

PGL Adventure Camps Bushfire Policy				
Fire Danger Rating	Low-Moderate	Severe	Extreme	Code Red or Catastrophic
	High			
	Very High			
What does it mean?	If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.	Expect hot, dry and possibly windy conditions.  If a fire starts and takes hold, it may be uncontrollable.	Expect extremely hot, dry and windy conditions.  If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.	These are the worst conditions for a bush or grass fire.  Homes are not designed or constructed to withstand fires in these conditions  The safest place to be is away from high risk bushfire areas
<p>The Duty Manager is to proactively check at the below noted times and monitor alerts on National Fire Alerting system, such as Vic Emergency App then take appropriate action if a fire is within 20km of the site. When a fire is within 20km of the site, a Fire Assessment Tool Document (appendix 1) must be completed.</p> <p>Duty Manager to review FDR for next 5 days at:</p> <ul style="list-style-type: none"> <li>• 8am</li> <li>• 1pm</li> <li>• 5pm</li> </ul> <p>Each camp to conduct a dynamic risk assessment of current conditions and make changes as required to minimize risk to guests and staff.</p> <p>In the event of a full site evacuation all staff and guests must follow the direction of the Duty Manager &amp;/or the Emergency Services.</p> <p>If a Total Fire Ban has been declared, then the Appendix 2 must be followed, it includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>• No hot works shall be performed</li> <li>• No slashing or grass cutting of any kind</li> <li>• No propelled heat engine vehicles to be driven over grass or vegetation</li> <li>• No fossil fuel operated portable machines to be used</li> <li>• No BBQ's or Campfires shall be operated by guests</li> </ul> <p>All residential staff and families are advised to have a fire ready kit in line with appendix 3.</p>	<p>Same as previous section plus:</p> <p>Local transport companies and fire authority contacted the day before and site numbers confirmed for evacuation purposes. If a transport company is unable to provide cover then PGL Australia Director to be consulted.</p> <p>If a fire is within 30km of the site, then a site Fire Assessment Tool Document must be completed</p> <p><u>Operational Changes</u></p> <ul style="list-style-type: none"> <li>• Catering Team to ensure that there is sufficient water, biscuits and fruit onsite for all staff and guests in case of evacuation</li> </ul> <p><u>Guests and Program Delivery</u></p> <ul style="list-style-type: none"> <li>• Guests liaised with regarding FDR and Transport requirements</li> <li>• No offsite hikes</li> <li>• Onsite hikes to be adapted so that they are not more than 200m away from main areas of site</li> <li>• Excursions to isolated or heavily vegetated areas will be curtailed</li> </ul> <p><u>Non-residential staff</u></p> <ul style="list-style-type: none"> <li>• Should monitor local warning channels to ensure they stay alert to possible dangers</li> </ul> <p><u>Residential staff and families</u></p> <ul style="list-style-type: none"> <li>• Should monitor local warning channels to ensure they stay alert to possible dangers</li> <li>• Should double check their emergency departure kit in case of immediate evacuation</li> </ul>	<p>Same as previous sections plus:</p> <p>Guests are to be advised of FDR when it has been released by local fire authority.</p> <p>Only camps with a secondary evacuation route may operate on extreme days.</p> <p>If a fire is within 50km of the site, then a site Fire Assessment Tool Document must be completed</p> <p>Camps with a single site entrance and exit will:</p> <ul style="list-style-type: none"> <li>• Liaise with PGL Head Office and customers to inform them that camp will not be operating during peak fire danger times. For example, this may be 11am – 6pm due to predicted temperature and wind conditions.</li> <li>• Look at day excursion possibilities to an urban location then provide options to guests</li> <li>• If no excursion plan is available, camps will assist guests with planning to travel home prior to extreme conditions taking effect</li> </ul> <p>Camps with secondary evacuation route will:</p> <ul style="list-style-type: none"> <li>• Liaise with guests and inform them that if the camp is to remain operational then emergency transport must be on site and standing by during the peak fire danger times.</li> <li>• Change programs to ensure that all guests are located on activities with in 100m of a gravel or hard standing path</li> <li>• Ensure that there is sufficient transport to evacuate staff if required</li> </ul>	<p>Same as previous sections plus:</p> <p>Code red days are normally declared no later than 1pm on the day before.</p> <p>Due to predicted weather conditions PGL will not operate any site that is in a code red or catastrophic declared zone.</p> <p>Camps should liaise with PGL Head Office and customers to create a plan to relocate guests to a safe place. In most cases, it will be best for guests to travel home the night before a code red day</p> <p><u>Non-residential staff</u></p> <ul style="list-style-type: none"> <li>• Should be stood down from duties and informed not to come to work</li> </ul> <p><u>Residential staff and families</u></p> <ul style="list-style-type: none"> <li>• While the camp remains open, occupancy is at the discretion of the residents</li> <li>• Must leave site and relocate themselves to safe urban environment away from rural conditions once the Duty Manager &amp;/or Emergency Services has declared a closure time for the site</li> </ul>	

**Total Fire Ban:** A Total Fire Ban sets legal restrictions on what activities can or cannot occur in a particular district for that day. It aims to reduce the activities that may start a fire. For more information visit your local fire authority website.

As per our terms and conditions, changes to bookings due to adverse weather during the trip will be at the cost to guests and not PGL. We will endeavor to help and assist guests where possible. Emergency travel organised by PGL will be charged to guests in the form of a supplementary invoice. Guests are encouraged to ensure they have appropriate insurance to cover such events.