



Mylor Adventure Camp

Bushfire Survival Plan

This Bushfire Survival Plan is for:	Mylor Adventure Camp 10 - 32 Wingrove Rd, Mylor 5153
Our Fire Ban District is:	Mount Lofty Ranges
For Fire Danger Season:	15 th November 2019 – 30 th April 2020
Our nearest Safer Places are (refer 4.2):	Stirling Township (10km North) Hahndorf Township (9km East) Echunga Township (8km South)
Our Last Resort refuge is:	The 'Girls' Dorm (240 pax capacity)
UHF Channel:	12

Emergency Contacts & Information

Fire, Police Ambulance	000	CFS Bushfire Information Line	1300 362 361
Mylor CFS Station	(08) 8388 5744	Rapid Response Number	955 173
CFS Website	www.cfs.sa.gov.au	ABC Radio (Adelaide)	891 AM
Bureau of Meteorology (BOM) Website	www.bom.gov.au	DECD Emergency Information Hotline	1800 000 279

Baptist Care SA and Other Emergency Contacts

Mylor Operations Manager	Kerry Houston 0437 802 514	After Hours On-Call	0413 701 085
Senior Manager, Adventure	Tobin Hanna 0448 893 684	Baptist Care SA Head Office	(08) 8273 7100
SES	(08) 8463 4171	AGL (Electricity)	131 366
Adelaide Hills Council	(08) 8408 0400	Elgas (Gas)	131 161
SA Link Coaches	(08) 8532 2633	Lofty Coaches	(08) 8391 5272

Version Control

Created by:	Tobin Hanna	Version:	1.4
Approved by:	Etienne Scheepers	Review due:	October 2020



About this Bushfire Survival Plan

The Adelaide Hills region, in which Mylor Adventure Camp is situated, is prone to bushfires.

This Bushfire Survival Plan has been prepared as part of Baptist Care’s commitment to the safety and wellbeing of their clients and staff, to guide clients and staff through:

- Preparations for the fire danger season,
- Procedures through days of high fire danger, and
- Ensuring the safety of clients and staff in the event of a bushfire

Contents

Mylor Adventure Camp	1
Emergency Contacts & Information.....	1
Baptist Care SA and Other Emergency Contacts	1
About this Bushfire Survival Plan	2
1. Before the Fire Season Begins	4
1.1 Responsibilities of Staff Members.....	4
1.1.1 Manager	4
1.1.2 Staff	4
1.1.3 Maintenance Staff	5
2. During the Fire Danger Season.....	6
2.1 Fire Danger Rating (FDR).....	6
2.2 Responsibilities of Staff Members	6
2.2.1 Manager	6
2.2.2 Chief Warden.....	7
2.2.2 Staff	7
2.2.3 Maintenance Staff	7
2.3 Site Closure Policy on High FDR Days	8
2.4 On the day of Extreme FDR.....	8
2.5 Weekly Bushfire Readiness Checks	8
3. Bushfire Warning Messages	9
3.1 “ADVICE” Message.....	9
3.2 “WATCH & ACT” Message	9
3.3 “EMERGENCY” Message	9
4. Leaving Early Plan	10
4.1 What to do	10
4.2 Where to go	10
4.3 What to take.....	11



4.4	Who to tell.....	11
4.5	Returning to site.....	11
5.	Stay & Defend Plan.....	12
5.1	Before the fire approaches.....	12
5.1.1	On hearing the Bushfire/Emergency siren.....	12
5.2	As the Fire Approaches	13
5.3	During the Fire	13
5.5	After the Fire Front Has Passed.....	14
	Appendix A: Sign Out Sheet.....	15
	Appendix B: Main Routes to Safer Places.....	16
	Appendix C: Weekly Bushfire Readiness Inspection Checklist.....	17
	Appendix D: Emergency Kits (Rooms 1-6).....	18
	Appendix E: Bushfire Survival Kit (Maintenance Shed).....	18



1. Before the Fire Season Begins

Prior to the beginning of the Fire Danger Season (usually early November) the site manager (Mylor Operations Manager) is to ensure that the following preparations are completed.

1.1 Responsibilities of Staff Members

1.1.1 Manager

- Ensure all staff re-read this policy and staff with specific roles in this plan are aware of their roles;
- Arrange Bushfire Training day for all staff;
- Instruct the maintenance staff to prepare the site in readiness for the Fire Danger Season (see Maintenance responsibilities below);
- Arrange annual service of the Girls Dorm fire sprinkler system;
 - Cribb Bushfire Protection Systems & Engineering - (08) 8390 0200
- Check that the instructions to start the sprinkler pump are attached to the pump and legible;
- Verify that fire equipment servicing has occurred within previous 12 months;
- Conduct a visual inspection of the Bushfire Last Resort Refuge (Girls Dorm);
- Check that the six (6) Emergency Kits in rooms 1-6 are stocked (Appendix D);
- Check that the Bushfire Survival Kit (Maintenance Shed) is stocked (Appendix E)
- Check that the red Bushfire Emergency crate in the office contains:
 - Warden helmets
 - Battery powered radio
 - Megaphone
- Advise staff members to bring in their **Protective Clothing Kit** for their personal safety (see Staff responsibilities below);
- Check that both Guest Induction folders (Dining Room & Riverview) contain the latest version of this Bushfire Survival Plan.

1.1.2 Staff

- Re-read this policy;
- Provide their own **Protective Clothing Kit** as recommended by the CFS. Staff need to keep this personal kit in their car. **Protective Clothing Kit** should include:
 - long trousers or overalls made of natural fibre such as cotton, denim or wool (eg jeans)
 - a long-sleeved shirt or jumper (cotton or wool)
 - a broad-brimmed hat
 - sturdy boots or shoes
 - woollen socks (to prevent burns)
 - goggles
 - strong gloves
 - a face mask or handkerchief to cover the nose and mouth (ie, protects from inhaling smoke and fire embers)
 - drinking water
 - any essential medication

(Remember, synthetic fibres will melt or burn in a bushfire scenario)



1.1.3 Maintenance Staff

In the lead up to the fire season, the maintenance staff will ensure the following is done:

- The **Fire Cart** is in working order. Service as necessary;
- Locate gutter bungs and ensure they are in the Fire Box in Room 6;
- Check roof spaces and eaves of buildings for damage to roofing iron and/or gaps that would allow penetration of embers. Repair as necessary;
- Remove dead vegetation, fallen branches and loose debris from around the site;
- Remove leaves/debris from gutters;
- Prune lower branches of trees where possible;
- Slash or mow long grass and remove cut material;
- Cut back trees overhanging any buildings;
- Maintain watering program to keep vegetation around buildings and on the oval as green as possible.

2. During the Fire Danger Season

15 November 2019 – 30th April 2020

2.1 Fire Danger Rating (FDR)

The **Fire Danger Rating** is determined by a combination of the forecasted temperature, relative humidity, wind speed, vegetation and drought factors.

Know the forecast Fire Danger Rating (FDR) by visiting

www.cfs.sa.gov.au

Check local weather reports

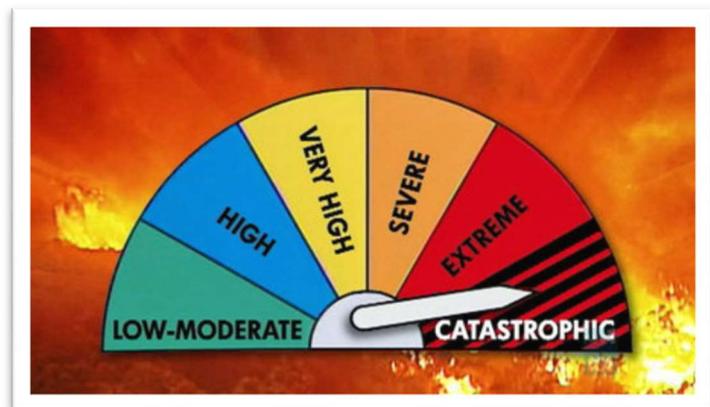
Or contact the Bushfire Information Hotline on

1300 362 361 (TTY 133 677)

The ratings provide a classification of the expected fire behaviour on a given day, and are issued **at 4pm for the following day**. It is an early indicator of the potential danger, should a bushfire start on that day. A 4 day forecast is also available.

There are 6 levels of Fire Danger Rating issued by the CFS:

- **CATASTROPHIC (FDR 100+)**
- **EXTREME**
- **SEVERE**
- **VERY HIGH**
- **HIGH**
- **LOW – MODERATE**



For detailed information about each of the fire danger ratings visit

https://www.cfs.sa.gov.au/site/bans_and_ratings/more_about_fire_danger_ratings.jsp

2.2 Responsibilities of Staff Members

Fire can threaten suddenly and without warning so you should always be ready to act.

Be proactive in staying informed – don't rely on being told by someone else! Know where to find information. Refer to the list of important phone numbers and other contacts listed at the front of this policy.

The following tasks should be actioned by the relevant personnel:

2.2.1 Manager

- ❑ Allocate warden roles for the week ahead, including a **Chief Warden** for each day.
 - The Chief Warden will usually, but not always, be the Operations Manager during business hours and the After Hours Host outside of business hours.



- Distribute warden list to staff at the weekly Operations Meeting (Monday morning) and post at the office reception area next to the sign in sheet.

2.2.2 Chief Warden

- Log onto the CFS website at the start of each working day and monitor this site throughout the day.
 - Go to: www.cfs.sa.org.au and click on the 'Bans & Ratings' link.
- Listen out for the sound of fire sirens, firefighting aircraft and any signs of smoke. Check the location of any incident on the CFS website.
- Liaise with guests and/or group leaders on site, keeping them informed of potential threats. Activate the **Leaving Early Plan** (refer section 4) or the **Stay & Defend Plan** (refer Section 5) as necessary.
- Check the Fire Danger Rating for the Mount Lofty area each day after 4pm and take the appropriate action.
- Liaise with Coordinators to determine whether there will be enough staff available to provide adequate service.
- In the event that the decision is made to close the campsite, ensure that relevant staff are notified.
- Advise clients and staff on site of our protocols for site closures during the fire danger season (refer section 2.3).

2.2.2 Staff

- It is the responsibility of each member of staff to inform the Manager if they are unable to come into work on a day of high FDR, keeping in mind that our duty of care to guests requires us to maintain adequate staffing levels;
- On days when Mylor Adventure Camp is closed due to a Catastrophic rating permanent staff will not be required to work on site but must remain contactable by phone. Alternative tasks and workplaces may be assigned. They will be paid.
- Ensure all exits from the site are kept clear and unobstructed at all times
- Be aware of changing weather and conditions throughout the day
- Ensure you are aware of the FDR for the following day (issued after 4pm by CFS) prior to leaving the site
- Take any precautionary actions necessary for the following day based on the FDR.
- Check the safety of your travel route to and from work before you depart.

2.2.3 Maintenance Staff

- Conduct weekly Bushfire Readiness Checks (refer section 2.5)
- Ensure gutter bungs are in the fire box in room 6
- Continue to monitor fallen leaf matter, keeping gutters and areas around buildings clear
- Regularly check sprinklers and hoses are in good working order.



2.3 Site Closure Policy on High FDR Days

The Chief Warden will use the FDR issued by the CFS to determine whether Mylor Adventure Camp remains open or closed during the fire danger season. The following protocol also takes into account DECDs guidelines for camps and excursions into bushfire prone areas.

Catastrophic	<ul style="list-style-type: none"> • Mylor Adventure Camp will close and all staff and guests will be evacuated according to the Leave Early Plan, if safe to do so. • Evacuation will take place as soon as practical, but should not be later than 9am on the morning of the Catastrophic FDR day. • Staff and visitor groups will not be able to return until advised by the CFS or if the FDR reduces to Severe or less. • Negotiate with client group leader whether to abandon the camp and reschedule for a later date or alternatively make short term arrangements to stay in a Safer Place in the expectation that return to Mylor will be possible.
Extreme	<ul style="list-style-type: none"> • Any group scheduled to arrive at Mylor Adventure Camp on an Extreme FDR day will postpone their arrival until the FDR is Severe or lower. • For groups already on site, the campsite will remain open but clients and staff should remain vigilant and be prepared to activate the Leave Early Plan or the Stay & Defend Plan if necessary.
Severe	<ul style="list-style-type: none"> • Client and staff should remain vigilant and monitor for changing conditions

2.4 On the day of Extreme FDR

On a day of Extreme FDR (and Catastrophic if, for any reason, the campsite has not closed), the Chief Warden should ensure that:

- Set up and run irrigation sprinklers around buildings, particularly the Girls Dorm, to keep vegetation wet.
- Notify all staff of the Extreme FDR and that they should remain vigilant
- Modify the program as necessary to remain close to the campsite
- Maintenance staff should ensure equipment and protective clothing is accessible
- Bushfire readiness check should be completed as soon as Extreme FDR is confirmed for the following day. (see 2.5)
- Ensure all outside floodlights to Emergency Assembly Area are working
- Notify Mylor CFS of who is onsite

2.5 Weekly Bushfire Readiness Checks

In an emergency it is critical that equipment is in good working order and water is available when and where we need it. Bushfire Readiness Checks are to be conducted weekly (prior to the Monday Operations Meeting) and records of each check kept in the folder in the Maintenance Shed. The Bushfire Readiness Checklist is outlined at Appendix C.



3. Bushfire Warning Messages

There are three levels of messages that can be issued during a bushfire via local ABC radio and the CFS website. These messages will alert you to danger so that you can take action.

3.1 “ADVICE” Message

A fire has started in the surrounding area. There is no immediate danger.

This is general information to keep you up to date with developments. A fire may pose no threat to life or property because:

- It is a small, controllable fire
- It is a fuel reduction burn being conducted by fire agencies
- It is a fire burning in a remote area away from people, homes or structures.

 **ACTIVATE YOUR “LEAVING EARLY PLAN”**

3.2 “WATCH & ACT” Message

A fire is approaching, conditions are changing, and your life may come under threat.

You need to start taking action now to prepare for the approaching fire front and protect yourself and clients and staff.

 **ACTIVATE YOUR “STAY & DEFEND PLAN”**

3.3 “EMERGENCY” Message

You will be impacted by fire and you need to take action immediately. This message will be preceded by an emergency warning signal (a siren sound) to get your attention. The message will also contain information about the severity of the fire, time to impact and what you should do.

 **ACTIVATE YOUR “STAY & DEFEND PLAN”**

Continue to listen out for bushfire ‘**Emergency**’ warning messages
Monitor your local ABC or other Emergency Broadcast Partner radio station using a battery powered radio for information.



4. Leaving Early Plan

This plan will be actioned when:

- A Catastrophic Fire Danger Rating has been issued for the following day
- An Extreme or Severe Fire Danger Rating has been issued for the following day and the Chief Warden believes that the clients/groups/guests are not prepared or able to deal with a potential bushfire situation
- An “Advice” message has been issued for the Mount Lofty Ranges district or relevant areas

4.1 What to do

The **Chief Warden** will liaise with the **Clients/Group Leaders** to arrange their evacuation. If necessary transport can be arranged at short notice via our arrangement with either:

Link SA – (08) 8339 7544, or
Lofty Coaches – (08) 8391 5272

The **Chief Warden** should ensure that:

- Silver Lake Rd is clear
 - Send a staff member to the Silver Lake Rd/Strathalbyn Rd intersection
 - Staff member to remain there, in regular contact with the Chief Warden, until the last person on site (usually the Chief Warden) has passed
- The group is accounted for and have left the site and we know where they’re heading and by what route.
- The group has returned any keys
- Mylor CFS is aware that the site has been evacuated

The **Chief Warden** should advise **staff** to, where time permits:

- Wear their protective clothing;
- Shut all windows and internal doors and close curtains;
- Shut off gas.
- Bring any doormats, outdoor plastic chairs and wheelie bins inside.
- Notify the Chief Warden (refer section 4.4) prior to leaving site

4.2 Where to go

Refer to Appendix B for main routes to Safer Places.

Staff and clients leaving the site must be aware of the location of a potential threat and plan their route accordingly. Check the CFS website to see the location of any road closures and hazards.

Important:

Silver Lake Rd is the only access in and out of Mylor Adventure Camp until it meets Strathalbyn Rd, so if the safety of this part of the route cannot be determined you should action the ‘Stay and Defend Plan’.



At the end of Silver Lake Rd...

For Stirling:

- ① Turn Left onto Strathalbyn Rd and follow B33 for approximately 10km; alternatively
- ② Turn Left onto Strathalbyn Rd. Once through the Mylor township (1km) turn Left onto Stock Rd. After 3km, at the T-Intersection, turn Right into Longwood Rd. Follow for approximately 4km.

For Hahndorf:

- ③ Turn Right onto Strathalbyn Rd. After 300m turn Left onto River Rd. Follow for 7km.

For Echunga:

- ④ Turn Right onto Strathalbyn Rd and follow the B33 for 8km

Once the **Client/Group** has reached a safer place the group will consult with emergency personnel and decide whether it is safe to proceed to an alternative location, back to their place of origin or whether to remain in the Safer Place precinct.

Once **Staff** have left the site they should action their Personal Bushfire Plan.

4.3 What to take

- Drinking water
- Essential personal belongings

4.4 Who to tell

- **Staff** must sign out at the office and tell the Chief Warden.
- **Group Leaders/Clients** to sign out with Chief Warden (Appendix A).
- **Group Warden** should notify Senior Manager and Mylor CFS station once all guests have vacated the site

4.5 Returning to site

- **Staff** are expected to be at work as normal for their next rostered shift. If at all unsure, they are to contact the Chief Warden
- **Chief Warden** to liaise with the **Group Leaders/Clients**.

Note: Client groups will not be able to return to site until the FDR is 'Severe' or lower

- **Chief Warden** will notify the Senior Manager, Adventure and the Mylor CFS station prior to returning to site.

If you are delayed in Leaving the Site and
don't get out before a fire threatens, then you will need to action the
'Stay and Defend Plan'



5. Stay & Defend Plan

Mylor Adventure Camp is equipped to Stay & Defend where necessary, with the safety of clients and staff being the highest priority, however:

On a day of **Catastrophic** Fire Danger Rating, leaving early is the best option for your survival – regardless of any plan to stay and defend. You should leave for a safer place **well before** a bushfire threatens.

If you have decided to **Stay & Defend**, then Staff and Clients/Group Leaders will need to work together to ensure you have the necessary equipment ready and are mentally prepared to actively defend.

5.1 Before the fire approaches

Chief Warden or delegated person is to:

- Put on YELLOW fire warden helmet. You are now in charge and what you say goes!
- Delegate a Deputy Warden who is to put on the RED helmet.
- Ensure everyone is wearing protective clothing and footwear as much as possible.
- Issue '**Code Red**' via UHF radio and instruct staff to move, with their groups, to the Emergency Assembly Area.
- Sound the bushfire/emergency signal in the dining room**
- Ensure that all staff and clients are accounted for at the Emergency Assembly Area.
- Move to Girls Dorm (Fire Refuge)
- Notify CFS Region 1 Headquarters on 08 8391 1866 of who/how many people are on site

Maintenance staff will:

- Don Protective Clothing
- Relocate the **Fire Cart** to the front of the Girls Dorm
- Move 2 x ladders from the maintenance shed to the Girls Dorm next to the fire tank
 - (1 x extension ladder and 1 x internal ladder)
- Fit gutter bungs (Room 6 Fire Box) in place
- Remove hose reel covers
- Turn **Sprinkler Stop Valve** to 'Open'
- Start Fire Pump
 - The independent water supply will last approximately 1 hr

5.1.1 On hearing the Bushfire/Emergency siren

Program Staff will:

- Guide their group immediately to the Emergency Assembly Area



Office Staff will:

- Bring the sign-in sheets from the reception counter
- Bring red Bushfire 'emergency crate' (megaphone, radio and spare batteries)
- Bring all spare UHF radio handsets
- Turn off air-conditioning and kitchen appliances
- Move quickly to the Emergency Assembly Area
- Sweep buildings and areas on the way

Kitchen Staff will:

- Switch off all appliances and air-conditioning;
- Close doors and windows;
- Move quickly to the Emergency Assembly Area

Clients/Guest Groups will:

- Move quickly to the Emergency Assembly Area
- Line up in front of their room number
- The **Visitor Group Leader** will take a role and ensure all their group is present

- Staff and Clients/Guests will then move to the Fire Refuge under the direction of the Chief Warden**

5.2 As the Fire Approaches

A fire can take anywhere from 5-20 mins (or longer) to pass; this is the most dangerous stage for people. During this time you and the property will be under threat of ember attack, spot fires, radiant heat, smoke and direct flame contact.

Your task is NOT to fight a towering fire front but to put out sparks, embers and spot fires that land and ignite near buildings. You should always remain near enough to buildings to be able to seek shelter if the conditions change quickly.

- Chief Warden to designate personnel to patrol building and put out embers and spot fires using the Fire Cart and the two fire hose reels at each end of the Girls Dorm
- Any persons surplus to action must remain in the **Fire Refuge**
- Open the **Bushfire Survival Kits** (black crates) and distribute contents as necessary
- Monitor local ABC radio
- Keep hydrated and have woollen blankets nearby
- Turn off air-conditioners
- Maintain group management

Keep informed – Continue to listen to ABC (891 AM) for bushfire '**Emergency**' warning messages using radios in the Bushfire Survival Kits.

5.3 During the Fire

Any designated personnel patrolling the grounds are to **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 outdoors. The buildings will protect you from radiant heat while the fire front passes.

- Ensure everyone is accounted for.
- Bring personal fire-fighting equipment indoors with you
- Stay safe by monitoring the fire from INSIDE – DO NOT GO OUTSIDE!
- Stay away from windows.
- Keep hydrated.
- Monitor smoke levels and plug gaps with wet towels if necessary

5.5 After the Fire Front Has Passed

Chief Warden and designated personnel to:

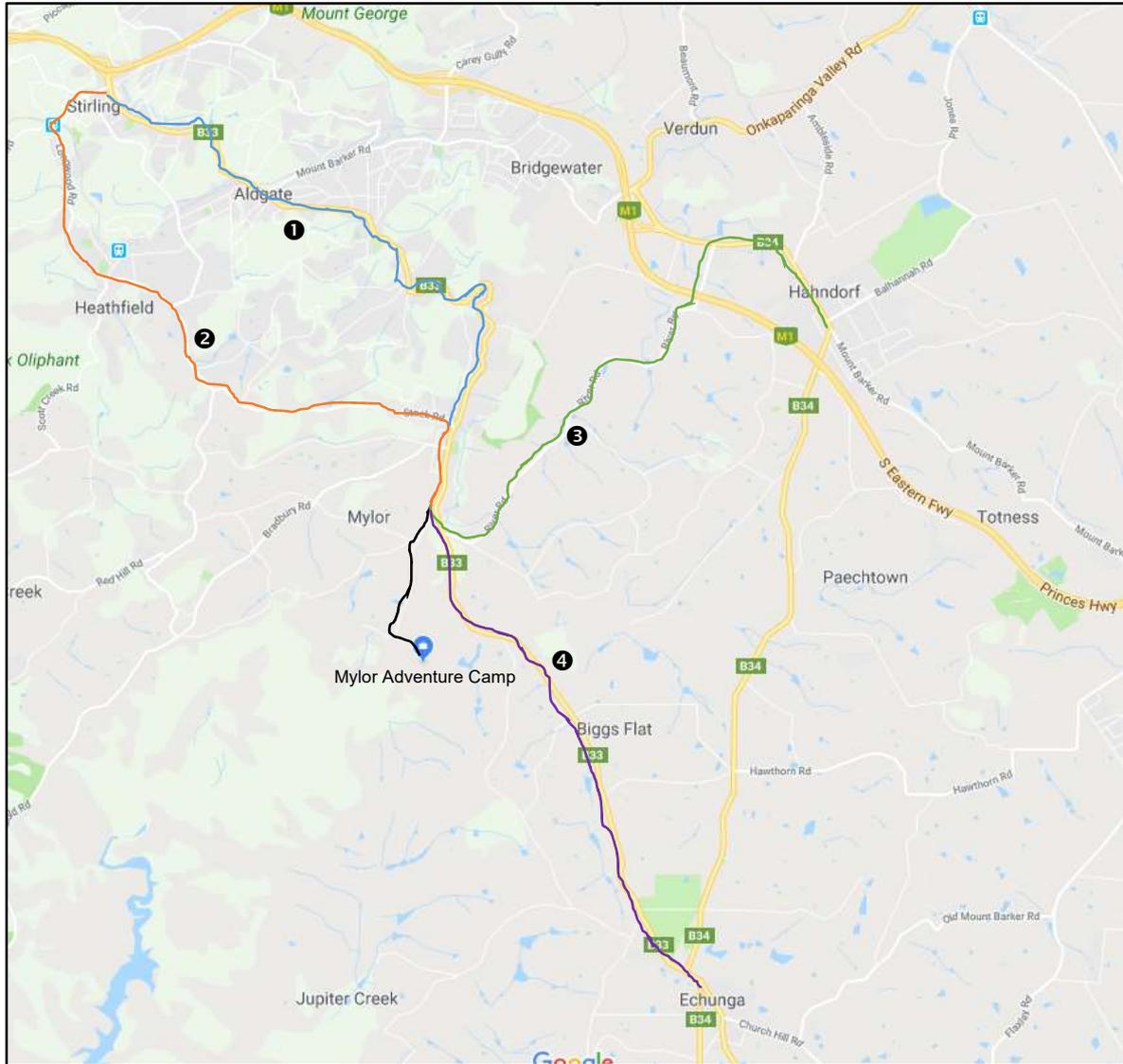
- Patrol the property to extinguish burning embers.
- Continue to check roof spaces for spot fires.
- Continue to listen to CFS warning messages for updates.
- Make contact with Emergency Services
- Make contact with Senior Manager, Adventure

Staff and Clients/Guests are to remain in the Fire Refuge until the Chief Warden or emergency services personnel designate it is safe to leave the building.

Staff and clients/Guests should refer to **Leaving Early Plan** and ensure it is safe to leave before leaving the property



Appendix B: Main Routes to Safer Places





Appendix C: Weekly Bushfire Readiness Inspection Checklist

Check to be completed every week during fire season prior to the Monday morning Operations Meeting.

General

- Check water level in main tank (High Ropes Paddock)

Fire Cart

- Check fuel level
- Check water level
- Start pump and ensure it is in working order
- Visual inspection of trailer, hoses and nozzles

Girls Dorm

- Visually check water level in fire tank
- Check that the solar unit on top of the tank is charging the pump battery
- Check fuel level in pump
- Start pump and ensure the sprinklers operate correctly
- Ensure Rooms 1-6 each have a Fire Box
- Locate gutter bungs in the Room 6 Fire Box

Maintenance Shed

- 2 x Protective Clothing Kits are complete and present

Bushfire Readiness Inspection Completed by:

(Name)

(Signature)

(Date)

NB This is a formal record that the check was carried out and should be retained in the Fire Check folder in the maintenance shed.



Appendix D: Emergency Kits (Rooms 1-6)

Each room in the Girls Dorm contains an Emergency Kit (black plastic crate) containing the following items:

- Current Bushfire Survival Plan
- First Aid Kit.
- Battery operated radio
- Spare batteries
- Drinking water – 24 x bottles
- 2 x Woollen Blanket/s
- Sink plugs
- Playing Cards
- Torches (Bat lights)
- 2 x ice packs
- 4 x towels
- 2 x gloves
- 2 x respirator
- 2 x eye protection
- 1 x packet sick bags

Emergency Kits are not to be opened and/or contents used under any circumstances except in a bushfire emergency

Appendix E: Bushfire Survival Kit (Maintenance Shed)

The Bushfire Survival Kit in the Maintenance Shed contains:

- Current Bushfire Survival Plan
- 1 x battery operated radio
- 6 x pairs heavy duty gloves
- 6 x pairs goggles & masks
- 6 x buckets
- 6 x head torches & batteries
- 2 x knapsack sprayers
- 12 x towels