



WOODHOUSE BUSHFIRE ACTION PLAN

Guest Information

Our number one priority is the safety of our guests. While Woodhouse has multiple open areas free from heavy fuel loads, due to the enthusiasm and diligence of our staff, further care is taken to prepare the site and staff prior to and throughout each Fire Danger Season.

These extracts from the Bushfire Action Plan (BAP) provide information on matters likely to be of most concern when planning a Camp at Woodhouse during the fire danger period. Camp organisers can obtain copies of the full plan from Woodhouse if required.

PARENT COMMUNICATION

We ask that parents do not call or visit Woodhouse if fire is the issue. We will update the website (www.woodhouse.org.au) if there is any fire related information you need to know, so please make this your first port of call for details.

Please feel free to discuss any of these issues with the General Manager, James Sellers, or Operations & Activities Manager, Simon Frederick, by phoning 8339 3333

RESPONDING TO BUSHFIRE EMERGENCIES

Due to the risks presented by bushfires in the Adelaide Hills we have adopted the following policies specifically for Woodhouse:

- Woodhouse will be closed on all days declared as having a Catastrophic Fire Danger Rating
- Woodhouse may be closed at short notice on all days declared as having an Extreme Fire Danger Rating
- If a safe evacuation is possible Woodhouse staff will direct you to do so. If transport is not available Woodhouse staff will arrange evacuation via coach hire.
- On days declared as Total Fire Ban, there shall be no:
 - Outdoor fires / naked flames
 - No kettle BBQ's (gas BBQ's permitted in Basecamps and asphalted areas)
 - Welding or other hot work

OUR FIRE ASSEMBLY POINT IS LOCATED AT THE LOWER FLOOR OF THE RYMILL CENTRE

If it isn't safe to get to the Lower Rymill Centre, assemble in the Hooper Bunk House, Old Woodhouse Manor or any constructed dwelling that is nearby.

IF YOU HEAR THE EMERGENCY SIREN

- Stop all activities
- If safe to do so, ensure that necessary personal medications are carried
- DO NOT collect personal belongings
- Assemble at the Fire Assembly Point

AT THE FIRE ASSEMBLY POINT

- Follow the directions of Woodhouse staff
- You may be directed to leave the site if safe to do so
- Alternatively, you may be directed to take refuge within the lower floor of the Rymill Centre

IN THE REFUGE CENTRE

- Help each other stay calm
- Follow directions from Woodhouse Staff
- Stay away from windows
- Cover gaps in doors with blankets
- Stay there until advised by Woodhouse Staff or CFS that it is safe to go outdoors

SITE CLOSURES DURING FIRE DANGER SEASON

CATASTROPHIC (CODE RED) | FIRE DANGER INDEX: 100+

CLOSED: As soon as the rating is issued for the following day, user groups are informed that they should arrange to evacuate the site as soon as possible. If need be Woodhouse Staff will arrange for evacuation via Flagstaff Coaches. All activities on site are cancelled. Staff are advised to evacuate as soon as all groups are off the property. Staff are not to return to site until the following day in communication with General Manager. Woodhouse Caretakers are advised to enact their own personal bushfire action plan.

EXTREME | FIRE DANGER INDEX: 75-99

Woodhouse to consider **ADVICE** of fire authorities for Adelaide Hills and other high-risk areas regarding possible **EVACUATION**.

If groups remain on the property, all hikes off property are to be cancelled and activities held close to base. Caretaker to be in constant communication with groups in hour intervals. Caretaker on call 24 hours and to stay on site at all times. Total Fire Ban restrictions apply.

SEVERE | FIRE DANGER INDEX: 50-74

OPEN: Normal bushfire plan procedures apply. High amount of diligence is required from staff including Caretaker to check in regularly with guests and advise of conditions. Should conditions worsen an evacuation may be executed by General Manager either by means of Flagstaff Coaches or by guests own transport. Caretaker on call 24 hours and to stay on site at all times. Total Fire Ban restrictions apply.

LOW-MODERATE, HIGH OR VERY HIGH | FIRE DANGER INDEX: 0-49

OPEN: Normal bushfire plan procedures apply

RESPONDING TO BUSHFIRE EMERGENCIES

FIRE AWARENESS

The Fire Danger Index (FDI) is released on the previous day at 1600 hrs on the South Australian Country Fire Service Website (www.cfs.gov.au) and Bureau of Meteorology Website (www.bom.gov.au).

Other key website for monitoring fire activity is SAGRN Pager Website (www.sascan.net.au/?page=grnPaging)

Site staff (Woodhouse Manager and Office staff) are to review the following day's fire rating by 1600 hrs in order to set fire preparedness processes in place for the coming day.

EVACUATION

The safest possible action is early and prompt evacuation from the site should conditions become hazardous or if a fire is burning within the area. Evacuation from the site is a declaration made by the General Manager of Woodhouse Activity Centre taking into account; advice from the CFS, conditions changing, fire in the vicinity, ability to defend the site altering or a request from any person on site feeling unsafe and wishing to evacuate.

An early decision to evacuate is key to safety, guests will be encouraged to evacuate using their own forms of transport where possible and if already on site. Woodhouse Activity Centre uses a transport company that is on retainer in order to deliver safe evacuation of all guests in a timely fashion. General Manager or Woodhouse Staff are to contact Flagstaff Coaches emergency numbers which are manned 24 hours a day 7 days a week.

Guests are to assemble at the Lower Rymill Centre building where refuge can be taken if need be and await pickup. Woodhouse staff will assist guests and once evacuated then evacuate themselves following the bus(s) to safe point and assist with collection and communication from guests and concerned family members.

If possible and safe to do so evacuation drop offs should be at point of collection; i.e school, church etc. General Manager will work with designated group leader throughout evacuation and coordinate communication to loved ones while also briefing Scouts SA Headquarters staff of intention and action.

RESPONDING TO BUSHFIRE EMERGENCIES

EVACUATION POINTS / BUSHFIRE SAFER PLACES

Where possible Woodhouse will evacuate the site before threat of injury manifests on site. Evacuation is to be coordinated by the Woodhouse General Manager and designated leader's guests staying on site. If safe to do so guests should meet at the lower Rymill Centre for the evacuation point. Evacuation should be to point of initial pickup via either transport arranged by guests or Woodhouse via Flagstaff Coaches if required.

If evacuation to point of initial pick up is unable to be carried out, evacuation to the follow areas identified by CFS should be the next best option.

- Piccadilly open areas between Carinya Rd, Schocroft Rd and Piccadilly Rd.
- Township of Stirling
- Open areas of Uraidla between Days Road, Swamp Road and Greenhill Road

Woodhouse has multiple exits and gates, should evacuation be hindered in one area, other exits are available. Directions will be given to drivers before undertaking their journey.

Whilst open pastoral land is not considered a suitable place of last resort, Woodhouse has multiple open areas free from heavy fuel loads. Should immediate refuge be required seek out these areas if buildings are unsafe. Open farm land and dams are present behind the Rymill Centre over Spring Gully Road, should it be deemed safe to do so the General Manager on advice from CFS may choose to take groups to open pastoral land to seek refuge, face masks and fire or woollen blankets should accompany all persons seeking refuge in open land.

RESPONDING TO BUSHFIRE EMERGENCIES

THE FIRE ASSEMBLY POINTS AND PLACES OF LAST RESORT (ON PROPERTY)

Woodhouse's places of last resort are intended to provide a place of relative safety during a bushfire, but does not guarantee the survival of those who assemble there. Last Resort Refuges should only be accessed when evacuation plans cannot be implemented or have failed. Staff are to be directed by General Manager and CFS in regards to places of refuge.

Lower Rymill Centre – Fire Assembly Point

The Lower Rymill Centre is the nominated Fire Assembly Hall for this site and includes the Lower Rymill Gilwell Rooms and adjacent carpark .

The assembly area is where evacuation will take place and if need be a last resort refuge area, should it be required.

In order to ensure a safe and orderly operation, a decision to move all persons into the Fire Assembly Hall will be made by the Woodhouse Manager or person in charge if conditions become dangerous and evacuation is not possible.

An Emergency Supply kit is to be maintained and kept in the Lower Rymill Centre. The kit is designed to manage staff and visitor welfare. The emergency supply kit will contain; A copy of the BAP and staff roles and responsibilities, important telephone numbers, battery powered radio, spare batteries, torch, lanterns, PPE clothing for all responders, first aid kit, drinking water, woollen fire proof blankets, face masks, towels and duct tape for taping windows.

The kit shall be checked and collated in October each year by Woodhouse Caretakers and the Operations Manager to ensure contents have a current expiry are in an operational state. Woodhouse Caretakers will carry appropriate supplies within their car.

The Lower Rymill Centre also contains firefighting equipment, including water pressure extinguishers and powder extinguishers. There is also a 20m Fire Hose Reel outside Lower Rymill Centre for use in the recovery phase. Emergency supplies and firefighting equipment are located in the storeroom off the AJ Peake Room in the Lower Rymill Centre. There are toilet facilities, including disabled access in the Lower Rymill Centre.