

# BUSHFIRE EMERGENCY PLAN

The **Primary Action** to follow in the event of an active bushfire is to:

## EVACUATE TO ASSEMBLY POINT AT KINGLAKE VILLAGE

The **Secondary Action** is to:

**REMAIN AT ASSEMBLY POINT (SHELTER-IN-PLACE) UNTIL INSTRUCTED BY CHIEF WARDEN, CFA, FIRE RESCUE VICTORIA OR VICTORIA POLICE TO EVACUATE SAFELY FROM THE AREA**

Name of Site / Facility

BERRBANG BIIK TRAIL (1000 Steps)

Address of Site / Facility

1 Whittlesea-Kinglake Road / 2991 Heidelberg-Kinglake Road  
KINGLAKE VICTORIA 3763

Plan Prepared By Jason McFadyen

Plan Approved By

BFP No. 001

Date Approved 18 November, 2022

Plan Version V.3

The purpose of this plan is to identify procedures for occupants and site managers to follow in the event of bushfire emergency.

This plan must be reviewed annually, prior to the bushfire season.

Information within this plan must be maintained, and key personnel must review their responsibilities under this plan.

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**ANNUAL APPROVAL STAMPS (SIGN and DATE)**



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## Document Control

Revision	Date	Details
V.1	01/11/22	Initial draft for review
V.2	12/11/22	Finalised draft for review
V.3	18/11/22	Finalised draft

## 1.0 SITE DETAILS & CONTACTS

### 1.1 Site Details

Type of facility / site	PUBLIC WALKING TRAIL		
Number of buildings	Nil	Number of employees	Nil
Number of occupants	<150	Number with support needs	Nil
Description of support needs			

### 1.2 Site Emergency Contact(s)

Primary contact	Carmelo Rositano		
Position / role	Property Manager		
Phone number (BH)	0408 383 698	Phone number (AH)	0408 383 698
Secondary contact	Frank Rositano		
Position / role	Property Manager		
Phone number (BH)	0431 711 220	Phone number (AH)	0431 711 220

## 2.0 ROLES & RESPONSIBILITIES

The following table identifies the emergency control organisation (ECO) – the individuals responsible for implementing the emergency procedures in the event of a bushfire emergency.

Area of Responsibility	Name	Mobile Phone No.
CHIEF WARDEN	Carmelo Rositano	0408 383 698
Deputy Warden	Frank Rositano	0431 711 220
Area 1 Warden	TBD	
Area 2 Warden	TBD	
Social Media Manager	TBD	

## 3.0 EMERGENCY CONTACTS



Dial '000' for emergency assistance.

The following table identifies important contacts and information sources for bushfire emergency management purposes.

Name / Organisation	Details	Phone No. / Website
Fire, Police, Ambulance	Fire or Emergency	000
Country Fire Authority	Kinglake CFA	000 / 5786 1400
Police (Local)	Kinglake	000 / 5786 1333
Ambulance	Kinglake	000
VicEmergency	Fire activity information	<a href="https://www.emergency.vic.gov.au/respond/">https://www.emergency.vic.gov.au/respond/</a>
VicRoads	Road closures	<a href="https://traffic.vicroads.vic.gov.au/">https://traffic.vicroads.vic.gov.au/</a>
Local ABC Radio Station	Bushfire Alerts	ABC Radio 774AM, 3AW 693 AM, Plenty Valley 88.6 FM, Sky News TV
Yea District Hospital	Emergency Department 24hrs	45 Station Street Yea 3717 5736 0400
Northern Hospital Epping	Emergency Department 24hrs	185 Cooper Street Epping 3076 8405 8000
State Emergency Service	Emergency	132 500 <a href="https://www.ses.vic.gov.au/">https://www.ses.vic.gov.au/</a>

# PRE-SEASON PREPARTION

Before summer and during the bushfire season, the actions on the following pages will be undertaken by

BERRBANG BIIK TRAIL (1000 Steps)

## 4.0 PREPARATIONS PRIOR TO BUSHFIRE SEASON

### 4.1 Emergency Management Checklist

ACTIONS TO BE TAKEN - PRE-SEASON PREPARATION			
ACTION	HOW	WHO	DONE
<b>EMERGENCY MANAGEMENT ANNUAL REVIEW</b>	Review Bushfire Emergency Plan to ensure details, procedures and contact phone numbers are correct		
	Test operation of Social Media notifications		
	Test operation of trail Visitor Text Notification System *NB – System to be finalised		
	Ensure Staff have been informed of, and are familiar with, the procedures laid out in the Bushfire Emergency Plan including the following: <ul style="list-style-type: none"> <li>- Location of Emergency Plan</li> <li>- Personal clothing</li> <li>- VicEmergency App</li> <li>- Evacuation areas of Assembly</li> <li>- Shelter-in-place procedures</li> <li>- Total Fire Ban / Extreme / Catastrophic day policy – CLOSED TO VISITORS</li> </ul>		
	Ensure nominated off-site evacuation points are still a safe choice and emergency contacts in this plan are still active		
	Place current version of emergency plan and action plan on premises in visible location and site office		
	Ensure the nominated escape route to ASSEMBLY POINT is still a viable choice. If not, update Action Plan		
	Take photos of all plant and equipment for insurance		
	September – Fire Drill (daylight). <i>Must include evacuation of trail visitors.</i>		
	November – Fire Drill (night). <i>Must include evacuation of trail visitors.</i>		

## 4.2 Site Preparation

ACTIONS TO BE UNDERTAKEN – PRE-SEASON PREPARATION - SHEET 1 of 4			
ACTION	HOW	WHO	DONE
<b>PREPARE EQUIPMENT – EXTERNAL</b>	Test emergency water supply system pumps		
	Test operation of all hose reels and nozzles		
	Test emergency generator system		
	Check operation of entry and exit gates and 'Trail Closed due to weather' signage.		
<b>PREPARE SITE – ASSEMBLY POINT 1 (SHELTER-IN-PLACE REFUGE)</b>	Within 10 metres of the area remove any weeds, mulches and cut long grass to below 10cm		
	Leaf litter: Remove any loose-leaf litter around the site and from gutters		
	Remove any objects surrounding the shelter: <ul style="list-style-type: none"> <li>- Any flammable materials</li> <li>- Firewood or other timber</li> <li>- Furniture</li> <li>- Flammable liquids/chemicals</li> </ul>		
	Ensure access to Evacuation Point 1 is unobstructed		



**ACTIONS TO BE UNDERTAKEN – PRE-SEASON PREPARATION - SHEET 2 of 4**

<b>ACTION</b>	<b>HOW</b>	<b>WHO</b>	<b>DONE</b>
<b>PREPARE TRAIL</b>	SIGNAGE - Inspect each signage point (refer to Site Plan) and check for any damage or obstructions such as leaves, twigs, overhanging branches. Clean signs and remove obstructions where necessary.		
	TRAIL ENTRANCE - Inspect grass surrounding the track from the main entrance at Kinglake Village to the tree line entrance of the trail. All grass must be kept within 10cm, 10 metres either side of the track. Remove any leaf debris.		

**ACTIONS TO BE UNDERTAKEN – PRE-SEASON PREPARATION - SHEET 3 of 4**

<b>ACTION</b>	<b>HOW</b>	<b>WHO</b>	<b>DONE</b>
<b>PREPARE EQUIPMENT – FIRE KIT</b>	Check two-way battery condition and replace if necessary		
	Check portable radio batteries and condition		
	Check torch batteries (headlamps and regular) and test		
	Replace water bottles if required		
	Check 'use by' on sunscreen and repellent and replace if necessary		
	Review 1 <sup>st</sup> AID KIT contents and check condition		
	Check condition of woolen blankets		
	Check condition of fire fighting equipment – Masks, gloves, goggles		
	Check there's enough bottles of water and P2 masks		

**ACTIONS TO BE UNDERTAKEN – PRE-SEASON PREPARATION - SHEET 4 of 4**

<b>ACTION</b>	<b>HOW</b>	<b>WHO</b>	<b>DONE</b>
<b>SOCIAL MEDIA</b>	Produce Social Media content for 'Site closed due to weather'.		
	Test communication between CHIEF WARDEN and SOCIAL MEDIA MANAGER		
	Test posting to all social media channels		

# **IN-SEASON PROCEDURES**

During the bushfire season, the actions on the following pages will be undertaken by

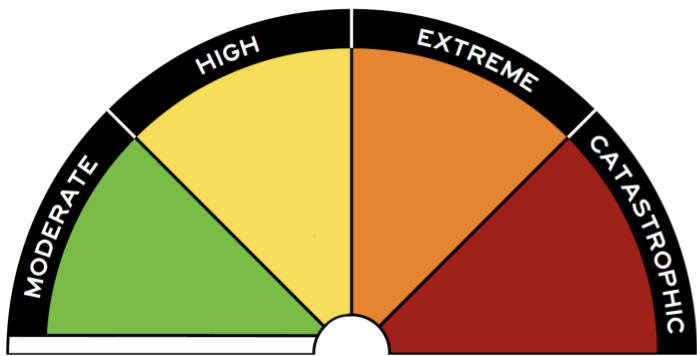
**BERRBANG BIIK TRAIL (1000 Steps)**

## 5.0 IN-SEASON PROCEDURES

### 5.1 Emergency Management

ACTIONS TO BE UNDERTAKEN BY CHIEF WARDEN – IN-SEASON	
ACTION	HOW
Fire danger period commences	Ensure all staff have downloaded and updated the VIC Emergency App, have created a 30km watch zone and are familiar with Fire Danger Ratings and App notifications
	Monitor fire conditions and daily Fire Danger Ratings in North Central and Central districts
	Notify on-site staff in Kinglake Village of conditions
	When Fire Danger Ratings are above high, EVACUATION, SHELTER-IN-PLACE and SOCIAL MEDIA procedures should be reviewed
	Have Emergency Kit supplies readily available
Total Fire Ban (TFB) declared	Ensure at least one FIRE WARDEN is onsite and prepare the property the day before including the placement of 'Trail Closed due to weather' signage.
	Notify on-site staff in Kinglake Village of Total Fire Ban and TRAIL CLOSURE. Remind them to use caution if operating machinery.
	Notify visitors of TRAIL CLOSURE via SOCIAL MEDIA channels
	Have emergency radio tuned to ABC 774AM as a back-up source for bushfire alerts
	Have Emergency Kit supplies readily available
Extreme Day forecast	As above for TFB
Catastrophic Day forecast	In the event of a Catastrophic fire day, prepare the property 2 days before
	Notify staff the day before of TRAIL CLOSURE
	Notify visitors of TRAIL CLOSURE via SOCIAL MEDIA channels
	Notify any suppliers or planned visitors of TRAIL CLOSURE
	*NOTE – DO NOT attempt to get to the facility if you are already off-site and there is an active fire. Conditions on the roads will be unpredictable and dangerous

## 5.2 Fire Danger Ratings



### MODERATE

Plan and prepare

### HIGH

Be ready to act

### EXTREME

Take action now to protect life and property

### CATASTROPHIC

For your survival, leave bushfire risk areas



VIC  
EMERGENCY



## 5.3 Vic Emergency App Notifications



### ADVICE

- An incident is occurring or has occurred in the area
- Access information and monitor conditions.



### WATCH AND ACT

- An emergency is developing nearby.
- You need to take action now to protect yourself and others.



### EMERGENCY WARNING

- You are in imminent danger and need to take action now.
- You will be impacted.



### ADVICE - THREAT IS REDUCED

- Emergency activity in the area has subsided and is no longer a danger to you.
- Threat is reduced.



### COMMUNITY INFORMATION

- Can be used as notification that an incident has occurred but there is no threat to community.



### PREPARE TO EVACUATE / EVACUATE IMMEDIATELY

- An evacuation is recommended or procedures are in place to evacuate.
- Under the Australian Warning System, any evacuation orders are now aligned within these 3 levels of warning as action statements - Prepare to Evacuate and Evacuate Immediately.
- When an evacuation is in place, it will be represented on the **VicEmergency map** and list with the above icon.

# PLAN ACTIVATION TRIGGERS

The triggers on the following pages will activate either EVACUATION or SHELTER-IN-PLACE procedures.

The **PRIMARY** action to follow in the event of an active bushfire is to  
**EVACUATE**

The **SECONDARY** action to follow is to remain at ASSEMBLY POINT (shelter-in-place) until instructed by CFA, Fire Rescue Victoria or Victoria Police to evacuate safely from the area

## 6.0 PLAN ACTIVATION TRIGGERS

The Primary Action to follow in the event of an active bushfire is to **EVACUATE** to the designated **ASSEMBLY POINT**. The following triggers will activate this Bushfire Emergency Plan:

<b>EVACUATION TO ASSEMBLY POINT</b>	<b>SHELTER-IN PLACE</b>
<ul style="list-style-type: none"> <li>- SMOKE IN THE AREA</li> <li>- VIC EMERGENCY APP NOTIFICATION / ADVICE / WATCH AND ACT / EMERGENCY WARNING</li> <li>- INSTRUCTION BY CFA / FRV / VIC POLICE</li> </ul>	<ul style="list-style-type: none"> <li>- FIRE IN CLOSE PROXIMITY – TOO DANGEROUS TO LEAVE</li> <li>- EVACUATION PREVENTED DUE TO ROAD CLOSURES OR DANGEROUS ROADS</li> <li>- INSTRUCTION BY CFA / FRV / VIC POLICE</li> </ul>

### ACTIONS TO BE UNDERTAKEN – SMOKE IN THE AREA

<b>TRIGGER</b>	<b>ACTION</b>
SMOKE / FIRE IN THE AREA	Visitors notified to Evacuate trail
	Visitors and staff directed to ASSEMBLY POINT
	Activate EVACUATION away from area as directed by CFA, Fire Rescue Victoria or Victoria Police; or follow SHELTER-IN-PLACE procedures; or return to normal operation if no threat

### ACTIONS TO BE UNDERTAKEN – APP NOTIFICATION / ADVICE

<b>TRIGGER</b>	<b>ACTION</b>
VicEMERGENCY APP NOTIFICATION OF BUSHFIRE <b>WITHIN 50KM</b>	Visitors notified to Evacuate trail
	Visitors and staff directed to ASSEMBLY POINT
	Activate EVACUATION away from area as directed by CFA, Fire Rescue Victoria or Victoria Police; or follow SHELTER-IN-PLACE procedures.
	If no action necessary, continue to monitor conditions via App, radio and local emergency services.

### ACTIONS TO BE UNDERTAKEN – APP NOTIFICATION / WATCH & ACT / EMERGENCY WARNING

<b>TRIGGER</b>	<b>ACTION</b>
VicEMERGENCY 'WATCH & ACT'	Visitors notified to Evacuate trail
	Visitors and staff directed to ASSEMBLY POINT
VicEMERGENCY 'EMERGENCY WARNING'	Activate EVACUATION away from area as directed by CFA, Fire Rescue Victoria or Victoria Police; or follow SHELTER-IN-PLACE procedures.
	Remain in contact with Emergency Services



# EVACUATION INFORMATION

Evaluation of bushfire risk and the safety of employees and occupants has determined that the PRIMARY action to follow under normal bushfire conditions is to evacuate to a designated ASSEMBLY POINT

EVACUATION from the area (ie – to Yarra Glen) should only be done once directed by CFA, Fire Rescue Victoria or Victoria Police

## 7.0 TRAIL EVACUATION INFORMATION

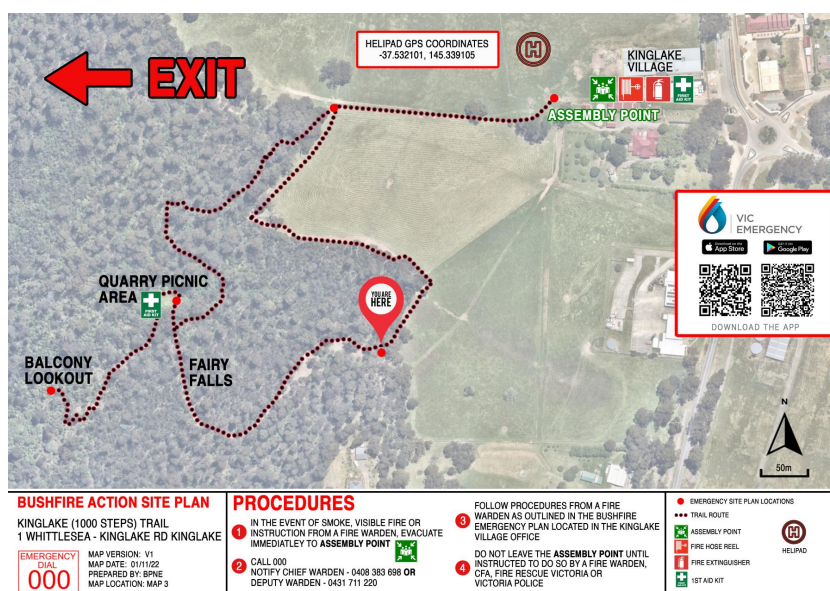
Evaluation of bushfire risk and the safety of staff and visitors has determined that the **PRIMARY** action to follow under normal bushfire conditions is to evacuate to the ASSEMBLY POINT – followed by EVACUATION to safe areas under instruction by CFA, Fire Rescue Victoria or Victoria Police.

### ASSEMBLY POINTS

#### DESIGNATED EVACUATION ASSEMBLY POINTS

1. ASSEMBLY POINT
2. EVACUATE TO SAFE AREA

The **ASSEMBLY POINT** is located at rear of THE KINGLAKE VILLAGE as marked on the map below. \*NB – Specific site plans to be developed for designated signage points



EXAMPLE ONLY

### EVACUATION AREA

#### EVACUATION AREAS OF ASSEMBLY – UNDER ADVICE FROM CFA, FIRE RESCUE VICTORIA OR VICTORIA POLICE

### EVACUATION SITE - Fire approaching from North/NW

YARRA GLEN RACING CLUB. 2a ARMSTRONG GROVE YARRA GLEN

NEAREST CROSS ROAD – HEALESVILLE-YARRA GLEN RD  
 20 Minutes by car

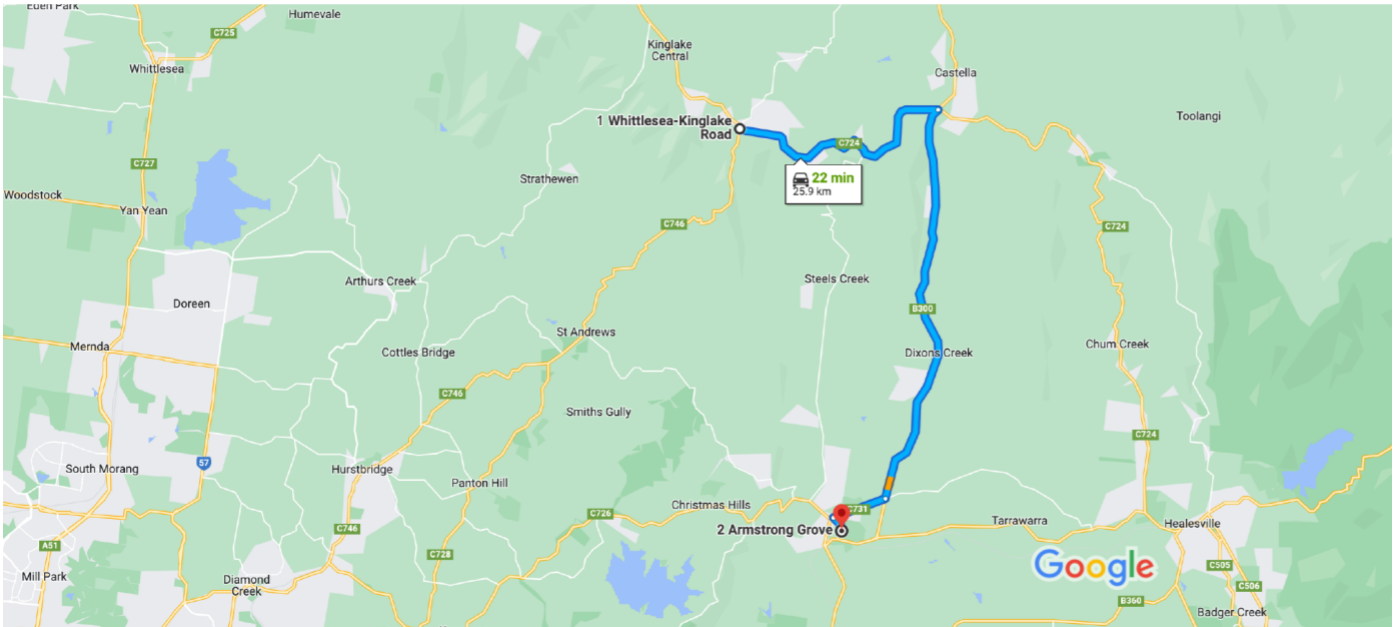
## 8.0 EVACUATION AREA

### 8.1 SITE 1 – YARRA GLEN – Fire from N-NW / S-SW



1 Whittlesea-Kinglake Rd, Kinglake VIC 3763 to 2  
Armstrong Grove, Yarra Glen VIC 3775

Drive 25.9 km, 22 min



Map data ©2022 2 km

1 Whittlesea-Kinglake Rd

Kinglake VIC 3763

- ↑ 1. Head south on Whittlesea-Kinglake Rd/C724  
48 m
  - ↻ 2. At the roundabout, take the 2nd exit onto Healesville-Kinglake Rd/C724  
9.1 km
  - ↘ 3. Turn right onto Melba Hwy/B300  
14.2 km
  - ↻ 4. At the roundabout, take the 3rd exit onto Melba Hwy/C731  
1.9 km
  - ↵ 5. Turn left onto Armstrong Grove  
550 m
- i** Destination will be on the left

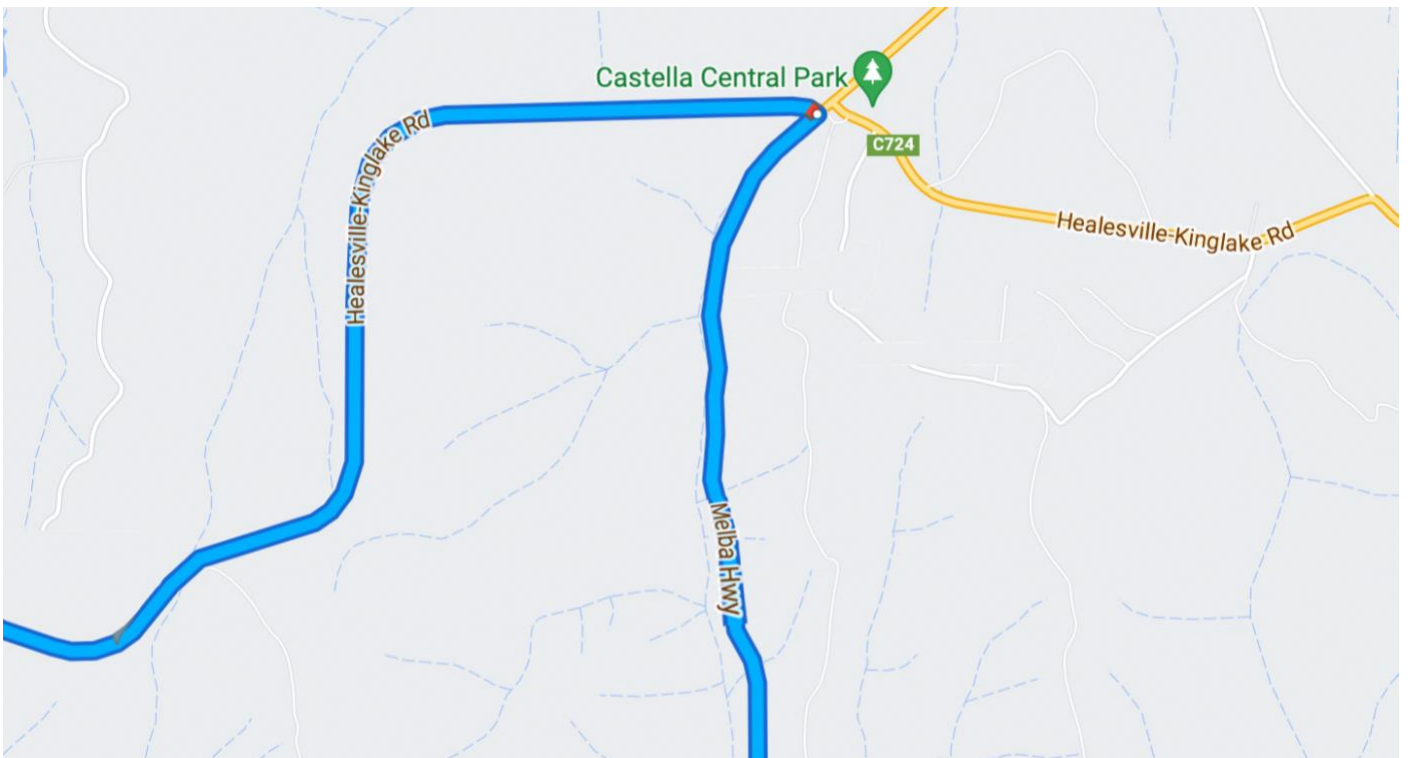
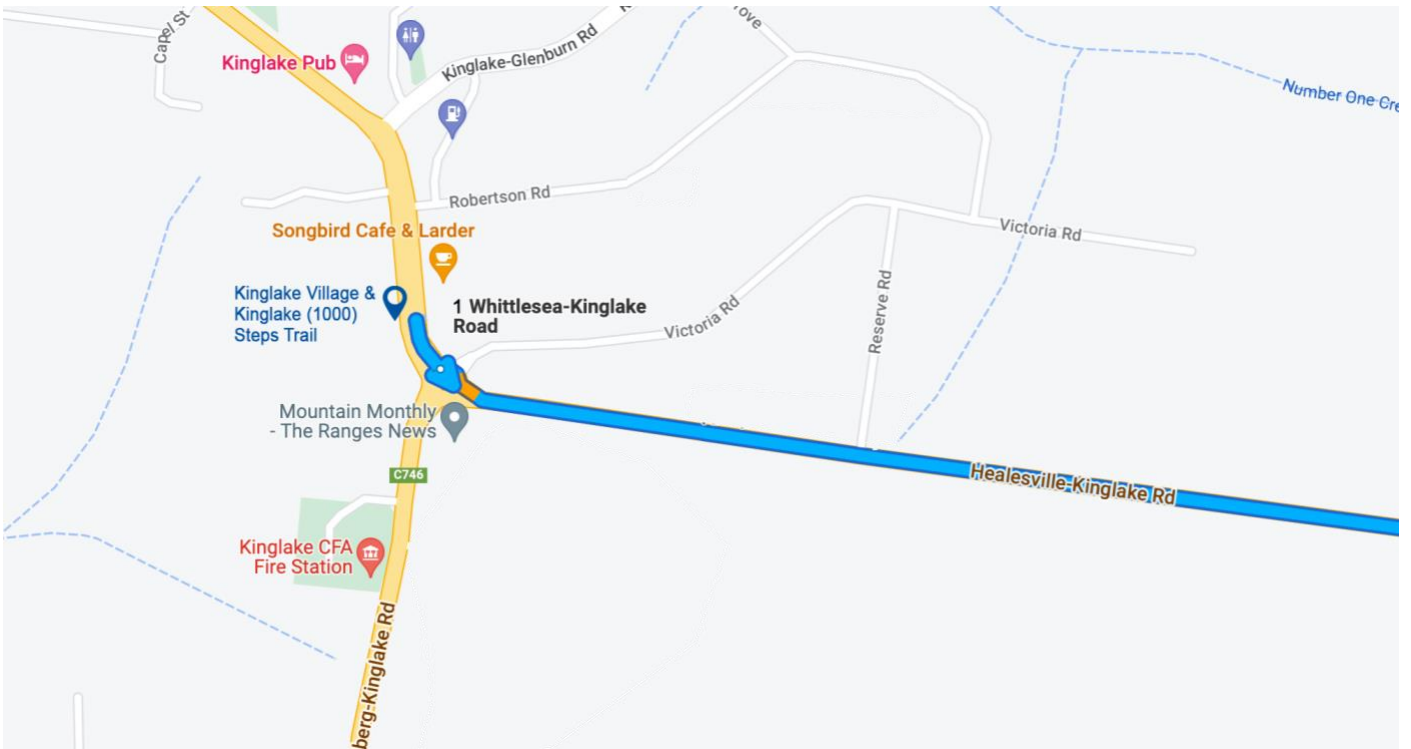
GOOGLE MAPS QR CODE



2 Armstrong Grove

Yarra Glen VIC 3775

**SEE OVER FOR MAP DETAIL**



# **EVACUATION PROCEDURES**

## 9.0 EVACUATION PROCEDURES

EVACUATION PLAN			
ACTION	WHAT	WHO	DONE
1	The Chief Warden and Deputy Warden discuss the situation directly if both on site or via phone if only one on site. It is deemed necessary to evacuate the trail. In the event that neither Chief or Deputy Warden is on site, the Area Wardens will manage the situation in consultation with Chief Warden.	CR / FR	
2	Staff and Visitors to ASSEMBLE at ASSEMBLY POINT	ALL	
3	All persons are to be accounted for	CR	
4	Text message to be sent to visitors on the trail to Evacuate	CR / FR	
5	Retrieve Emergency Kit - Staff to wear protective clothing and take a P2 mask and water	CR	
6	Area Warden to walk to trail and instruct visitors to ASSEMBLY POINT	AREA 1 WARDEN	
7	Inform visitors as they arrive to ASSEMBLY POINT to remain in place until further direction from CHIEF WARDEN, CFA, Fire Rescue Victoria or Victoria Police	AREA 2 WARDEN	
8	Call 000 and notify of EVACUATION plan and number of people at ASSEMBLY POINT	CR	
9	Gates to trail left open for emergency access	CR	

# SHELTER-IN-PLACE INFORMATION

Under evaluation of bushfire risk by CHIEF WARDEN, CFA, FIRE RESCUE VICTORIA or VICTORIA POLICE, the safety of occupants has determined that EVACUATION away from the area is unsafe and the SECONDARY action to follow is to SHELTER-IN-PLACE at the ASSEMBLY POINT



# 10.0 SHELTER-IN-PLACE INFORMATION

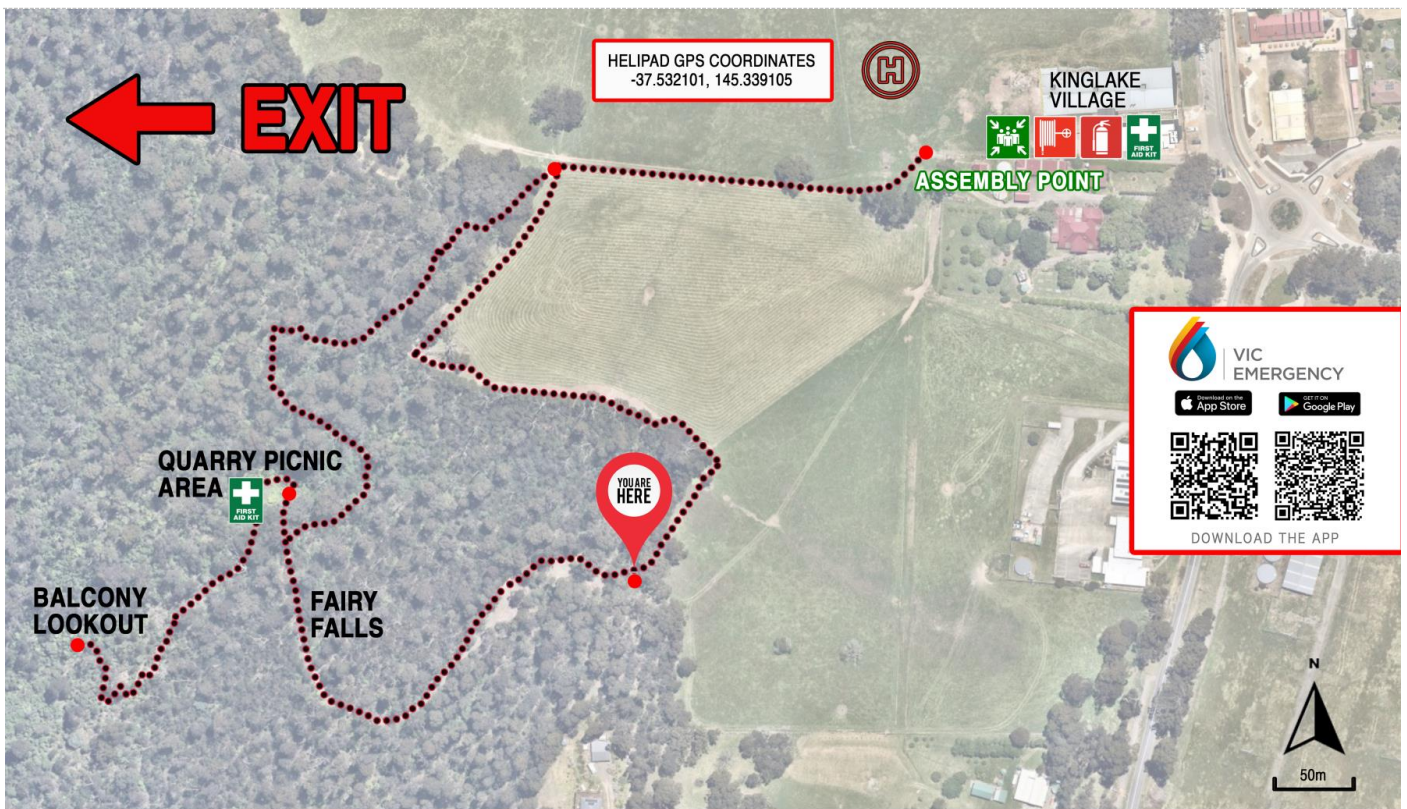
Under evaluation of bushfire risk by CHIEF WARDEN, the safety of occupants has determined that the **SECONDARY** action to follow is to Shelter-in-Place at the ASSEMBLY POINT.

## 10.1 On-Site Refuge(s)

### DESIGNATED ON-SITE REFUGES

#### 1. ASSEMBLY POINT

The **ASSEMBLY POINT** is located at rear of THE KINGLAKE VILLAGE as marked on the map below. \*NB – Specific site plans to be developed for designated signage points



**BUSHFIRE ACTION SITE PLAN**  
 KINGLAKE (1000 STEPS) TRAIL  
 1 WHITTLESEA - KINGLAKE RD KINGLAKE

**EMERGENCY DIAL 000**  
 MAP VERSION: V1  
 MAP DATE: 01/11/22  
 PREPARED BY: BPNE  
 MAP LOCATION: MAP 3

### PROCEDURES

- 1 IN THE EVENT OF SMOKE, VISIBLE FIRE OR INSTRUCTION FROM A FIRE WARDEN, EVACUATE IMMEDIATELY TO **ASSEMBLY POINT**
- 2 CALL 000  
 NOTIFY CHIEF WARDEN - 0408 383 698 OR  
 DEPUTY WARDEN - 0431 711 220

- 3 FOLLOW PROCEDURES FROM A FIRE WARDEN AS OUTLINED IN THE BUSHFIRE EMERGENCY PLAN LOCATED IN THE KINGLAKE VILLAGE OFFICE
- 4 DO NOT LEAVE THE **ASSEMBLY POINT** UNTIL INSTRUCTED TO DO SO BY A FIRE WARDEN, CFA, FIRE RESCUE VICTORIA OR VICTORIA POLICE

- EMERGENCY SITE PLAN LOCATIONS
- TRAIL ROUTE
- ASSEMBLY POINT
- FIRE HOSE REEL
- FIRE EXTINGUISHER
- 1ST AID KIT

HELIPAD

EXAMPLE ONLY



# **SHELTER-IN-PLACE PROCEDURES**

## 11.0 SHELTER-IN-PLACE PROCEDURES

SHELTER-IN-PLACE PLAN			
ACTION	WHAT	WHO	DONE
1	ALL STAFF / VISITORS notified and directed to take shelter. ALL STAFF / VISITORS must remain on-site until Emergency Services arrive. Leaving the area in a vehicle is too dangerous		
2	All staff and visitors accounted for		
3	If safe to do so, enact Evacuation Procedures to prepare property. Refer Evacuation Procedures		
4	Advise 000 that people are sheltering at premises		
5	Ensure exit from ASSEMBLY POINT is clear in case shelter area becomes involved with fire and egress required to secondary area		
6	Access Emergency Kit. Ensure staff and visitors have water and drink plenty of water to avoid dehydration		
7	Ensure visitors have a P2 mask and staff have protective clothing from Emergency Kit		
8	Prepare Emergency water supply, pumps and hoses		
9	Monitor building INTERIOR for outbreaks of fire within and extinguish if possible		
10	Continuously monitor EXTERIOR conditions. Checking Fire activity, nearby outbreaks of fire within building outer area – extinguish if safe to do so		
11	Provide 1 <sup>st</sup> AID to anyone in need		

# POST-BUSHFIRE PROCEDURES

Once the bushfire threat has passed, the following procedures should be undertaken

## 12.0 PROCEDURES FOLLOWING BUSHFIRE

Once the bushfire threat has passed, the following procedures should be undertaken

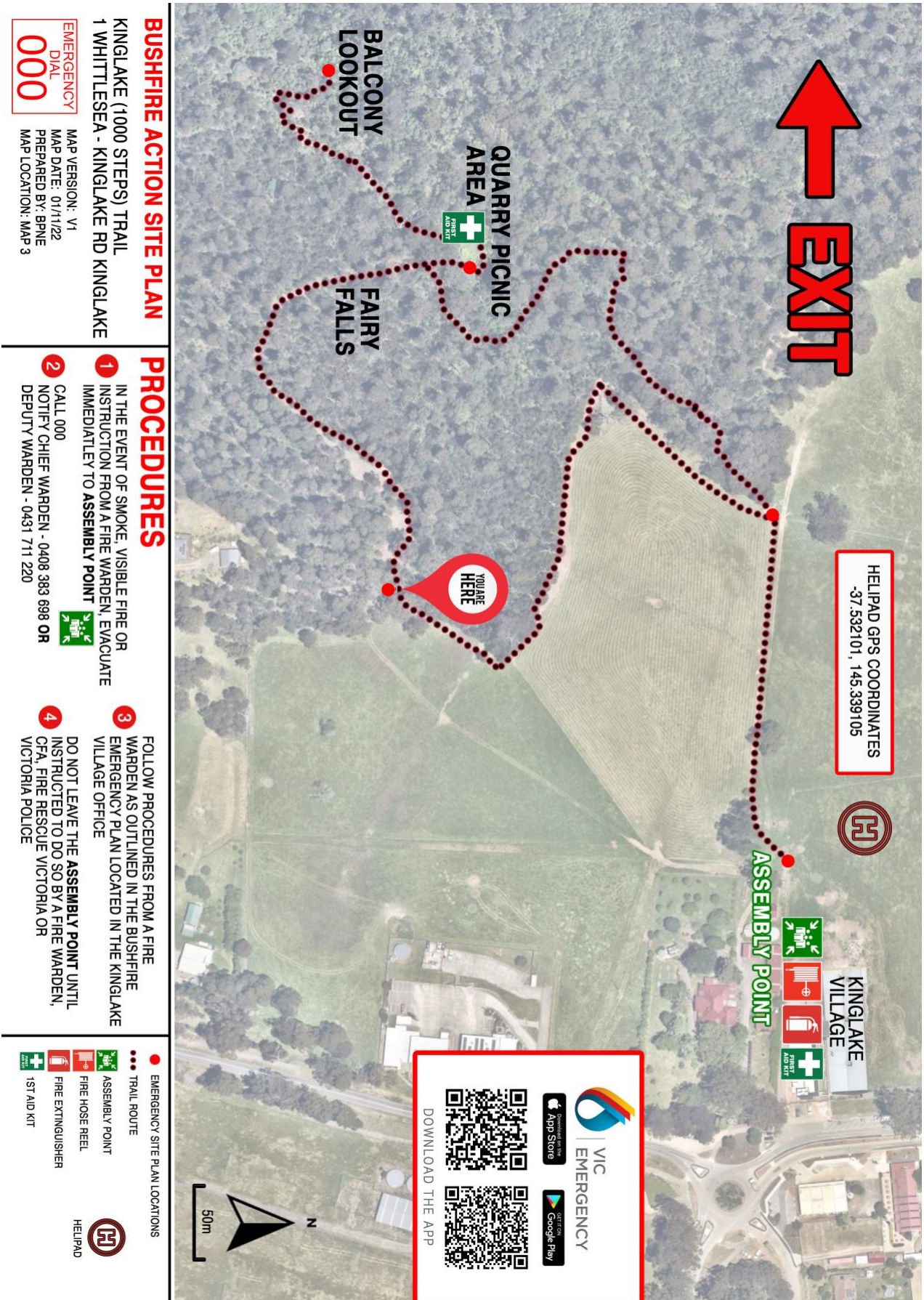
ACTIONS TO BE UNDERTAKEN			
ACTION	WHAT	WHO	DONE
1	CHIEF WARDEN to seek information and ensure fire front has passed		
2	Wardens/staff to extinguish any spot fires still burning around premises if safe to do		
3	Ensure CFA/FRV/VIC POLICE are aware of situation with staff and visitors. (Sheltering, Safe/ injured etc.). If rescue is required, on-site HELIPAD GPS is: <b>-37°31'57"S 145°20'22"E</b>		
4	Ensure the safety of all people and seek medical assistance for those requiring it		
5	Ensure all people drink plenty of water to avoid dehydration		
6	No person should attempt to leave the area. It is unsafe to travel on any roads after a fire. Seek advice from CFA/FRV/VIC POLICE		
7	Fire warden to establish through CFA/FRV/VIC POLICE that it is safe to leave the refuge and roads are clear		
8	Consider security for site and access		
9	CHIEF WARDEN to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary		

# APPENDIX / TO PRINT

## **13.0 APPENDIX / TO PRINT**

- 13.1 Site Map
- 13.2 Roles & Responsibilities
- 13.3 Fire Emergency Kit Equipment List
- 13.4 Bushfire Emergency Plan Sign
- 13.5 VIC Emergency App Notification
- 13.6 Evacuation Procedures
- 13.7 Evacuation Information
- 13.8 Evacuation Points
- 13.9 Shelter-in-place Procedures
- 13.10 Procedures following bushfire

# Site Map (PRINT DIFFERENT FILES FOR SITE MAP LOCATIONS)



## BUSHFIRE ACTION SITE PLAN

KINGLAKE (1000 STEPS) TRAIL  
1 WHITTLESEA - KINGLAKE RD KINGLAKE

EMERGENCY DIAL  
**000**

MAP VERSION: V1  
MAP DATE: 01/11/22  
PREPARED BY: BPNE  
MAP LOCATION: MAP 3

## PROCEDURES

- 1 IN THE EVENT OF SMOKE, VISIBLE FIRE OR INSTRUCTION FROM A FIRE WARDEN, EVACUATE IMMEDIATELY TO ASSEMBLY POINT
- 2 CALL 000  
NOTIFY CHIEF WARDEN - 0408 383 698 OR DEPUTY WARDEN - 0431 711 220
- 3 FOLLOW PROCEDURES FROM A FIRE WARDEN AS OUTLINED IN THE BUSHFIRE EMERGENCY PLAN LOCATED IN THE KINGLAKE VILLAGE OFFICE
- 4 DO NOT LEAVE THE ASSEMBLY POINT UNTIL INSTRUCTED TO DO SO BY A FIRE WARDEN, CFA, FIRE RESCUE VICTORIA OR VICTORIA POLICE

- EMERGENCY SITE PLAN LOCATIONS
- TRAIL ROUTE
- ASSEMBLY POINT
- FIRE HOSE REEL
- FIRE EXTINGUISHER
- 1ST AID KIT
- HELIPAD

EXAMPLE ONLY

## **Roles and Responsibilities**

### **CHIEF WARDEN**

The Chief Warden is the person who is responsible for coordinating the emergency procedures and may also include:

- Managing and overseeing of any emergency procedures.
- Arranging training of employees in emergency procedure.
- Reviewing the effectiveness of emergency procedure exercises and arrange for procedure improvements; and
- Accounting for all persons during the emergency procedures.

### **Wardens / Employees**

The wardens/employees are responsible for:

- Maintaining a calm atmosphere among the occupants.
- Following established procedures.
- Following the direction of the CHIEF WARDEN.
- Assisting with moving of occupants; and
- May be required to act as CHIEF WARDEN.



## FIRE EMERGENCY KIT EQUIPMENT LIST

EQUIPMENT	QUANTITY	CHECKED
Woolen Blankets	4	
P2 face masks	200	
Rural fire gloves	20 pair	
Rural fire goggles	20	
Battery radio	2	
LED torch	20	
Headlamp	20	
Two-way radios	20	
Replacement batteries	As required	
Battery bank to recharge phones	5	
1 <sup>st</sup> AID Kit with burns kit	2	
Insect repellent	20	
Sunscreen	20	
Bottles of water	400	
Towels	50	

# BUSHFIRE EMERGENCY PLAN

## DURING THE FIRE DANGER PERIOD

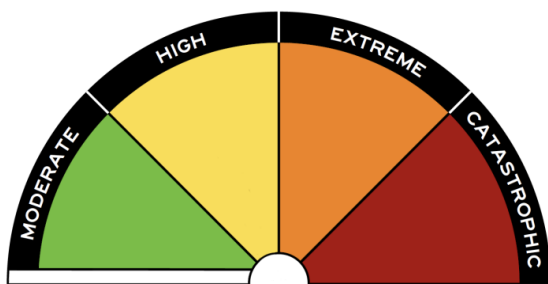


- DOWNLOAD THE VicEMERGENCY APP (QR links below)
- MONITOR FOR SIGNS OF SMOKE or FIRE
- ENACT BUSHFIRE EMERGENCY PLAN IF REQUIRED

## FOR TOTAL FIRE BAN / EXTREME / CATASTROPHIC FIRE DAYS

- **TRAIL CLOSED**

- TAKE REGULAR BREAKS AND STAY HYDRATED IF ON-SITE AT VILLAGE



<b>MODERATE</b> Plan and prepare	<b>HIGH</b> Be ready to act
<b>EXTREME</b> Take action now to protect life and property	<b>CATASTROPHIC</b> For your survival, leave bushfire risk areas



## Vic Emergency App Notifications



### ADVICE

- An incident is occurring or has occurred in the area
- Access information and monitor conditions.



### WATCH AND ACT

- An emergency is developing nearby.
- You need to take action now to protect yourself and others.



### EMERGENCY WARNING

- You are in imminent danger and need to take action now.
- You will be impacted.



### ADVICE - THREAT IS REDUCED

- Emergency activity in the area has subsided and is no longer a danger to you.
- Threat is reduced.



### COMMUNITY INFORMATION

- Can be used as notification that an incident has occurred but there is no threat to community.



### PREPARE TO EVACUATE / EVACUATE IMMEDIATELY

- An evacuation is recommended or procedures are in place to evacuate.
- Under the Australian Warning System, any evacuation orders are now aligned within these 3 levels of warning as action statements - Prepare to Evacuate and Evacuate Immediately.
- When an evacuation is in place, it will be represented on the **VicEmergency map** and list with the above icon.

## EVACUATION PROCEDURES

EVACUATION PLAN			
ACTION	WHAT	WHO	DONE
1	The Chief Warden and Deputy Warden discuss the situation directly if both on site or via phone if only one on site. It is deemed necessary to evacuate the trail. In the event that neither Chief or Deputy Warden is on site, the Area Wardens will manage the situation in consultation with Chief Warden.	CR / FR	
2	Staff and Visitors to ASSEMBLE at ASSEMBLY POINT	ALL	
3	All persons are to be accounted for	CR	
4	Text message to be sent to visitors on the trail to Evacuate	CR / FR	
5	Retrieve Emergency Kit - Staff to wear protective clothing and take a P2 mask and water	CR	
6	Area Warden to walk to trail and instruct visitors to ASSEMBLY POINT	AREA 1 WARDEN	
7	Inform visitors as they arrive to ASSEMBLY POINT to remain in place until further direction from CHIEF WARDEN, CFA, Fire Rescue Victoria or Victoria Police	AREA 2 WARDEN	
8	Call 000 and notify of EVACUATION plan and number of people at ASSEMBLY POINT	CR	
9	Gates to trail left open for emergency access	CR	

## TRAIL EVACUATION INFORMATION

Evaluation of bushfire risk and the safety of staff and visitors has determined that the **PRIMARY** action to follow under normal bushfire conditions is to evacuate to ASSEMBLY POINT – followed by EVACUATION to safe areas under instruction by CFA, Fire Rescue Victoria or Victoria Police.

### Assembly Points

#### DESIGNATED EVACUATION ASSEMBLY POINTS

3. ASSEMBLY POINT
  4. EVACUATE TO ASSEMBLY POINTS IF REQUIRED
- 

### EVACUATION ASSEMBLY POINTS

#### EVACUATION AREAS OF ASSEMBLY – UNDER ADVICE FROM CHIEF WARDEN

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#### EVACUATION SITE - Fire approaching from North/NW

YARRA GLEN RACING CLUB. 2a ARMSTRONG GROVE YARRA GLEN

NEAREST CROSS ROAD – HEALESVILLE-YARRA GLEN RD  
20 Minutes by car

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# EVACUATION POINTS

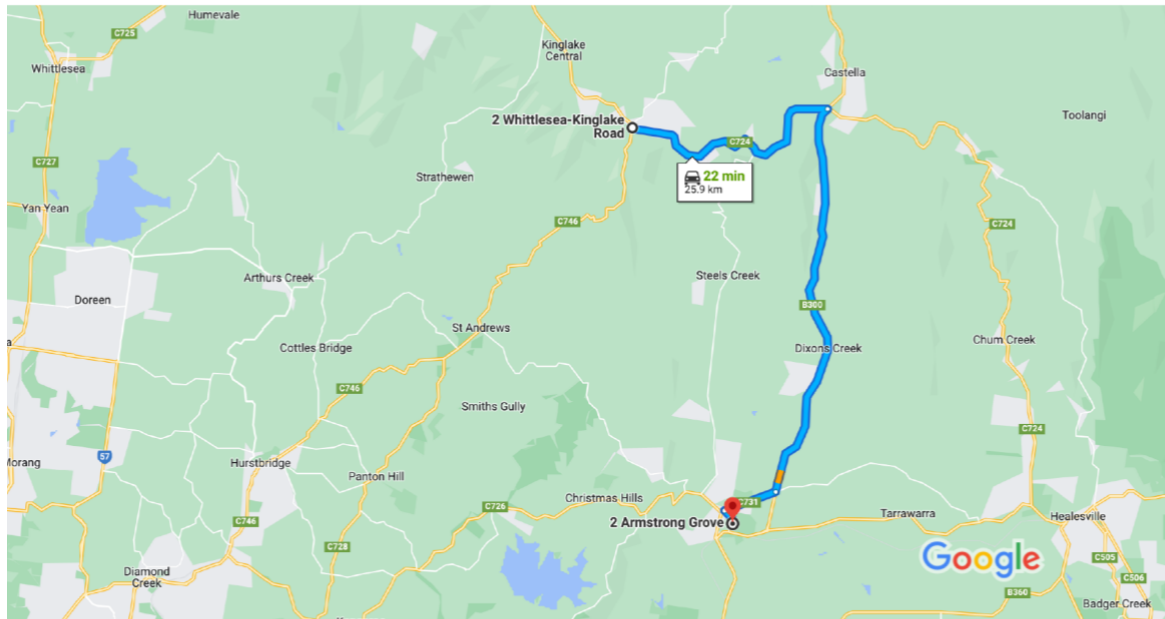
## SITE - YARRA GLEN – Fire from N-NW / S-SW

### YARRA GLEN RACING CLUB. 2a ARMSTRONG GROVE YARRA GLEN



1 Whittlesea-Kinglake Rd, Kinglake VIC 3763 to 2  
Armstrong Grove, Yarra Glen VIC 3775

Drive 25.9 km, 22 min



Map data ©2022 2 km

Whittlesea-Kinglake Rd  
Kinglake VIC 3763

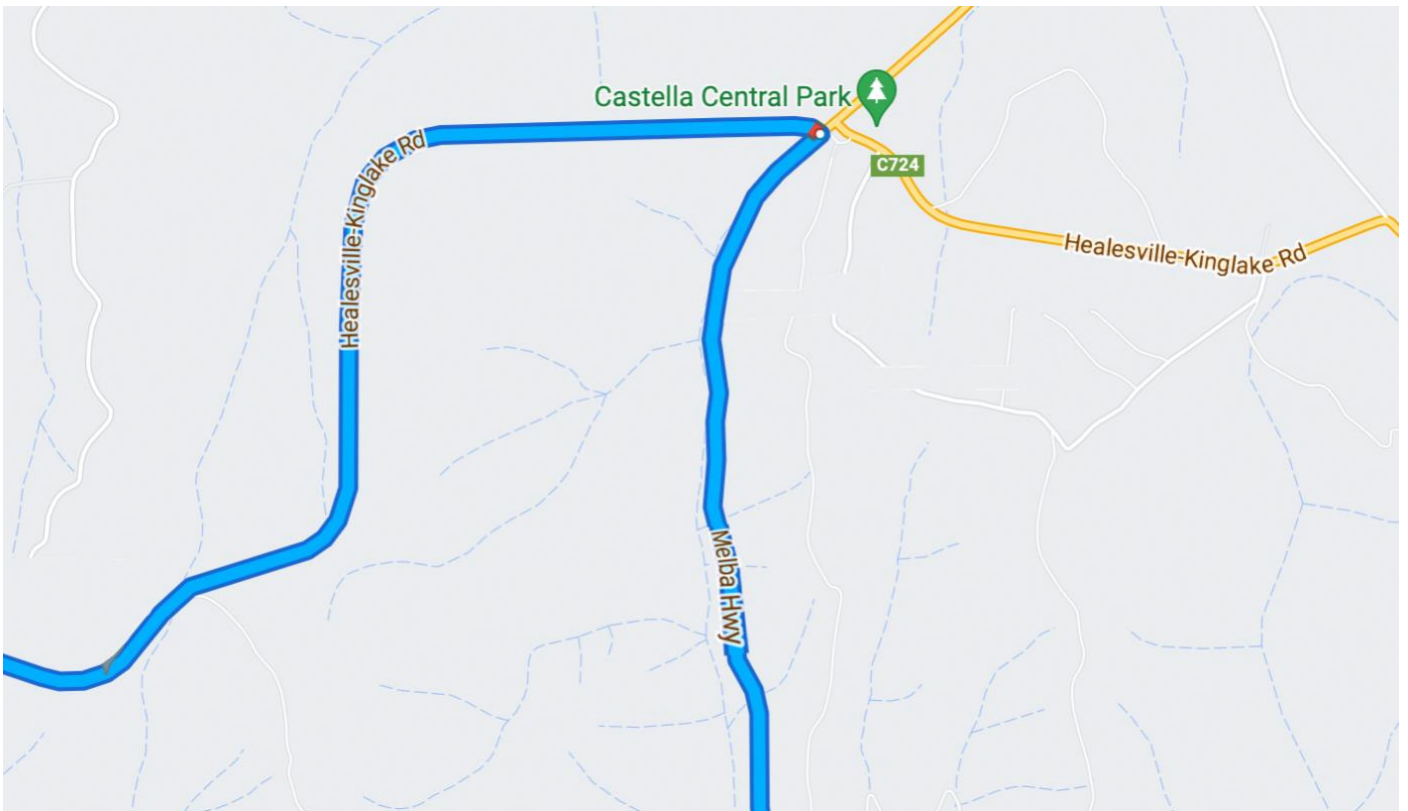
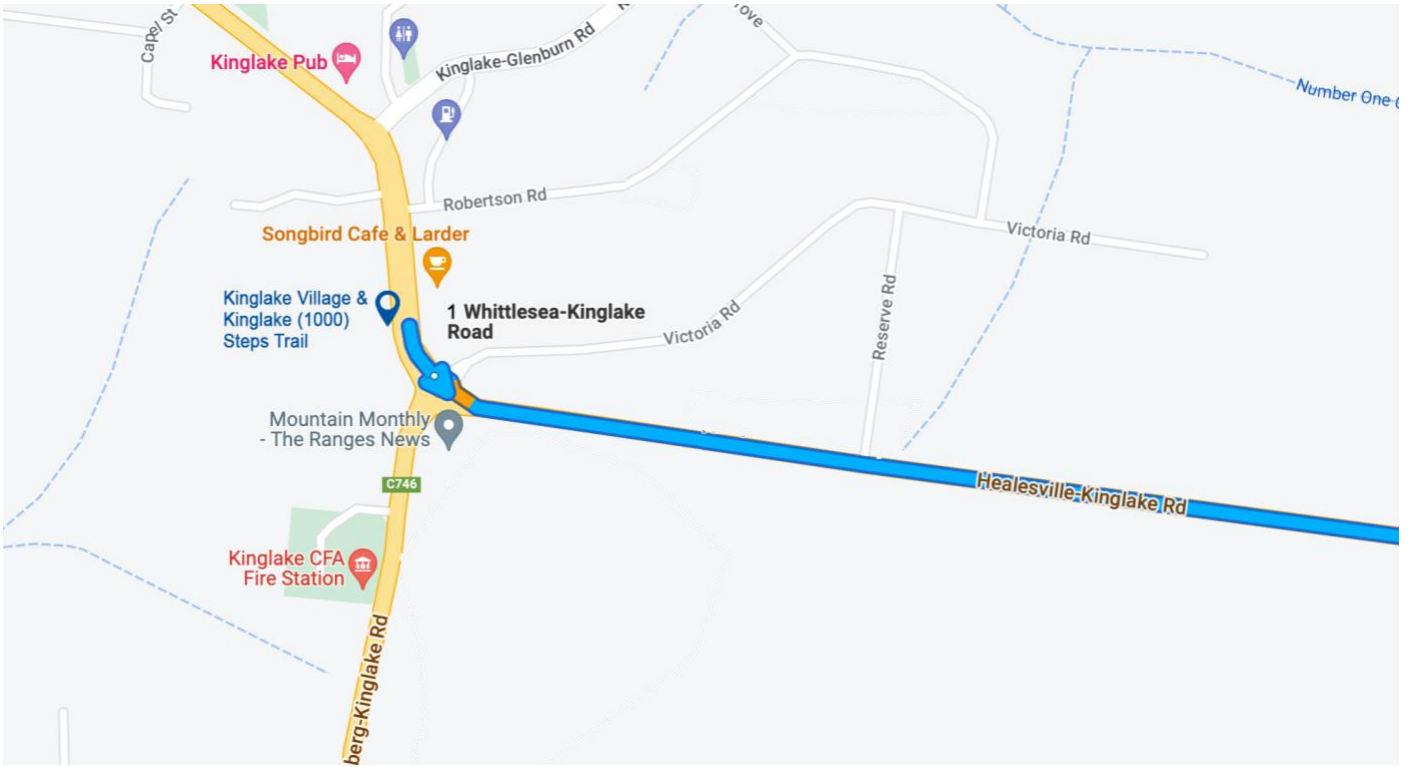
1. Head south on Whittlesea-Kinglake Rd/C724  
48 m
2. At the roundabout, take the 2nd exit onto  
Healesville-Kinglake Rd/C724  
9.1 km
3. Turn right onto Melba Hwy/B300  
14.2 km
4. At the roundabout, take the 3rd exit onto Melba  
Hwy/C731  
1.9 km
5. Turn left onto Armstrong Grove  
550 m

Armstrong Grove  
Yarra Glen VIC 3775

GOOGLE MAPS QR CODE



SEE OVER FOR MAP DETAIL



## SHELTER-IN-PLACE PROCEDURES

SHELTER-IN-PLACE PLAN			
ACTION	WHAT	WHO	DONE
1	ALL STAFF / VISITORS notified and directed to take shelter. ALL STAFF / VISITORS must remain on-site until Emergency Services arrive. Leaving the area in a vehicle is too dangerous		
2	All staff and visitors accounted for		
3	If safe to do so, enact Evacuation Procedures to prepare property. Refer Evacuation Procedures		
4	Advise 000 that people are sheltering at premises		
5	Ensure exit from ASSEMBLY POINT is clear in case shelter area becomes involved with fire and egress required to secondary area		
6	Access Emergency Kit. Ensure staff and visitors have water and drink plenty of water to avoid dehydration		
7	Ensure visitors have a P2 mask and staff have protective clothing from Emergency Kit		
8	Prepare Emergency water supply, pumps and hoses		
9	Monitor building INTERIOR for outbreaks of fire within and extinguish if possible		
10	Continuously monitor EXTERIOR conditions. Checking Fire activity, nearby outbreaks of fire within building outer area – extinguish if safe to do so		
11	Provide 1 <sup>st</sup> Aid to anyone in need		

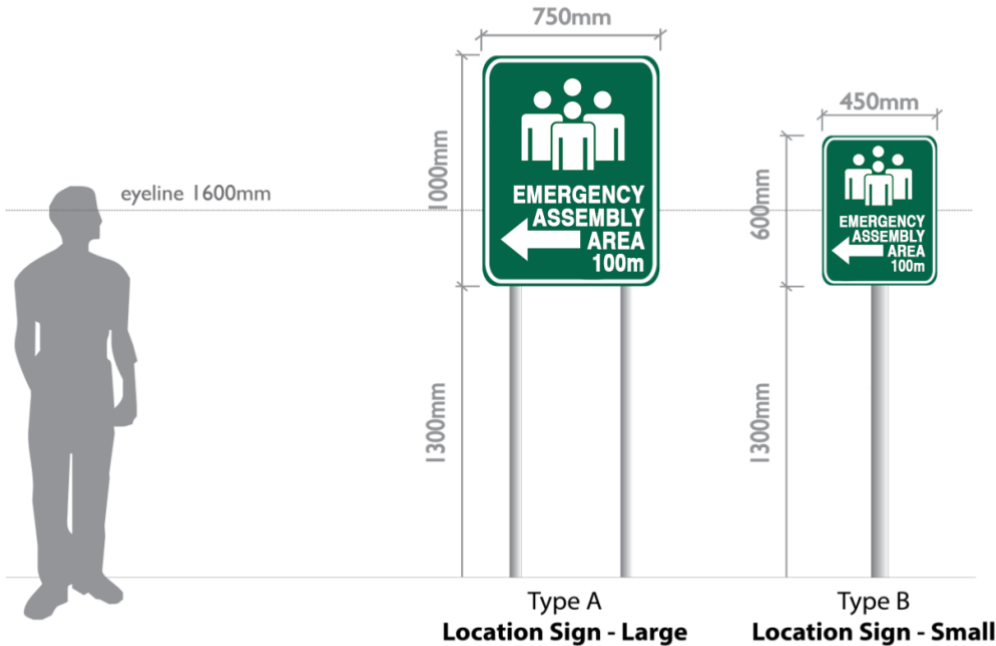


## PROCEDURES FOLLOWING BUSHFIRE

Once the bushfire threat has passed, the following procedures should be undertaken (after both EVACUATION and SHELTER IN PLACE).

ACTIONS TO BE UNDERTAKEN			
ACTION	WHAT	WHO	DONE
1	CHIEF WARDEN to seek information and ensure fire front has passed		
2	Wardens/staff to extinguish any spot fires still burning around premises if safe to do		
3	Ensure CFA/FRV/VIC POLICE are aware of situation with staff and visitors. (Sheltering, Safe/ injured etc.). If rescue is required, on-site HELIPAD GPS is: <b>-37°31'57"S 145°20'22"E</b>		
4	Ensure the safety of all people and seek medical assistance for those requiring it		
5	Ensure all people drink plenty of water to avoid dehydration		
6	No person should attempt to leave the area. It is unsafe to travel on any roads after a fire. Seek advice from CFA/FRV/VIC POLICE		
7	Fire warden to establish through CFA/FRV/VIC POLICE that it is safe to leave the refuge and roads are clear		
8	Consider security for site and access		
9	CHIEF WARDEN to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary		

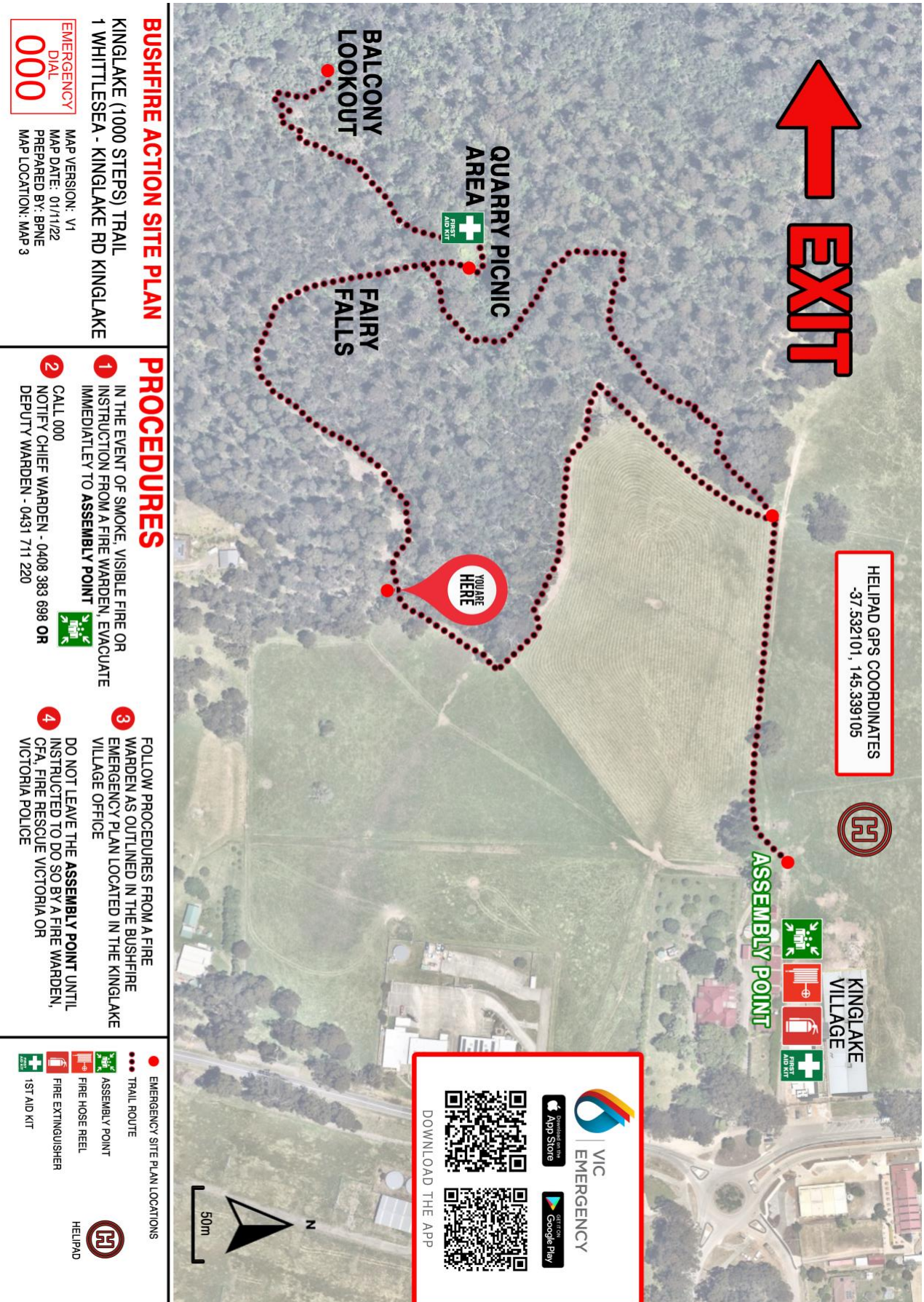
# 14.0 SIGNAGE



## **15.0 APPENDIX / TO PRINT**

- 15.1 Site Map
- 15.2 Roles & Responsibilities
- 15.3 Fire Emergency Kit Equipment List
- 15.4 Bushfire Emergency Plan Sign
- 15.5 VIC Emergency App Notification
- 15.6 Evacuation Procedures
- 15.7 Evacuation Information
- 15.8 Evacuation Points
- 15.9 Shelter-in-place Procedures
- 15.10 Procedures following bushfire

# Site Map (PRINT DIFFERENT FILES FOR SITE MAP LOCATIONS)



## BUSHFIRE ACTION SITE PLAN

KINGLAKE (1000 STEPS) TRAIL  
1 WHITTLESEA - KINGLAKE RD KINGLAKE

EMERGENCY  
DIAL  
**000**

MAP VERSION: V1  
MAP DATE: 01/11/22  
PREPARED BY: BPNE  
MAP LOCATION: MAP 3

## PROCEDURES

- 1 IN THE EVENT OF SMOKE, VISIBLE FIRE OR INSTRUCTION FROM A FIRE WARDEN, EVACUATE IMMEDIATELY TO ASSEMBLY POINT
- 2 CALL 000  
NOTIFY CHIEF WARDEN - 0408 383 698 OR DEPUTY WARDEN - 0431 711 220
- 3 FOLLOW PROCEDURES FROM A FIRE WARDEN AS OUTLINED IN THE BUSHFIRE EMERGENCY PLAN LOCATED IN THE KINGLAKE VILLAGE OFFICE
- 4 DO NOT LEAVE THE ASSEMBLY POINT UNTIL INSTRUCTED TO DO SO BY A FIRE WARDEN, CFA, FIRE RESCUE VICTORIA OR VICTORIA POLICE

- EMERGENCY SITE PLAN LOCATIONS
- TRAIL ROUTE
- ASSEMBLY POINT
- FIRE HOSE REEL
- FIRE EXTINGUISHER
- 1ST AID KIT
- HELIPAD

EXAMPLE ONLY

## **Roles and Responsibilities**

### **CHIEF WARDEN**

The Chief Warden is the person who is responsible for coordinating the emergency procedures and may also include:

- Managing and overseeing of any emergency procedures.
- Arranging training of employees in emergency procedure.
- Reviewing the effectiveness of emergency procedure exercises and arrange for procedure improvements; and
- Accounting for all persons during the emergency procedures.

### **Wardens / Employees**

The wardens/employees are responsible for:

- Maintaining a calm atmosphere among the occupants.
- Following established procedures.
- Following the direction of the CHIEF WARDEN.
- Assisting with moving of occupants; and
- May be required to act as CHIEF WARDEN.

## FIRE EMERGENCY KIT EQUIPMENT LIST

EQUIPMENT	QUANTITY	CHECKED
Woolen Blankets	4	
P2 face masks	200	
Rural fire gloves	20 pair	
Rural fire goggles	20	
Battery radio	2	
LED torch	20	
Headlamp	20	
Two-way radios	20	
Replacement batteries	As required	
Battery bank to recharge phones	5	
1 <sup>st</sup> AID Kit with burns kit	2	
Insect repellent	20	
Sunscreen	20	
Bottles of water	400	
Towels	50	

# BUSHFIRE EMERGENCY PLAN

## DURING THE FIRE DANGER PERIOD

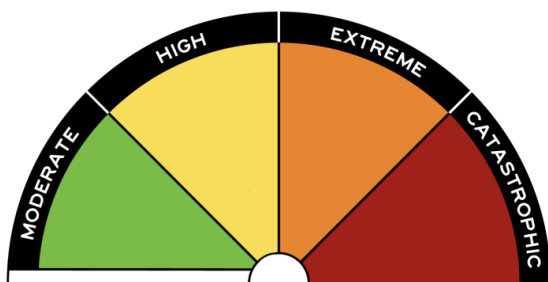


- DOWNLOAD THE VicEMERGENCY APP (QR links below)
- MONITOR FOR SIGNS OF SMOKE or FIRE
- ENACT BUSHFIRE EMERGENCY PLAN IF REQUIRED

## FOR TOTAL FIRE BAN / EXTREME / CATASTROPHIC FIRE DAYS

- **TRAIL CLOSED**

- TAKE REGULAR BREAKS AND STAY HYDRATED IF ON-SITE AT VILLAGE



<b>MODERATE</b> Plan and prepare	<b>HIGH</b> Be ready to act
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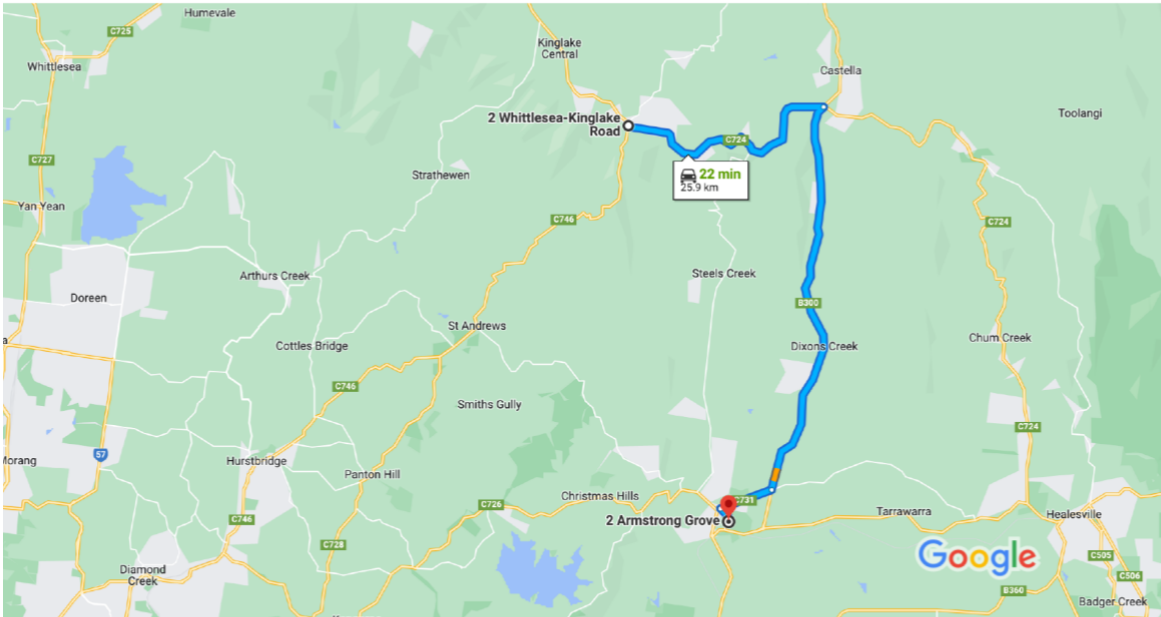
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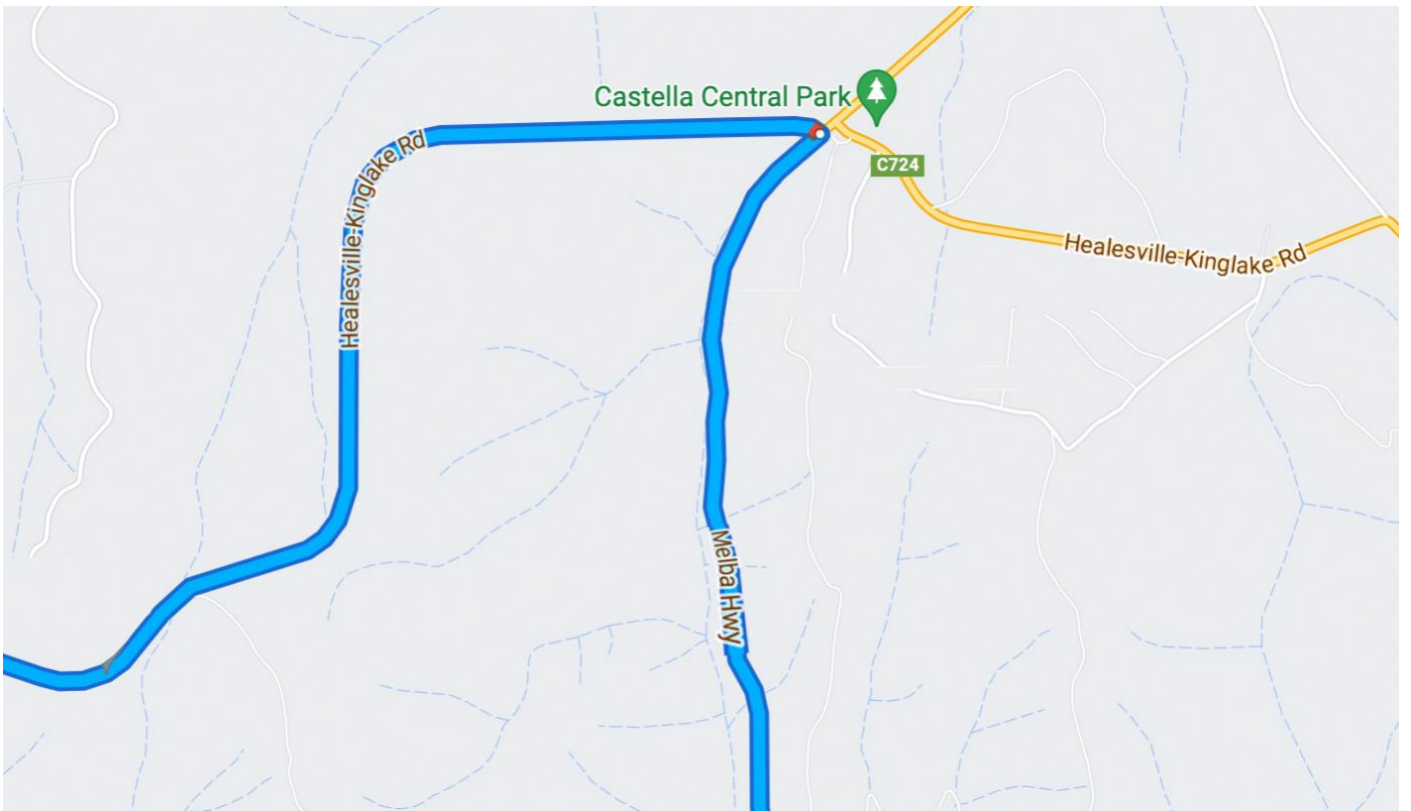
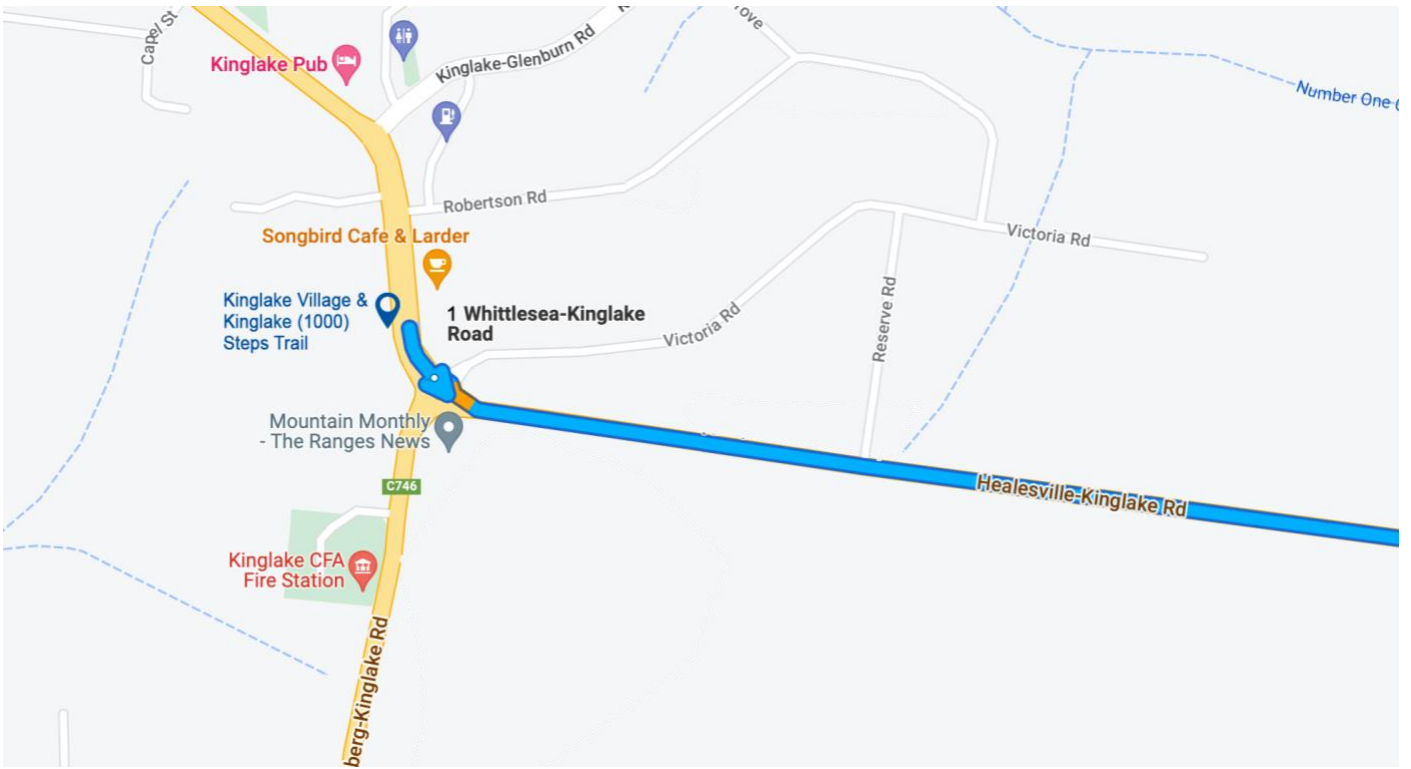
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1.9 km
  5. Turn left onto Armstrong Grove  
550 m
- i** Destination will be on the left

GOOGLE MAPS QR CODE



Armstrong Grove  
Yarra Glen VIC 3775

## SEE OVER FOR MAP DETAIL



## SHELTER-IN-PLACE PROCEDURES

SHELTER-IN-PLACE PLAN			
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# 16.0 SIGNAGE

