



# **Treetops Fire Protection Policy and Emergency Management Plan**

## **Treetops Fire Protection Policy**

### **Introduction**

The purpose of this plan is to set out the necessities for Emergency Management, Fire Prevention, provide a check list for personnel and to develop plans for current and future needs of the Camp.

### **Aims**

The aims of the plan are:-

- to provide an emergency management plan;
- to plan and set out a strategy for fire prevention;
- to set guidelines for inspections and updating fire prevention.
- to ensure the safety of visitors, contractors and residential camp staff.

### **General Description and Purpose of Treetops Scout Camp**

- Treetops Scout Camp is owned by the Scout Association of Australia - Victorian Branch.
- There are resident Rangers "caretakers" living on site.
- The camp is located at 140 Royal Parade (Cemetery Road) Riddells Creek.
- The camp is approximately 32 hectares and has a variety of buildings. A large proportion of these buildings are for accommodation ranging from seven to forty eight beds, there are 4 ablution centres and three activity shelters. There is a Rangers residence 8 powered caravan sites and camping sites in a bush setting capable of catering for in excess of 1000 campers.
- The camp is bordered by forest to the west, domestic properties to the north and south and a new residential development the east.
- The camp is used for up to seven days a week by scouting groups, school groups, families and community groups.

### **Fire Protection Measures**

During the declared local government fire danger period the Rangers shall ensure:

- No combustible materials are stored under buildings.
- All under building areas should be closed off with a solid barriers and vents covered with fine mesh to prevent entry of embers.
- All ground fuel should be removed from within 20 metres of all buildings and gas storage units. Grass within these areas should be mowed regularly during the growing season.
- All roofs and guttering should be checked regularly and all litter removed at least once monthly during the declared fire danger period.
- All trees should be trimmed back from all buildings.



- Grass throughout the camp should be cut and maintained at approx 100mm during the declared fire danger period.
- Resident camp personnel agree on a household plan to leave early or stay to protect the house during a bushfire. If leaving, plan when, where, how you will go and what to take.
- Visitors, users and contractors are not expected to fight a bush fire.
- All accommodation buildings are equipped with hoses, fire extinguishers, fire blankets, and smoke detectors which inspected on a regular basis, so as they are fit for use.
- Camp fires are only permitted under guidelines issued by Rangers in the provided steel fire drums or designated "camp fire circle" areas.

## Days of Severe, Extreme and Code Red Fire Danger

It is the responsibility of the Rangers to advise campers/occupants of days of severe fire danger and allow them to make their own decision about whether they continue with their stay or vacate the camp.

Should they decide to stay the Rangers shall early the next morning visit the websites [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) and [www.dse.vic.gov.au](http://www.dse.vic.gov.au) and contact the Victorian Bushfire Information Line on 1800 240 667 and ask if there are any fires in the area and decide if the situation warrants evacuation. If the decision is "**evacuation**" the Rangers are to "**direct**" all occupants to leave the camp.

***When a day of Extreme or Code Red fire danger is forecast the Rangers will direct all campers (the night before) that they are required to vacate the camp as soon as possible.*** On days of Code Red and extreme fire danger the camp will be closed as a matter of public safety.

## Annual Inspections

Inspections of the camp should be carried out every six months by the WHS Officer and Rangers and the outcomes documented and recommendations submitted to the Treetops Management Committee.

An inspection of the camp should occur by the local municipal fire officer prior to the commencement of the declared fire danger period.

## Emergency Contacts

Emergency	000
Non Life Threatening events:	
Riddells Creek Police	5428-6171
Riddells Creek Fire Brigade	5428-6000
Doctor (Riddell Country Practice)	5428-7591



## **Treetops Emergency Management Plan**

In the event of an emergency which poses an immediate threat to the Scout Camp, eg. fire, gas leak, chemical spill and other threats.

- Upon hearing the emergency siren all occupants are to quickly move to the assembly area in the car park opposite the Ranger's residence. Personal belongings should not be carried.
- Leaders or person in charge of groups must collect their First Aid kit (if available) and a list of personnel under their care.
- A responsible adult should be directed to ring "000" and request the appropriate emergency service ensuring that the location of "Treetops Scout Camp 140 Royal Parade (Cemetery Road) Riddells Creek" is passed on.
- The leader/person in charge should ensure that all persons are accounted for; if any person is missing, groups of two responsible adults are to search in different directions, within the camp grounds only, for 15 minutes and report back. If not found after this initial search, Police should be notified ("000").
- All personnel should remain in the car park area until given direction by the Rangers or the emergency services incident controller in attendance.

### **If a Bushfire Approaches and Evacuation is not Possible**

Immediately implement the above plan and:

- Vacate all buildings and relocate to the Pack Holiday Centre.
- Turn off the gas at the tanks located behind the pack Holiday Centre. Put door mats inside. Close vents, windows, doors, and block gaps from the inside with wet towels.
- Fill sinks, buckets and bins with reserve water.
- Plug downpipes with rags and fill gutters with water.
- Remove curtains, cross-tape windows and move furniture clear.
- Wear long, woollen or heavy cotton clothing, solid boots or shoes, a hat or woollen balaclava, and gloves.
- Hose down all walls, garden etc on sides facing the fire and watch for spot fires, from flying sparks or embers.
- As the main fire-front arrives, go inside with hoses, away from windows, while it passes (usually 5 to 15 minutes).
- Quickly extinguish any fires which may have started in, near, or under the building or roof. Check inside roof too.
- If the building is alight and can't be extinguished, move to burnt ground. Don't wait for help. Listen to battery radio for updates.



## **If Caught on Foot - Seek Shelter**

- Don't panic - cover all exposed skin and hair.
- Move across-slope, away from the fire-front, then down-slope towards the rear of the main fire-front.
- Find open or already-burnt ground. Don't try to outrun fire, or go uphill, or through even low flames, unless you can clearly see a safe area very close by
- If you can't avoid the fire, lie face-down under a bank, rock, loose earth or in a hollow, or if possible get into a dam, but not a water tank

## **Emergency Survival Requirements**

If faced with the dangers of body dehydration, smoke inhalation and radiant heat from flames, emergency protection is possible, even in high-intensity fires. Wrap yourself in a heavy, pure wool blanket and carry water to drink; use moistened blanket corner as a smoke mask.

## **Automated External Defibrillator**

Treetops has an AED available for all campers if required. The AED is located on the right hand side adjacent to the office door of the Rangers House.