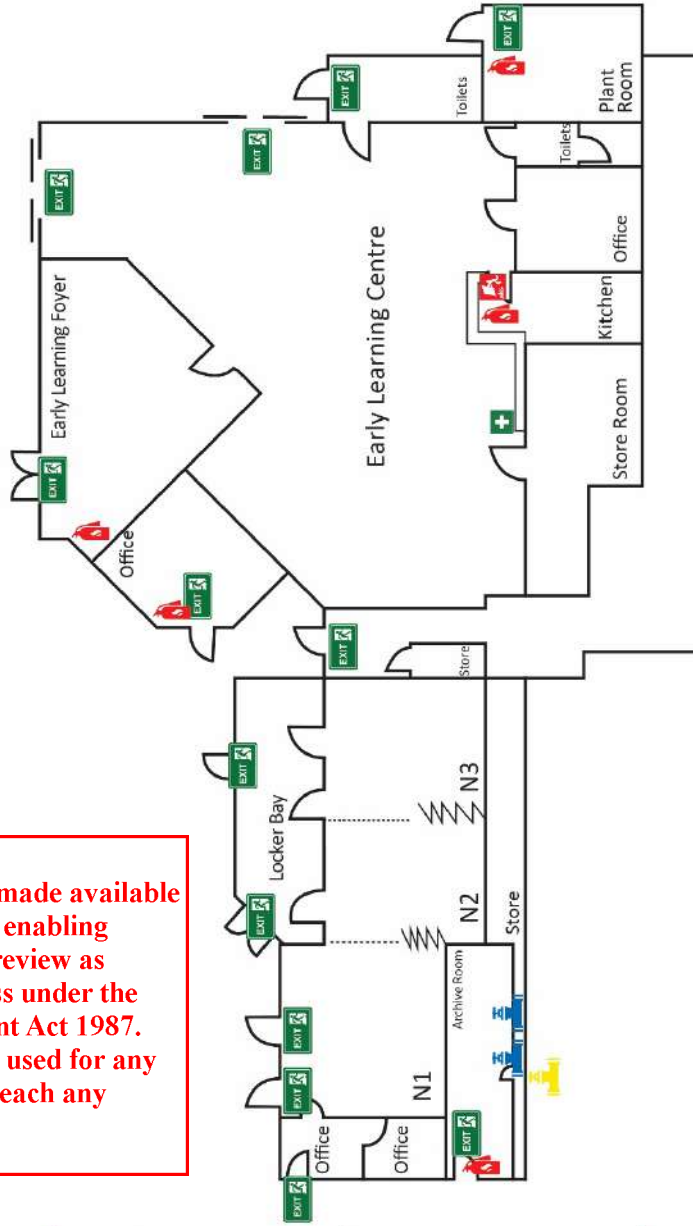


# N BLOCK & ELC MAP

# ADVERTISED PLAN

# EMERGENCY DIAGRAM

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**LEGEND**

- EXIT
- Emergency Exit
- Gas Valve
- Fire Extinguisher
- Water Valve
- Fire Hose Reel
- First Aid Kit
- Fire Blanket
- Defibrillator
- Switchboard
- YOU ARE HERE
- Your Location



BHCS N Block & Early Learning Centre (Below Admin)

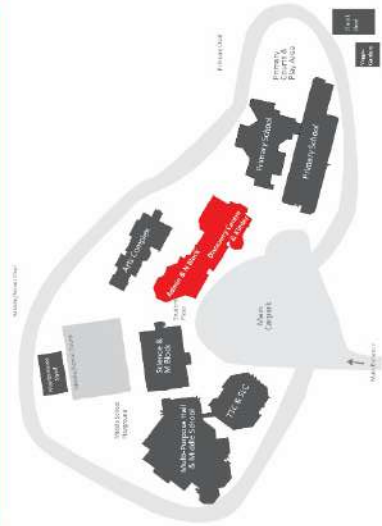
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# SENIOR LEARNING CENTRE (SLC) BUILDING MAP

## EMERGENCY DIAGRAM



BHCS Senior Learning Centre (SLC)

If you hear the PA Alarm, please listen carefully to the announcement, and follow the instructions to the nearest evacuation area if asked to do so.

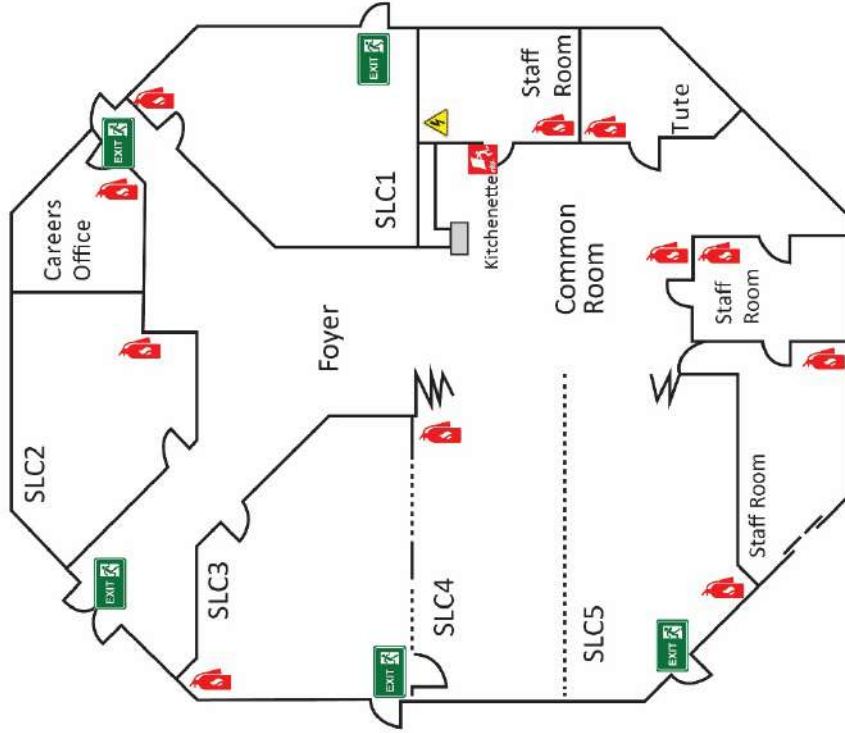
### ACTIONS TO BE CONSIDERED ON DISCOVERING A FIRE

- R** Rescue anyone from immediate danger if safe to do so
- A** Alert nearby personnel, Reception and call 000
- C** Contain the fire and smoke. Close windows and doors if safe to do so. Keep low, under the smoke.
- E** Extinguish or control fire (if safe and trained to do so) using the fire hose, extinguisher or fire blanket.

### FIRE EXTINGUISHER INSTRUCTIONS

- Pull pin on extinguisher
- Test the extinguisher
- Stand back at a safe distance from the fire
- Keep the exit door to your back
- Ensure correct grip of 'nozzle'
- Direct the extinguisher stream at the base of the fire (not at the smoke)
- Squeeze the trigger and 'sweep' the fire
- Distance yourself IMMEDIATELY if the situation becomes unsafe

## ADVERTISED PLAN

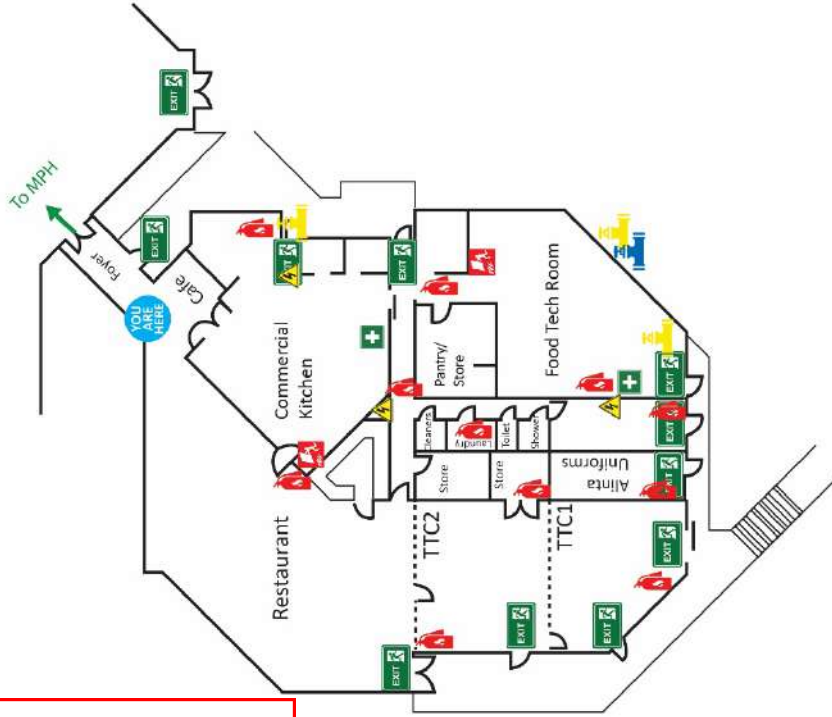


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# TTC BUILDING MAP

## EMERGENCY DIAGRAM

### ADVERTISED PLAN



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#### BHCS Trade Training Centre (TTC)

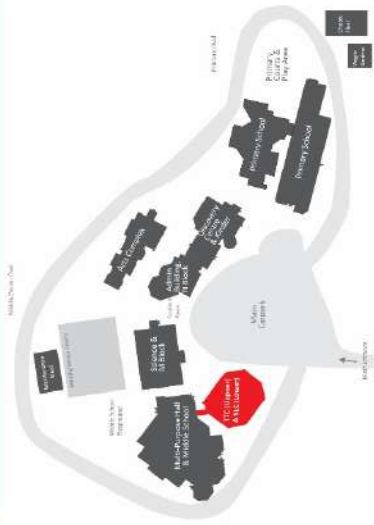
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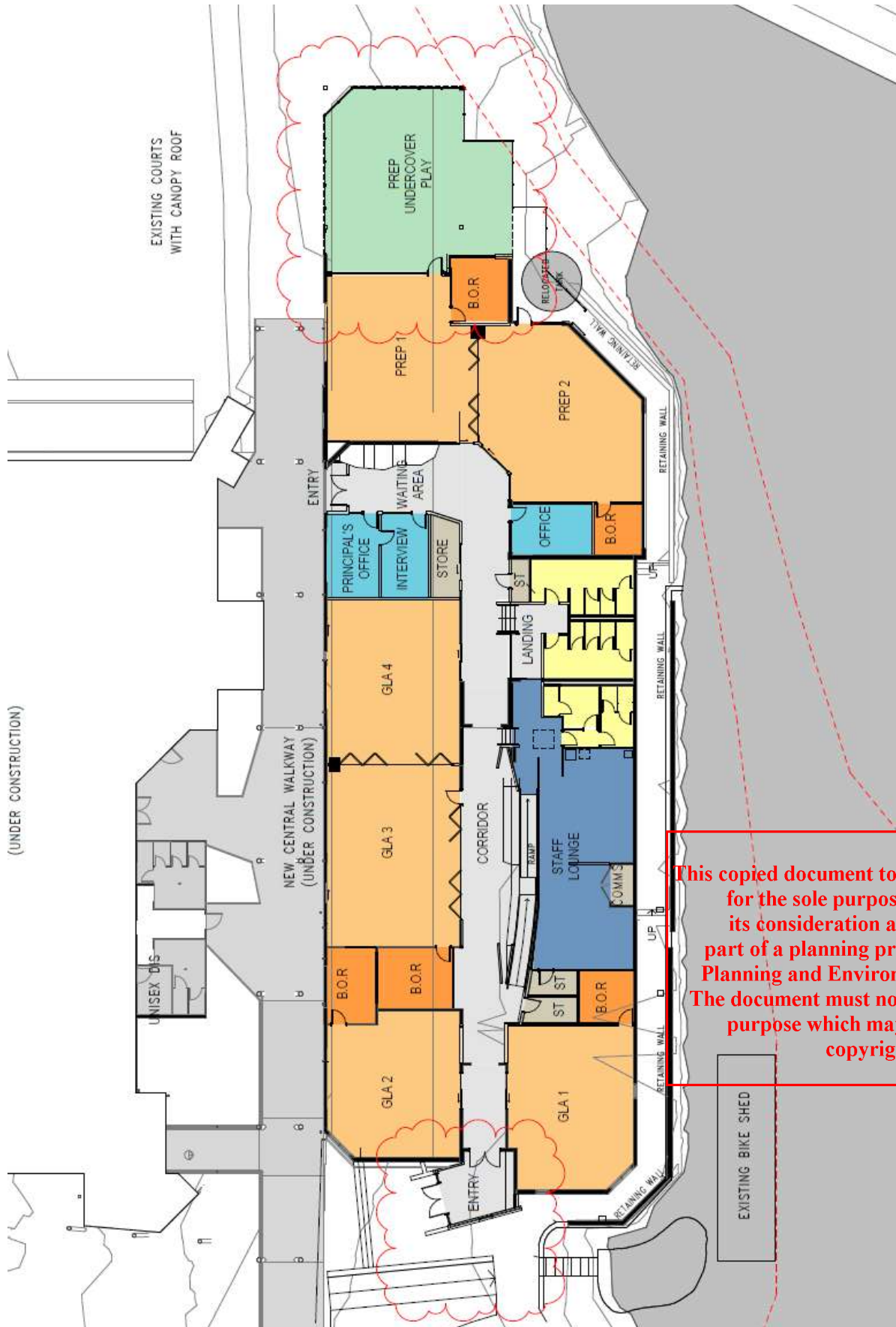




# ADVERTISED PLAN

## REFURBISHED PRIMARY BUILDING MAP

Anticipated completion January 2024

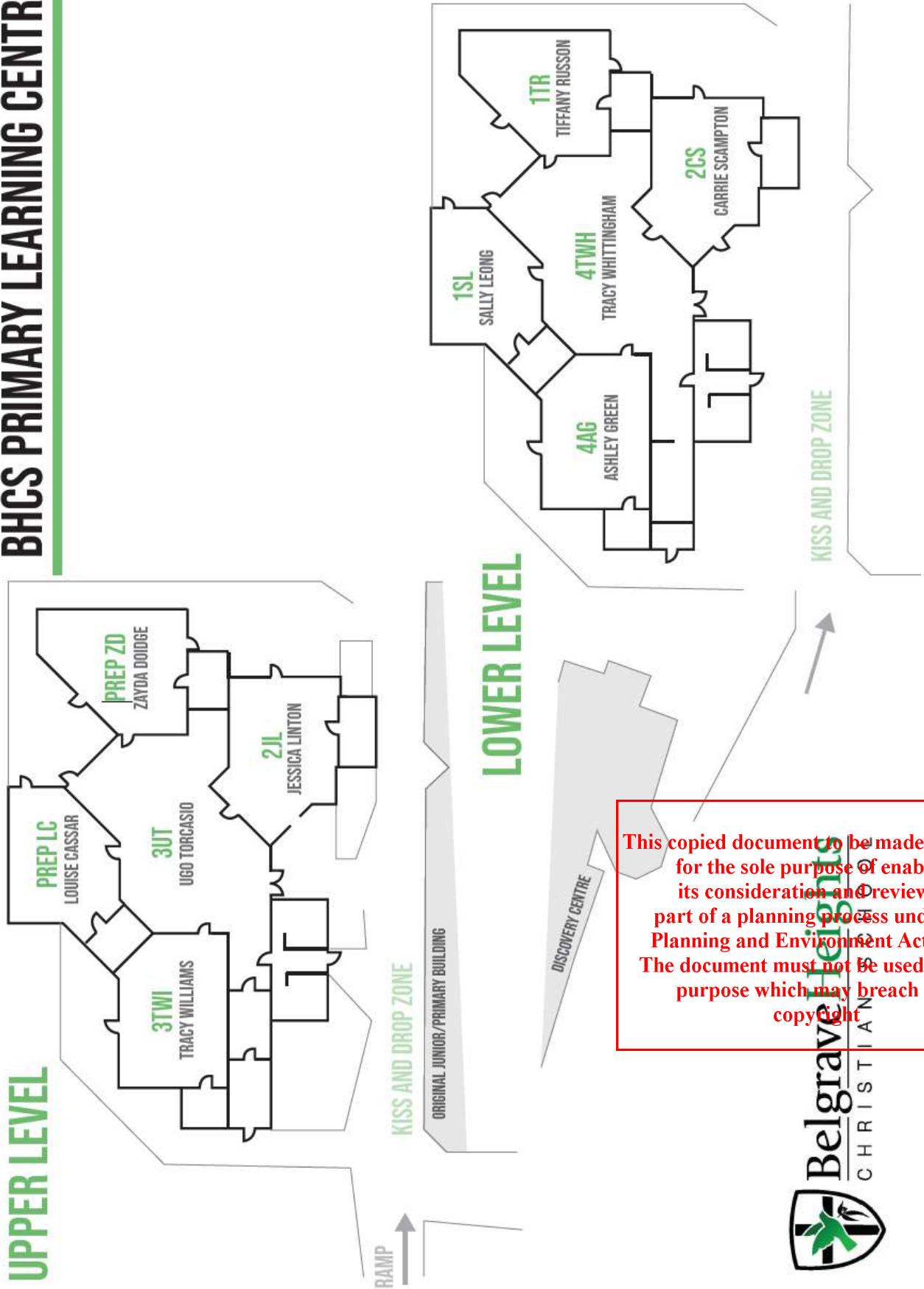


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# NEW PRIMARY BUILDING MAP

# ADVERTISED PLAN

## BHCS PRIMARY LEARNING CENTRE



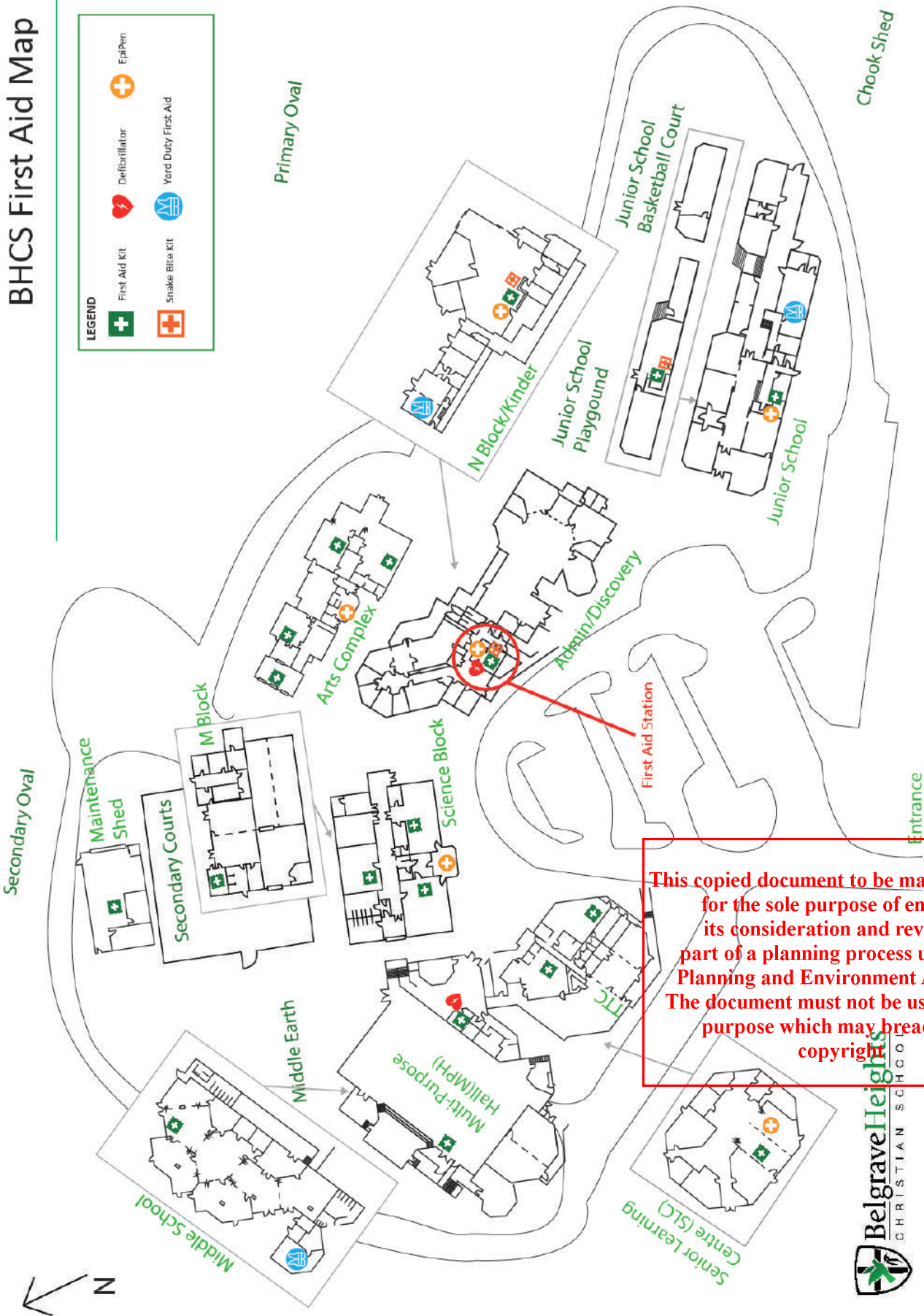
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## FIRST AID MAP – WHOLE SCHOOL

### BHCS First Aid Map

LEGEND	
	First Aid Kit
	Defibrillator
	EpiPen
	Snake Bite Kit
	Yard Duty First Aid



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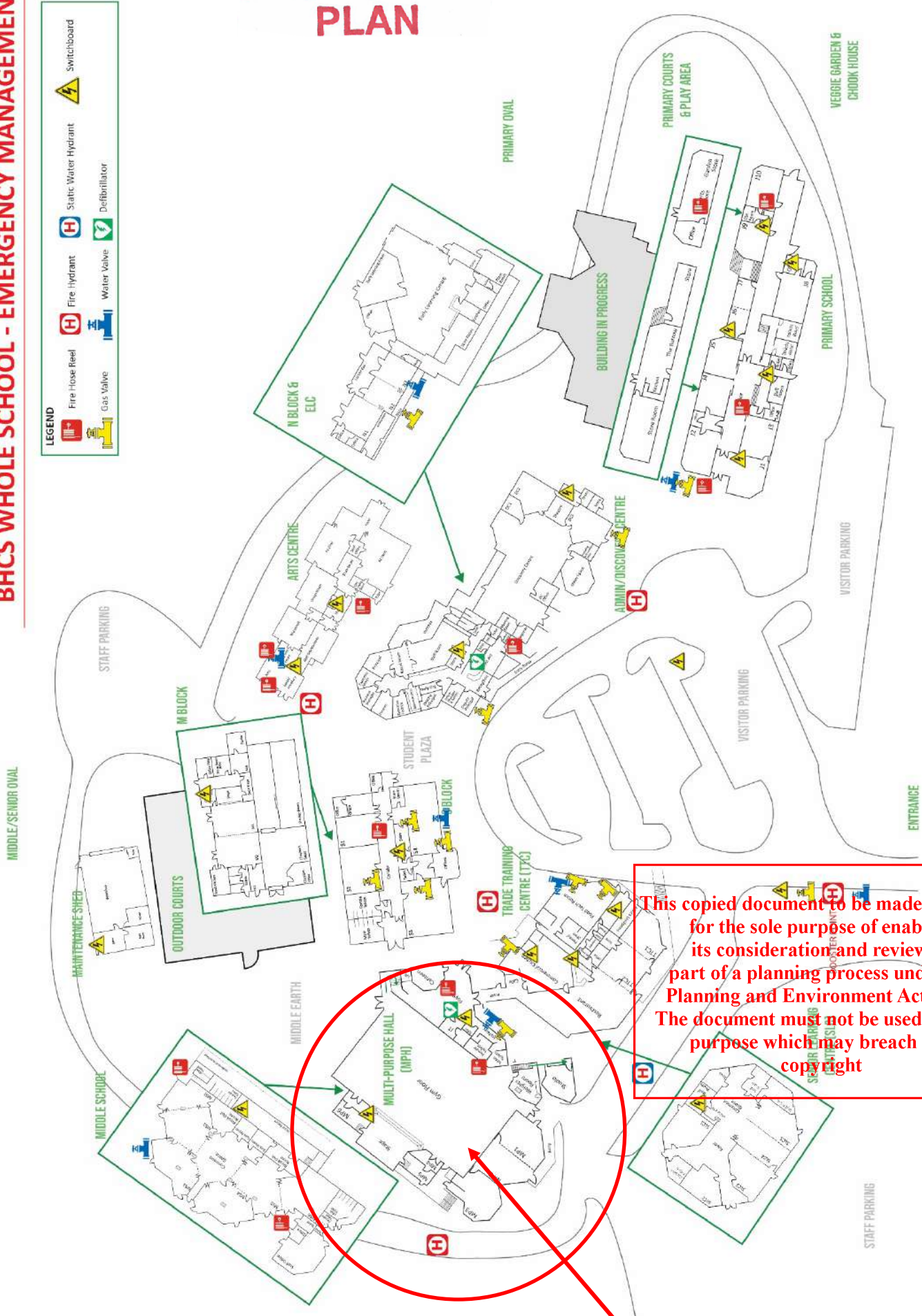




**ADVERTISED PLAN**

**LEGEND**

	Fire Hose Reel		Fire Hydrant		Static Water Hydrant		Switchboard
	Gas Valve		Water Valve		Defibrillator		



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**SHELTER-IN-PLACE**

## OTHER INFORMATION

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### DISTRIBUTION LIST

## ADVERTISED PLAN

Copies of this plan are located in all main staff offices located throughout the School.

Staff are advised of the location of this plan during fire training at the beginning of each year, during staff induction at other times of the year and in the Staff Induction Manual.

### FURTHER REFERENCES

- Threat Response Book
- Reception Emergency Plan

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## APPENDIX 5: Bushfire Management Plan

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### ADVERTISED PLAN

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**Construction Standard:**

The building is to be designed and constructed to a minimum construction standard of BAL-29.

**Access:**

Access for fire fighting vehicles must meet the following requirements:

- All-weather construction.
- A load limit of at least 15 tonnes.
- Provide a trafficable width of 3.5m.
- Be clear of encroachments for at least 0.5m on each side and 4m vertically.
- Curves must have a minimum inner radius of 10m.
- The average grade must be no more than 1 in 7 (14.4 percent)(8.1 degrees) with a maximum of no more than 1 in 5 (20 percent) (11.3 degrees) for no more than 50m.
- Dips must have no more than a 1 in 8 (12.5 percent) (7.1 degrees) entry and exit angle.
- A turning area for fire fighting vehicles must be provided close to the building by one of the following:
  - A turning circle with a minimum radius of eight metres.
  - A driveway encircling the dwelling.
  - The provision of other vehicle turning heads – such as a T or Y head – which meet the specification of Austroad Design for an 8.8 metre Service Vehicle.
- Passing bays must be provided at least every 200 metres.
- Passing bays must be a minimum of 20 metres long with a minimum trafficable width of 6 metres.

**Defendable Space:**








Defendable space for a distance of 50 metres (or to the property boundary, whichever is the lesser distance) must be provided where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

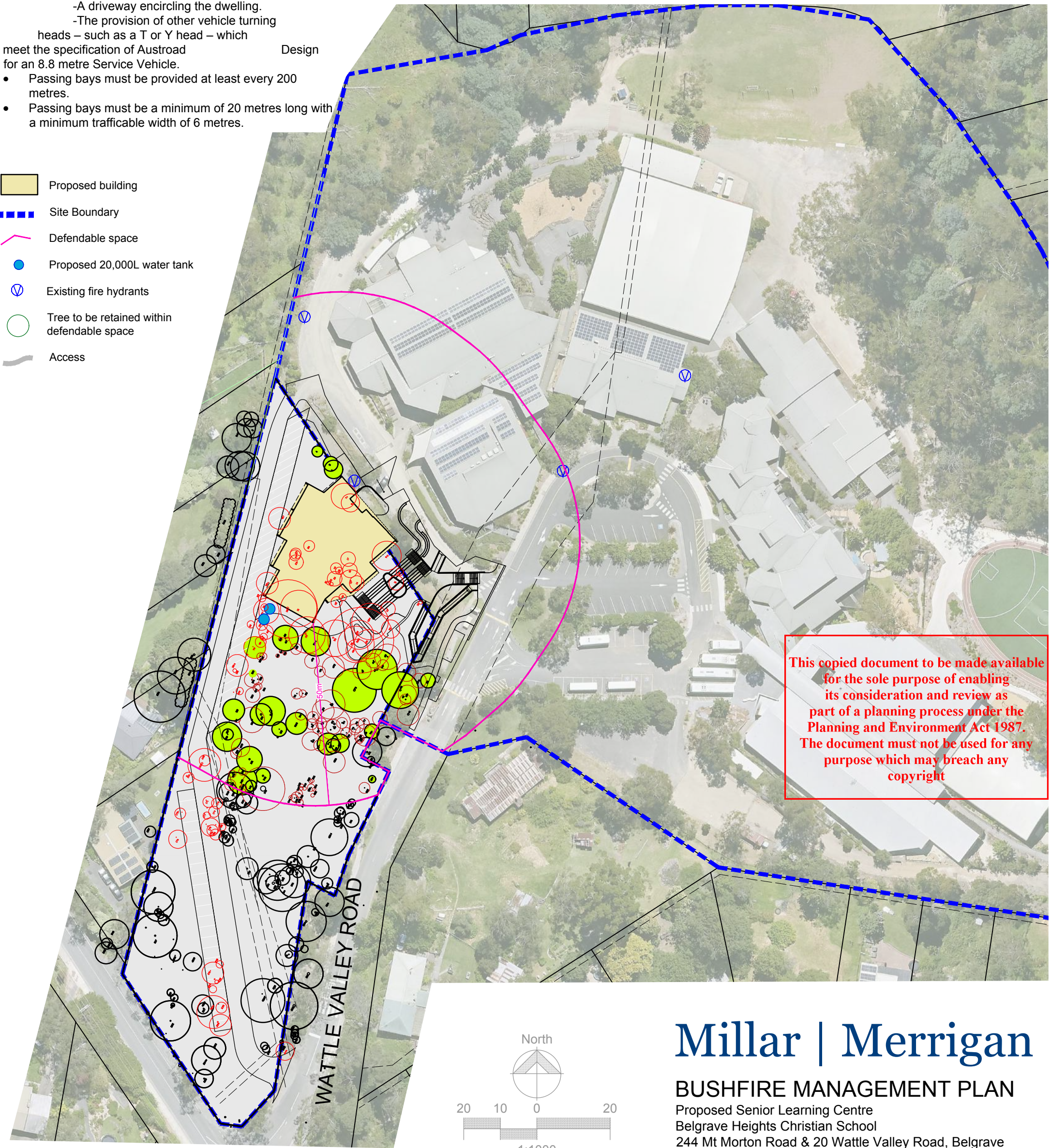
- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
- Plants greater than 10 centimetres in height must not be placed within 3 metres of a window or glass feature of the building.
- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5sqm in area and must be separated by at least 5 metres.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5 metres except for those shown hereon.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

**Water Supply:**

A minimum 40,000L effective water supply for fire fighting purposes is to be installed. Water supply must meet the following requirements:

- Be stored in an above ground water tank constructed of concrete or metal.
- Have all fixed above ground water pipes and fittings required for fire fighting purposes made of corrosive resistant metal.
- Include a separate outlet for occupant use.
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of the responsible authority.
- Be located within 60m of the outer edge of the approved building
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).

-  Proposed building
-  Site Boundary
-  Defendable space
-  Proposed 20,000L water tank
-  Existing fire hydrants
-  Tree to be retained within defendable space
-  Access



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# Millar | Merrigan

## BUSHFIRE MANAGEMENT PLAN

Proposed Senior Learning Centre  
 Belgrave Heights Christian School  
 244 Mt Morton Road & 20 Wattle Valley Road, Belgrave  
 20799 BMP4 Version 5 (June 2024)