



daylesford
neighbourhood
centre

Bushfire Policy and Procedure

Policy Number	PROG006
Policy Created	
Version	5 (19 Feb 2014)
Date Reviewed by Committee	19 February 2014
Date approval of changes	17 th December 2014
Next Review Date	17 th December 2015

Bushfire Policy and Procedure

Purpose: This document sets out Daylesford Neighbourhood Centre Inc's (DNC) policy for responding to the threat of bush fire.

Scope: This policy applies to all students and prospective students, staff and prospective staff , and other members of the community who use or would like to use the services of Daylesford Neighbourhood Centre in situations or activities related to their roles at the Centre.

Definitions:

Fire Danger Rating	The Fire Danger Rating predicts how a fire would behave if one started, including how difficult it would be to put out. The higher the rating, the more dangerous the conditions.
Fire Ban (TFB) Districts	Nine geographic regions in Victoria to which fire danger ratings apply - Hepburn Shire is in the Central District.
Evacuation	An unplanned approach to closing the premises when a fire is imminent

Relevant Legislation:

Emergency Management Act 1986	http://www.austlii.edu.au/cgi-bin/download.cgi/au/legis/vic/consol_act/ema1986190
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Relevant policies

Critical Incident policy and procedure



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Daylesford Neighbourhood Centre (DNC) aims to eliminate or reduce, as far as reasonably practicable, the risks to people, the environment and property arising from bushfires.

DNC will be closed on any day that is subject to a Code Red (Catastrophic) Fire Danger Rating. Activities scheduled to occur, on a day that the **Central Fire Ban District** is subject to a Code Red (Catastrophic) Fire Danger Rating, will be cancelled or postponed.

Bushfire Information

CFA 1800 240 667
www.cfa.vic.gov.au

ABC Local Radio AM: 774 FM: 107.9

Road closures www.vicroads.vic.gov.au

Neighbourhood Safer Place Central Business District Pavement Areas Bounded by
Bridport, Albert and Camp Streets and Central Springs
Road, Daylesford

Emergency Contact Dial 000



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Responsibilities

DNC staff have the necessary authority, training and equipment to deal safely and effectively with emergency procedures.

The Manager is responsible for monitoring bushfire risk through the CFA website, media and local authorities and informing Committee members and staff of any decision to close the Centre.

All members of staff have a responsibility to cooperate with this procedure in particular as it applies to non-attendance or attendance at work on specific days.

The Site Management Committee must develop and implement an annual program of bushfire prevention activities in order to minimise risk from bushfire.

Bushfire Risk Procedures

Prior to the commencement of the bushfire season the Site Management Committee will conduct an inspection around the buildings and grounds of DNC (e.g. fire restrictions compliance, building inspections for areas vulnerable to ember attacks, vegetation management, gutter guarding, etc).

The Site Management Committee will recommend any steps that are deemed necessary to prepare the property and report to the Committee of Management on this program of activities. The Manager will then enact this program of activities.

Extreme Fire Danger Days

When the relevant authorities declare a forthcoming day to be a day of extreme fire danger in the Central District, the Manager will consult with the Committee of Management as soon as practicable after the announcement. They will decide on the appropriate course of action for DNC, in particular in relation to restricting, modifying or cancelling any activities.

'Code Red' Days

Members and staff should ascertain whether the Fire Danger Rating District in which DNC activities are scheduled (usually the Central District) or through which they may travel to a DNC activity is subject to a Code Red (Catastrophic) Fire Danger Rating.

As much notice as practicable will be provided of a planned closure however this may be on the day prior to a Code Red declared day.



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Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help parents and guardians plan for how children will be cared for when the Centre is closed.

Where possible, the Committee of Management or DNC staff will confirm cancellation of scheduled events however it is recognised that the timing of a 'Code Red' declaration may render this impracticable.

At the earliest warning of a predicted 'Code Red' day, administration staff will contact all scheduled staff and tutors to inform them of the closure. Details of fire danger ratings are available from the CFA website listed above.

Informing clients of closure of the centre

Copies of this policy and posters about the intention to close the centre on 'Code Red' days will be displayed in the Centre.

As far as is practical, clients who are expected to attend on the 'Code Red' day when there is a plan to close the Centre will be informed.

Evacuations

DNC staff will follow CFA directions in the event of an evacuation being recommended by providing assistance to any/all users occupying the buildings at the time.

Resources:

www.cfa.vic.gov.au

Websites

Living With Fire: Victoria's Bushfire Strategy,

http://www.cfa.vic.gov.au/publications/bushfireStrategy.htm#bushfire_strategy

Publications

Bushfire Response: Clients and services Policy 2009-2010, Department of Human Services



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Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
3			Added DHS Emergency Preparedness Policy
4			Added reference to Emergency Management Act
5			Minor edits.