BUSHFIRE PLAN

The primary duty of staff involved in an Emergency is not to combat the Emergency but to ensure – as far as practical – the safety of Children, Staff, Visitors and non-engaged Staff.

What Bushfire Season is this plan for?

October 2011 – May 2012

Who is this plan for?

This plan is designed to help the following people:-

- Blackwood Special Schools Outdoor Education Centre Inc. Staff;
- Visiting Staff;
- Visiting Students; and
- Week-end & School Holiday Visitors

Staying or working in the following Blackwood Special Schools Outdoor Education Centre Inc. Sites:-

<table>
<thead>
<tr>
<th>SITE</th>
<th>ADDRESS</th>
<th>SUBURB</th>
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<th>PHONE</th>
<th>VicRoads Map – Edition 7</th>
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</table>


Camp Fax 5368-6835
In the event of a Bushfire within the Wombat State Forest, Lerderderg State Park or Township of Blackwood, **COMMAND** of the **SITUATION** is the **RESPONSIBILITY** of:

- **BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. MANAGER**

In the event of a Bushfire within the Wombat State Forest, Lerderderg State Park or Township of Blackwood **on a week-end or during School Holidays**, **COMMAND** for the **SITUATION** is the **RESPONSIBILITY** of:

- Leader of the visiting week-end or School Holiday Group

**ALL GROUPS MUST HAVE EASY ACCESS TO A RADIO (Power & Battery) FOR ABC 774 UPDATES DURING THE BUSHFIRE SEASON**

In the event of a Bushfire:-

- **EVACUATION from the TOWNSHIP & FOREST is the IMMEDIATE PRIORITY**

In the event of a Bushfire:-

- The School Accommodation Site is: UNDEFENDABLE
- The Tent Shelter Accommodation Site is: UNDEFENDABLE
- The Residence Accommodation Site: Is the designated ‘Shelter in Place’ Location – used only in a situation where Township & Forest Evacuation is NOT an option

**PLEASE BE AWARE of the FOLLOWING INFORMATION**

In the event of a Bushfire:-

- **IT IS NOT THE ROLE** of Blackwood Staff to protect assets – **IT IS THEIR ROLE TO Co-ORDINATE A FULL CENTRE EVACUATION.**

In the event of a Bushfire:-

- With **FULL BLACKWOOD COMMITTEE APPROVAL & SUPPORT** once the Centre has been Evacuated, Blackwood Staff will also Evacuate the Centre.

In the event of a Bushfire:-

- The expectation that the CFA will turn up to defend & protect Blackwood Special Schools Outdoor Education Centre Inc. is unrealistic
- During times of extreme demand on water supplies, Central Highlands Water may not be able to guarantee continuous water pressure or uninterrupted water supply to all areas.
THE CENTRE IS RATED AS BEING IN A FIRE ZONE

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc.

**CLOSED** - ALL GROUPS MUST DEPART BLACKWOOD DEPART THE NIGHT BEFORE

Only Activities conducted outside Blackwood beyond the Wombat State Forest & Lerderderg State Park to be implemented. Recommended Groups depart Blackwood prior to 9am.

It is the decision of individual groups as to whether they return to Blackwood at the end of the day – unless they are advised not to return.

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc.

**CLOSED** - ALL GROUPS MUST DEPART BLACKWOOD DEPART BY 9am

Only Activities conducted on Blackwood Special Schools O.E.C. Property to be implemented or Activities outside Blackwood & beyond the Wombat State Forest & Lerderderg State Park

All Blackwood Special Schools Outdoor Education Centre Inc. activities to be implemented.

Activities conducted within the Wombat State Forest or Lerderderg State Park may be modified or postponed depending on current weather conditions & weather conditions leading up to the day being classified as High

All Blackwood Special Schools Outdoor Education Centre Inc. Activities Available

**BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE Inc. ACTIVITIES & THE NATIONAL FIRE DANGER RATING**

- **FDI 100 +**
  - Code Red (Catastrophic)
- **FDI 75 - 99**
  - Extreme
- **FDI 50 - 74**
  - Severe
- **FDI 25 - 49**
  - Very High
- **FDI 12 - 24**
  - High
- **FDI 0 - 12**
  - Low – Moderate

PREPARE, ACT, SURVIVE.
The Township of Blackwood **DOES NOT** have a designated Emergency Refuge Location.

It is expected that individuals, families & groups will evacuate from the town prior to a Bushfire.

If you do get caught in the township of Blackwood during a Bushfire:-

**YOU MUST TAKE FULL RESPONSIBILITY FOR YOUR OWN SURVIVAL**

Blackwood Special Schools Outdoor Education Centre Inc. Committee & Staff accepts that in an Emergency there is no option but to evacuate the Township & Forest Environment, and therefore the Centre, early – especially in relation to Bushfire Threat.

Visiting Schools, Week-end & Holiday Groups not accepting this advice do so at their own risk as this advice comes from:-

- The Country Fire Authority (CFA);
- The Department of Sustainability & Environment (DSE);
- The Moorabool Shire Council; and
- The Blackwood Special Schools Outdoor Education Centre Committee & Staff.
The Township of Blackwood DOES NOT have an Emergency Early Warning System – especially in relation to Bushfires.

It is highly recommended that ALL GROUPS accessing Blackwood Special Schools Outdoor Education Centre Inc. between the months of October & April bring their own battery & power operated Radio (with spare batteries) – tuned to ABC 774.

It is expected that individuals, families & groups will evacuate from the town prior to a Bushfire.

Blackwood Special Schools Outdoor Education Centre Inc. Committee only suggest two Township Emergency Exit Routes along the bitumen Greendale – Trentham Road – both of these routes travel through a Forest Environment:

- South to Ballan, Bacchus Marsh, Ballarat & Melbourne via Greendale; and
- North to Woodend, Sunbury & Melbourne via Trentham.
IN AN EMERGENCY

1. Verify
   - Confirm with other campers, with emergency services or other reliable people the accuracy of information about the emergency.

   Notify the emergency services and Blackwood Special Schools Outdoor Education Centre Inc. Staff

   By the quickest possible means, immediately notify:
   - The Emergency Services by dialling 000
   - Blackwood Special Schools Outdoor Education Centre Inc. Staff

2. Notify

3. Assess
   - Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
   - Observe what is happening to decide:
     - Has the danger passed?
     - Is the danger increasing or decreasing?
     - Is the danger coming closer or moving further away?
     - Is the weather or terrain affecting its progress?
   - Decide how much time exists to take alternative actions.

4. Act

   THE OFFICE
   Emergency Assembly Areas:
   1. Basketball Ring
   2. The Tent Shelter
   3. The Residence

   THE SCHOOL
   Emergency Assembly Areas:
   1. Basketball Ring
   2. The Tent Shelter
   3. The Residence

   THE RESIDENCE
   Emergency Assembly Areas:
   1. BSSOEC 4WD Shed
   2. The School
   3. The Tent Shelter

   THE TENT SHELTER
   Emergency Assembly Areas:
   1. Activity Hut Front of Yabby Dam
   2. The School
   3. The Residence

   Emergency Whistles
   In Staff Bedroom

YOUR LOCATION DETAILS

<table>
<thead>
<tr>
<th>SITE</th>
<th>ADDRESS</th>
<th>SUBURB</th>
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Camp Fax | 5368-6835

Emergency Phone Numbers

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<th>Fire</th>
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<td>5367-3333</td>
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<td>0419 310-469</td>
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<td>Dentist</td>
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<td>Ed Dept.</td>
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<td>9589-6266</td>
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VicRoads Map – Edition 7

Map 909 E 11
The Township of Blackwood DOES NOT have a designated Emergency Refuge Location - especially in relation to Bushfires.

It is the responsibility of Group Leaders to ensure that your group is safely evacuated from the Blackwood Township prior to a Bushfire Emergency.

**ALL ACTIVITIES STOP IMMEDIATELY**

ALL ADULTS & YOUNG PEOPLE RETURN TO THE DINING ROOM OF THEIR ACCOMMODATION SITE

BSSOEC MANAGER RINGS EMERGENCY SERVICES

IF MANAGER IS ABSENT:-
BSSOEC STAFF TO RING EMERGENCY SERVICES

IF NO BSSOEC STAFF ARE AVAILABLE:-
LEADER OF THE GROUP RINGS EMERGENCY SERVICES

BALLARAT EMERGENCY SERVICES
1800 668 – 511 or 5335 – 2011

ALL CLEAR

CONTINUE ACTIVITIES

NOT ALL CLEAR

SEEK ADVICE FROM BALLARAT EMERGENCY SERVICES ON THE SAFEST ROUTE TO EVACUATE BLACKWOOD & THE FOREST ENVIRONMENT

ADVICE EMERGENCY SERVICES OF YOUR INTENDED EVACUATION DESTINATION

EVACUATE BLACKWOOD IMMEDIATELY UNDER THE DIRECTION OF EMERGENCY SERVICES WITHOUT COLLECTING YOUR GEAR
BUSHFIRE SHELTERING in PLACE PLAN

IF YOU CANNOT EVACUATE FROM THE TOWNSHIP OF BLACKWOOD

RELOCATE YOUR GROUP TO THE:-
RESIDENCE ACCOMMODATION SITE
4 TERRILL STREET, BLACKWOOD
(NEXT DOOR TO THE BLACKWOOD CFA)

AWAIT FULL DIRECTIONS FROM EMERGENCY SERVICES

PREPARE YOUR GROUP

TAKE STOCK OF:-
FOOD
WATER
1st AID KITS
BLANKETS
PILLOWS
BUCKETS
TORCHES
MEDICATIONS

ADULTS

MONITOR ABC 774 ON THE RADIO

PREVENT ANYONE FROM EXITING THE BUILDING UNLESS DIRECTED BY EMERGENCY SERVICES

PREPARE TO FIGHT SPOT FIRES
ROLES & RESPONSIBILITIES DURING A BUSHFIRE EMERGENCY

The person who identifies the Bushfire Situation MUST alert Blackwood Staff and their own group

**BSSOEC MANAGER**
- To co-ordinate the situation
- To inform Blackwood Staff
- To relocate all groups staying at the Centre at the time into their dining rooms
- To ring Ballarat Emergency Services
- To inform groups to evacuate if required
- To co-ordinate evacuation
- If evacuation is not possible – to co-ordinate relocation to the Residence Accommodation site
- Maintain communication with Emergency Services
- Contact Principals of visiting Schools – Principals to contact Parents
- Contact BSSOEC President

**BSSOEC STAFF**
- If BSSOEC Manager is not available to assume all Manager Responsibilities
- Follow instructions issued by BSSOEC Manager
- Assist groups with getting students on buses
- Prepare Residence Accommodation Site for groups: Unpack, Fill Sinks, Lay out Hoses
- In the event of not being able to evacuate:
  - Collect Blankets, 1st Aid Kits, Scanners, Walkie Talkies, Pillows, Buckets, Torches
  - Assure all adults & children within your group in the dining room
  - Do a Roll Call for everyone
  - Follow instructions issued by BSSOEC Manager & Staff
  - Roll Call group into vehicles

**GROUP LEADERS**
- If NO BSSOEC Staff are available assume all Manager & Staff Responsibilities
- Assemble all adults & children within your group in the dining room
- Follow instructions issued by BSSOEC Manager & Staff
- Do a Roll Call for everyone
- Follow instructions issued by BSSOEC Manager & Staff
- Roll Call group into vehicles
- Evacuate as directed & DO NOT deviate
- If relocating to the Residence:
  - Monitor Exit Doors & DO NOT permit people to leave
  - Fill sinks with water
  - Ensure Food & other necessary items are brought into the building

**VISITING ADULTS**
- Follow instructions issued by:- BSSOEC Manager BSSOEC Staff Group Leader
- Monitor Children
- Take stock of:- Food, 1st Aid Kits, Medications, Group Torches, Group Clothing
- Assist with load children into vehicles
- If relocating to the Residence:
  - Monitor Exit Doors & DO NOT permit people to leave
  - Fill sinks with water
  - Ensure Food & other necessary items are brought into the building
- Continuously Monitor Children
IMPORTANT TELEPHONE INFORMATION

Ballarat Emergency Services 1800 668 – 511
5335 – 2011

Bushfire Information Line 1800 240 – 667

DSE (Department of Sustainability & Environment) 5335 – 0777

BSSOEC Phone Numbers

<table>
<thead>
<tr>
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<tr>
<td>BSSOEC Office</td>
<td>5368 – 6768</td>
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<tr>
<td>School Accommodation Site</td>
<td>5368 – 6555</td>
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<tr>
<td>Residence Accommodation Site</td>
<td>5368 – 6756</td>
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<tr>
<td>Tent Shelter Accommodation Site</td>
<td>5368 – 6383</td>
</tr>
<tr>
<td>Tony Bellette</td>
<td>5368 – 6322</td>
</tr>
<tr>
<td>Harley Dalgleish</td>
<td>5368 – 6837</td>
</tr>
<tr>
<td>BSSOEC Mobile</td>
<td>0409 686 – 768</td>
</tr>
</tbody>
</table>

HOW TO DIVERT A TELEPHONE NUMBER
1. * 21
2. Type in destination telephone number
3. #
4. Wait for Instructions

HOW TO UNDIVERT A TELEPHONE NUMBER
1. # 21 #
2. Wait for Instructions