



Fire Danger Procedures

Documentation

WHS Policy
Risk management Policy and Procedure
Volunteer Handbook
Reception Procedures Handbook
Bus Handbook
CiC Handbook

Procedure

The Fire Danger Policy is to be communicated to all staff (employees and volunteers) and participants of programs and services via the following methods: Induction, notices at the program/service venue, annual review of the Fire Action Plan for each program/service, The Hut website and written promotional material including service and program handbooks.

Details of the Fire Danger Policy will be communicated to the clients of community bus services or their emergency contact prior to the bush fire season.

On days categorised as Severe, Extreme or Catastrophic fire danger days (ie Total Fire Ban days) the following procedures apply:

On days categorised as *Catastrophic*

- All Hut Programs and services including personal transport are cancelled.
- Organisations or individuals hiring the Community Room or Aldgate Valley Community Hall are advised of this policy, that there will be no one in attendance at the Station precinct and that they are to apply their own Fire Safety Plan on fire danger days.
- [*The Check-list When Following Day is a "Catastrophic" Day*](#) is to be completed by Reception staff to ensure all affected by cancellation of services are contacted, consistent information is provided to them and action taken is recorded. Paperwork is to be given to the Executive Officer to file in the appropriate folder
- **Community Buses**
 - Following notice of a "Catastrophic" day (typically by 4.20pm the previous evening) clients or their emergency contact will be advised of the cancellation of the bus service and asked what the implications are for them (eg no food in the house). Where possible, clients are booked onto services for later that week if required. If the cancelled service has a severe impact on the client, the Community Development Manager is to be advised

and an arrangement made to meet emergency needs.

- clients are to be advised that The Hut cannot accept responsibility for their safety in the case of a bushfire and they should activate their Fire Safety Plan.

On days categorised as Severe

- Local and suburban shopping buses will still operate but Mystery Trip bus outings using the Adelaide Hills Community buses are to be cancelled.
- [The Check-list When Following Day is a declared "Severe-"](#) Day is to be completed by Reception staff to ensure all affected are contacted, consistent information is provided to them and action taken is recorded. Paperwork is to be given to the Executive Officer to file in the appropriate folder.

On Severe and Extreme Fire Danger Days

● **Personal transport**

- Personal Transport services are provided by The Hut and Hills Community Transport
- Volunteers are encouraged to follow their personal Fire Action Plans for days of Severe/Extreme fire danger. If their Plan dictates that they are not available for personal transport they must advise Reception and have this noted against their name on the volunteer driver contact list.
- Clients are to be advised that they should have on hand a taxi voucher or equivalent as neither The Hut nor Hills Community Passenger Network may be able to provide a service due to a shortage of drivers on these days.

● **Other Hut Services and Programs**

- It is the responsibility of all other Hut program coordinators, in consultation with their participants, taking into account the nature of the program, its location and characteristics of its participants, to agree on whether to operate on Severe or Extreme Fire Danger Days.

Bushfire

Each Hut program and service is to have a Bushfire Action Plan. This Plan is to address:

- **what to do if a bushfire starts in the vicinity:-**
 - before the program commences and
 - after the program commences
- **what to do in case of a fire on the premises**
- **where the evacuation and assembly points are (if relevant to the premises)**
- **how to use fire extinguishers, if relevant and**
- **to check when the last Fire Drill was conducted (if more than 2 years ago, to plan to hold one)**

In the event of a Bushfire when Hut programs are operating, The Hut's procedure is as

follows:

- The Bushfire Action Plan for the program is to be implemented.
- Hut staff at the Station precinct will assist program coordinators likely to be affected with information to determine the level of the threat from the fire in relation to its location, direction and severity.
- Hut management will balance service provision and staff welfare and will take all reasonable steps to keep staff, clients and customers informed of the fire and risks associated with it and will take steps to minimise risks of injury or harm due to bush fires.
- If evacuation is necessary, the main power in the meter box should be turned off before leaving, to reduce the likelihood of electrical equipment being damaged and electrical wires short circuiting or sparking.
- SA Power Networks should be contacted (131366) to advise of fallen power lines or if a site has no power supply (if feasible, check SA Power Networks website first to see if they are aware of an outage in the area).

http://www.sapowernetworks.com.au/centric/customers/power_interruptions_current.jsp

- It should be assumed that fallen power lines are live and under no circumstances should they be touched or moved. Nor should anything that is in contact with fallen power lines (eg a car or a building) be touched.
- [Fallen trees should be avoided as they can become conductors of electricity containing the risk of electric shock or electrocution.](#)
- [The Checklist if Bushfire is notified during the Day is to be completed by Reception staff to ensure all affected by changes to services and programs are contacted, consistent information is provided to them and action taken is recorded.](#)
- Paperwork is to be given to the Executive Officer to file in the appropriate folder.

Procedures Approved (Board Chair)		Date 07/10/2014
Signature		
Date for review 07/10/2015	Responsibility	
To be reviewed every 3 years		