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Bushfire Emergency Management Plan

For Bacchus Marsh Grammar Farm Campus
155 Staughton Vale Road,
Staughton Vale 3221

Prepared for
Bacchus Marsh Grammar

May 2026

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Report prepared by Terramatrix for Bacchus Marsh Grammar

Cover photo – Looking north across the site of the proposed Learning Centre

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Version control

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2.5	19-05-2026	BEMP updated to AFDRS by Terramatrix	Ewan Wymer, Urbis
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See *Endorsed Bushfire Emergency Management Plan - PP-905-2015 A - 31.01.2023 (D23-42986)* for previous versions.

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Primary actions in the event of bushfire or warning of bushfire

In the event of a forecast Fire Danger Rating (FDR) of **Extreme FDR where the FBI is 75 or above** or **Catastrophic** for the Central Fire District:

Close the Bacchus Marsh Grammar Farm Campus before 10 am on the day to which the forecast applies and the site is to be unoccupied.

In the event of a forecast Fire Danger Rating (FDR) of **High** or **Extreme FDR where the FBI is 74 or less** or a **Total Fire Ban** (TFB) for the Central Fire District:

Maintain a heightened state of readiness and be prepared to implement a site evacuation or shelter-in-place response

The primary action to follow when there is a notification of bushfire threat is to:

Cease site activities and re-locate everyone to the designated bushfire assembly points and:

(1) Evacuate the site to a low threat area if safe to do so; or

(2) If bushfire impact is imminent shelter everyone in the designated shelter-in-place building.

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Use of FBI 75 and above to determine closure means that the Bureau of Meteorology website must be checked daily for FBI information, particularly when an FDR of Extreme is forecast.

Go to: <http://www.bom.gov.au/vic/forecasts/fire-danger-ratings.shtml>

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1 Introduction

This Bushfire Emergency Management Plan (BEMP) has been prepared by Terramatrix for Bacchus Marsh Grammar (BMG), to address bushfire risk associated with the use of the Bacchus Marsh Grammar Farm Campus at 155 Staughton Vale Road, Staughton Vale 3221.

The purpose of this plan is to identify procedures for occupants and site managers to follow prior to and in the event of a bushfire emergency, to provide for the safety of all people in the event of bushfire impacting the site.

This plan has been updated to reflect the increased risk of occupation arising from the intensification of use involved with up to 490 people present (and up to 815 people 16 times per year). A bushfire response is required on days of Extreme FDR where the Fire Behaviour Index (FBI) is 75 or greater; information regarding FBI is provided at Appendix C at Section 17.

This BEMP has been prepared based on applicable CFA bushfire emergency management plan guidelines and templates and in accordance with Australian Standard AS 3745-2010 *Planning for emergencies in facilities*.

1.1 Site usage and features

The BMG Farm Campus property is an 83.48 ha located in the south-eastern fringes of the Brisbane Ranges, on the interface between the treed vegetation of the Range and the pastoral countryside to the east. The existing facilities on the site include:

- 4 classroom buildings.
- Student amenities.
- Staff amenities and canteen.
- Offices and health centre.
- Farm sheds.
- Day observation building (remote from School Zone).
- Minor sheds, water tanks, solar panels, battery housing.
- Access turnaround, hardstands and parking.

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A multipurpose education building will be added to the school facilities which will allow for a permanent primary school on the site with a corresponding increase in the number of people on the site. The new development will allow an additional 300 day students and includes:

- A multipurpose education building for use as a primary school.
- A 25-space car park.
- 3 bus drop off areas directly outside the new building.
- A natural play space playground and open play area directly adjacent to the primary school.

The BMG Farm Campus has been identified by the Victorian Registration and Qualifications Authority (VRQA) as a Category 4 School at lower fire risk, with the risk comprising grassfire. Inclusion on this list is a trigger for the school to pre-emptively close on days forecast 'Catastrophic' in the Central Fire Weather District. The BMG Farm Campus must comply with VRQA requirements for Category 4 schools available from the vic.gov.au website.

The site will be closed and unoccupied on days with a Fire Danger Rating (FDR) of **Extreme FDR where the FBI is 75 or above** or **Catastrophic**. During the declared Fire Danger Period for The City of Greater Geelong a Fire Warden will be onsite at all times the site is occupied.

1.2 Site details

Bacchus Marsh Grammar Farm Campus

Item	Details		
Street no. & name:	155 Staughton Vale Road, Staughton Vale VIC 3221		
Entrance:	Staughton Vale Road near Mount Road intersection		
Contact person:	David Gorton, Head of Staughton Vale Campus Contact No: 0400 555 701		
Bacchus Marsh Grammar Farm Campus Main Line (BH):	(03) 5284 1204		
Type of facility:	School farm campus		
Standard Day - Primary School	300 students	25 staff	Total: 490 people
Standard Day - Secondary School	150 students	15 staff	
Event day (maximum 16 times per year) – Primary School	300 students	25 staff	Total: 815 people
Event day (maximum 16 times per year) – Secondary School	450 students	40 staff	

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Staff of Bacchus Marsh Grammar Farm Campus

Role	Name	Phone contact
Head of Staughton Vale Campus and Chief Warden	David Gorton	0400 555 701
Deputy Warden	Kimone Stacey-Missen	0499 486 259

Manager of Building Grounds and Maintenance	Troy Whiting	0499 119 558
Tom Cullum	Leading Farm Hand	0477 077 966
Joel Inei	Horticultural / Botanical Educator	0456 270 101

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1.3 Roles and responsibilities

Emergency Planning Committee (EPC)

The EPC will consist of at least three members of the BMG Farm Campus administration. The EPC will ensure that this BEMP is reviewed and updated annually (see Section 2). They are responsible for carrying out all elements of this BEMP prior to and during the declared Fire Danger Period.

EPC Contacts (may not be onsite in the event of an emergency)

Role	Name	Phone contact
Primary EPC Contact	Debra Ogston (Principal)	0419 246 443
Secondary EPC Contact	Andrew Neal (Associated to the Principal)	0425 767 205
Third EPC Contact	David Gorton (Head of Staughton Vale Campus)	0400 555 701

Emergency Control Organisation

The Emergency Control Organisation (ECO) is a structured organisation of staff onsite who take command upon the declaration of a bushfire emergency, pending the arrival of the Emergency Services. Appropriate staff will be appointed to the roles of Chief Warden and Deputy Warden. The Chief Warden will also be part of the EPC.

The ECO is led by the Chief Warden, supported by the Deputy Warden. Other ECO members are the Area Wardens - teachers of each class or group of students. Area Warden roles are assigned daily as different staff members utilise different areas of the campus on different days. The contact details for each Area Warden remain the same as staff changes with a designated mobile telephone assigned for each area.

ECO contacts – onsite staff

Contact	Name	ECO role	Phone contact
Primary ECO contact	David Gorton	Chief Warden 1	0400 555 701
Primary ECO contact	Kimone Stacey-Missen	Chief Warden 2	0499 486 259

Secondary ECO contact	Tom Cullum	Deputy Warden	0477 077 966
Secondary ECO contact	Joel Inei	Deputy Warden	0456 270 101

School requirements mean that there are different teaching and support staff at the Staughton Vale BMG Farm Campus each day. Staff are required to take an area specific allocated Staughton Vale mobile telephone with them depending on what area of the campus they will be on. The staff member in that area with the allocated mobile telephone will assume the responsibility of the Area Warden for that day (see Map 1 BEMP Site Map).

Other ECO contacts – Area Wardens

ECO role	Phone contact
Area 1 Warden	0437 815 276
Area 2 Warden	0437 790 517
Area 3 Warden	0437 821 065
Area 4 Warden	0427 937 669

All ECO and staff mobile telephones must have the Vic Emergency App installed with a 20 km watch zone around the BMG Farm Campus.

All persons designated as ECO staff are to be aware of their roles in a bushfire emergency. An Area Warden is responsible for getting students in their care to the emergency assembly point and then supervise evacuation or shelter-in-place as directed.

During an emergency, instructions given by the Wardens or other ECO member take precedence over other site activities.

The Chief Warden and/or Deputy Warden are responsible for the implementation of this BEMP, closing the BMG Farm Campus on days of **Extreme FDR where the FBI is 75 or above** or **Catastrophic** FDR, and issuing evacuation or shelter-in-place instructions in response to bushfire threat.

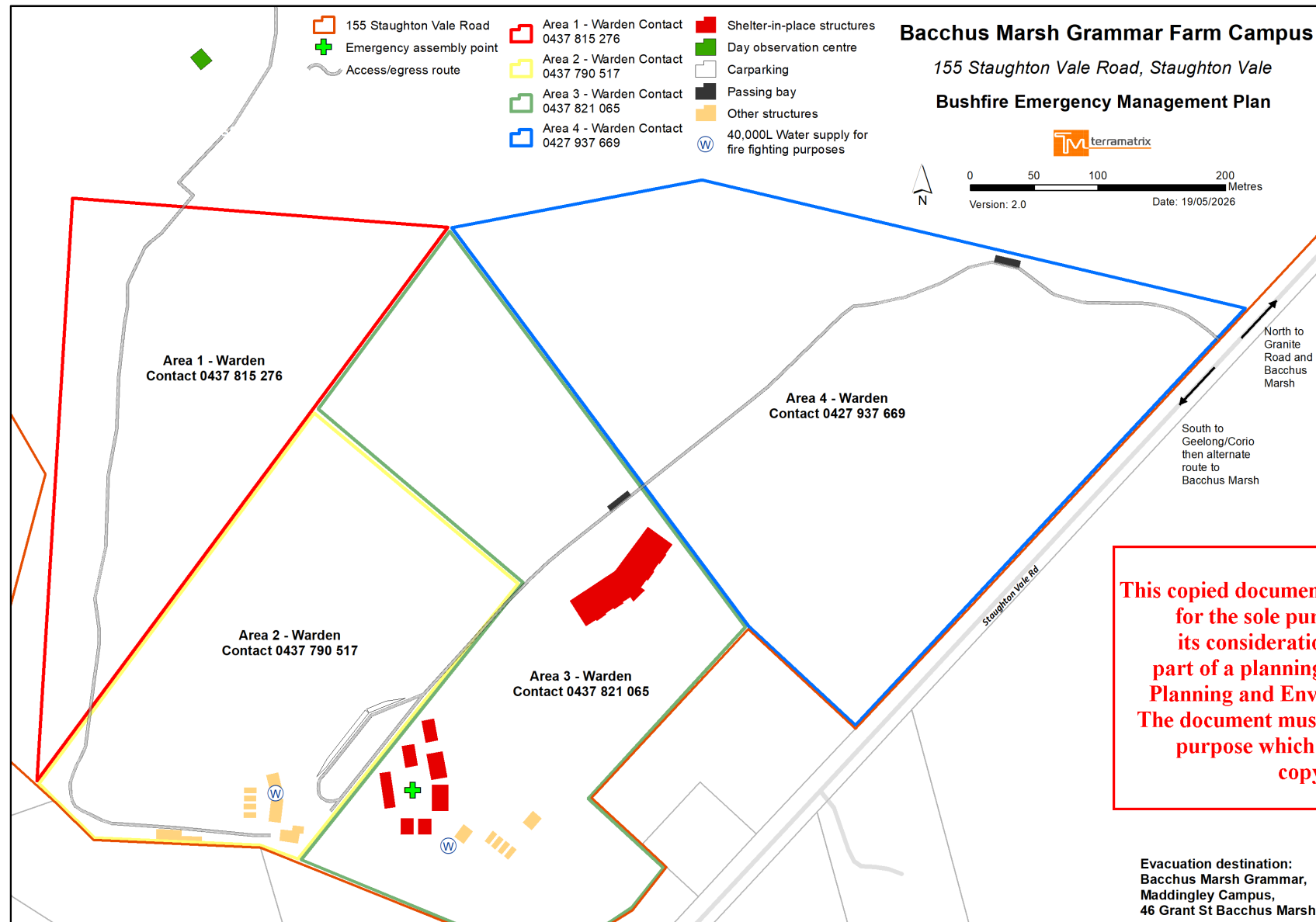
The decision to close will be confirmed by the Emergency Management Commissioner no later than 1:00pm the day prior to the closure. Once a day of **Extreme FDR where the FBI is 75 or above** or **Catastrophic** day has been determined, this decision will not change, regardless of any changes in the weather forecast.

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This BEMP is to be reviewed annually, dated and signed by the BMG Farm Campus Chief Warden and made available to all staff (see Section 2).

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Map 1 - Bushfire emergency management plan site map.

2 Record of BEMP updating, compliance and distribution

This BEMP and other emergency management documents should be reviewed annually by the BMG Farm Campus EPC, following any incident requiring its use or in response to a significant change that may alter conditions assumed in this BEMP. This BEMP should be externally reviewed every five years.

Updating of BEMP.

Item	Updated	Comment
Update to AFDRS	xx-04-2026	Terramatrix

To ensure the coordination of Bacchus Marsh Grammar Farm Campus bushfire emergency response arrangements with relevant emergency services, this BEMP (and annual updates) will be distributed to:

Name of organisation	Office/contact	Phone number
CFA – District 7	61-63 Separation Street, Geelong VIC 3220	03 5240 2700
CFA local brigade Anakie (District 7)	Geelong-Ballan Road, Anakie VIC 3213	000
CFA local brigade Balliang & District (District 15)	1272 Bacchus Marsh Road, Balliang VIC 3340	000
Lara CFA	25 Mill Road. Lara VIC 3212	000
City of Greater Geelong	PO Box 104, Geelong VIC 3220	03 5272 5272
Parks Victoria	Level 10, 535 Bourke Street, Melbourne VIC 3000	13 1963

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Record of BEMP compliance

Item		
Assembly, training and information sessions conducted as per VRQA requirements		
Mobile telephones test operational		
Siren test operational		
VicEmergency App 20km watch zone installed on all ECO mobile phones		
Distribution complete and up to date (see Section 4)		
Fire extinguishers mounted correctly in correct locations and inspections up to date		
Smoke alarms are checked and operating		
Debris is removed, gutters cleared, drainage system is clear		
Static water supply is available		
Safety signage in position and in good condition		

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3 Planning and preparation

3.1 Prior to the declared Fire Danger Period:

Prior to the commencement of the declared Fire Danger Period for the City of Greater Geelong the Chief Warden will ensure that:

- This BEMP is reviewed and distributed to all staff
- The Vic Emergency App is installed and updated on all EPC and ECO mobile telephones and a 20km watch zone established around BMG Farm Campus
- Appropriate training of the EPC/ECO and all staff has been conducted (refer Section 2)
- All emergency signage is in place and in good condition
- Bus provider contact details are updated and current
- All staff are aware of their role in the event of a bushfire emergency
- Appropriate staff have been assigned to roles as Deputy Warden and Area Wardens,

and all positions are rostered to be filled on days the site is occupied during the Fire Danger Period

- A means of alerting all staff in the event of a bushfire emergency is available and staff are proficient in its use
- All fire extinguishers and other firefighting equipment have been serviced and are fully operational
- All areas of defendable space are maintained in accordance with permit conditions (see Appendix A at Section 13)
- Static water supplies are full and accessible by the fire service
- Flammable materials are to be stored appropriately (see Appendix B at Section 14)

3.2 During the declared Fire Danger Period:

Throughout the declared Fire Danger Period in the City of Greater Geelong, the Chief Warden will ensure that:

- The Fire Danger Rating forecast for the following four days is checked and all staff notified of rating and whether operations will be affected
- All staff are aware of bushfire emergency arrangements
- Ensure that adequate evacuation transport capable of evacuating all students and staff is on call during operating hours
- Ensure defendable space around buildings (especially shelter-in-place buildings) is maintained to required standard and ensure there is no build-up of rubbish etc. around buildings.

Materials that may be easily ignited must be monitored and removed in accordance with the following schedule:

Item description	Schedule
Branches overhanging buildings	To be checked twice per term by the maintenance department or contractor. Any branches within one meter of a building will be trimmed back by the maintenance department or contractor within two days of the check occurring.
Debris and rubbish around and under buildings, including gutters	Debris and rubbish around and under buildings to be checked and cleared weekly. Gutters to be checked and cleared once per term. To be conducted by the maintenance department.
Dry grass and vegetation	To be checked weekly by the maintenance department. Dry grass will be kept short by mowing whenever required and dry or dead vegetation will be removed immediately following the check.

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Access to buildings and grounds must be monitored in accordance with the following schedule:

Item description	Schedule
Checking building exits are continuously kept clear of obstructions	To be checked in accordance with the building occupancy permit by appropriate staff members.
Checking assembly points are designated and have appropriate access to emergency equipment	To be checked twice per term by the Building Grounds and Maintenance Manager.
Checking sufficient access to facilities and grounds for emergency vehicles	To be checked twice per term by the Building Grounds and Maintenance Manager.

3.3 Upon notification of an elevated Fire Danger Rating for the Central District:

Upon the forecast of a **High** or **Extreme FDR where the FBI is 74 or less** fire danger warning or a **Total Fire Ban** (TFB), the Chief Warden will ensure that:

- All staff are aware of elevated bushfire danger
- Bushfire awareness monitoring is carried out
- All staff and students are aware of bushfire emergency arrangements

Upon the forecast of a day of **Extreme FDR where the FBI is 75 or above** or **Catastrophic** Fire Danger Rating, the Chief Warden will ensure that:

- The site is closed and not occupied

4 Site bushfire emergency safety features

The nature and purpose of the Bacchus Marsh Grammar Farm Campus means that students of varying age and capability may be distributed throughout the site at the time that a bushfire emergency is detected and the notification to evacuate or shelter-in-place is given.

The following arrangements must be established and maintained:

- A comprehensive personal mobile telephone network for all staff on site to warn of the need for emergency assembly
- An arrangement where the buses required for evacuation are on call in case of a bushfire emergency
- Emergency assembly point with appropriate signage at the:
 - **Central compound between the classrooms and canteen/amenities building**
- Signage on access tracks throughout the site providing directions to the emergency assembly point
- Signage in the day observation centre instructing occupants to assemble at the centre

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- of the classrooms and canteen/amenities building group
- Signage identifying the designated emergency assembly point

5 Training

A training and information session involving all staff and students is to be conducted before the start of the declared Fire Danger Period for the City of Greater Geelong and in accordance with VRQA requirements.

The training is to include information on:

- This Bushfire Emergency Management Plan
- Fire Danger Ratings and warnings
- Bushfire scenarios including landscape risk, spotting and ember attack, radiant heat etc.
- The Emergency Control Organisation – Chief Warden, Deputy Warden and Area Wardens
- Staff roles in the emergency assembly and evacuation or shelter-in-place procedures
 - Bushfire emergency notification procedures either by means of mobile telephones
 - Notifying students throughout the site that they should proceed to the emergency assembly point
 - Assisting staff and students to gather at the emergency assembly point as required
 - Directing all people to either (1) evacuate the site and proceed to a safe area or (2) shelter-in-place in the designated buildings
- Evacuating the site:
 - Directing traffic to the front entrance and safely onto Staughton Vale Road
 - Evacuate site to **Bacchus Marsh Grammar, Maddingley Campus** via direct route to the north (Granite Road/Bacchus Marsh-Geelong Road) or if road is closed via southern route through Corio
 - Area Wardens to ensure all students in their area of responsibility have left the site
 - Evacuating the site themselves (if not already evacuated on school buses)
 - Reporting their arrival at a safe location
- Sheltering-in-place:
 - Preparing the buildings for bushfire impact
 - Managing people sheltering in the buildings
 - Patrolling inside of building for ember ignitions
 - Responding to fire penetration
 - Communication protocol with Chief Warden
- Safe operation of fire-fighting equipment
- Personal safety during bushfire

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- Mental preparation

All staff should be aware of, and capable of performing, the Area Warden role if required. ECO members will fulfil the roles of Warden and Deputy Warden as assigned.

This training must form part of the induction process for new staff, especially of any casual or temporary staff working during the declared Fire Danger Period.

The training must be delivered by an appropriately qualified and/or experienced trainer. The CFA is to be notified of the date and time of the practice emergency assembly and training session and a CFA observer to be included in any/all trial emergency evacuations if available.

6 Emergency contacts

N.B. These contacts and information sources should be checked and updated as appropriate annually prior to each Fire Danger Period (see Section 2).

In all emergencies (Police, Fire, Ambulance)	000 (install Emergency+ App on mobile phone to facilitate provision of location information to 000 operator)
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In an emergency provide:	
Type of emergency	e.g. Fire, Medical, Other
Your address	The Bacchus Marsh Grammar Farm Campus, 155 Staughton Vale Road Staughton Vale 3221
Nearest cross street	Mount Road
Map reference	VicRoads 77 F8
'What three words' location	///gaunt.retracing.edged ¹
Number of people	The number of people onsite and any specific medical/health concerns.

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¹ The 000 emergency operator is aware of what this is and may ask for these location identifying words.

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Name of organisation	Office/contact	Phone number
Victoria Police	Emergency	000
Ambulance Victoria	Emergency	000
Country Fire Authority (CFA)	Emergency	000
District CFA	District 7 Geelong office	5240 2700
State Emergency Service (SES)	State Emergency contact	132 500
Greater Geelong City Council	Customer service 8:00AM – 5:00PM Monday-Friday	(03) 5272 5272
University Hospital Geelong	Cnr. Bellarine and Ryrie Streets	(03) 4215 0000
Nurse on call	Registered Nurse	1300 60 60 24
Hollands Bus Line		5461 2791
Christians Bus Company		5366 3498
Firefly		9133 4313

Onsite contacts

Contact	Name	ECO role	Phone contact
Primary ECO contact	David Gorton	Chief Warden 1	0400 555 701
Primary ECO contact	Kimone Stacey-Missen	Chief Warden 2	0499 486 259
Secondary ECO contact	Tom Cullum	Deputy Warden	0477 077 966

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7 Bushfire information sources

Use of FBI 75 and above to determine closure means that the Bureau of Meteorology website must be checked daily for FBI information, particularly when an FDR of Extreme is forecast.

Go to: <http://www.bom.gov.au/vic/forecasts/fire-danger-ratings.shtml>

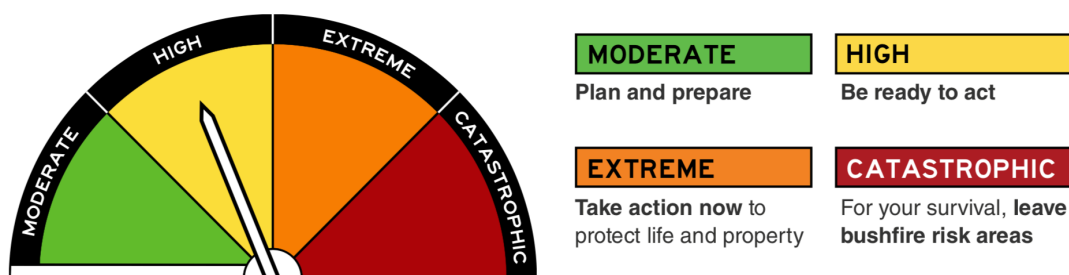
Source	Information/Details	
Onsite situational awareness	External visual inspections and monitoring	
FDR forecast information for the Central Fire District	http://www.bom.gov.au/vic/forecasts/fire-danger-ratings.shtml	
	https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-and-ratings	
Emergency Management Victoria (VicEmergency)	All emergencies website for emergency warnings for fire, flood, storms, power outages, hazardous material incidents and traffic incidents	www.emergency.vic.gov.au Vic Emergency Hotline - 1800 226 226 National Relay Service – 133 677 (if you are deaf, hard of hearing or have a speech impediment) Translating and Interpreting Service – 131 450
VicEmergency communications	Landline or mobile telephone	Possible call may be received to landline or text to mobiles warning of bushfire emergency
VicEmergency App (with 20 km watch zone)	Vic Emergency app for bushfire warnings and other emergencies on mobile telephone or tablet	Must be installed on mobile phones. iTunes Store or Google App store
Emergency broadcaster	Radio or online	ABC Melbourne 774 AM or online Bay 93.9FM, K-Rock 95.5FM
TV	Official broadcaster: Sky News	Other emergency broadcasters: ABC News 24, Channel 7, Channel 9, SBS, WIN television
CFA website	Online	CFA.vic.gov.au
CFA Facebook page	Online	https://www.facebook.com/cfavic/
SES Facebook page	Online	https://www.facebook.com/vicses/
VicEmergency Facebook page	Online	https://www.facebook.com/vicemergency/

X (formerly Twitter)	Online or mobile telephone apps	www.twitter.com
Bureau of Meteorology	Online or mobile telephone apps	www.bom.gov.au
Department of Energy, Environment and Climate Action	Central enquiries	136 186
VicRoads	Road closures	VicTraffic App available for iPhone or Android from Apple store or Google Play. Online road information available at: https://traffic.vicroads.vic.gov.au

The Chief Warden or delegate must monitor one or more information sources when people are onsite on days of High or Extreme FDR.

8 Situational awareness

Throughout the declared Fire Danger Period, ECO members or other staff designated by the Chief Warden are required to check the Fire Danger Rating and Fire Behaviour Index forecasts and Total Fire Ban (TFB) status for the next four days and plan scheduled site activities accordingly and advise the ERC and staff. See Appendix C at Section 15 for further information about fire danger warnings and alerts.



The four-day FDR forecast enables site activity planning and facilitates early notification of site closure to students and staff. Notification of closure is to be published on the BMG website and social media.

In addition, on days with a Fire Danger Rating of Moderate or above, ongoing monitoring for fire activity is required. The following monitoring plan sets the minimum requirements. A 20km watch zone around BMG Farm Campus is to be established on all ERC mobile telephones using the VicEmergency App.

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Activity	Description	Frequency	Responsible
Days Forecast Moderate or High Fire Danger Rating			
Monitoring	Monitor VicEmergency App or Emergency Victoria website for fire activity	Daily	Deputy Warden or Assistant Warden
Visual assessment	Situational awareness of local area for smoke or fire	As part of normal site activities	Deputy Warden or Assistant Warden
Days forecast Extreme (where FBI is 74 or less) Fire Danger Rating			
Monitoring	Monitor VicEmergency App or Emergency Victoria website for fire activity	Every hour	EPC/ECO members or designated staff members
Radio	Listen to one of the following radio stations for bushfire news and warnings: ABC Melbourne 774 AM BAY 93.9FM K-Rock 95.5FM	Continuous	ECO members or designated staff members
Visual assessment	Situational awareness of local area for smoke or fire	Continuous	EPC/ECO and all staff
Days forecast Extreme FDR where FBI is 75 or above and Catastrophic FDR			
Site is closed and not to be occupied.			

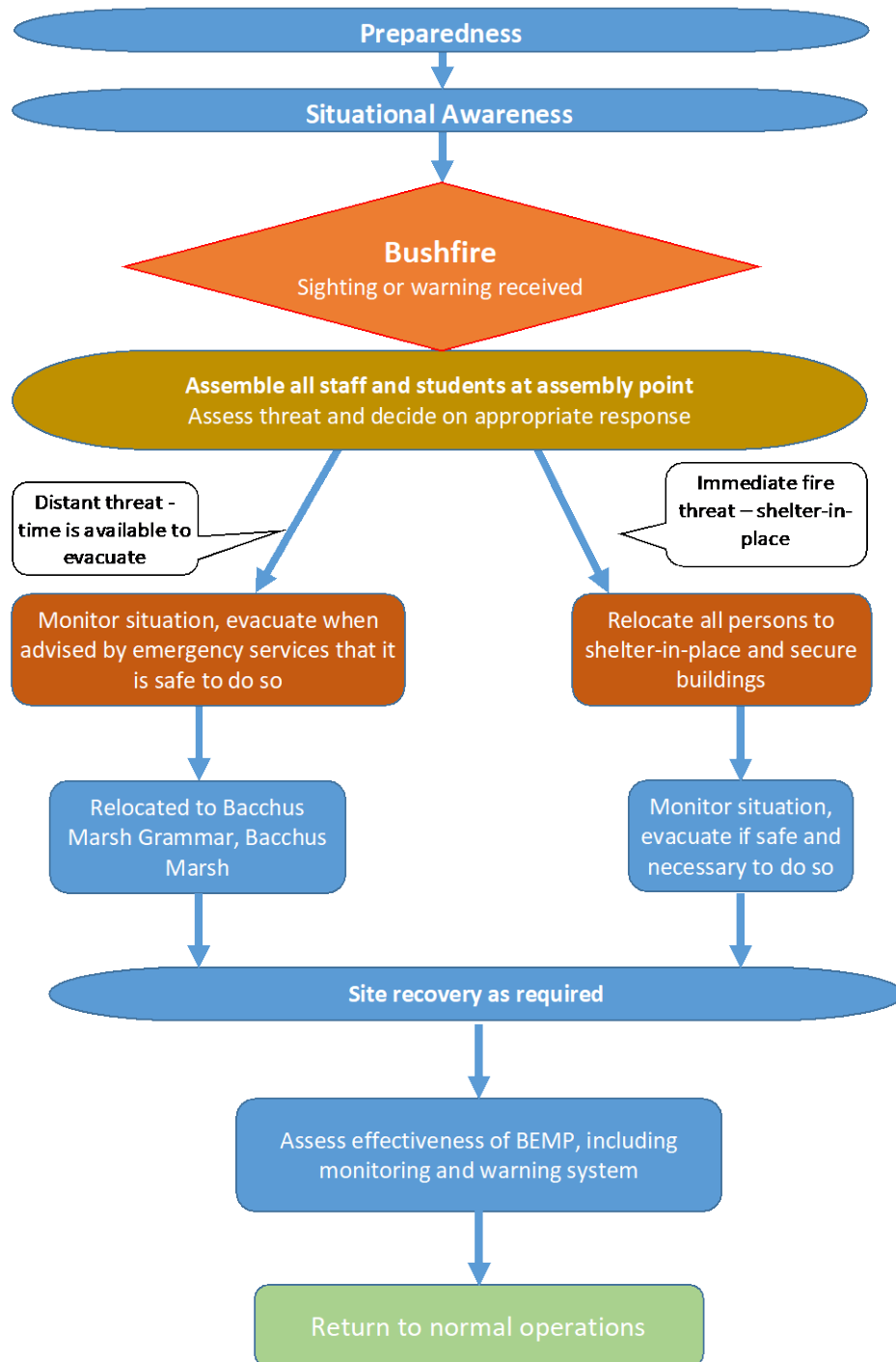
Use of FBI 75 and above to determine closure means that the Bureau of Meteorology website must be checked daily for FBI information, particularly when an FDR of Extreme is forecast.

Go to: <http://www.bom.gov.au/vic/forecasts/fire-danger-ratings.shtml>

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9 Response to bushfire



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As soon as any staff member becomes aware of an Advice, Watch and Act or Emergency Warning or smoke or bushfire activity within 20km, the Chief Warden or Deputy Warden must be notified.

It is important to realise that an official warning may not be issued.

Activity	Description	Responsible
Notify Chief Warden	Notify the Chief Warden or Deputy Warden as soon as there is awareness of any smoke or fire activity in the area, including any notification of fire within the 20km Vic Emergency app watch zone. Notify the Chief Warden or Deputy Warden as soon as an official Advice, Watch & Act or Emergency Warning is issued for any of the following locations: • Staughton Vale • Balliang • Balliang East • Anakie • Steiglitz • Meredith • Beremboke • She Oaks • Lethbridge • Mount Wallace • Durdiwarrah • Bungal	All staff
Assess the situation	Chief Warden or Deputy Warden must assess the bushfire situation (see Section 15) to decide the appropriate action. This assessment is to include seeking direction from <u>Vic Emergency Hotline 1800 226 226</u> as to whether to evacuate or shelter-in-place.	Chief Warden or Deputy Warden
Initiate Bushfire Emergency Management Plan	Chief Warden or Deputy Warden takes charge of incident and initiates bushfire emergency response as appropriate.	Chief Warden or Deputy Warden

If a threat to site exists:

Emergency assembly	All students to assemble at emergency assembly point with assistance of staff.	All staff
Contact transport providers	Contact transport and advise of need for immediate pickup	Chief Warden or Deputy Warden
Advise all persons on site of response	Account for all students on site and advise of the need to respond to the bushfire and initiate evacuation or shelter-in-place as required. If evacuating, provide directions to the pickup point	Chief Warden or Deputy Warden

	If sheltering-in-place, allocate people to shelter-in-place buildings, keeping class groupings together where possible.	
Staff and ECO members to perform emergency roles	If evacuating, staff to direct and accompany students to transport, all staff and students to evacuate the site to Bacchus Marsh (see Section 10). If sheltering-in-place, prepare the building for bushfire impact (refer Section 11), manage students sheltering in the buildings providing reassurance and any information available. Patrol inside of building for ember ignitions and respond to fire penetration if required. Provide Chief Warden with regular situation reports and notify them of any emerging problems.	ECO members, Area wardens and staff
Monitor	Continuously monitor and check the CFA website, local radio and/or Vic Emergency for status updates on the bushfire. Keep Area Wardens informed, so they may communicate with any students sheltering-in-place.	ECO members

10 Bushfire threat assessment

The Chief Warden must assess the bushfire situation, in particular how a bushfire may affect the site. It is important to realise that an official warning may not be issued. The following factors must be considered when assessing the situation and deciding on appropriate action:

- The location of the fire, including the distance and direction from Bacchus Marsh Grammar Farm Campus
- The fire weather (this will determine the severity and speed of the fire) and the Fire Danger Rating for that day
- The prevailing wind (is the wind blowing the fire in a direction that will impact Bacchus Marsh Grammar Farm Campus and/or the evacuation routes?)
- The time required for all site occupants to assemble, evacuate and travel to a safe location (note that spotting may occur several kilometres ahead of the main fire front)
- Information from emergency services, including official warnings (Vic Emergency App, Vic Emergency website, 000).

The preferred response is to evacuate the site if there is sufficient time to do so safely – See Section 12. Advice should be obtained from the emergency services (Vic Emergency Hotline 1800 226 226) as to whether it is safe to evacuate. Note that if buses are not on-site transport arrangements must be made early in the decision process.

A shelter-in-place response may be required in response to bushfire ignited within the site or on neighbouring properties – See Section 13.

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Summary of response following a bushfire alert:

Fire poses no or insignificant threat	Return to normal activities and continue monitoring.
Advice Warning for • Staughton Vale • Balliang • Balliang East • Anakie • Steiglitz • Meredith • Beremboke • She Oaks • Lethbridge • Mount Wallace • Durdiwarrah • Bungal	Declare bushfire emergency; assess the situation; seek further advice on fire threat from Vic Emergency Hotline 1800 226 226. Notify staff; contact transport and advise of possible pickup requirements; assemble students at emergency assembly point and prepare for possible evacuation or sheltering-in-place as directed by emergency services; continue monitoring.
Watch and Act Warning for: • Staughton Vale • Balliang • Balliang East • Anakie • Steiglitz • Meredith • Beremboke • She Oaks • Lethbridge • Mount Wallace • Durdiwarrah • Bungal OR fire within 20km that is judged to be approaching Bacchus Marsh Grammar Farm Campus	Declare bushfire emergency; initiate Bacchus Marsh Grammar Farm Campus BEMP procedure and ensure all staff are aware of the situation; immediately contact Vic Emergency Hotline 1800 226 226 to seek further advice on the bushfire; contact transport and advise of need for immediate pickup; assemble students at emergency assembly point and prepare for possible evacuation or sheltering-in-place; commence either (1) evacuation to a safer place or (2) shelter-in-place as directed by emergency services.
Emergency Warning for Staughton Vale, Balliang or Anakie	Declare bushfire emergency; initiate Bacchus Marsh Grammar Farm Campus BEMP procedure and ensure all staff are aware of the situation; commence shelter-in-place; immediately contact Vic Emergency Hotline 1800 226 226 to seek further advice on the bushfire.

The potential exists for a bushfire that has started locally to approach Bacchus Marsh Grammar Farm Campus from any direction even on days of moderate-high fire danger, with potentially limited warning times. **Under these circumstances, assembly of students must commence immediately and possibility of evacuation assessed – if evacuation cannot be conducted before bushfire impact, a shelter-in-place response is required.**

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11 Designated bushfire emergency assembly point

In the event of a bushfire approaching Bacchus Marsh Grammar Farm Campus and the declaration of a bushfire emergency by the Chief Warden or Deputy Warden, everyone is to re-locate to the bushfire emergency assembly point at:

- **Central compound between the classrooms and canteen/amenities building**

Upon assembly, all people shall:

- Ensure that their presence has been accounted for
- Follow instructions from the ECO, Area Wardens, designated staff and emergency services
- Commence evacuation of the site or shelter-in-place as directed

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12 Evacuation

Instructions to evacuate are to be given following assembly of all people on site at the bushfire emergency assembly point.

Evacuation is to be carried out by means of school buses that will remain on call during student activities in the declared Fire Danger Period and staff members' own vehicles as appropriate. The ECO is to ensure that any person without transport is included in the evacuation, and any person with special needs is catered for.

12.1 Transport

Transport for all persons on site must be available onsite or on call during student activities in the declared Fire Danger Period. The Chief Warden must ensure that transport is arranged early in the emergency response process.

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12.2 Preparation for leaving

Leaving early is the safest option. You should not wait and see what happens during a bushfire – Leaving late means you will be on the road when conditions are at their worst. Driving during a bushfire is extremely dangerous and can be fatal. Prior to any evacuation of the site, the location of any bushfires relative to egress routes and the ability to safely travel those routes must be considered.

Activity	Description	Responsible
Declaration of bushfire emergency	The Chief Warden or Deputy Warden shall order a re-location of all people to the designated bushfire	Chief Warden or Deputy Warden

	emergency assembly point, followed by the declaration of a bushfire emergency.	
Contact transport	Arrange for pickup in response to bushfire situation	Chief Warden or Deputy Warden
Sound warning by siren or radio	Staff to notify students of need to assemble, assist students to emergency assembly point.	Staff
Assemble all staff and students	All staff and students to assemble at the designated bushfire emergency assembly point. Everyone should remain at the assembly point, unless otherwise directed by the Chief Warden or emergency services.	All staff and students
Account for all people	Ensure all staff and students are accounted for and their location known. Advise Chief Warden of anyone unaccounted for.	Deputy Warden
Evacuate the site	Advise everyone of safer area and egress routes as advised by emergency services and commence evacuation of site with direction of students by staff.	Chief Warden
Evacuate the site	Notify emergency services once site has been evacuated.	Chief Warden
Monitor the situation	Continuously monitor and check the CFA website, commercial radio and/or Vic Emergency App for status updates on the bushfire and communicate to staff.	EPC/ECO
Respond to emergency services	Follow advice of emergency services if in attendance.	Everyone

12.3 Evacuation destination

If the site must be evacuated in response to bushfire, all people must be directed away from the bushfire. **Prior to any evacuation of the site, the location of any bushfires relative to egress routes and the ability to safely travel those routes must be considered.**

The primary evacuation destination is: **Bacchus Marsh Grammar, Maddingley Campus.**

12.4 Routes for leaving

Evacuation from the site should be undertaken if safe to do so (i.e. well in advance of the possibility of any fire impacting the site or the evacuation route) or initiated following instructions from and with the guidance of the Fire Warden.

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Depending upon access route exposure to bushfire, people can proceed to Maddingley via direct route to the north (Granite Road/Bacchus Marsh-Geelong Road) or if road is closed via southern route through Corio.

12.5 Actions upon leaving

Action
Turn off gas supplies to all appliances.
Place the 'Site Evacuated and Closed due to Bushfire' sign on or near the front gate showing outwards to advise emergency services that the site is not occupied.
Leave gate in the open position.

13 Shelter-in-place procedures

A shelter-in-place response may be required if the site is impacted with insufficient warning for it to be evacuated safely. Instructions to shelter-in-place are to be given following assembly of all staff and students on site at the bushfire emergency assembly point.

All students and staff are to shelter in the designated shelter-in-place buildings

- Classrooms
- Learning centre
- Canteen/amenities building
- Administration building

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NOTE – Non-occupied buildings, such as sheds, and the day observation centre are not suitable for shelter-in-place. Staff and students in any of these buildings are to move to and shelter in the designated shelter-in-place buildings listed above.

Each shelter-in-place building is to be under the control of a designated Area Warden, who will be assisted by other staff members. Students will remain inside the shelter-in-place buildings until emergency services have advised the ECO that it is safe to leave.

Area Warden and staff will:

- Prepare the building for bushfire impact (refer to Section 11.1)
- Manage people sheltering in the buildings providing reassurance and any information available
- Ensure all people are sheltering inside the building during the period at which fire is active in proximity to the site
- Patrol inside of building for ember ignitions and respond to fire penetration if required
- Provide Chief Warden with regular situation reports and notify them of any emerging

problems

- Upon direction from the Chief Warden, organise evacuation of the site when safe to do so

The ECO is to ensure that any person with special needs is catered for.

Activity	Description	Responsible
Declaration of bushfire emergency	The Chief Warden or Deputy Warden shall order a re-location of all people to the designated bushfire emergency assembly point, followed by the declaration of a bushfire emergency.	Chief Warden or Deputy Warden
Sound warning by siren or radio	Staff to notify students of need to assemble, assist students to emergency assembly point.	Staff
Assemble all staff and students	All staff and students to assemble at the designated bushfire emergency assembly point. Everyone should remain at the assembly point, until otherwise directed by the Chief Warden or emergency services.	All staff & students
Account for all people	Ensure all staff and students are accounted for and their location known. Advise Chief Warden of anyone unaccounted for.	Deputy Warden and Area Wardens
Notify emergency services	Notify emergency services of shelter-in-place arrangements – location, approximate number of people etc.	Chief Warden
Shelter-in-place	Prepare for bushfire impact (refer to Section 11.1) Manage people sheltering in the buildings providing reassurance and any information available. Ensure all people are sheltering inside the building during the period at which fire is active in proximity to the site. Patrol inside of building for ember ignitions and respond to fire penetration if required (refer Section 11.2). Provide Chief Warden with regular situation reports and notify them of any emerging problems. Upon direction from the Chief Warden, organise evacuation of the site when safe to do so.	Area Wardens
Evacuate the site	When advised by the emergency services that it is safe to leave the site, advise everyone of safer area and egress routes as advised by emergency services, and commence evacuation of site with direction of students by staff. Notify emergency services once site has been evacuated.	Chief Warden
Monitor the situation	Continuously monitor and check the CFA website, commercial radio and/or Vic Emergency App for status updates on the bushfire and communicate to staff.	ECO staff

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Respond to emergency services	Follow advice of emergency services if in attendance.	Everyone
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13.1 Preparation for approach of bushfire

- If safe to do so, move combustible or flammable objects (e.g. fibre doormats, cars, outdoor furniture, shade sails, ornamental plants, packaging or rubbish etc.) away from the Refuge shelter-in-place buildings.
- Close all windows and doors and shelter away from windows.
- Block all gaps around doors and windows with wet towels.
- Close curtains and blinds but monitor external conditions.
- Turn off gas appliances if present (and turn off gas at the external supply point if possible).
- Move portable furniture and fittings within the buildings to maximise floor space.
- Wardens and other designated staff to brief and monitor building occupants, external conditions and patrol for ember ignitions.
- Chief Warden or Deputy Warden to stay in contact with emergency services and regularly brief staff and people.
- Note the location of fire fighting equipment in case of need.

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13.2 Fire penetration response

Should a Refuge shelter-in-place building ignite during a bushfire, people should:

- Notify the Chief Warden and call 000.
- Move occupants away from immediate danger.
- Attempt to extinguish the fire with fire extinguishers and other available fire fighting equipment.
- If the fire cannot be extinguished, evacuate residents to other buildings if safe to do so.
- Monitor the situation and keep the Chief Warden informed of the situation.

13.3 Post-fire front response

Once the bushfire front has passed and it is considered safe to go outside:

- Locate and prepare to use fire fighting equipment (extinguishers) outside.
- Patrol and monitor the outside of the building, checking for local ignitions.
- Suppress embers and small fires if it is safe to do so.

13.4 Response to ignition on site

There is potential for a fire to be ignited on the BMG Farm Campus. Upon detection of an ignition on site, the Chief Warden and staff must:

- Identify the location and extent of the fire and notify ECO and all staff
- Move students and staff away from the affected/immediately threatened area
- Call emergency services
- Deploy all available fire-fighting resources (extinguishers)
- Attempt to extinguish the fire if safe to do so
- Commence assembly of all students and staff at the emergency assembly point
- Initiate shelter-in place procedures
- Monitor the situation

If the fire cannot be immediately suppressed, the Chief Warden must:

- Be cognisant of the imminent arrival of emergency services vehicles and their need for unimpeded movement through the site
- Respond to the directions of emergency services
- Obtain direction from emergency services as to whether it is safe to evacuate students from the site

14 Recovery

Once notified by emergency services that the bushfire danger has passed and that conditions are safe, the Chief Warden will determine the appropriate recovery actions based on circumstances following the event.

Condition 1 – Bacchus Marsh Grammar Farm Campus has not been impacted by bushfire and can recommence operations without loss or damage:

- As soon as practical after the event, an EPC and staff debrief is to be held to discuss the emergency procedures, their outcomes and identify any areas for improvement
- Resources to support students and staff should be made available, e.g. counselling if required
- EPC to review and update the Bushfire Emergency Management Plan as appropriate

Condition 2 – Bacchus Marsh Grammar Farm Campus has been impacted by bushfire, but facilities are recoverable, and business continuity is possible following repair and recovery:

- As soon as practical after the event, a staff debrief is to be held to discuss the procedures, their outcomes and identify any areas for improvement
- Resources to support students and staff should be made available, e.g. counselling if required
- EPC to review and update the Bushfire Emergency Management Plan as appropriate
- Site safety to be assessed including fire damaged trees to be inspected by a qualified arborist and/or fire damaged buildings by a qualified building surveyor
- Site to be cleaned up and repaired as required

Condition 3 – Bacchus Marsh Grammar Farm Campus has been catastrophically impacted, and facilities are destroyed. Immediate or short-term business continuity is not possible.

- Resources to support students and staff should be made available, e.g. counselling if required
- Alternate facilities must be provided (i.e. Bacchus Marsh Grammar Maddingley Campus facilities)
- EPC to review and update the Bushfire Emergency Management Plan as appropriate

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15 Appendix A

CFA Conditions

Endorsement of Bushfire Management Plan

1. Before the development starts, a Bushfire Emergency Management Plan must be endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority. Once endorsed, the site must at all times operate in accordance with the Bushfire Emergency Management Plan.

Defendable Space

2. Defendable space for a distance specified in condition 11 around the proposed buildings must be provided where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:
 - a. Grass must be short cropped and maintained during the declared fire danger period.
 - All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
 - Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
 - Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
 - Shrubs must not be located under the canopy of trees.
 - Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
 - Trees must not overhang or touch any elements of the building.
 - The canopy of trees must be separated by at least 5 metres.
 - There must be a clearance of at least 2 metres between the lowest tree branches and ground level.
3. Defendable space in accordance with the requirements of condition 10 must be provided for the following distances around the following buildings:
 - a. Admin house / Office – 40 metres around the proposed buildings (or to the property boundary, whichever is the lesser distance)
 - b. Classrooms/Canteen/Toilet Block – 40 metres around the proposed buildings (or to the property boundary, whichever is the lesser distance)
 - c. Greenhouses/Agricultural Sheds etc. – 10 metres around the proposed buildings (or to the property boundary, whichever is the lesser distance)
 - d. Primary School – 40 metres around the proposed buildings (or to the property boundary, whichever is the lesser distance)

The Whole Site

Static Water Supply

4. 80,000 litres of effective water supply for fire fighting purposes must be provide which meets the following requirements:
 - a. Is stored in an above ground water tank constructed of concrete or metal.
 - b. All fixed above ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
 - c. Include a separate outlet for occupant use.

The water supply must also –

 - d. Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
 - e. Be located within 60 metres of the outer edge of the approved building.
 - f. The outlet/s of the water tank must be within 4 metres of the accessway and be unobstructed.
 - g. Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
 - h. Any pipework and fittings must be a minimum of 65mm (excluding the CFA coupling).

Access

5. Before the occupation of the buildings starts access to the static water supply outlet and the buildings must be

provided and must be designed to allow emergency vehicle access. The design of the access (including gates, bridges and culverts) must comply with the following minimum requirements:

- a. Curves in driveway must have a minimum inner radius of 10 metres.

The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50 metres.

Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.

Designed, constructed and maintained for a load limit of at least 15 tonnes and be of all-weather construction.

Have a minimum trafficable width of 3.5 metres and be substantially clear of encroachments for at least 0.5 metres on each side.

Be clear of encroachments at least 4 metres vertically.

Incorporate a turning area for fire fighting vehicles close to the building must be provided, by either:

- A turning circle with a minimum radius of eight metres; or

- The driveway encircling the building; or

- A T head or Y head with a minimum formed surface of each leg being eight metres in length measured from the centre point of the head, and four metres trafficable width.

- h) Incorporate passing bays at least every 200 metres which must be at least 20 metres long and have a minimum trafficable width of six metres.

Construction

- 6. The construction of the admin house/office must be to a bushfire attack level of **BAL-12.5** in accordance with the relevant sections to AS3959-2009.

16 Appendix B – Safe storage of flammable materials

For each hazardous substance purchased, a Safety Data Sheet (SDS) relating to its physical properties, flammability, personal protective equipment, first aid, special precautions, toxicity, transport and storage is provided. These SDS should be stored within the immediate vicinity of the relevant hazardous substance for easy reference.

Chemicals including flammable materials must be stored in accordance with any requirements set out in the SDS. Care must be taken to ensure adequate ventilation, and to identify which chemicals must not be placed in close proximity to one another. Where reasonably practical, hazardous chemicals should be stored in locked cupboards.

Where possible, no hazardous substance is to be placed in a container or bottle, other than the original container or bottle, which must have the original label and markings intact. All flammable materials use by the maintenance department must be stored in the maintenance shed.

If hazardous substances must be transferred to another container, this must be done in accordance with Safe Work Australia regulations. The transfer container must not previously have been used for food storage and must be appropriate. Labelling the new container must be done in accordance with the Safe Work Australia requirements included in the specific SDS.

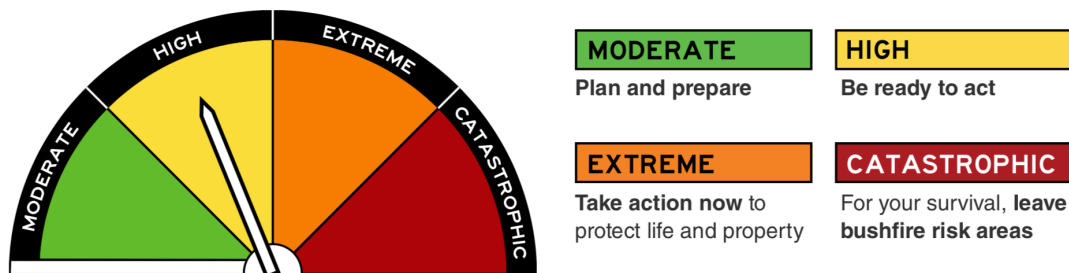
Where a manufacturer is known, their details must appear on the newly packaged bottles, together with their contact phone number (if the chemical is hazardous).

17 Appendix C Fire Danger Ratings and alerts

This Appendix provides information regarding FDR and the type and nature of official warnings, based on the Australian Fire Danger Ratings System.

Refer to Section 9 for appropriate responses to warnings and alerts in relation to the FDR and FBI.

STAY AWARE OF THE FIRE DANGER RATING AND KNOW WHAT TO DO.



The Fire Danger Rating reflects bushfire conditions and describe the potential level of danger should a bushfire start. Ratings are calculated using a combination of weather forecasting and information about vegetation that could fuel a fire. They do not indicate the chance of a fire occurring.

The higher the rating, the more dangerous the conditions. The rating is your trigger to act, so to stay safe you need to stay aware of the Fire Danger Rating in your district.

During the fire season, the Fire Danger Rating will feature in weather forecasts, be broadcast on radio and TV, and appear in some newspapers.

It can also be found on the websites of CFA and Bureau of Meteorology, by calling the Vic Emergency Hotline on 1800 226 226 or via National Relay Service on 1800 555 677.

Fire Behaviour Index

This BEMP has been updated to incorporate the Australian Fire Danger Rating System (AFDRS) introduced in September 2022. The AFDRS uses a Fire Behaviour Index (FBI) to determine Fire Danger Ratings (FDRs), with the previous 'Code Red' FDR now known as 'Catastrophic'. The FBI is scaled 0-100+, with 100 and greater being Catastrophic FDR, and Extreme being in the FBI range of 50-99. The previous FDR system was based on a Forest Fire Danger Index (FFDI) and was similarly scaled 0 – 100+, with extreme being 75-100 FDI. In response to the increased risk to people on the site arising from the intensification of use, closure on days of FBI 75 or above is considered appropriate.

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Typical BoM FDR webpage image:

District	Wednesday	Thursday	Friday	Saturday
Mallee	Moderate 21	Moderate 23	Moderate 21	Moderate 20
Wimmera	Moderate 23	Moderate 21	Moderate 19	Moderate 23
Northern Country	Moderate 19	Moderate 18	Moderate 17	Moderate 19
North Central	Moderate 21	Moderate 22	Moderate 22	Moderate 22
North East	Moderate 15	Moderate 15	Moderate 15	Moderate 17
South West	Moderate 19	Moderate 20	Moderate 19	Moderate 21
Central	Moderate 18	Moderate 20	Moderate 21	Moderate 21
West and South Gippsland	Moderate 13	Moderate 14	Moderate 15	Moderate 15
East Gippsland	Moderate 14	Moderate 13	Moderate 14	Moderate 14

Code

Fire Danger Ratings (Fire Behaviour Index - FBI)	No Rating (< 12)	Moderate (12-23)	High (24-49)	Extreme (50-99)	Catastrophic (≥ 100)
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In this example from a day of Moderate FDR for the whole of Victoria, the Central District (highlighted) has a four-day forecast of Moderate FDR with an FBI ranging from 18 to 21. Where this FBI is or exceeds 75, BMG Staughton Vale Campus must be closed.

Know your fire danger rating				
Fire danger rating	MODERATE Plan and prepare	HIGH Be ready to act	EXTREME Take action now to protect your life and property	CATASTROPHIC For your survival, leave bushfire risk areas
Fire behaviour	Most fires can be controlled.	Fires can be dangerous.	Fires will spread quickly and be extremely dangerous.	If a fire starts and takes hold, lives are likely to be lost.
Actions	Stay up to date and be ready to act if there is a fire.	- There is a heightened risk. Be alert for fires in your area. - Decide what you will do if a fire starts. - If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.	- These are dangerous fire conditions. - Check your bushfire plan and that your property is fire ready. - If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. - Reconsider travel through bushfire risk areas. - Expect hot, dry and windy conditions. - Leaving bushfire risk areas early in the day is your safest option.	- These are the most dangerous conditions for a fire. - Your life may depend on the decisions on you make, even before there is a fire. - For your survival, do not be in bushfire risk areas. - Stay safe by going to a safer location early in the morning or the night before. - If a fire starts and takes hold, lives and properties are likely to be lost. - Homes cannot withstand fires in these conditions. You may not be able to leave and help may not be available.
- Monitor conditions and official sources for warnings. - Adhere to local regulations governing fire activity. - Ensure any industrial or agricultural activities adhere to relevant industry guidelines. - If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.				
 				

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Warnings

There are three different levels of warning:

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.

Additional messages that may be issued are:

ALL CLEAR

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

COMMUNITY INFORMATION

- A newsletter containing updates for communities affected by an emergency.
- Can also be used as notification that an incident has occurred but there is no threat to community.

PREPARE TO EVACUATE / EVACUATE NOW

- An evacuation is recommended or procedures are in place to evacuate.

It should be noted that official warnings should not be relied on. Emergency incidents can start quickly and threaten lives within minutes. If an informal warning is received or danger observed, it should be acted upon without waiting for an official warning. A bushfire can occur on lower threat days and conditions can change rapidly – awareness of fire activity is required regardless of the FDR.

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