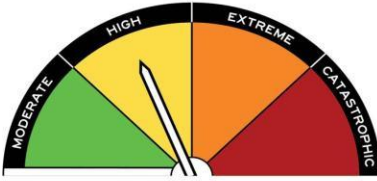


## Bushfire Management Plan – Mill Valley Ranch

<b>Purpose:</b>	This Bushfire Management Plan outlines preventative measures, preparedness actions, and response protocols for bushfire risk at Mill Valley Ranch Camp. It ensures compliance with CFA Fire Danger Ratings and integrates with the site's Emergency Management Plan (EMP).									
<b>Scope:</b>	<ul style="list-style-type: none"> <li>Applies to all staff, volunteers, contractors, and guests at Mill Valley Ranch.</li> <li>Covers bushfire prevention, preparedness, response, and recovery.</li> <li>Applies during the declared Fire Danger Period (as determined by CFA) and heightened fire danger days.</li> </ul>									
<b>Preparedness Measures</b>	<ul style="list-style-type: none"> <li>Maintain cleared vegetation buffers around key buildings, arenas, horse yards and assembly areas.</li> <li>Regularly test firefighting equipment (hydrants, hoses, extinguishers, pumps).</li> <li>Ensure staff and volunteers are trained in bushfire procedures and animal evacuation/shelter protocols</li> <li>Display current Fire Danger Rating signage at the main entrance.</li> <li>Maintain up-to-date contact with CFA and monitor VicEmergency app/website daily during the Fire Danger Period.</li> </ul>									
<b>Fire Danger Rating:</b>	<p>From 2022, Australia started using the Fire Danger Rating System for public messaging to simplify the decision making on days of increased fire risk. This is a prompt to act.</p> <div style="border: 1px solid green; padding: 10px; text-align: center;"> <p><b>The Australian Fire Danger Ratings (AFDRS) levels are:</b></p>  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #4CAF50; color: white; padding: 5px;"><b>MODERATE</b></td> <td style="background-color: #FFEB3B; color: black; padding: 5px;"><b>HIGH</b></td> </tr> <tr> <td style="font-size: 8px;">Plan and prepare</td> <td style="font-size: 8px;">Be ready to act</td> </tr> <tr> <td style="background-color: #FF9800; color: white; padding: 5px;"><b>EXTREME</b></td> <td style="background-color: #F44336; color: white; padding: 5px;"><b>CATASTROPHIC</b></td> </tr> <tr> <td style="font-size: 8px;">Take action now to protect life and property</td> <td style="font-size: 8px;">For your survival, leave bushfire risk areas</td> </tr> </table> </div>		<b>MODERATE</b>	<b>HIGH</b>	Plan and prepare	Be ready to act	<b>EXTREME</b>	<b>CATASTROPHIC</b>	Take action now to protect life and property	For your survival, leave bushfire risk areas
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Take action now to protect life and property	For your survival, leave bushfire risk areas									
<b>Site Response to Fire Danger Rating:</b>	<b>MODERATE</b>	<ul style="list-style-type: none"> <li>Normal Activities can be operated</li> </ul>								
	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Normal Activities can be operated with caution</li> <li>Groups must research risks before leaving site</li> <li>Groups must keep a register of who is on and offsite</li> <li>Group leaders must always be contactable</li> </ul>								
	<b>EXTREME</b>	<ul style="list-style-type: none"> <li>Groups to remain onsite (no offsite activities) permitted</li> <li>Camp staff to implement alternate programs if applicable / safe to do so</li> <li>Horses to remain onsite in designated low-fuel areas/paddocks</li> <li>Groups to consider leaving early and returning home</li> </ul>								
	<b>CATASTROPHIC</b>	<p><b>Site Closed.</b></p> <ul style="list-style-type: none"> <li>Pre-emptive cancellation of programs; no guests permitted onsite.</li> <li>Early relocation of groups already onsite if safe to do so</li> <li>Mill Valley Ranch Staff will not attend site on a catastrophic fire day</li> <li>The decision to close is made the day before or when the community is informed.</li> </ul>								

<b>Response Procedures</b>	<p><b>Evacuation (Preferred if Safe and Early Enough)</b></p> <ul style="list-style-type: none"> <li>• <b>Trigger:</b> CFA/VicEmergency warning indicates imminent bushfire threat and safe evacuation routes are available.</li> </ul> <p><b>Staff Actions:</b></p> <ul style="list-style-type: none"> <li>• Director of Camping / Site Manager confirms decision to evacuate.</li> <li>• Sound the siren and announce: <i>“Bushfire Evacuation—please follow staff instructions immediately.”</i></li> <li>• Move all campers, staff, and visitors to Assembly Area (Dining Hall)</li> <li>• Conduct head count and confirm numbers against group booking lists.</li> <li>• Prepare transport (site buses, contracted coaches, private vehicles).</li> <li>• Evacuate to designated Neighbourhood Safer Places or Community Fire Refuges as advised by Emergency Services</li> <li>• Maintain communication with CFA, Cardinia Shire Emergency Management, and parents/guardians as appropriate.</li> <li>• Take evacuation kit, first aid kit, water, and essential medications.</li> <li>• Record departure time, numbers evacuated, and notify CFA once clear.</li> </ul> <p><b>Shelter in Place (If Evacuation Is Unsafe)</b></p> <p><b>Trigger:</b> Fire is too close, evacuation routes are compromised, or emergency services directs sheltering.</p> <p><b>Staff Actions:</b></p> <ul style="list-style-type: none"> <li>• Camp Staff and/or Group Team Leader will sound the siren.</li> <li>• Everyone move quickly to Assembly Area (Main Dining Hall).</li> <li>• Conduct a head count—ensure everyone is accounted for.</li> <li>• Cover up from radiant heat: long sleeves, pants, closed shoes (no t-shirts/shorts/thongs).</li> <li>• Close windows/doors, turn off gas supply</li> <li>• Provide reassurance and support to campers</li> <li>• Maintain communication with leaders and emergency services.</li> <li>• Ensure hydration: all persons to drink plenty of fluids.</li> <li>• Use wet mops/towels for ember attack; place wet towels under door gaps.</li> <li>• Assign adults to patrol and watch for embers/smoke inside.</li> <li>• If a room catches fire: <ul style="list-style-type: none"> <li>○ Move everyone to another room with an external exit.</li> <li>○ Attempt to extinguish if safe; otherwise close the burning room and isolate.</li> </ul> </li> <li>• After the fire front passes: <ul style="list-style-type: none"> <li>○ Remain indoors until CFA gives clearance.</li> </ul> </li> </ul> <p>If building becomes unsafe, carefully move outside, aware of hot ash and burning debris.</p>
<b>Recovery and Continuity</b>	<ul style="list-style-type: none"> <li>• Await CFA “all clear” before re-entry.</li> <li>• Conduct wellbeing check-ins for staff, volunteers, and guests.</li> <li>• Document incident and review effectiveness of response.</li> <li>• Liaise with CFA and local authorities regarding return to operations.</li> </ul>
<b>Training and Review</b>	<ul style="list-style-type: none"> <li>• Annual staff training in bushfire preparedness and evacuation.</li> <li>• Evacuation drills conducted at least once per Fire Danger Period.</li> <li>• Annual review of this plan alongside the Mill Valley Ranch Emergency Management Plan.</li> </ul>