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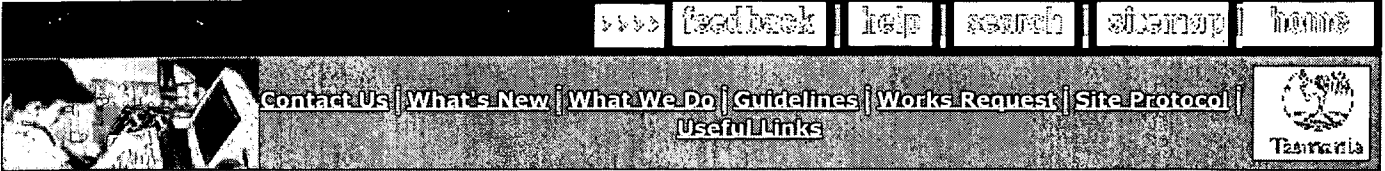
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ABSTRACT

This document presents guidance for protecting Tasmanian schools, buildings, and property from damage through vandalism, arson, and negligence; clarifies responsibilities; and provides advice to those who manage or use the schools. The extent of the school damage problem is outlined, along with an assignment list of responsibilities and an explanation of the Department of Education Secretary's role, as well as the role of building occupants and the public. Concluding sections present a building inspection checklist to help ensure that the likelihood of damage is minimized and provide a list of resources for assistance. (GR)



Facility Services Section
Department of Education



Vandalism Crime

Minimising Wilful and Accidental Damage to DoE Buildings

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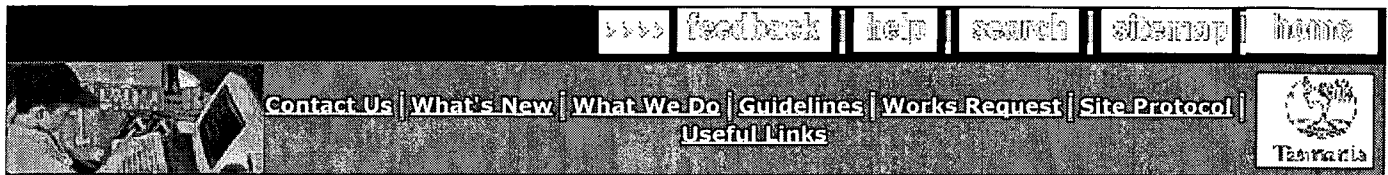
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Minimising Wilful and Accidental Damage to DoE Buildings

FOREWORD

Wilful damage and vandalism in schools is a widespread problem and costs Tasmanians in excess of 3 million dollars every year.

Funds badly needed for school maintenance are increasingly being diverted into meeting the costs of damage by vandalism.

From members of the public to building occupiers, we all have some responsibility for taking ownership of the vandalism problem. By working through the issues outlined in this publication we can identify methods for addressing this problem.

The Tasmanian Department of Education acknowledges the much appreciated co-operation of the Government of Western Australia for kindly making available material for this publication.

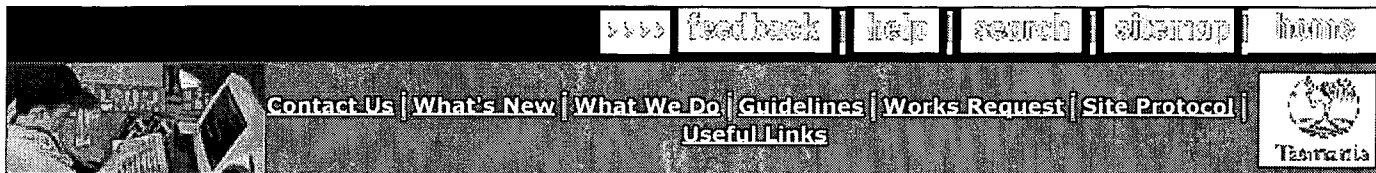
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- Education Department of WA
- WA Police Service
- Fire and Rescue Service of WA
- Treasury Department of WA
- Health Department of WA
- Department of Local Government

DoE would like to thank the WABMA for permission to use their material contained in their publication.

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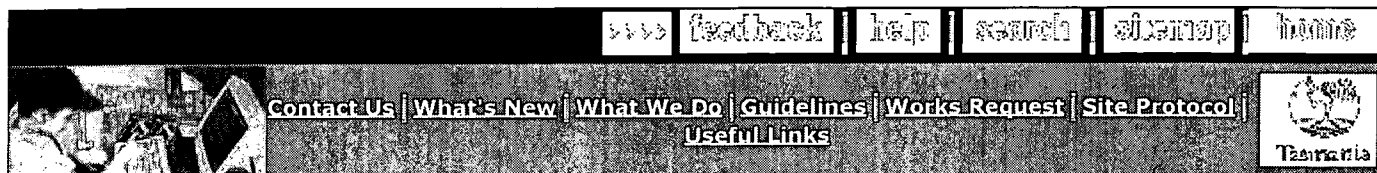
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Minimising Wilful and Accidental Damage to DoE Buildings

1. INTRODUCTION

This publication has been produced as a guide to the protection of Tasmanian Department of Education schools, buildings and property from damage through vandalism, arson and negligence.

It clarifies responsibilities and provides advice to people who manage or use our schools.

The aim is to minimise the amount of money spent each year repairing damage to buildings.

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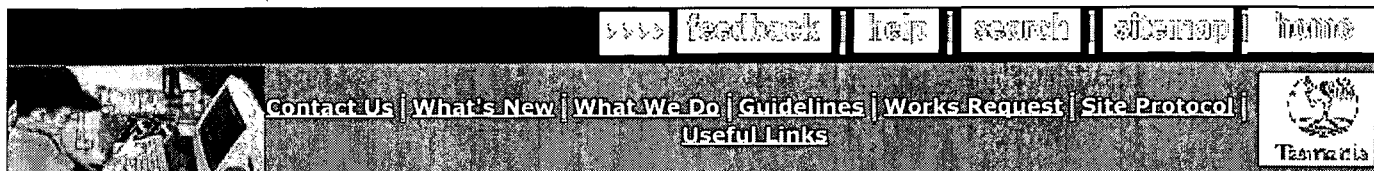
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Minimising Wilful and Accidental Damage to DoE Buildings

2. EXTENT OF THE PROBLEM

Damage to buildings is expensive and inconvenient. Damage can be either accidental or wilful and can be minimised by the active participation of stakeholders.

Wilful damage refers to damage caused by:

- vandalism;
- graffiti;
- arson; and
- breaking and entering.

Accidental damage can be caused by:

- poor housekeeping;
- carelessness;
- negligence;
- lack of maintenance;
- incorrect use; and
- natural events such as earthquakes, storms, floods, etc.

Each year, damage to buildings costs the public and private sector in Tasmania millions of dollars in repairs and replacements. For example, in any one year:

- Fires cost around \$400,000 per annum.
- The Department spends around \$3 million per annum repairing wilful damage to schools including fires, broken windows and providing security services.

Much more is spent on indirect costs such as relocation, interruption, inconvenience, injuries, administration, and time spent by emergency services such as police, fire and ambulance.

This money could be better spent on preventive maintenance and providing better school services.

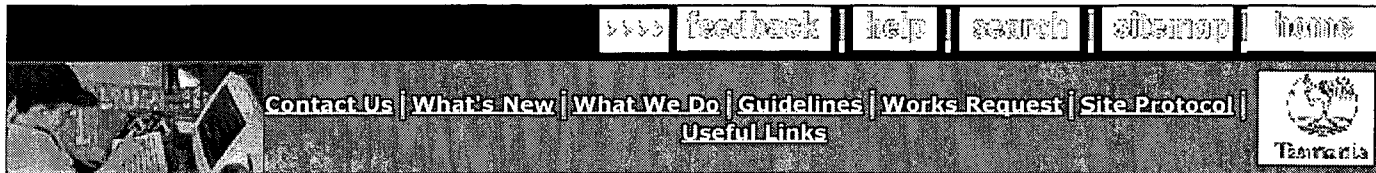
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Minimising Wilful and Accidental Damage to DoE Buildings

3. RESPONSIBILITIES AT A GLANCE

The following table shows, at a glance, the responsibilities of all contributors to the goal of reducing the cost of wilful and accidental damage to DoE buildings.

Details of how these responsibilities can be applied are described in the sections which follow.

MINIMISING DAMAGE TO AGENCY BUILDINGS

Contribution	Head of Agency	Responsible Officers	Building Occupiers	Users and Public
Ultimate Accountability	●			
Active Involvement, Awareness and Participation	●	●	●	●
Develop and Implement Plans/Programs		●		
Carry out Inspections		●		
Monitor Building Performance		●	●	
Develop and Use Evacuation Procedures		●	●	
Observe Unoccupied Buildings				●

Legend:

Responsible Officer: The person with delegated responsibility for managing the performance of the building asset, eg school principal, facility manager.

Building Occupiers: People who work or live in the building, eg teachers, librarians, other employees.

Users and Public: Everyone else with an interest in reduction of damage to DoE buildings, eg neighbours and community groups.

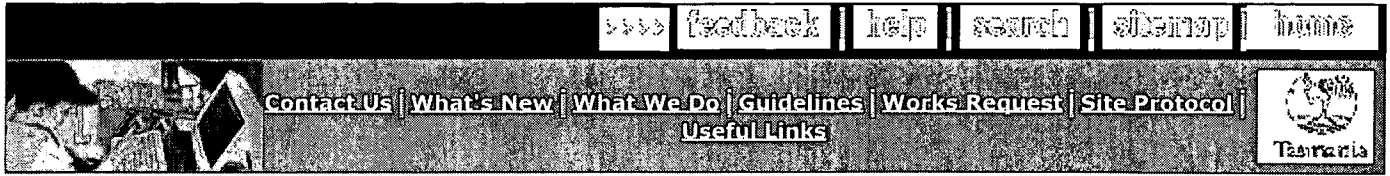
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Minimising Wilful and Accidental Damage to DoE Buildings

4. THE ROLE OF THE DEPARTMENT AND THE SECRETARY

The Department is responsible for minimising the risk of wilful and accidental damage to buildings for which it has custodial responsibilities or it occupies. This responsibility is implicit in the requirement to preserve and protect DoE assets.

The Secretary, who has custodial responsibilities for buildings, should ensure that:

- a senior position is designated for overseeing management of the Agency's buildings and the responsibilities are clearly identified and known within DoE. That position should report on the management of assets across the Agency - see attached contact list;
- appropriate asset procurement and disposal procedures are followed;
- the building is safe for workers and users of the building; and
- a system exists for reporting criminal damage to police.

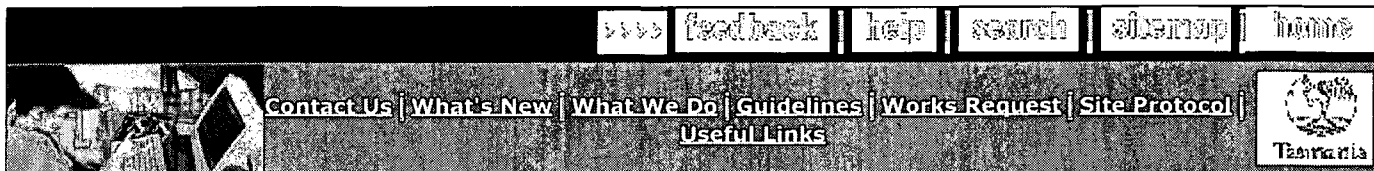
Effective contributions must be made by all users of DoE buildings, but ultimate accountability for protection lies with the Secretary.

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5. THE ROLE OF RESPONSIBLE OFFICERS

"Responsible Officer" is the term used in this publication to describe the person with delegated responsibility for ensuring the workplace is properly maintained and kept in a secure and safe condition.

The major responsibilities of the Responsible Officer are:

- to monitor and deal with possible fire hazards;
- to monitor and review incidents of vandalism and take measures to minimise recurrences;
- to plan for and provide a contingency plan for major disasters; and
- to develop and manage a system for reporting criminal damage to police.

Maintenance Issues

Particular attention should be given to the following issues:

- the building and its environment should be maintained at a standard which prevents accumulation of unnecessary combustibles and obstructions to exits;
- graffiti should be removed immediately. If left unattended, it will usually attract further graffiti;
- vandal damage to buildings and their surrounds should be repaired as soon as possible to avoid attracting further damage; and
- safety installations and security systems must be adequately maintained and functioning to ensure their proper function.

The term "safety installation" includes:-

- Emergency lighting
- Exit signs
- Warning systems
- Fire and smoke alarms
- Fire hydrants and hose reels
- Fire extinguishers
- Sprinkler systems
- Smoke hazard management equipment
- Fire and smoke doors

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(AS 1851 series, provides a guide to maintenance of these installations.)

These items are maintained under a Central Office contract and advice in this regard will be issued separately.

The term "security system" includes physical, electronic and management elements such as:


- fences and gates;
- doors and locks;
- detection systems;
- alarms; and
- control of access.

The *Workplace Health, Safety and Welfare Act 1993*, requires employers to provide and maintain workplaces, plant and systems of work such that employees are not exposed to hazards.

Things To Be Aware Of

The Responsible Officer should be aware of:-

- Activities or situations which might cause fire or other damage.
- Appropriate methods for dealing with such situations.

Regular inspections and surveys of buildings and surroundings will reveal inadequacies and potential for damage to occur. Refer to section 8 entitled "Building Inspection Checklist" for a suggested minimum list of areas to be inspected. This handbook also contains a Proforma Action Plan  (Section 9) to assist in ensuring improvement actions are carried out.

A "Faults Book" should be used to encourage staff to notify defects as soon as they occur. For such a system to be successful, reported defects must receive prompt attention

Emergency Evacuations and Contingency Planning

Prevention of damage and injury is the top priority. However, if an emergency occurs, it is essential that evacuation procedures are in place. Emergency evacuation procedures should be clear, precise instructions detailing the action that occupants should take in the event of fire or other emergency. They should cover the essential steps of:

- Raising the alarm
- Notifying the fire brigade and other emergency services
- Dealing with the fire or other emergency
- Evacuating the premises or area under threat

Developing evacuation procedures is explained in detail in Australian Standard AS 3745 (1995) "Emergency Control Organisation and Procedures for Buildings".

Courses for fire wardens are conducted regularly by the Tasmania Fire Service. For information contact the Training Unit on (03) 6230 8684.

Consultation with the Tasmania Fire Service is recommended whenever procedures are

written, reviewed or tested.

Following an emergency, it may not be possible to re-occupy all or part of a facility.

Contingency plans should be developed to minimise disruption in such an event.

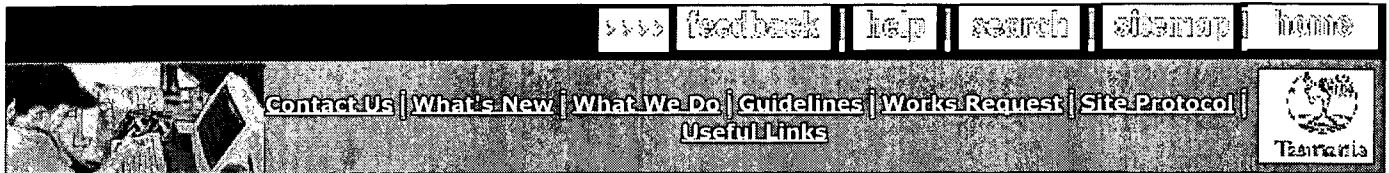
The plans should consider the minimum requirements necessary to enable the organisation to function effectively. Key people to organise relocation/set up, and issues such as accommodation, equipment and information will need to be considered.

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Minimising Wilful and Accidental Damage to DoE Buildings

6. THE ROLE OF BUILDING OCCUPANTS

How To Help

Fire safety, security and the prevention of damage are the responsibility of all building occupants.

Occupants and users of DoE buildings, including schools, can help minimise damage by working in co-operation with the Responsible Officer. A major contribution can be made by remaining observant, using initiative and taking responsibility for reporting incidents or possible hazards.

What To Look For

Features which may indicate the possibility of damage to a building or injury to its occupants include:

- unsafe structures such as paving, carpets, handrails and obstructions in areas of movement such as external footpaths, building entrances, corridors, stairways, lift lobbies, etc;
- inappropriate storage or use of flammable materials; and
- the use of open or unprotected fires.

What To Do

Report all incidents of vandalism and possible hazards to the Responsible Officer.

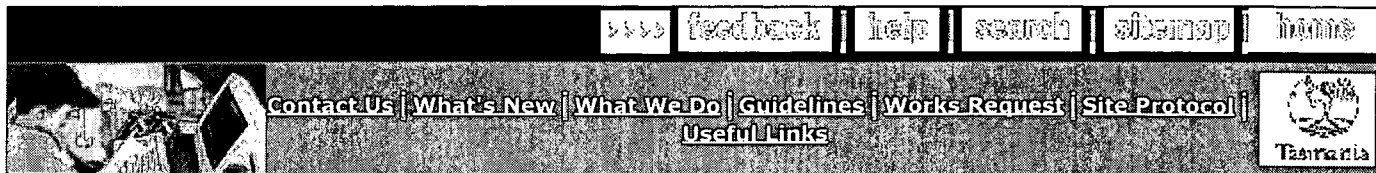
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Minimising Wilful and Accidental Damage to DoE Buildings

7. THE ROLE OF THE PUBLIC

The general public can make a valuable contribution to protecting DoE buildings. A reduction in damage to DoE buildings provides public benefits such as lower costs of services and improvements in the appearance of surroundings.

What To Look For

Any activity at a DoE building which appears to be unusual or out of character could indicate that the building may be subject to damage.

What To Do

If members of the public see suspicious activity near an unoccupied DoE building they should telephone the police on (03) 6230 2111. The Department also have a security service which protects schools. They can be contacted on (03) 6233 7051 during office hours and (03) 6248 6469 after hours or mobile phone 0418 127 162.

A major contribution can be made by participating in organised community crime prevention activities such as:

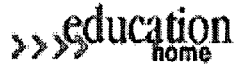
- Neighbourhood Watch
- School Watch

Public involvement in helping minimise damage to DoE buildings can be encouraged through promotions, leaflets, posters and competitions.

Do not try to apprehend offenders. This is a job for the police.

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MINIMISING WILFUL AND ACCIDENTAL DAMAGE TO DoE BUILDINGS

SECTION 8: BUILDING INSPECTION CHECKLIST

Buildings and property generally should be checked by building managers to ensure that the likelihood of damage is minimised. The items listed below require inspection in most premises.

General Housekeeping	Yes	No
Excessive stores, unused equipment, waste material and rubbish (including cartons), are removed.	<input type="checkbox"/>	<input type="checkbox"/>
Holding areas for waste material are closely monitored to ensure they remain clear of exits and any excess waste materials are not held and are regularly disposed of to safe areas.	<input type="checkbox"/>	<input type="checkbox"/>
There is no storage of any goods or equipment under stairways or in ducts, roof spaces, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Quantities of flammable liquids are kept to a minimum, held in proper flammable liquid storage cabinets and correctly identified or removed to separate storage areas.	<input type="checkbox"/>	<input type="checkbox"/>
Hoods, filters and ducts over cooking equipment are kept clean and free of any build-up of grease and oils. Accumulation of these can represent a significant fire hazard.	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs for hazards are in place, legible and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
Spillage or accumulation of flammable liquids, oils, grease, etc, is removed.	<input type="checkbox"/>	<input type="checkbox"/>
No internal combustion engines (eg lawn mowers, motor cycles) are parked inside buildings other than purpose-built garages and workshops.	<input type="checkbox"/>	<input type="checkbox"/>
Materials used in planter boxes, particularly ground cover, is not combustible and they are not being used for disposal of smokers debris such as matches and cigarette butts.	<input type="checkbox"/>	<input type="checkbox"/>
Metal rubbish bins for waste rags or materials impregnated with flammable liquids are provided with lids or covers.	<input type="checkbox"/>	<input type="checkbox"/>
Chimneys, flues and heaters are checked for soundness and any build-up of deposits removed. Where obvious faults exist, such as large cracks or degradation of brickwork, urgent repairs are made before further use.	<input type="checkbox"/>	<input type="checkbox"/>
Receptacles for cigarette butts and smokers' waste are provided at entries and are cleared daily, and not used for general rubbish bin purposes.	<input type="checkbox"/>	<input type="checkbox"/>
Suitable rubbish bins are provided for normal waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Furniture, curtains, towels and the like are kept clear of cooking and heating appliances.	<input type="checkbox"/>	<input type="checkbox"/>

General Housekeeping	Yes	No
Exhaust fans are operating correctly and kept clean.	<input type="checkbox"/>	<input type="checkbox"/>
"NO SMOKING" signs are prominently displayed in all occupied areas especially areas where hazardous materials are used or stored.	<input type="checkbox"/>	<input type="checkbox"/>
Decorations and wall hangings don't interfere with movement detectors.	<input type="checkbox"/>	<input type="checkbox"/>
Reserve water storages are kept as full as practicable.	<input type="checkbox"/>	<input type="checkbox"/>

Exits and Exit Routes	Yes	No
Escape paths are kept clear of furniture, stores, machines and accumulated waste.	<input type="checkbox"/>	<input type="checkbox"/>
Seldom used exit doors are checked for correct operation.	<input type="checkbox"/>	<input type="checkbox"/>
Security doors and their locking mechanisms are checked to ensure that locks do not jam or fail to release correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors and smoke doors are capable of opening and closing correctly (ie swing or slide freely to fully closed and latched position) and all hinges, latches, door closers, magnetic door holders, etc, are operating satisfactorily.	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors and smoke doors are not held open by wedges or other unauthorised means.	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors and smoke doors are not damaged or have missing door furniture leaving apertures and other unsealed openings or holes.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke seals around smoke doors are in place and not damaged.	<input type="checkbox"/>	<input type="checkbox"/>
EXIT doors on escape routes are readily openable during occupied hours.	<input type="checkbox"/>	<input type="checkbox"/>
EXIT signs and other directional signs are clearly visible. Where appropriate the "test button" should be pressed to check that they will operate on the battery supply.	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Procedures	Yes	No
Evacuation procedures exist and are regularly practised.	<input type="checkbox"/>	<input type="checkbox"/>
New members of staff are made fully aware of emergency procedures, including names of their wardens, basic fire safety practices and location of installed fire equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Plans exist of major services. Plans are readily accessible for use by emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
Warden lists are maintained and up to date.	<input type="checkbox"/>	<input type="checkbox"/>

Fire Fighting Equipment	Yes	No
Fire equipment is maintained regularly - check dates on service tags.	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are in place, properly mounted on brackets and the type of extinguisher is consistent with the sign.	<input type="checkbox"/>	<input type="checkbox"/>
Fire equipment is accessible and not obstructed by furniture or other accumulated materials.	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Equipment	Yes	No
Emergency intercommunication equipment is checked regularly and is operating correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical appliances are switched OFF and disconnected at power outlets when not in use.	<input type="checkbox"/>	<input type="checkbox"/>
Double adaptors are not used. (The preferred item in lieu of double adaptors is an approved power distribution board having circuit protection built in.)	<input type="checkbox"/>	<input type="checkbox"/>
Only one heating appliance is permitted for each power outlet.	<input type="checkbox"/>	<input type="checkbox"/>
Heaters are not pushed up against furniture, walls or other items and not placed under desks.	<input type="checkbox"/>	<input type="checkbox"/>
Faulty power points, switches, plugs and sockets (including any with scorch marks) are replaced.	<input type="checkbox"/>	<input type="checkbox"/>
"Fire-stopping" is complete around penetrations through fire rated walls.	<input type="checkbox"/>	<input type="checkbox"/>
Failed light bulbs or tubes are replaced, especially in stairwells and along exit routes.	<input type="checkbox"/>	<input type="checkbox"/>
Emergency leads and power cords are not run under carpets or through doors and windows, where they may become crushed, kinked or otherwise damaged.	<input type="checkbox"/>	<input type="checkbox"/>
Portable electrical appliances and leads are regularly checked.	<input type="checkbox"/>	<input type="checkbox"/>
Portable radiant heaters have been replaced with oil filled radiators.	<input type="checkbox"/>	<input type="checkbox"/>
Heat resisting fitments are in use for bench mounted appliances generating high heat levels, such as hot water urns, salamanders and the like.	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous Goods Storage	Yes	No
Safety data sheets are up to date for each chemical stored and displayed adjacent to the storage area and at a remote secure location.	<input type="checkbox"/>	<input type="checkbox"/>
Correct safety signs and hazard diamonds are in place on approach pathways to the storage area.	<input type="checkbox"/>	<input type="checkbox"/>
Neutralising agents are readily available and the correct quantity in stock.	<input type="checkbox"/>	<input type="checkbox"/>
Exterior emergency information panels can be clearly seen by approaching emergency services.	<input type="checkbox"/>	<input type="checkbox"/>
Different and non compatible chemicals are segregated by either space or impervious construction.	<input type="checkbox"/>	<input type="checkbox"/>
Bunding and run off storage tanks/sumps are in good order and repair.	<input type="checkbox"/>	<input type="checkbox"/>

Fire Detection and Suppression Systems	Yes	No
Detection and sprinkler systems are maintained regularly - check log book.	<input type="checkbox"/>	<input type="checkbox"/>
Goods are not stacked to ceiling level.	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler systems have a clear space of 500mm below the plane of the sprinkler head deflectors, to ensure proper distribution pattern of the water.	<input type="checkbox"/>	<input type="checkbox"/>
Detector systems have a clear space of 300mm radius from the detector to a depth of 600mm to permit the passage of heat or smoke to the detector.	<input type="checkbox"/>	<input type="checkbox"/>
Items such as decorations are not attached to sprinkler or fire detector heads.	<input type="checkbox"/>	<input type="checkbox"/>
Access to emergency control points or panels is restricted to a need basis.	<input type="checkbox"/>	<input type="checkbox"/>
False alarms and other faults are properly reported to the servicing authority in accordance with servicing arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
Access is available to the sprinkler control valve enclosure at all times.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm batteries are regularly tested and replaced as required.	<input type="checkbox"/>	<input type="checkbox"/>

Security	Yes	No
All security lights are in good working order and lighting time switches have been set to operate in the hours of darkness.	<input type="checkbox"/>	<input type="checkbox"/>
All fences are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Locking devices latch and lock securely.	<input type="checkbox"/>	<input type="checkbox"/>
Undergrowth is kept trimmed back in and around buildings to reduce hiding areas for people with unlawful intent.	<input type="checkbox"/>	<input type="checkbox"/>
Records and other valuables are secured in safes and fire rated cabinets at the end of each day and during lunch hours.	<input type="checkbox"/>	<input type="checkbox"/>
Safes and secure storage cabinets are locked at the end of each day.	<input type="checkbox"/>	<input type="checkbox"/>
Intruder alarms are correctly maintained and all functions are operational.	<input type="checkbox"/>	<input type="checkbox"/>
The bolts of vaults are thrown and locked in the closed position to prevent staff being locked in the vault.	<input type="checkbox"/>	<input type="checkbox"/>
A system exists for reporting damage and security breaches to the building supervisor or manager and police.	<input type="checkbox"/>	<input type="checkbox"/>
Valuable equipment is engraved.	<input type="checkbox"/>	<input type="checkbox"/>
There is clear responsibility for locking and securing the building at close of business.	<input type="checkbox"/>	<input type="checkbox"/>
Goods or items that can be used as a ladder or to assist with forced entry are not stored in areas that allow unauthorised persons to use them.	<input type="checkbox"/>	<input type="checkbox"/>

Outdoors	Yes	No
Parked vehicles do not block personnel exits or emergency access for attending fire vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
Anti-collision barriers exist around hazardous goods storages, eg LPG installations, and are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrants are clearly marked and prominent.	<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrants are periodically flushed to clear accumulated debris.	<input type="checkbox"/>	<input type="checkbox"/>
Roof guttering and building surrounds are kept free of debris.	<input type="checkbox"/>	<input type="checkbox"/>
Plastic crates and rubbish bins are not stored externally under the eaves of building or under verandahs.	<input type="checkbox"/>	<input type="checkbox"/>
External isolating valves for services such as gas and water are clearly marked and easily located.	<input type="checkbox"/>	<input type="checkbox"/>
Bunding around flammable liquid storage areas is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Stores stacked in the open are away from buildings and hazardous goods areas.	<input type="checkbox"/>	<input type="checkbox"/>
Incinerators, including spark arresters and lids, are in good order and the surrounds kept free of combustible material.	<input type="checkbox"/>	<input type="checkbox"/>
Ash from incinerators is regularly disposed of using metal containers with lids or covers, and separated from other waste.	<input type="checkbox"/>	<input type="checkbox"/>
Long grass is cut, shrubs and trees are trimmed back if close to buildings, and the cut material is removed.	<input type="checkbox"/>	<input type="checkbox"/>
Fire breaks are maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Dams and reservoirs are accessible for fire vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
Seldom used gates and locks are accessible and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that fire restrictions are observed.	<input type="checkbox"/>	<input type="checkbox"/>
Birds do not have access to roof spaces through eaves where nesting materials can accumulate.	<input type="checkbox"/>	<input type="checkbox"/>

Use the proforma action plan on the following page to list actions required to make the improvements identified above.

MINIMISING WILFUL AND ACCIDENTAL DAMAGE TO DoE BUILDINGS

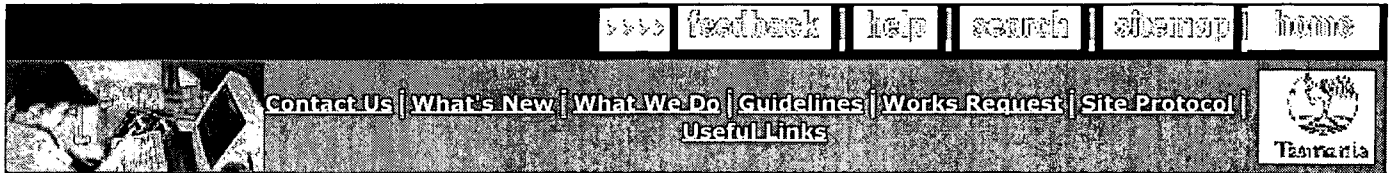
SECTION 9: PROFORMA ACTION PLAN

Action Plan to Reduce Wilful and Accidental Damage to DoE Buildings

Site: _____
Building: _____
Address: _____
Responsible Officer: _____

Action Required	Who	When	Completed





Facility Services Section
Department of Education

Minimising Wilful and Accidental Damage to DoE Buildings

10. WHERE TO GO FOR ASSISTANCE

There are numerous organisations in Tasmania that can assist you to manage the extent of damage to your building and become proactive in controlling this problem. They include the:

- **Police Department**, who can provide advice on matters relating to the security of your premises (phone (03) 6230 2242).
- **Community Fire Safety Office of the Fire Service**, who can provide advice on minimising fire risks and establishing emergency evacuation procedures (phone (03) 6230 8646).
- **Facility Services Section**, who can provide advice to schools on issues such as the prevention and removal of graffiti, and carrying out risk audits of buildings (phone (03) 6233 7220).
- **Agency's Security Unit**, who have developed considerable expertise in reducing damage to schools (phone (03) 6233 7051).
- **Facilities Consultants**, who can provide advice on maintaining buildings to reduce damage. In Northern Tasmania, the facilities consultant currently providing these services is Clem Adams, (phone (03) 6425 6763) and in the South, David Menzie (phone (03) 6233 8712).

Security enquiries: Colleen.Rakowski@central.tased.edu.au
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