

BUSHFIRE PREPAREDNESS PLAN

This plan provides guidance on what to do in the following situations:

Date Developed:	8 th December 2015	Plan Completed by:	
In consultation with:	Evan Thomas CFA COMM SAFETY FIRE FIGHTER	PCAV VOL & PCVEC MGR	Jim Hurley Kylie Broxam
Pony Club Victoria Equestrian Centre	PCVEC 03 59 666 000 04099022230		Tony Carey
PCAV Contact Person:	Rick Gill 0408 931 019	Local CFA	Little Yarra CFA Captain Les Hart 0429 622 895 5966 6336
CFA Contact Person:	Evan Thomas	What year is this plan for:	2018/19
Is your centre / service / program in one of the 52 highest risk areas?	✓ Yes		
Is your centre / service / program on the DEECD 'At Risk Register'?	✓ Yes surrounding schools are on the register		
Has your centre / service / program been identified as 'At Risk', through the risk assessment process?	✓ Yes		
Which 'total fire ban district is the centre in:	Central		

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Section 2: Monitoring Bushfire Conditions

Fire Danger ratings are usually available 4 days in advance. In order to be prepared for upcoming bushfire danger, the Fire Danger Rating along with any Warnings, Bans or Restrictions will be monitored on a daily basis in between **November** and **April**.

Daily Monitoring and Recording of Bushfire Conditions: **(Pony Club Victoria Eq Centre will be closed on Extreme & Code Red FDR Days)**

1. All Fire Danger Ratings, Restrictions and Warnings must be recorded on the **Monitoring Bushfire Conditions Record** which is on display in the **office at reception on a clipboard** to ensure all staff are aware of the upcoming forecasts
2. The PCAV Office and PCVEC Manager must check the Fire Danger Ratings, Restrictions and Warnings on the **CFA Bans and Rating Web Page** at the beginning of each day (<http://www.cfa.vic.gov.au/>)
3. On days of Low/Moderate & High this will be checked only in the morning
4. On days of Very High this will be checked daily when centre is operating
5. On days of Severe this will be checked every hour
6. Any Fire Danger Ratings, Warning or Bans of concern should be discussed with PCAV CEO immediately

SEVERE FDR:

7. On days of Severe the Duty Manager, must ensure groups have updated their Register of Campers, & local CFA and police to be advised of number of campers and staff. Please discuss with current/upcoming user groups our procedures for a Severe Day and trigger points for evacuation.
8. Severe, camp staff must sign in and out at the office, reverse park into carpark (where possible) and are allowed to carry phones, wallets & keys throughout day.
9. Areas surrounding accommodation building and camping area to be checked and cleared of any debris
10. Complete a morning check of the fire fighting equipment and make sure it is accessible, (equipment includes: hydrant connections, PPE, Emergency Evacuation Kit – See Appendix)
11. A portable, battery operated radio to be placed in the main **office**

IMPORTANT INFORMATION:

12. Action PCVEC Heat Policy procedures for program and staffing if required
13. On days of TFB, you are NOT to use welders, grinders, campfire or Outdoor BBQ
14. On days of TFB, avoid using any equipment that could spark a fire (e.g. chainsaw, pole saw, tractor, ride on mower, blower)
15. Further information can be sought via TV, radio and newspapers or the CFA Fire Ready Application for Mobile Devices regarding upcoming Fire Dangers (where required)
16. If needed, call Leslie Hart – Gladysdale CFA 0429 622 895

Where there is a need to close the facility due to upcoming Fire dangers, please refer to:
Section 3 – Triggers to Close, Cancel, or Leave

Communication Methods Available:

The following communication methods are available at **Pony Club Victoria Equestrian Centre**

- Internet - Password -
- Landline phone - (03) 5966 6000
- Mobile phone - 0499022230 (PCVEC Manager)
- Fax -
- ABC Radio (774 AM)

VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667
AFTER HOURS PCVEC ON CALL MANAGER NUMBER: 0499 022 230

Section 3: Triggers to Close, Cancel, or Leave

Trigger to close, cancel or leave will rely on the local conditions and assessment of risk (refer to the Bushfire preparedness flowchart) –

PCVEC will be closed on:

1. **“Extreme & Code Red Catastrophic” Declared Days**
2. **Under direct instruction from: PCVEC Management, CFA, Police or Emergency Services**
3. In Severe conditions where wind gust is in excess of 25kph are forecast

Warning: Waiting until you are alerted to fire in the area will involve some risk. Once fire is in the area it may become difficult to leave as road conditions will be dangerous. There may be road closures, smoke, fallen trees and embers.

In the lead up to Bushfire Danger Periods:

1. Monitor the conditions (4 days in advance) on CFA Website (<http://www.cfa.vic.gov.au/>)
2. Establish if there is a risk to health, safety or wellbeing of staff or visitors

IN THE EVENT OF PCVEC CLOSURE:

3. Refer to the Bushfire Preparedness Flowchart - Assessment and decision making process
4. Determine suitability of normal operations, altered operations of program and service cancellation.
5. Contact incoming user groups to inform them of the closure/changes to PCVEC.
6. Consider the risk to persons and seek advice from local Emergency Services, Gladysdale CFA 03 59666 336
7. Liaise with PCAV CEO to determine of action
8. In the event that there is pre-warning of centre closures and potential evacuations, staff should be instructed to make arrangements to stay away from the centre, or to leave the centre and return home.

For Groups on-site please refer to:

Section 4: Extreme/Code Red Alternatives for Groups On-Site

If No Groups are on-site please refer to:

Section 5: Before you Close, Cancel, or Leave

Section 4: Bushfire Alternatives for Groups On-Site

Options for evacuation day programs –

- Postpone to another date.
- Ensure that gates are closed and signage up at front gate on day of cancellation. This will ensure that no day group members arrive at camp unaware of the cancelled program.

Options for evacuation camps (multi day bookings)-

When Code Red or Extreme is predicted before group arrives at camp:

- Transfer booking to another date
- Cancellation of Camp

When Code Red day is listed when group is already on site:

- Cancellation of entire program, group to be sent home.

When Extreme is listed while group is already on site:

- If extreme is only listed for one day, then CEO PCAV considers risk
- If extreme is listed for more than the one day (either day and night, or multiple days), cancellation of entire program, group to be sent home.
- If group cannot be sent home due to imminent fire danger or on Police/CFA advice emergency camp procedures are enacted

Once all arrangements have been made and all user groups are safely off site,
please refer to:

Section 5: Before you Close, Cancel, or Leave

Section 5: Before you Close, Cancel, or Leave

Prior to leaving the campsite (ONLY IF SAFE TO DO SO):

- Close doors and windows, move bins, doormats, bins and outdoor furniture if safe to do so and any equipment away from the building's exterior
- Add any Emergency Equipment to cars/buses, e.g. First Aid kits, Mobile phones, Protective Equipment.
- Turn off mains gas supply in accordance with the Emergency Response Procedures
- Consider accessibility for emergency services – make sure Camp road is cleared of any debris
- Consider state and location of dangerous goods, fuel sources, ignition points - make sure they are isolated and contained
- Use Evacuation/Lock Down Checklist (See Appendix) to collect relevant documents/equipment/items
- Make sure all buildings are locked and vehicles have been locked away (e.g. Gator)

Communications (ONLY IF SAFE TO DO SO):

- Ensure incoming group of the closure through email and a phone call
- Call Little Yarra Brigade on 03 5966 6336 to alert them to camp closure
- Notify the following people of the building closure or program cancellation
- Ensure "THIS CAMP HAS BEEN EVACUATED" sign has been attached to the chain at the front of camp on departing
- Inform Reid's sawmill staff (leased area)

VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667

AFTER HOURS PCVEC ON CALL MANAGER NUMBER: 0499 022 230

In the event of a bushfire and you cannot evacuate the campsite, please refer to:
Section 6: During a Fire - Bushfire Survival On-Site

Section 6: During a Fire – Bushfire Survival On-Site

No opportunity to leave or unsafe to evacuate the building:

Where there is no warning or prior opportunity to leave the centre, it may be appropriate to take refuge in the building until the fire front passes. This is an extremely dangerous situation and you must seek shelter from radiant heat in the most well prepared building on the property. If this is the case, the following steps shall occur:

- The Chief Warden or the Duty Manager of the centre will commence a centre shutdown.
- Cancel all program activities and gather patrons in Indoor Arena or House/Shed
- Contact Emergency Services Immediately
- Park all vehicles in gravel carpark with as much separation as possible
- Contact key personnel at CFA HQ
- Constantly monitor AM 774 radio / CFA website for alerts
- Make sure all staff have 2-ways radios
- Dress in personal protective clothing to protect from radiant heat. Tops needed & boots.
- Shut all windows and doors to prevent smoke and flames from entering the house / workplace in pairs (pull out blankets)
- Fill all sinks and large pots in Accommodation and Kitchen and upstairs bathtub with water (use universal plugs)
- Fill buckets with water to provide a water supply in the accommodation for putting out any small fires that may start
- Fully roll out Fire Hose and Reel and fill buckets, super soakers etc.
- Place wet blankets or towels around window and door edges inside the building to stop smoke and embers from entering. (Emergency doors)
- Hose down the side of the building facing the fire, and garden area close to the house / workplace, to cool it and stop it from burning
- Patrol the property for any embers and extinguish them
- Ensure all gear is removed from horses and horses are allowed run free in most vegetation free paddocks
- Clear access to dams for CFA Trucks
- Turn off the gas
- Phones Charged
- P.A system turned on
- Ensure constant communication is occurring with PCAV CEO and Camp Warden
- Communicate details to Reid's sawmill

Section 6: During a Fire – Bushfire Survival On-Site

During the Fire:

Go inside when it becomes too hot to stay outside. The skin on your ears and hands will alert you that conditions have become too hot to survive outside. Your building may offer protection from radiant heat while the fire front passes through – typically taking around 10 to 20 minutes

- Take all fire fighting equipment inside with you, including tap fittings and hoses
- Stay inside the building while the fire front passes and listen to the radio for fire reports

Radiant heat can kill. You need to cover up - dress to protect yourself - take refuge from direct heat:

- **Radiant heat cannot transmit through solid objects**
- The danger is real. Radiant heat from the flame front of a bushfire scorches vegetation well in front of its path. It kills animals caught in the open. People can also die if they do not seek protection.
- Death is caused by heat stroke, when the body's cooling system fails, leading to heat exhaustion and heart failure.
- **Shield yourself from Radiant Heat**
- Remember, the deadly effects of radiant heat are increased by the amount of skin exposed to it. So as soon as you know there are bushfires in your area, cover up!
- Fire-fighters wear protective gear to survive. So should you. Some personal protective clothing is general purpose and you may already have it.
- Put on natural fibre long pants and light long-sleeved wool jumpers or close weave cotton shirts or overalls. Wear good solid footwear - preferably leather and a sturdy hat.
- **Take cover inside the most prepared building**
- As the fire front passes, radiant heat levels become extreme. Your clothing will not be sufficient to protect you for the five to 20 minutes it may take for the fire to pass.
- **Radiant heat cannot penetrate through solid objects, but will pass through glass.** That means your best protection is a well-prepared building.
- As the fire front passes, stay inside with doors and windows shut to protect against spark entry.
- Other structures such as brick walls can offer protection. **Taking shelter in pools, dams and water tanks is not a safe option. The air above the water will be dangerous to breathe, and may be deadly when inhaled.**

Reduce the risk of dehydration:

- Dehydration occurs when fluid output from the body is greater than fluid input. It is dangerous because it creates a build up of salts and minerals in the body tissues which put strain on the kidneys. When the kidneys fail, death can quickly follow.
- The high air temperature during a bushfire and the added stress of wearing extra clothing to shield against radiant heat will contribute to make you sweat heavily.
- The fluids you lose must be replaced continuously or you risk dehydration. Keep cool, drink water often.
- Drink cool fluids at every opportunity - even if you don't feel thirsty. Drink often to replace the fluids you sweat off. Alcohol and fizzy drinks must be avoided as they aid dehydration.
- Children and the elderly are especially vulnerable, so pay extra attention to their needs. Keep them indoors where they do not need to wear heavy protective clothing for long periods. Cool the skin by sponging with cold water. Make sure they drink frequently.

Section 6: During a Fire – Bushfire Survival On-Site

Responding to a Threatening Situation - Prior Preparation helps Prevent Panic (PPPP)

- (below are sample procedures - please ensure these are appropriate to your facility)
- Information that is of high threat trigger the 'fight or flight' response – the response that prepares us to cope with information in our environment. Bushfires are clearly too dangerous for us to fight so our instant response is to flee. We often don't feel this until the fire is close and then the flee response is often fatal as it takes us directly into the fire. We feel first and think second.
- Information that is not threatening nor requires instant attention will pass through to the higher parts of our brain for more rational judgment and reasoning. By practicing your Bushfire Survival Plan you get a chance to check what works and assist in overcoming the instinctual responses.
- **The four Ps – Prior Preparation helps Prevent Panic** – mean that if you practice your plan it will become automatic and will not require conscious attention. Your attention can be devoted to immediate problem solving. Under high stress we may revert back to previous habits – that's why our plan must be written down and include checklists to prompt us.
- Everyone's circumstances are different. It is important to develop and follow a plan that suits your workplace and the persons likely to be present at the time of an emergency (ie. General public, children on school camp), which takes into consideration everyone's physical and emotional health, and will give you the best chances for survival.

Working through a threatening situation:

Preparing for anxiety and worry:

- Notice what is happening to your body
- Think about what you can do. Breathe calmly and relax
- Think positively - Think rationally
- Think well of yourself and your capabilities You can do this; you can handle this

Survival Techniques and Tools:

- Get the facts - Make a list of what to do.
- Pay attention to Bushfire conditions and Emergency Warning messages.
- Implement your Bushfire Survival Plan.

Coping when feelings start to build:

- Your muscles begin to feel tight It's time to relax – breathe
- Your anxiety is a signal for what you need to do
- You can meet this challenge
- You don't have to be totally calm to be okay - Breathe slowly
- Think about what you have to do - Take one step at a time
- Stop worrying thoughts and Stay in control

Survival Techniques and Tools:

- Focus on what has to be done in your Bushfire Plan.
- Put your radio on and have spare batteries handy.
- Have emergency numbers handy.
- Have your survival kit ready.

Feelings start to overwhelm: stop, assess risks, talk, do:

- Your fear is rising It's okay, stay with it
- Keep as calm as possible - You can handle this
- It's okay to be afraid Stay with it, it's natural to feel this way
- Concentrate on what you need to do Focus on the situation
- Bring the tension down a little Breathe slowly and calmly

Survival Techniques and Tools:

- **You cannot control the event but you can control your thoughts and feelings.**
- **Stay with your Bushfire Plan**

Section 7: Personnel Responsibilities during a Bushfire On-Site

Emergency Services

- Will assume full responsibility of emergency situation upon arrival

PCVEC Duty Manager

Duty Manager Responsibilities:

1. Ascertain the nature and scope of the emergency
2. Ensure that the appropriate Emergency Services have been notified
3. Coordinate any emergency response activity prior to arrival of emergency service
4. Implement fire plan in the event of a wildfire
5. Guide campers to safe assembly area in the event of a wildfire
6. Ensure the safety campers on site
7. Ensure 'head counts' are conducted by Visiting group leaders
8. Ensure PCAV CEO, all PCVEC staff and visiting group leaders are advised of the situation, also sawmill staff
9. Initiate any evacuation of affected areas as appropriate
10. Ensure that emergency services are met on arrival at the PCVEC Centre entrance and directed to the scene of the emergency if necessary
11. Brief incoming Emergency Services and provide any assistance or advice requested
12. Complete evaluation of emergency

Section 7: Personnel Responsibilities during a Bushfire On-Site

Visiting / Group Leaders

Group Leader responsibilities:

1. Group Leader to have access to Camp Office to liaise with their organisation
2. Ensure head counts are completed
3. Supervision of orderly emergency evacuation procedures in the area when required
4. Assist Duty Manager to control a situation – if possible without the assistance of emergency services

Once the Bushfire has passed, please refer to:
Section 8: Post Fire Actions

Section 8: Post Fire Actions

Immediately after the fire:

- Check for fires and embers in the internal and external of building
- Keep all persons clear of danger areas
- Seek assistance from emergency services for fires and medical emergencies
- Provide first aid where required
- Continue to wear personal protective clothing
- After the main fire front passes, go outside again as soon as it is safe, to extinguish any small fires that may have started
- Water down the outside of the building, including the roof, and look out for small fires around the building surrounds
- Continue to look out for small fires and burning embers many hours after the fire has passed.

Check for burning embers:

- under the floor boards
- under building spaces
- on verandas and wooden deckings
- on timber window ledges and door sills
- roof lines and roof gutters
- outdoor furniture
- doormats
- garden beds and mulch
- wood heaps

After the Immediate threat has passed:

- Go outside and celebrate that we've made it through:- it is an important part of a child's healing process to immediately acknowledge the danger/threat they have just been through and then celebrate surviving it., ensure they are dressed appropriately
- Continue to put out spot fires
- Continue to check for spot fires from ember attach throughout Buildings
- Conduct a Debrief with staff and campers
- Arrange counselling through EAP as required
- Make arrangements for movement or transportation of people from building or area
- Seek advice from local emergencies authorities PCAV CEO

Section 8: Post Fire Actions

Returning to the property:

It may be some time before you are permitted to return to the property. Returning to a property after a fire can be particularly hazardous, and the loss of power and access to clean drinking water can pose several health risks.

- Do not return to the site until it is safe to do so (the site may be unsafe or distressing).
- Check with the fire authorities to make sure the building is safe to enter.
- Do not cut or walk past coloured tape that has been placed over doors or windows to mark damaged areas, unless local authorities advise that it is safe to do so.
- Return to the property during daylight hours and avoid hazards such as power and lighting.
- Check the outside of the building before you enter (look for loose power lines, broken or damaged gas lines, foundation cracks or other damage).
- Check for any significant external damage to the structure before going inside. If the building is damaged it may not be safe to enter.
- Carefully open the door. If it is jammed, do not force it open as it may be helping to support the structure. Find another way to enter the building.
- Shifting or unusual noises may be signals that the structure is unstable and could fall. Leave immediately.
- Wear protective clothing. Many people are injured during the clean-up process.
- If you smell gas, notify emergency authorities and leave immediately
- Do not turn on the lights, light matches, smoke, or cause a spark.
- If there is no power, check to make sure the main breaker is on. Fires may cause breakers to trip. If the breakers are on and power is still not present, contact your utility company.
- If the power is out, use a torch to inspect for damage and for as long as the power remains out.
- Check for embers in the roof space and throughout the building. There may be burning embers that could reignite.
- Beware of animals such as rodents, snakes, spiders and insects that may have entered.
- Visually check the stability of the trees around the property. Any tree that has been weakened by fire may be a hazard. Winds are normally responsible for toppling weakened trees. The wind patterns in your area may have changed as a result of the loss of tree cover.

Leave the building immediately if you hear shifting or other unusual noises. They may be a signal that the structure could fall.

Communication:

- Communicate with the following people of the events at PCVEC and the decisions for the near future
 - PCAV CEO – Rick Gill – 0408 931 079
 - PCAV President – Peter Favaloro – 0427 575 286
- Ensure incoming groups are aware of the events at PCVE Centre
- Ensure a review of Bushfire Preparedness Plan is undertaken within 2 weeks with the relevant people

Section 9: Important Evacuation Information

Building Evacuation Diagrams are displayed in the following areas throughout the building:

Evacuation Points:

The evacuation points for the House, Shed

Camp Area

Car Park

Assembly Areas:

The assembly areas for the building are:


1) Car Park if Internal fire


2) Indoor Arena

3) Shed behind house

Pony Club Victoria Equestrian Centre Bushfire Preparedness Plan
This Plan forms a part of the Emergency Response Procedures.

Section 10: Plan Approval

CEO PCAV Name:	Rick Gill		
Signature:			
Date:	7/1/19		

PCAV PRESIDENT NAME	Peter Favaloro		
Signature:			
Date:			

Section 11: Appendix - Facility & Grounds Preparation

This checklist will be completed on before the commencement of the Bushfire Season by
 PCAV & PCVEC Staff & PCAV Volunteers

PRE BUSHFIRE SEASON CHECKLIST	Person Responsible	date
Clear gutters of leaves and rubbish	MGR/VOLS	
Ensure underfloor areas are enclosed or screened	PCAV	
Seal and inspect gaps, vents and roof spaces to prevent embers entering indoors	PCAV	
Store flammables appropriately	PCVEC MGR	
Clear fine fuels from around the centre	MGR/VOLS	
Keep grassed areas well-trimmed (no more than 10cm high) and watered - where possible	PCVEC MGR	
Reduce dead leaves (no more than 1cm high), undergrowth and fallen branches	MGR/VOLS	
Remove or trim shrubs	MGR/VOLS	
Trim tree branches overhanging the building	MGR/VOLS	
Check all emergency and fire fighting equipment required by this plan. (stored correctly, good condition etc)	PCVEC MGR	
Identify, assess, control any potential sources of ignition (hot work, smoking, BBQ's, Vehicle's etc)	PCVEC MGR	
Staff – to supply bushfire PPE clothing: boots, long pants, long shirt, hat	PCAV	
Restock all First Aid Kits	PCAV CEO/MGR	
Staff Training – Bushfire Emergency Management Training, retrieval of Relocation Kit, retrieval of Fire Fighting Kit, collection of animals, FDR, Days of TFB	PCAV CEO	
Update our Emergency Management Plan	PCVEC MGR/ VOLUNTEERS	
Send a copy of the Bushfire Preparedness Plan to all groups booked in the declared Bushfire Season	PCVEC MGR	
Generator Maintenance –	PCAV	
Set up reception with 3 x clipboard for Register of Campers, Monitoring Bushfire Conditions Record and folder for documented 'Log of Events and Outcomes'	PCAV	
Set up BUSHFIRE EMP boards with PCAV response to FDR, useful phone numbers, PCAV on call numbers, response to heat levels for office, kitchen, house, office	PCVEC MGR	

VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667

AFTER HOURS PCVEC ON CALL MANAGER NUMBER: 0499 022 230

Pony Club Victoria Equestrian Centre Bushfire Preparedness Plan
This Plan forms a part of the Emergency Response Procedures.

Fire Fighting Kit List: face masks, goggles, ladders, hoses, buckets, mops, portable water pumps, rake, torches, and water pistols to put our 'spot fires'	PCAV CEO	
Bushfire Plan to be provided to Little Yarra CFA - Gladysdale	PCVEC MGR	
Bushfire Preparedness Plan to be updated	PCAV CEO	
Relocation Kit List– protective clothing, mask, goggles, cotton tea towels, food, water, woollen blankets, medications, mobile phone and charger, Emergency Contact details list, register of campers, First Aid Kit, Computer Back Up, Laptop + charger, Camp Bookings Folder, animals	PCAV	
Driveway – Ensure trees and shrubs are cut back	PCVEC MGR	
Check Signage for Camp Gate “Camp Closed – there are no persons on site”	PCAV	
Check A3 signage for “evacuation points’ are displayed and up to date	PCAV	
Consult with Local CFA to attend the camp	PCVEC MGR	
Attend Community Fireguard Meetings	PCVEC MGR	
Update our Emergency Contacts Telephone List	PCVEC MGR	
Organise Hose Reel and Extinguisher Training contact – Evan Thomas e.thomas@cfa.vic.gov.au 8739 4016 / 0439 384 408	PCAV	
CEO Sign off:		

Pony Club Victoria Equestrian Centre Bushfire Preparedness Plan
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VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667
AFTER HOURS PCVEC ON CALL MANAGER NUMBER: 0499 022 230

Pony Club Victoria Equestrian Centre Bushfire Preparedness Plan
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Section 11: Appendix - Bushfire Season Monthly Checklist

BUSHFIRE SEASON CHECKLIST	Person Responsible	NOV date	DEC date	JAN date	FEB date	MAR date	APR date
Clear gutters of leaves and rubbish	MGR/VOLS						
Ensure underfloor areas are enclosed or screened	MGR/VOLS						
Seal and inspect gaps, vents and roof spaces to prevent embers entering indoors	MGR/VOLS						
Store flammables appropriately	MGR						
Ensure Hazardous substances are isolated and clearly marked	MGR						
Clear fine fuels from around the centre	MGR/VOLS						
Keep grassed areas well-trimmed (no more than 10cm high) and watered (where possible)	MGR						
Reduce dead leaves (no more than 1cm high), undergrowth and fallen branches	MGR/VOLS						
Remove or trim shrubs	MGR						
Trim tree branches overhanging the building	MGR						
Remove wood piles and other items away from the centre buildings							
Identify, assess, control any potential sources of ignition (hot work, smoking, BBQ's, Vehicle's etc)	MGR						
Check all emergency and firefighting equipment required by this plan. (stored correctly, good condition etc)	MGR						
Check the condition of any fire engineered or life safety features and ensure in good working order - fire doors	MGR						
Generator Maintenance – Monthly Checks	MGR						
Driveway – Ensure trees and shrubs are cut back	MGR/VOLS						
CEO Sign off:							

VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667
AFTER HOURS PCVEC ON CALL MANAGER NUMBER: 0499 022 230

Section 11: Appendix - Emergency & Fire Fighting Equipment


EMERGENCY EQUIPMENT	LOCATION
Emergency Evacuation Kit	Main Office
Bushfire Preparedness Plans	Main Office, House, Pod, Kitchen, Program Office, Emergency Evacuation Kit, Bunker
Protective clothing	Office
First Aid Kits	Office, Program Office, Kitchen, Camp Cars
Emergency Contact details	Bushfire Preparedness Plans
Mobile phone and charger	PCVEC Manager

Section 11: Appendix - Evacuation/Lock Down Checklist

Evacuation/Centre Lockdown Checklist		
Item	Location	Tick (✓) / Notes
Register of Campers	Green Clipboard found behind Reception desk on the wall on far left hand side	
Staff Training Documents	Manager's Office.	
Horses, Gear removed	In most appropriate Fuel Reduced or Fuel Free Locations	
Cash on-site (Petty Cash)	Located in Safe in main office. PCVEC Manager has code to safe.	
Medications	Only if required	
Mobile Phones (+ chargers)	Only if required	
Evacuation Pack	Found in cupboard in manager's office	

Pony Club Victoria Equestrian Centre Bushfire Preparedness Plan
This Plan forms a part of the Emergency Response Procedures.

Section 11: Appendix - Victoria's Fire Danger Ratings and PCVEC Response

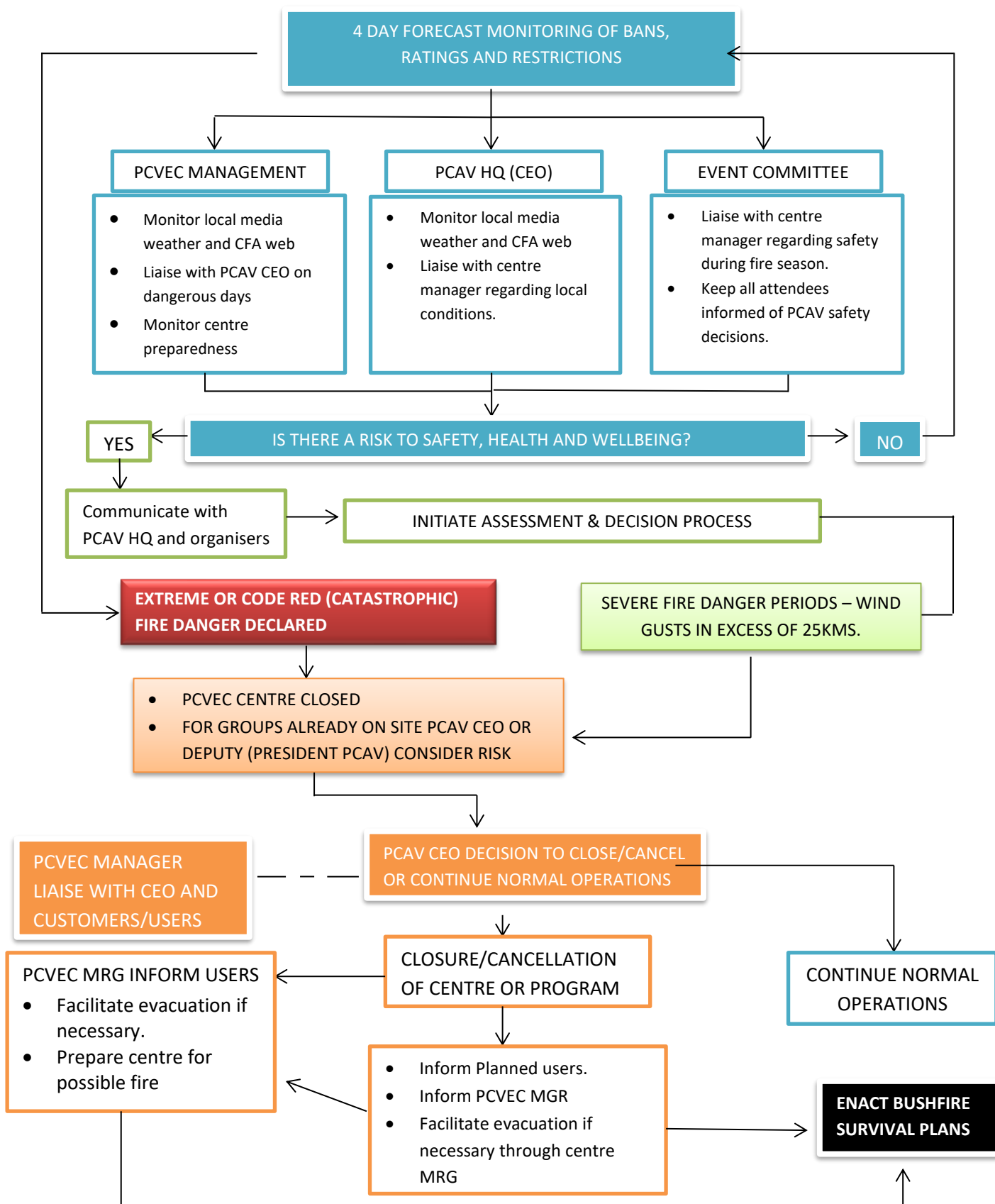
FIRE DANGER RATINGS AND PCVEC RESPONSE LEVELS		
FIRE DANGER RATING	What does the FDR mean?	Pony Club Victoria Equestrian Centre
 IN THE CASE OF FIRE	FIRE IN REGION: "An existing fire deemed a threat to your facility" <ul style="list-style-type: none"> • Activate your Bushfire Survival Plan • Consider direct path of fire, wind and weather conditions, proximity of fires, risk of ember or exposure to extreme or radiant heat • Consider pool water clarity, water availability, air quality, and visibility for Lifeguards. • Inform local authorities of the occupancy at the camp / centre (CFA, Local council) • Identify with local authorities the immediate and not so immediate threat • Identify with local authority your proposed plan of action • Include clients, contract partners and members in all communications and develop an infor plan for cancellation or modified program • If cancellation is imminent, activate evacuation plans and / or the bushfire survival plan • Ensure communications include PCAV HQ & SAWMILL STAFF 	FIRE AT FACILITY: <ul style="list-style-type: none"> • PCVEC MANAGER to Activate Emergency Management Plan • Activate Bushfire Plan • Evacuate or take shelter • Follow the Bushfire Survival Guidelines
CODE RED	These are the worst conditions for a bush or grass fire. Homes are not designed or constructed to withstand fires in these conditions The safest place to be is away from high risk bushfire areas	<u>ARRANGE CLOSURE OF PCVECentre</u>
EXTREME	Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.	<u>ARRANGE CLOSURE OF PCVECentre</u>
SEVERE	Expect hot, dry and possibly windy conditions. If a fire starts and takes hold, it may be uncontrollable.	FACILITIES IN 'AT RISK' AREAS: <ul style="list-style-type: none"> • Hourly monitoring local conditions, bans and restrictions • Listen to public warnings and alerts • Discuss the risk to health, safety, wellbeing of staff and participants • Consultation between centre staff, regional management and contract partners • Consideration given to centre closure and program cancellation in accordance with the Bushfire Preparedness Flowchart • Liaise with Crisis Management Team members for support and advice • Consider whether staff can arrive and leave safely • Consider availability of staff • Act on advice from CFA and other Authorities • Consider general viability of centre operation
VERY HIGH	If a fire starts, it can most likely be controlled in these conditions. Be aware of how fires can start and minimise the risk.	ALL FACILITIES AND PROGRAMS: <ul style="list-style-type: none"> • If FDR is Very High 3 hourly monitoring of local conditions, bans and restrictions • If FDR is high or moderate morning monitoring of local conditions, bans and restrictions • Consult with Senior Management and Council partner if required • Possible change to outdoor activity or programming • Keep updated with Fire Safety Information • Review Plans, prepare and practice
HIGH		
LOW - MODERATE		

Section 11: Appendix - YMCA Bushfire Preparedness Flowchart

VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667

AFTER HOURS PCVEC ON CALL MANAGER NUMBER: 0499 022 230

BUSHFIRE PREPAREDNESS FLOWCHART
 IN A FIRE, STANDARD EMERGENCY PROCEDURES SHALL APPLY



Section 11: Appendix - Daily Monitoring of Bushfire Conditions Record

Section 11: Appendix - Township Protection Plan

DAY	MON	TUE	WED	THUR	FRI	SAT	SUN
DAY	MON	TUES	WED	THUR	FRI	SAT	SUN
DATE							
FIRE DANGER RATING (FDR)							
<u>WARNINGS</u>							
8:00am							
8:30am							
9:00am							
9:30am							
10:00am							
10:30am							
11:00am							
11:30am							
12:00pm							
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4:00pm							
4:30pm							
5:00pm							
5:30pm							
6:00pm							
6:30pm							
7:00pm							
7:30pm							
<u>BANS AND RESRTICTIONS</u>							
ACTIONS REQUIRED AS PER FDR YMCA MATRIX							

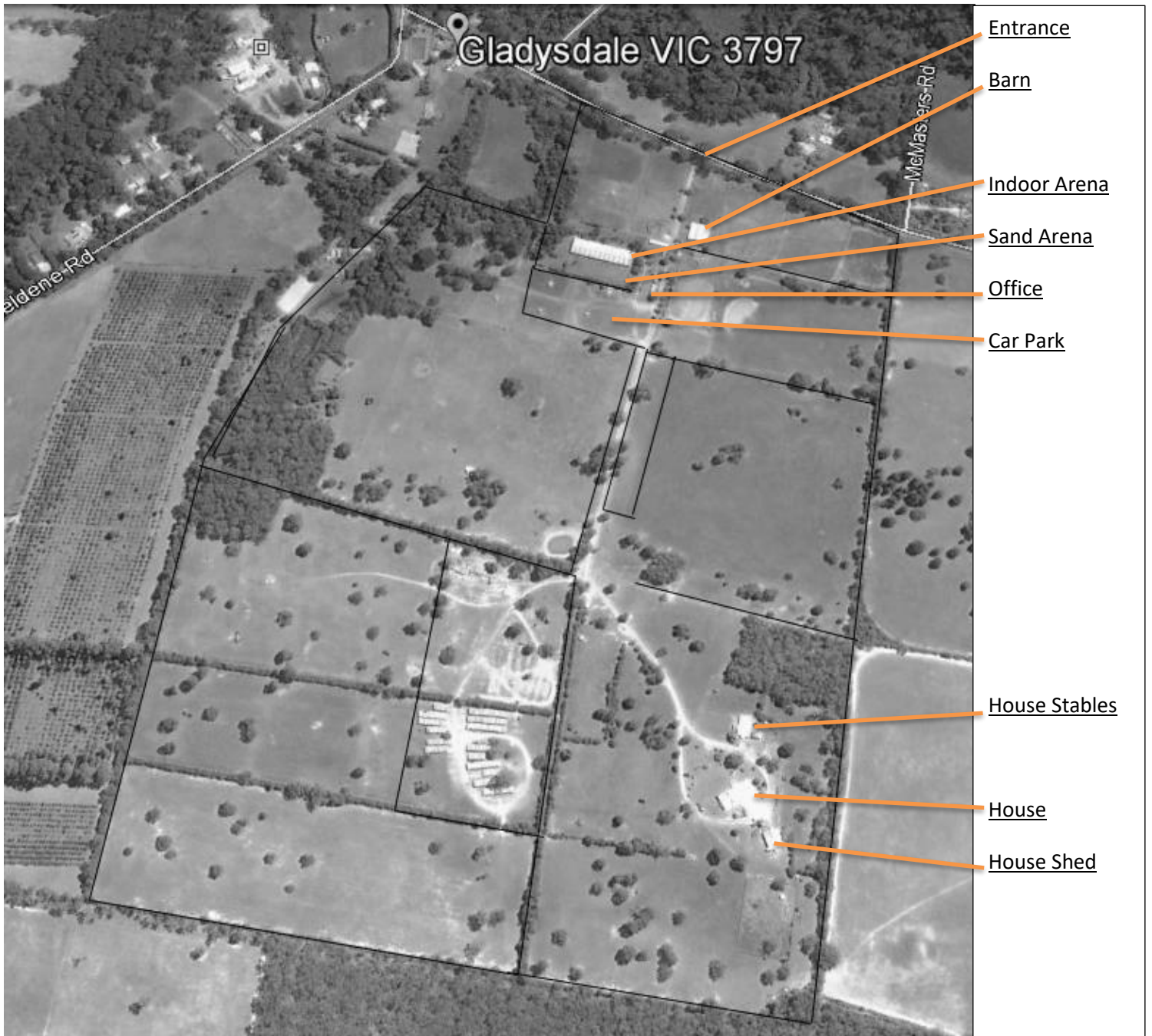
Pony Club Victoria Equestrian Centre Bushfire Preparedness Plan
This Plan forms a part of the Emergency Response Procedures.

Map of Gladysdale



VICTORIAN BUSHFIRE INFORMATION LINE: 1800 240 667
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Section 11: Appendix - Evacuation Diagram

