



Falls Creek Alpine Resort

Municipal Fire Management Plan

Version: 1.0
April 15th, 2016

Table of Contents

Chapter 1: Introduction	8
1.1 Purpose & Objective	8
1.2 Background	8
1.2.1 Fire Danger (Definition and Determination)	8
1.2.2 Topography and Vegetation	10
1.2.3 Weather and Climate	11
1.2.4 Environmental Scan	11
1.3 Development of the Falls Creek Alpine Resort Municipal Fire Management Plan (MFMPPlan).....	12
1.3.1 Emergency Management Context	13
1.4 Strategic Direction	13
1.5 Alignment of Regional & Municipal Objective	13
1.6 Municipal Fire Management Planning Committee	14
1.6.1 Committee Terms of Reference.....	14
1.6.2 MFMP Meeting Standing Agenda	14
1.6.3 MFMP Plan Review Table	14
1.6.4 MFMP Plan Audit.....	15
Chapter 2: Bushfire Strategy & Trigger Points.....	15
2.1 Strategies for enhancing community safety.....	15
2.2 Obligations of Residents, Lodge and Business Operators within Falls Creek Alpine Resort	17
2.2.1 Residents	17
2.2.2 Lodge and Business Operators	18
2.3 Defendable Space around Buildings & Infrastructure.....	18
2.4 Training Schedule.....	19
2.4.1 Community	20
2.5 Management of Events During FDP	20
2.6 Shelter In Place	20
Balancing Fire Risk Against Other Values	21
Chapter 3: Structure Fire Strategy & Trigger Points.....	22
3.1 Strategies for enhancing community safety.....	22
3.2 Obligations of Residents, Lodge and Business Operators within Falls Creek Alpine Resort	23
3.2.1 Residents	23
3.2.2 Lodge and Business Operators	23
3.4 Training Schedule.....	24
3.4.1 Community	24
3.6 Shelter In Place	25
3.7 Seasonal Evacuation Requirements	25
3.7.1 Winter.....	25

3.7.2 Summer.....	26
Chapter 4: Preparedness & Mitigation	28
4.1 Resort Preparation Plan Overview.....	28
4.2 Municipal Fire Prevention Officer (MFPO).....	29
4.2.1 Fire Prevention Notices (FPNs)	29
4.3 Fire Management Plans.....	29
4.3.1 Building Fire Services.....	30
4.4 Action Statements.....	30
Chapter 5: Response	31
5.1 Action Statements.....	31
Chapter 6: Relief & Recovery	31
6.1 Action Statements.....	31
Chapter 7: Sub Plans	31
Chapter 8: Attachments.....	32
8.1 Maps.....	32
8.1.1 Map – Resort.....	32
8.1.2 Map - Shelter in Place (SIP)	32
8.1.3 Map – Resort Access Roads	32
8.1.4 Map – Gates.....	32
8.1.5 Map – Trails	32
8.1.6 Map - Falls Creek Village Fuel Load.....	32
8.1.7 Map –Predictive Fire Path, Falls Creek Village	32
8.1.8 Map – Natural Values	32
8.2 Emergency Contacts Lists	32
8.3 First Aid & Equipment Supplies.....	32
8.4 MFMPCC Terms of Reference	32
8.5 MFMPCC Meeting Standing Agendas	32
8.6 Actions for insertion into Lodge and Business Bushfire Emergency Plans (BEPs).....	32
8.7 FCRM Action Statement Templates.....	32
8.8 FCRM Bushfire Protection Compliance Guidelines	32

Preface

The Falls Creek Municipal Fire Management Committee (MFMP) is responsible for providing a strategic and integrated approach to fire management within the Falls Creek Alpine Resort. This task forms part of a broader State and regional framework established under the Emergency Management Act (2013) and is supported by the State Fire Management Planning Committee and the Hume Regional Strategic Fire Management Planning Committee (HRSFMPC).

A key responsibility of the Falls Creek MFMP is the development of a draft Municipal Fire Management Plan (MFMP) on behalf of the Falls Creek Municipal Emergency Management Planning Committee for considered endorsement by the Falls Creek Alpine Resort Management Board. This Plan describes how regional authorities, resort management boards, fire agencies and other relevant organisations can work together to effectively prepare for, respond to and recover from bushfire events affecting Falls Creek.

This Plan is designed to provide a multi-year management plan and associated action statements that will cover structure and bushfires that may impact on the Falls Creek Alpine Resort. It is important to note this Plan should be read in conjunction with the Falls Creek Municipal Emergency Management Plan (MEMPlan) and the Emergency Management Manual on Victoria (EMMV). Several sections relating to risk assessment, Planning, Response, Relief and Recovery will be referenced back to these two documents and not duplicated in this Plan.

I join with the members of the Falls Creek MFMP in commending this document to you. We see the development and implementation of this Plan as an important step in the ongoing journey to secure a safer, more resilient community, healthier environment and a prosperous economy for our Resort.

Scott Mann

Chairperson

Falls Creek Municipal Fire Management Planning Committee

Authorisation

This Municipal Fire Management Plan (MFMP) was prepared for Falls Creek Alpine Resort Management and endorsed by the Falls Creek Municipal Fire Management Planning Committee (MFMP) on **April 27th, 2016** and Falls Creek Municipal Emergency Management Planning Committee (MEMPC) on **April 27th, 2016**.

This Municipal Fire Management Plan (MFMP) is here signed by the Chair Falls Creek Emergency Management Planning Committee, and Falls Creek Resort Management Board Chief Executive Officer.

Chair Falls Creek Municipal Fire Management Committee

_____ Date signed _____

Chair Falls Creek Emergency Management Planning Committee

_____ Date signed _____

Falls Creek Resort Management Board Chief Executive Officer

_____ Date signed _____

The responsibilities and accountabilities attributed to the organisations represented at the Falls Creek MFMP are endorsed by:

CFA Assistant Chief Officer, North East

_____ Date signed _____

District Manager Department of Environment, Land, Water and Planning

_____ Date signed _____

Area Chief Ranger, Kiewa & Murray Parks Victoria

_____ Date signed _____

Review

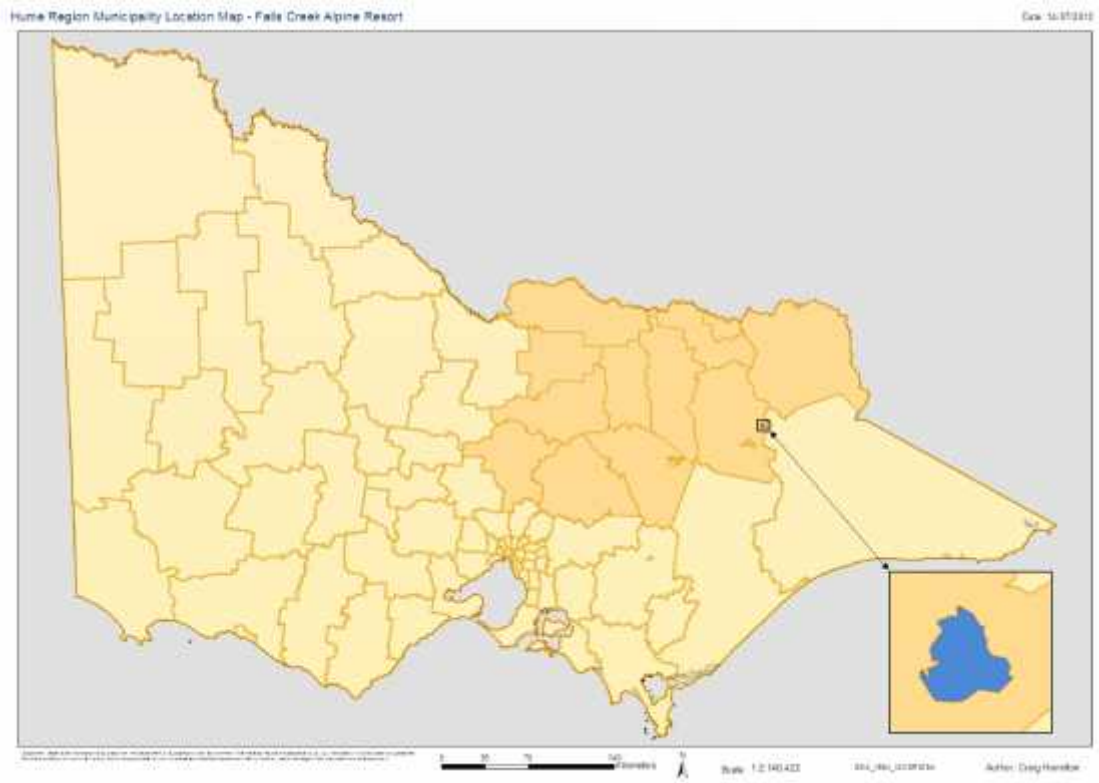
This plan will have a major review every three years when the Municipal Fire Management Plan is reviewed. A minor review will be undertaken annually, in March, post bushfire season.

Next Major Review: December 2018

Next Minor Review: April 2016

Version Control Table

Version Number	Date of Issue	Amendment	Authorised
Draft	Dec 2015	Complete Re-write of Plan	S.Mann
1.0	April 2016	Release of Plan	S.Mann



Glossary of Terms

BEP	BUSHFIRE EMERGENCY PLAN
BEMP	BUSHFIRE EMERGENCY MANAGEMENT PLAN
BHP	BOGONG HIGH PLAINS
BMO	BUSHFIRE MANAGEMENT OVERLAY
CEO	CHIEF EXECUTIVE OFFICER
CERA	COMMUNITY EMERGENCY RISK ASSESSMENT
DELWP	DEPT. ENVIRONMENT, LAND, WATER AND PLANNING
EMC	EMERGENCY MANAGEMENT COORDINATOR
EMV	EMERGENCY MANAGEMENT VICTORIA
FCAR	FALLS CREEK ALPINE RESORT
FCRM	FALLS CREEK RESORT MANAGEMENT
FCRMB	FALLS CREEK RESORT MANAGEMENT BOARD
FCSL	FALLS CREEK SKI LIFTS
FDI	FIRE DANGER INDEX
FDP	FIRE DANGER PERIOD
IMT	INCIDENT MANAGEMENT TEAM
MEMPC COMMITTEE	MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE
MEMP	MUNICIPAL EMERGENCY MANAGEMENT PLAN
MERO	MUNICIPAL EMERGENCY RESOURCE OFFICER
MFMP	MUNICIPAL FIRE MANAGEMENT PLAN
MFMPC	MUNICIPAL FIRE MANAGEMENT PLANNING COMMITTEE
MRM	MUNICIPAL RECOVERY MANAGER
NSP	NEIGHBOURHOOD SAFER PLACE
PPE	PERSONAL PROTECTIVE EQUIPMENT
PV	PARKS VICTORIA
SAP	SAFEST AVAILABLE PLACE
SFEP	STRUCTURE FIRE EMERGENCY PLAN
SIP	SHELTER IN PLACE
SMS	SHORT MESSAGE SERVICE
TFB	TOTAL FIRE BAN

Chapter 1: Introduction

1.1 Purpose & Objective

The purpose of this Municipal Fire Management Plan (MFMP) is to enhance the preparedness for, the response to and the relief/ recovery from either a bushfire or structure fire within the Falls Creek Alpine Resort (FCAR).

Its key objective is to ensure that life is prioritised in the event of a fire impacting the Alpine Resort area and the Falls Creek Village through:

-) Identifying works and actions to be undertaken before the Fire Danger Period is declared,
-) Identifying works and actions to be undertaken in accordance with the Bushfire Management Overlay (BMO) applicable to all permitted works within the FCAR,
-) Providing a framework for management of activities within the Falls Creek Village and Resort boundaries during the Fire Danger Period
-) Defining key action trigger points in response to bushfire activity in the vicinity of the Village and the Resort boundaries
-) Identifying responsible parties to ensure required actions occur.
-) Key requirements for structure fire preparation and response.

This plan should be read in conjunction with the Falls Creek Municipal Emergency Management Plan (MEMPlan).

1.2 Background

An overview of the Falls Creek Alpine Resort can be located in Part 2 – Area Description of the Falls Creek MEMPlan.

Fire risk management is complex within the Falls Creek Alpine Resort due to its isolated location, steep topography, climate, environmental significance, management arrangements and the vegetation in the surrounding Alpine National Park. However, Falls Creek Alpine Resort has some distinct emergency management authority. The *Alpine Resorts (Management Act) 1997* enables the FCRMB to temporarily restrict access, control visitor movement within the resort and or deem areas to be off limits during emergencies (or where there is a reasonable threat of one occurring).

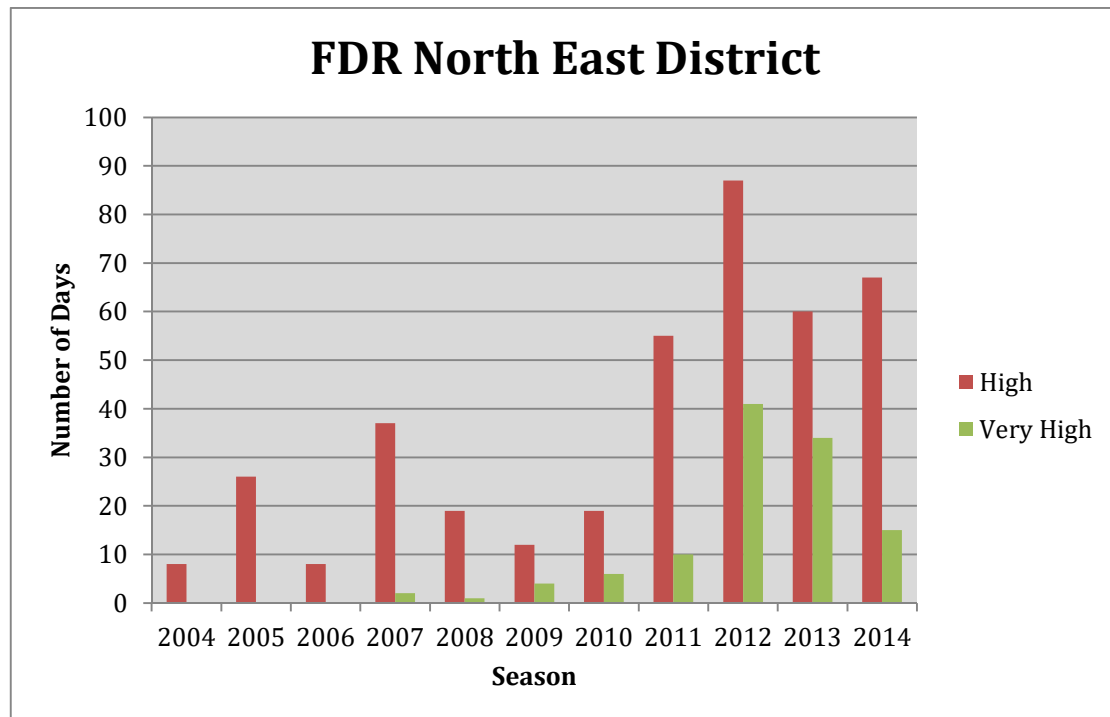
1.2.1 Fire Danger (Definition and Determination)

Fire Danger Indexes (FDI) are determined from a range of meteorological factors including historical data (days since last rain, drought index) and current data (temperature, humidity, wind speed). Fire Danger Ratings (FDR) describe ranges of FDIs, and can be based on either historical data (actual FDI) or a combination of historical and forecasted weather parameters when predicting future FDIs. FDR is therefore a function of climate, however due to the significant difference between forest fire and grass fire conditions; two different FDI meters have been developed. FDI is also a factor used in the decision making process concerning the declaration of Total Fire Ban (TFB) days.

The high elevation of the Resort results in relatively mild summers and this in turn has a significant impact on the FDI levels experienced during the fire season. Generally speaking the cooler temperatures, higher humidity and frequent rain periods tend to keep FDI levels within the “Low – Moderate” FDR. However the greater prevalence for strong winds places upward pressure on the FDI. When coupled with the occasional warm spell this can lead to days of High or even Very High FDR as shown in Figure 1.

In all situations, FCAR will be directed by and respond to the ratings issued by the CFA and/ or EMV for North East Fire District of which the resort is located within.

Figure 1 : Annual FDR Variation for Falls Creek



1.2.2 Topography and Vegetation

Topography plays a major role in the speed and spread of fire. For every 10 degree increase in slope angle the speed of fire spread doubles (Geoscience Australia). The topography approaching and throughout the village therefore plays a major role in determining the direction and speed of a fire. Direct impact by a large bushfire on the Falls Creek village is considered a significant threat and was rated the highest threat during the most recent CERA process undertaken. However due to a combination of features, both natural and artificial, there are some mitigation systems:

- J Fires approaching from the west or north are protected by cleared alpine ski runs and associated snow making infrastructure.
- J Fires approaching from the east are protected by BHP Road and the Rocky Valley Reservoir.

Fires from the south are protected by a steep downhill slope and the Frying Pan Spur Aqueduct. A small scale fire starting within or adjacent to the village or ember attack from a larger more distant bushfire is seen as the major threat from bushfire to the village proper. In such an event the major fuel source of concern is native vegetation, with observational evidence from the 2003 and 2006 fires indicating that the native alpine grasses and herbs show less ability to combust than the native trees and woody shrubs. The native vegetation can therefore be divided into fuel types and vegetation management needs to focus on these different fuel types, especially where they overlap. These fuel types are;

- i. **Standing trees** – the major concern is spreading fire through the crown of adjacent trees. Through this mechanism fire spread would be rapid through the village.
- ii. **Ground cover** - spreading fire via highly combustible woody shrubs and other ground covers. The major threat for ground fire spread is via highly combustible woody shrubs. Evidence from the 2003 and 2006 fire events in the Resort and the adjacent Bogong High Plains indicate while patches of woody shrubs were readily burnt, adjacent areas of native tussock grasses were not. Assessment of the ground cover throughout the village separated the woody shrub component into four broad categories:
 - Z Closed heath –woody shrub component is greater than 80% of the total site area;
 - Z Thick mosaic –woody shrub component is between 50-80% of the total site coverage;
 - Z Thin mosaic –woody shrub component is between 20-50%; and
 - Z Open –woody shrub component is less than 20% coverage occupied by woody shrubs.
- iii. **Fuel ladders** - the event of a fire spreading vertically from ground cover to crown is generally facilitated via the intermediate (recruitment) stage of trees. Currently there is a large amount of snow gum recruitment within the village which is a general reflection of the generous protection offered from the elements provided by buildings. Where there are high levels of snow gum recruitment combined with either closed heath or thick mosaic woody shrubs the potential for ground fires to ‘crown’ is significantly increased. Assessments made throughout the village have identified areas where these continuous fuel ladders occur. Maps detailing this can be found in Attachment 8.1.7.

Combining topography, prevailing wind and fuel load throughout the village the predicted fire spread can be anticipated. These predictions are shown in Attachment 8.1.7 however, given the uncontrollable nature of a wildfire these predicted fire spreads should be used as a guide only.

1.2.3 Weather and Climate

Weather conditions and climate have a significant impact on fire management. Typically the Resort experiences spring rains and mild conditions that promote growth followed by warm dry summers which lead to high fuel loads. The prevailing north west wind direction combined with the northerly aspect of the majority of the village, could hasten the spread of fire throughout the village.

The usual pattern during summer months is north westerly winds accompanied by high day time temperatures and low relative humidity over several days prior to a storm event with a change to south westerly winds. This pattern creates a situation whereby fire ignition from lightning becomes a likely possibility, with a propensity for the fire to run quickly in one direction before changing direction quickly, thus transforming the fires extensive flank into the new fire front.

With current trends and thinking in climate change, research modelling suggests the future climate will be warmer, drier and less predictable. We can therefore expect an increase in the number of extreme fire danger days as well as longer fire seasons.

1.2.4 Environmental Scan

Terrain throughout the Resort generally consists of steep sided mountain slopes leading to a plateau around Ruined Castle in the central area of the Resort.

The Resort incorporates a range of native species and ecosystems, which as shown in the natural values map (Attachment 8.1.8) include species of State and National significance; such as the Mt McKay Mountain Pygmy Possum (*Burramys parvus*).

The vegetation classes are consistent with the altitude, ranging from montane forests through to alpine meadows. The health and occurrence of these vegetation types is highly influenced by fire and the majority of it can be regarded as either “fire sensitive” or “fire influenced”. The former includes those plants that may be significantly damaged or killed by fire, the latter includes species requiring certain fire regimes to maintain their structure and composition.

Maintenance and improvement of the natural biodiversity is a high priority for the Resort. In May 2012 FCRM finalised the Falls Creek Alpine Resorts Biodiversity Management Strategy, which was developed to sustainably manage the Resort’s unique biodiversity. The Strategy will be an essential tool in the future development and operation of the Resort.

The Resort’s climate is temperate, characterised by mild summers and cold winters. Average annual rainfall is approximately 1270mm, which is reasonably evenly distributed throughout the year. A significant proportion of the precipitation falls as snow during the winter. Relative to other parts of the State the summers are cool, wet and windy with maximum temperatures around 15-20C and rarely exceeding 27C. Overnights minimum temperatures are usually around 8C. The average humidity level over summer is approximately 65% and the majority of days experience winds greater than 20kph, generally from the north west.

1.3 Development of the Falls Creek Alpine Resort Municipal Fire Management Plan (MFMPan)

The Resort’s MFMPan was developed through the CERA planning process which follows the guidelines of *ISO 31000: 2009 Risk Management – Principles and Guidelines*.

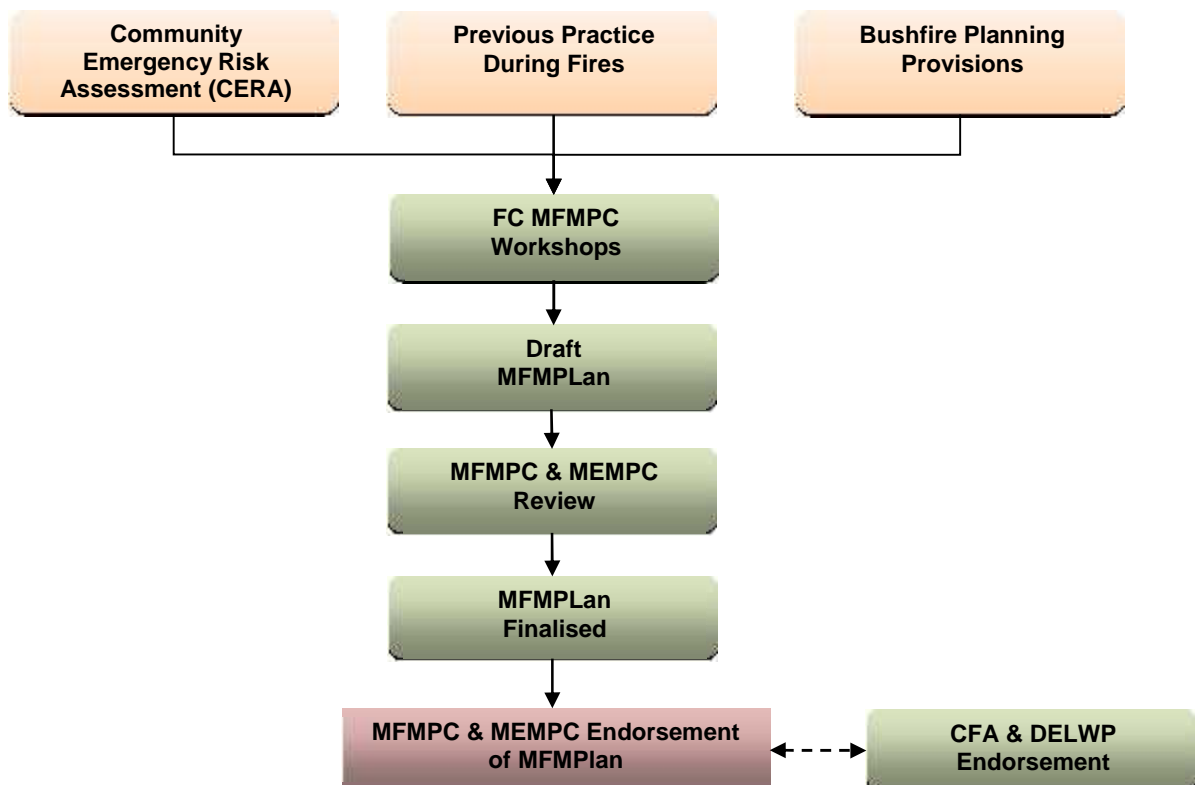
Falls Creek experienced bushfires in 2003 and 2006. During these fires various practices were implemented regarding the management of residents, staff and visitors. While resort management understands these practices there is a need to ensure they are formally documented. The Community Emergency Risk Assessment (CERA) identified bushfire risk as a ‘High’ risk for the Falls Creek Village community.

The FCAR MFMPan provides activation procedures including describing appropriate triggers for when actions are to be implemented.

To ensure life is prioritised to the extent necessary to enable development to proceed under the Bushfire Management Overlay (BMO), consideration of measures over and above those historically implemented by the Resort must also be taken into account. This includes restricting access to the Resort when there is significant risk to life safety from bushfire and evacuating all but essential personnel.

With these factors in mind the draft MFMPan was developed before it was circulated to stakeholders for review and endorsement. The document was then endorsed by the MEMPC, MFMPC and FCARMB. Figure 2 outlines the process undertaken to develop the MFMPan.

Figure 2: Development of the FCAR MFMPan



1.3.1 Emergency Management Context

Within a tiered emergency management framework of State, regional and municipal plans, the FCRMB prepares and implements a range of plans, policies and procedures that are directly involved, or impact on fire management. This includes the formation of the Falls Creek Municipal Fire Management Planning Committee (MFMP), which acts as a subcommittee to the MEMPC and is tasked with the preparation of a Municipal Fire Management Plan (MFMP).

The MFMP is also tasked with the communication, education and assistance in developing Bushfire Emergency Plans (BEPs) for accommodation, lodges and businesses within the resort with the stakeholders in the resort.

The Falls Creek Alpine Resort MFMP should be read in conjunction with:

-) *The Falls Creek Alpine Resort Municipal Emergency Management Plan 2015*
-) *The Falls Creek Local Response Plan (CFA) – Bushfire 2014*

Collectively these documents provide a detailed description of the Resort:

-) Environment and surrounds
-) Demographics
-) Emergency management arrangements
-) Fire history
-) Fire risk analysis
-) Measures implemented to reduce the impact of bushfire through planning, preparation, response and recovery

1.4 Strategic Direction

The strategic direction for this Plan was developed with consideration of the broader state-wide fire planning framework.

The Falls Creek MFMP has adopted the following broad strategic fire management deliverables from the State Fire Management Strategy 2009:

-) Active participation of the community, the private sector and government, working together in fire management planning to reduce the destructive impact of fire on communities and the environment;
-) Communities that are resilient to fire;
-) Greater understanding of the fire sector within the community; and
-) Healthy natural, social and built economic environments.

1.5 Alignment of Regional & Municipal Objective

The Falls Creek municipal fire management objective aligns closely with the Hume Regional Strategic Fire Management Plans (HRSFMP) objectives and vision for fire management. The development and implementation of this Plan will therefore contribute significantly to the realisation of the HRSFMP vision

1.6 Municipal Fire Management Planning Committee

As the resort and its surrounding environment are constantly changing, so must the Municipal Fire Management Committee’s approach to planning and responding to the risks associated with fire.

As such this plan and the committee that has developed it will adopt the following review process to ensure that it is reflective of the community’s needs.

1.6.1 Committee Terms of Reference

The Falls Creek Municipal Fire Management Committee will be governed by the Terms Of Reference as attached to this plan, Refer to Attachment 8.4

1.6.2 MFMP Meeting Standing Agenda

The MFMP will meet at least twice in each calendar year to review and discuss the potential risk of fire to the Resort. These meetings will be nominally held in April and October of each year with the following meeting agenda be adopted for each meeting.

Other meetings made be convened as deemed appropriate by the committee or the MEMPC.

The standing agenda items are attached to this plan. Refer to Attachment 8.5

1.6.3 MFMP Plan Review Table

Frequency	Task / Action	Responsible Party
Ongoing	Implement actions, as per agreed Action Statement.	Custodians
	Further explore identified opportunities for new or enhanced treatments with relevant parties, and agree course of action.	MFMP
Biannually (Every 6 Months)	Report to MFMP on the progress of treatment/action implementation, including an evaluation of treatment appropriateness, impact, effectiveness, efficiency, and legacy in a manner acceptable to the MFMP.	All Treatment Owners & Action Custodian
Annually (Every 12 Months)	Conduct strategic review of risks and associated treatment program, asking: <ul style="list-style-type: none">) Are the identified risks still valid?) Do their pre-treatment and residual risk ratings still hold true?) Are there new risks that need to be added to the register and managed?) Do the treatments currently in place adequately address the identified risks?) Are there any new or enhanced treatments required? 	MFMP
	Review and update Plan content and mapping to ensure validity.	MFMP
	Provide overarching progress report to Municipal Emergency Management Planning Committee,	MFMP

	focusing on the collective effectiveness of treatments in the management of risks and progress towards the achievement of objectives.	
Triennially (Every 3 Years)	Conduct end-to-end review of Plan, with particular focus on the environmental scan and objectives.	MFMPC

1.6.4 MFMPAn Audit

The Falls Creek Alpine Resort is not required by legislation to have this plan audited as per the CFA Act (1958) as the resort is not defined as a municipality.

The Falls Creek MFMPC has elected to structure this plan in the format that would comply with the audit requirements.

Further to this, the committee have elected to have this plan audited by members of the CFA on an annual basis.

This Audit will be scheduled for September each year.

Chapter 2: Bushfire Strategy & Trigger Points

2.1 Strategies for enhancing community safety

The Falls Creek Alpine Resort MFMPAn is a plan for protecting the Falls Creek community. It is not intended to direct operational response to fire. Operational response will be determined by the Incident Management Team (IMT) and guided by the Falls Creek Local Response Plan - Bushfire 2014.

This MFEMPlan as far as practicable seeks to avoid the risk to life by limiting the number of people potentially exposed to bushfire and implements a number of strategies to enhance community safety and prioritise life. It adopts a tiered approach, based on forecast fire weather as well as implementing actions when Falls Creek Alpine Resort is threatened by fire. The trigger points in this hierarchy are:

-) Forecast fire weather
 1. Prior to declared Fire Danger Period
 2. During declared Fire Danger Period
 3. Total Fire Ban Days (TFB)
 4. Declared Code Red Days

-) A bushfire event
 1. A local bushfire event
 2. 'Advice' warning
 3. 'Watch and Act' warning
 4. Emergency Warnings

A local bushfire event is when there is a bushfire within 50 km radius of the Falls Creek Alpine Resort. 'Advice' and 'Watch and Act' warnings are posted on CFA and EMV websites. 'Emergency Warning' is triggered by CFA or DELWP giving an 'Emergency Warning' of imminent danger from bushfire or an observed bushfire approaching the village from the North West along the Rocky Valley Creek.

Figure 3 shows Victoria's fire danger rating system. A Total Fire Ban will generally be declared by the CFA Chief Officer when the fire danger rating is forecast to be 'severe' or above. The trigger point in this MFMPAn is based on forecast fire danger

ratings for the forecast district (which for Falls Creek is the North East District) not the specific fire danger indices for the Resort.

Figure 3: Victoria’s fire danger ratings



CFA declares the Fire Danger Period for a municipality based on fire conditions such as grassland curing and underlying forest fuel moisture. Once the Fire Danger Period has been declared, fire restrictions come into force. Fires cannot be lit in the open air without a permit.

The declaration of the Fire Danger Period signals the potential for bushfire of sufficient intensity to impact the Resort. It is therefore reasonable that preseason activities are in place before the Fire Danger Period is declared.

The permanent summer population at the Resort is approximately 70 people, although many staff who work in the resort live in Mt Beauty with the result that on a given work day the population would be around 100.

Summer visitation is variable with numbers on the mountain averaging around 500 and reaching up to 3000 when an event is in progress. Given, ski runs, the grassy alpine areas around the Resort and the close proximity of Rocky Valley Dam, the Falls Creek Village is the most likely place of refuge from bushfire people will turn to for a considerable distance around the Resort area.

The Resort in effect will close to new visitors under Code Red Conditions and if significantly threatened by fire. This avoids risk by minimising people in harm’s way and is consistent with the procedures for the neighbouring Alpine National Park. If, following discussions with the CFA District or an Incident Management Team (IMT) it’s determined necessary and safe to do so, visitors already on the mountain will be encouraged to leave early. A decision to formally evacuate the Resort will be made in accordance with the Emergency Management Manual Victoria and the State’s Emergency Response Procedures.

Code Red days generally occur at infrequent intervals, less than one event per year on average for any fire district. A Code Red declaration indicates the most catastrophic fire weather conditions are expected on that day resulting in multiple large and fast moving fires that cause a significant drain on State resources. They are often predicated by two or three days of public awareness information that an upcoming Code Red event is likely.

A large proportion of the permanent residents on the mountain either work for the FCRMB or have a pecuniary interest in lodges or businesses. The small population over summer enables the FCRMB to quickly communicate with everyone. This is done through a number of methods, including:

-) Email
-) Phone (FCRMB have a number of Satellite phones available for use)
-) Automated text messaging
-) Social media such as Facebook
-) The Falls Creek Resort website
-) Work crew radios (internal communication only)

On days of Total Fire Ban or Code Red, lodges and businesses will be advised to activate their BEMP's and to advise FCRMB of numbers of persons at the lodge or business for that day and their mobile phone numbers. Under certain circumstances, such as the Falls Creek Village being directly threatened by fire the FCRMB will door knock every lodge that has not responded and record who's in the Village and their mobile phone number.

FCRMB will provide all lodge and business owners proforma actions (refer Appendix 8) for inclusion within the lodge or business BEMP to inform of their responsibilities during any activation of the FCAR MFMPPlan.

The primary access route to Falls Creek Village is via the Bogong High Plains Road from Mt Beauty. The Bogong High Plains Road runs from Mt Beauty to Falls Creek and across the Bogong High Plains where it descends into the Big River valley to meet the Omeo Highway at Shannonvale. Being caught on this road in the event of a fire is a significant risk.

If threatened by fire, Police or the Incident Controller may determine it necessary to close the Bogong High Plains Road. FCRMB will store necessary signage at the appropriate locations in preparation to close roads if directed by Police or Incident Controller. FCRMB will restrict access to areas of the resort outside of the village area on Code Red days through road closures.

2.2 Obligations of Residents, Lodge and Business Operators within Falls Creek Alpine Resort

FCRMB has Occupational Health and Safety obligations to minimise exposure of staff to hazardous situations whilst supporting the relevant emergency management services. Residents, Lodge Operators and Business Operators can assist FCRMB to meet these obligations, as well as their own, by putting in place their own management measures for a fire emergency that might impact upon the Falls Creek Village and wider resort.

2.2.1 Residents

Residents need to have a fire plan in place. Information on how to prepare a fire plan can be obtained from the CFA web site:

www.cfa.vic.gov.au/plan-prepare/make-your-bushfire-plan-today/

Residents will be asked in October each year by FCRMB to provide current contact details to ensure residents will receive information sent by the SMS messaging system operated by FCRMB in relation to any fire emergency situation.

2.2.2 Lodge and Business Operators

Lodge and Business Operators need to have a Bushfire Emergency Plan in Place. The CFA have developed 'A Guide for Businesses: Developing a Bushfire Emergency Plan: CFA February 2014' and a copy can be obtained from the CFA web site below:

www.cfa.vic.gov.au/about/guides/

Lodge and Business Operators will be asked in October each year to provide current contact details for the Chief Warden and Deputy Warden ensure communications sent by the SMS messaging system operated by FCRMB in relation to any fire emergency situation are received by the relevant people.

FCRMB also requests the Lodge and Business Operators to include a number of actions into their Action Statements in relation to Actions;

-) prior to the Fire Danger Period,
-) during the Fire Danger Period,
-) declared Total Fire Ban or Code Red days, or,
-) if there is a fire and the CFA has issued warnings.

These actions relate to;

-) ensuring there is defensible space around buildings,
-) the provision of information relating to the number of people staying or wishing to leave the village, and,
-) providing advice to staff, guests, and customers, of 'shelter in place' arrangements for Falls Creek Alpine Resort as a whole.

Chapter 7.6 of this document lists the actions for inclusion in BEP Action Statements for Lodge and Business Operators.

Prior to the Fire Danger Period the bulk SMS messaging system will be tested and it is expected that Residents, Lodge and Business Operators would participate.

Residents, Lodge and Business Operators are also encouraged to develop and maintain building emergency evacuation plans.

These plans should ensure that the following items have been addressed;

-) Provision for list of guests and staff on the premises at the time of the event
-) Identification of a Site Emergency Warden (Lodge Manager etc)
-) Identification of evacuation routes and assembly points
-) Agreements with neighbouring lodges for assembly points
-) Consideration of assembly points suitable for all weather conditions
-) Emergency contact lists (Phone number, email address etc)

2.3 Defendable Space around Buildings & Infrastructure

The FCRMB has an annual vegetation management program in place for the maintenance and upkeep of defensible space around all buildings and infrastructure.

To support the Bushfire Management Overlay Schedule (BMO), all lessees are contacted by mail each year prior to the fire danger period, advising them of their obligations to manage and ensure the areas around their buildings are cleared and maintained prior to the FDP commencing.

The prescribed measures include but are not limited to:

-) Whipper snip long grass around building as far as practicable
-) Remove wood and or rubbish, both flammable and non-flammable
-) Remove any timber stacked on wooden balconies
-) Windows and doors able to be closed
-) Reduce gaps in the building where embers may lodge
-) Secure cladding

Planning permit exemptions are provided for in Victoria's planning schemes to manage vegetation for bushfire protection around residential property. The 10/50 rule applies for residential properties within the Falls Creek Village whereby landholders can clear any vegetation, including trees within 10m of the residence and any vegetation (except trees) within 50 metres of the residence. FCRMB manages the authorisation of these exemptions and should be contacted before any clearing works take place.

Lessees are required to advise the FCRMB if they intend to manage vegetation around their buildings themselves or require the FCRMB to do it on their behalf.

Records are kept of those responses and for those who have not either actioned or responded by the due date. For those lessees who have not carried out their obligations, the FCRMB carries out the work and this is then charged out to the lessee.

Prior to the FDP the FCRMB also carry out clearing and maintenance around all their infrastructure and buildings to the same standard and expectations it has of lessees.

These activities are a significant part that support waiving the defendable space requirements of the BMO

2.4 Training Schedule

Annually prior to the Declared Fire Danger Period all FCRMB staff will receive the following training as a minimum:

-) MFMPan Roles and Responsibilities
-) Relief Centre management
-) Portable Generator Operation
-) Satellite Phone Operation
-) Radio Operation
-) Bushfire and Structure Fire Response
-) Safety Awareness During a Fire Event

Training will be provided in the use of Fire Equipment, including pumps and hoses however it is not expected that staff will be actively engaged in the fighting of any structure or bushfire impacting upon the FCAR.

FCRMB staff and the wider resort will be involved in an exercise such to test the bulk SMS messaging system in late November each year.

2.4.1 Community

Land managers, the community and individuals all have a responsibility to maintain their properties and to conduct their activities in a responsible manner with respect to fire management. The effectiveness of the Risk Management Strategy relies heavily upon the community understanding and accepting their responsibilities, and acting accordingly.

While specific treatments cannot be attributed to private individuals and organisations within the Risk Management Strategy the MFMP does have an expectation that members of the community will where appropriate;

-) Prepare and plan for fires, both bushfire and structural;
-) Prepare their properties for fire events;
-) Ensure adequate access and water for fire fighting appliances; and
-) Maintain an awareness of fire danger levels and listen for alerts and warnings.

Advice, training and support to groups, businesses and individuals concerning all of these expectations can be obtained from the CFA (see link below).

Link to CFA Fire Safety: www.cfa.vic.gov.au/firesafety

2.5 Management of Events During FDP

Management of events during the declared Fire Danger Period needs to take into account the MFMP to assist in reducing the number of people potentially exposed to bushfire. Event Managers must take into consideration their event's exposure to bushfire risk. Their event's EMP must include an appropriate FDR trigger for cancellation of the event.

Emergency Management Plans and procedures need to be developed and approved by the FCRMB for all events held within the Falls Creek Alpine Resort during the FDP. These plans must address the strategy and trigger points of the Falls Creek Alpine Resort MFMP and prioritise life safety by their design.

2.6 Shelter In Place

There is no designated Neighbourhood Safer Place (NSP) at Falls Creek Village. The steep slopes and topography surrounding the Resort means the NSP criteria are difficult to achieve. However, bushfire is dynamic. If the Falls Creek Village is impacted by bushfire, it is likely that after consideration of the specific condition on the day certain locations may be judged a reasonable place of shelter. The places where people are known to gather in an emergency as identified in the Falls Creek Local response Plan – Bushfire 2014 are the FCRMB offices and the Village Bowl.

Where the Falls Creek Village is under significant threat and 'shelter in place' becomes necessary, in conjunction with the Incident Controller a dynamic risk assessment will be carried out on the day to determine the most appropriate location (Safest Available Place SAP). The FCRMB will use their extensive communications capacity to notify residents and Chief Wardens from Lodge and Business Operators of that location for that particular day.

These “*Shelter In Place*” areas are identified on the Resort map in Chapter 7.1 and are as follows:

-) FCARMB Administration Building day shelter (Primary)
-) FCARMB Boardroom in Saint Falls West Complex (Secondary)
-) Slalom Plaza (overflow requirements)
-) Rocky Valley Dam Observation Deck Carpark

PRIMARY “SHELTER IN PLACE”

The FCARMB Administration building is recognised as the primary *Shelter in Place* for the FCAR. It is a double storey brick and timber clad building with a metal deck roof and a concrete slab floor construction. The layout of the building provides sheltering for people away from radiant heat.

It has back up emergency power supply with a fire hose reel and extinguishers, public toilets, kitchen facilities and emergency supplies of PPE.

There is a fire hydrant adjacent to the building and this operates off the reticulated water supply.

There is an area located on the ground floor of the building for people to shelter in without having an impact on the response operational nature for the event (this will occur in the Boardroom of the Administration Building on the second floor).

The building is bordered:

-) On the south side by an access road;
-) On the east side an adjacent building of brick and metal cladding and metal roof;
-) On the west side an access road
-) On the north side. the Bogong High Plains Road and car park

The Secondary *Shelter in Place*, the FCARMB Boardroom is situated in the Saint Falls West Complex which is a reinforced concrete multi storey building which has same amenities as the Primary Shelter in Place except for a backup emergency power supply.

Balancing Fire Risk Against Other Values

The Risk Register identified that some of the concerns being raised resided less with the impact of an actual fire and more with that of the treatments being applied. A number of the Fire Risk Treatments adopted in Risk Management Plan pose a potential threat to some of the very values the MFMP is seeking to safeguard. It is important that these threats are noted and that a balance be struck between protecting the community from fire and maintaining the economic, social, and environmental wellbeing of the Resort.

A number of processes and treatments are already in place to ensure that all values are taken into consideration and protected during the planning and implementation of Fire Risk Treatments. Where conflict does occur the MFMP offers a dispute resolution process for member organisations by establishing a pathway for issues to be escalated and resolved at either a regional or State level by the responsible authorities.

Chapter 3: Structure Fire Strategy & Trigger Points

3.1 Strategies for enhancing community safety

The Falls Creek Alpine Resort MFMPan is a plan for protecting the Falls Creek community. It is not intended to direct operational response to fire. Operational response will be determined by the CFA Incident Controller.

This MFMPan as far as practicable seeks to avoid the risk to life by limiting the number of people potentially exposed to a structure fire and implements a number of strategies to enhance community safety and prioritise life. It adopts a tiered approach, based on forecast fire weather as well as implementing actions when a structure fire occurs within the Falls Creek Alpine Resort. The trigger points in this hierarchy are:

-) A structure event
 1. A local structure fire event
 2. 'Advice' warning
 3. 'Watch and Act' warning
 4. Emergency Warnings

A local structure fire event is when there is a structure fire within the immediate Falls Creek Village. 'Advice' and 'Watch and Act' warnings are posted on CFA and EMV websites. 'Emergency Warning' is triggered by CFA giving an 'Emergency Warning' of imminent danger from a structure fire.

Victoria's fire danger rating system is shown in chapter 2.1 of this plan.

A large proportion of the permanent residents on the mountain either work for the FCRMB or have a pecuniary interest in lodges or businesses. The small population over summer enables the FCRMB to quickly communicate with everyone. This is done through a number of methods, including:

-) Email
-) Phone (FCRMB have a number of Satellite phones available for use)
-) Automated text messaging
-) Social media such as Facebook
-) The Falls Creek Resort website
-) Work crew radios (internal communication only)

On days of Total Fire Ban or Code Red, lodges and businesses will be advised to activate their BEMP's. On days declared as Code Red, lodges and business will be asked to advise FCRMB of numbers of persons at the lodge or business for that day and their mobile phone numbers. Under certain circumstances, such as the Falls Creek Village being directly threatened by fire the FCRMB will door knock every lodge that has not responded and record who's in the Village and their mobile phone number.

FCRMB will provide all lodge and business owners proforma actions (refer Attachment 7.6) for inclusion within the lodge or business BEMP to inform of their responsibilities during any activation of the FCAR MFMPan.

Lodge and business owners are recommended that they refer to action statement 5E – Structure Fire, in attachment 8.7 as a template for the creation of their own action statement applicable to a structure fire or evacuation of their premises.

The primary access route to Falls Creek Village is via the Bogong High Plains Road from Mt Beauty. The Bogong High Plains Road runs from Mt Beauty to Falls Creek and across the Bogong High Plains where it descends into the Big River valley to meet the Omeo Highway at Shannonvale. The Bogong High Plains Road is closed to all public traffic during the declared snow season or while there is snow present on the road surface.

If threatened by fire, Police or the Incident Controller may determine it necessary to close sections of the falls creek village to public access. FCRMB will store necessary signage at the appropriate locations in preparation to close roads if directed by Police or Incident Controller. FCRMB will restrict access to areas of the resort outside of the village area on Code Red days through road closures.

3.2 Obligations of Residents, Lodge and Business Operators within Falls Creek Alpine Resort

FCRMB has Occupational Health and Safety obligations to minimise exposure of staff to hazardous situations whilst supporting the relevant emergency management services. Residents, Lodge Operators and Business Operators can assist FCRMB to meet these obligations, as well as their own, by putting in place their own management measures for a fire emergency that might impact upon the Falls Creek Village and wider resort.

3.2.1 Residents

Residents need to have a fire plan in place. Information on how to prepare a fire plan can be obtained from the CFA web site:

www.cfa.vic.gov.au/plan-prepare/make-your-bushfire-plan-today/

Residents will be asked in October each year by FCRMB to provide current contact details to ensure residents will receive information sent by the SMS messaging system operated by FCRMB in relation to any fire emergency situation.

3.2.2 Lodge and Business Operators

Lodge and Business Operators need to have a Bushfire Emergency Plan in Place. The CFA have developed 'A Guide for Businesses: Developing a Bushfire Emergency Plan: CFA February 2014' and a copy can be obtained from the CFA web site below:

www.cfa.vic.gov.au/about/guides/

Lodge and Business Operators will be asked in October each year to provide current contact details for the Chief Warden and Deputy Warden ensure communications sent by the SMS messaging system operated by FCRMB in relation to any fire emergency situation are received by the relevant people.

FCRMB also requests the Lodge and Business Operators to include a number of actions into their Action Statements in relation to Actions;

-) prior to the Fire Danger Period,
-) during the Fire Danger Period,
-) declared Total Fire Ban or Code Red days, or,

-) if there is a fire and the CFA has issued warnings.

These actions relate to;

-) ensuring that staff, guests and customers are aware of where to shelter in the event of a building evacuation,
-) the provision of information relating to the number of people staying or wishing to leave the village, and,
-) providing advice to staff, guests, and customers, of *'shelter in place'* arrangements for Falls Creek Alpine Resort as a whole.

Chapter 7.6 of this document lists the actions for inclusion in BEP Action Statements for Lodge and Business Operators.

Prior to the Fire Danger Period the bulk SMS messaging system will be tested and it is expected that Residents, Lodge and Business Operators would participate.

Residents, Lodge and Business Operators are also encouraged to develop and maintain building emergency evacuation plans.

These plans should ensure that the following items have been addressed;

-) Provision for list of guests and staff on the premises at the time of the event
-) Identification of a Site Emergency Warden (Lodge Manager etc)
-) Identification of evacuation routes and assembly points
-) Agreements with neighbouring lodges for assembly points
-) Consideration of assembly points suitable for all weather conditions
-) Emergency contact lists (Phone number, email address etc)

Evacuation plan templates can be sourced from FCRM or CFA.

3.4 Training Schedule

Annually prior to the Declared Snow Season all Lodge and business staff are encouraged to receive the following training as a minimum:

-) SFEP Roles and Responsibilities
-) Site Evacuation Procedures
-) FCAR Relief Centre Location
-) Structure Fire Response
-) Safety Awareness During a Fire Event

Training should also be provided in the use of Fire Equipment, including extinguisher and blankets,

FCRMB staff and the wider resort will be involved in an exercise such to test the bulk SMS messaging system in late November each year.

3.4.1 Community

Land managers, the community and individuals all have a responsibility to maintain their properties and to conduct their activities in a responsible manner with respect to fire management. The effectiveness of the Risk Management Strategy relies heavily

upon the community understanding and accepting their responsibilities, and acting accordingly.

While specific treatments cannot be attributed to private individuals and organisations within the Risk Management Strategy the MFMP does have an expectation that members of the community will where appropriate;

-) Prepare and plan for fires, both bushfire and structural;
-) Prepare their properties for fire events;
-) Ensure adequate access and water for fire fighting appliances; and

Advice, training and support to groups, businesses and individuals concerning all of these expectations can be obtained from the CFA (see link below).

Link to CFA Fire Safety: www.cfa.vic.gov.au/firesafety

3.6 Shelter In Place

Refer to Chapter 2.6 for the FCAR Shelter In Place locations.

It is expected that all lodge and business owners will establish agreements with other lodges or businesses to allow for their staff, guests and customers to shelter within during a structure fire event.

Lodge and business owner must give consideration to the large variation in weather conditions experienced during the year within the Falls Creek village when selecting an alternate evacuation point.

3.7 Seasonal Evacuation Requirements

Lodge and business owners must give consideration to the safety of their guests, customers and staff during an evacuation process. This consideration will differ from season to season.

3.7.1 Winter

- a. For the declared snow season, consideration must be given to the following; Building Evacuation Plans
- b. Emergency Evacuation Assembly Points
- c. Emergency Evacuation Paths
- d. Village Evacuation Procedures (Bogong High Plains Road)

3.7.1a – Building Evacuation Plans

All buildings evacuation points must be clearly displayed at all times and clear of obstructions. Doors should be unlocked from the inside.

3.7.1b – Emergency Evacuation Assembly Points

Given the ski in ski out product within the Falls Creek village during the declared snow season, lodge and business owners must identify an assembly point that is out of the weather.

- Assemble points should be located in another lodge or business that is sufficient distance away from the incident

- Assembly points should, where practicable be located downhill from the incident
- Assembly points should be large enough to hold all staff, guests and customers.
- Consideration should be given to having several assembly points if one point is not large enough to hold all of your staff, guests and customers.

3.7.1c – Emergency Evacuation Paths

As with the evacuation points, the pathways for staff, guests and customer to use to get these points must also be given consideration.

Pathways should (where practicable);

- Be clear of obstacles or deep snow
- Use formed pathways, elevated stairways or roadways
- Be well lit and clearly defined

3.7.1d – Village Evacuation Procedure

In the event of the village needing to be evacuated FCRM along with Vic Police will provide direction and guidance for staff, guests and customer to be directed to their vehicles and then escorted down to Mount Beauty.

Please note that the Bogong High Plains Road is closed between Falls Creek and Shannonvale during the declared snow season.

In the event of an immediate evacuation, all staff, guests, customers and residents will be evacuated out of the resort by means of bus.

3.7.2 Summer

For the summer season, consideration must be given to the following;

- a. Building Evacuation Plans
- b. Emergency Evacuation Assembly Points
- c. Emergency Evacuation Paths
- d. Village Evacuation Procedures (Bogong High Plains Road)

3.7.2a – Building Evacuation Plans

All buildings evacuation points must be clearly displayed at all times and clear of obstructions. Doors should be unlocked from the inside.

3.7.2b – Emergency Evacuation Assembly Points

Given the reduction in lodges that are accessible within the Falls Creek village during the summer months, lodge and business owners must nominate;

- Assemble points that are located in another lodge, business or open space that is sufficient distance away from the incident
 - o If the assembly points is to be within another lodge or business, it must be accessible at all times of the day or night.
- Assembly points should, where practicable be located downhill from the incident
- Assembly points should be large enough to hold all staff, guests and customers.
- Consideration should be given to having several assembly points if one point is not large enough to hold all of your staff, guests and customers.

3.7.2c – Emergency Evacuation Paths

As with the evacuation points, the pathways for staff, guests and customer to use to get these points must also be given consideration.

Pathways should (where practicable);

- Be clear of obstacles or vegetation
- Use formed pathways, elevated stairways or roadways
- Be well lit and clearly defined

3.7.1d – Village Evacuation Procedure

In the event of the village needing to be evacuated FCRM along with Vic Police will provide direction and guidance for staff, guests and customer to be directed to their vehicles and then escorted out of the village, most likely towards Mount Beauty.

In the event of an immediate evacuation, all staff, guests, customers and residents will be evacuated out of the resort by means of bus.

Chapter 4: Preparedness & Mitigation

This chapter identifies who is responsible for implementing the plan and the actions to be implemented.

4.1 Resort Preparation Plan Overview

Table 1 outlines who has the responsibility for implementing this plan for the various trigger points.

Table 1: Roles and Responsibilities

Staff Member	Role in this plan	Responsibility	Contact
Stuart Smythe	CEO) Principle Accountable Officer	0437471971
Callum Brown	Emergency Management Coordinator (EMC)) To coordinate on the ground resources and the zoned fire alert teams	0423603636
Scott Mann	Chief Warden) To ensure this plan is implemented as prescribed by this plan,) Monitor, review and disseminate this plan) Appoint a temporary Warden if any of the Wardens below are not able to fill their role	0409836440
Fred Weir	Deputy Warden) As prescribed by the Action Statement; and) To enact the plan in the absence of the Chief Warden	0410446219
Paul Mason	Warden 1 (Admin)) As prescribed by the Action Statement; and) To enact the plan in the absence of the above Wardens	0417532001
Matt O'Keeffe	Warden 2 (Tech Services)) As prescribed by the Action Statement; and) To enact the plan in the absence of the above Wardens	0427114614
Richard Hoadley	Warden 3 (Workshop)) As prescribed by the Action Statement; and) To enact the plan in the absence of the above wardens	0400 420 331
Jamie Grundy	Warden 4 (WWTP)) As prescribed by the Action Statement; and) To enact the plan in the absence of the above Wardens	0488992443

4.2 Municipal Fire Prevention Officer (MFPO)

Under the Falls Creek Municipal Fire Management Planning Committee and Section 96a of the *CFA Act (1958)*, Falls Creek are required to engage a person to act as a Municipal Fire Prevention Officer (MFPO).

This officer is charged with the duties of;

-) Ensuring that all reasonable measures are made to mitigate the risk of fire spreading within the Resort.
-) That the community are aware of their obligations to reduce risk of fire to their sites
-) Assisting in the preparation of a Municipal Fire Management Plan
-) Issuing of fire prevention notices
-) Issuing open air burning permits
-) Promoting the fire prevention message throughout the community

4.2.1 Fire Prevention Notices (FPNs)

Under section 41 of the *CFA Act (1958)*, the Municipal Fire Prevention Officer (MFPO) has the authority to issue FPNs to a land owner where the MFPO has the opinion that there is a risk to life or property.

The Falls Creek MFPO will conduct regular inspections of all sites within the resort and work with site holders to achieve the best possible outcome for fire prevention.

The date of these inspections will be advertised to all stakeholders within the resort with a minimum notice period of 28 days being given.

Where a FPN is issued, the site holder will have fourteen (14) days to comply with the requests on the notice.

Failure to comply with a FPN may result in contractors being engaged by FCRM to undertake works on the site with any associated charges being forwarded on to the site holder.

4.3 Fire Operations Plans

The Falls Creek MFMPC will develop a yearly fire operations plan for the resort. This plan will contain the projected fuel management and/or infrastructure works within the resort with a focus of the following attributes;

-) Protection of life
-) Protection of critical infrastructure
 - o Water Treatment facilities
 - o Waste Water Treatment Facility
 - o Communication infrastructure
 - o Key utility infrastructure
 - o Key ski lift infrastructure
-) Protection of significant flora and fauna environments

The MFMPC will liaise with regional and state agencies to develop a synopsis of the projected summer fire season and use this as input to the yearly fire operations plan.

The yearly fire operations plan will be approved by the MFMPC at their October meeting.

The yearly fire operations plan's effectiveness will be reviewed by the MFMPC at their following April meeting.

The MFMPC will ensure that all developed sites within the resort are assessed annually.

Developed sites with building constructed or clad in timber will be assessed every year.

The yearly Fire Operations Plan should cover the following;

-) Area(s) within the resort to be treated
-) Method of treatments to be adopted
-) Timing of treatments
-) List of sites that will be inspected
-) Assessment of PPE for fire operations
-) Assessment and maintenance of equipment use for fire operations
-) Training of staff in fire drills and area wardens

4.3.1 Building Fire Services

The MFMPC and FCRM will, in conjunction with the CFA and a local building surveyor/ inspector, undertake building inspections throughout the year to ensure the following;

-) Compliance to relevant Building Codes for Ingress and Egress
-) Compliance to relevant Building Codes for fire suppression equipment
-) A current contact list for key lodge staff in the event of an emergency
-) A current evacuation plan for the lodge with notations where guests/ staff are to be evacuated to

4.4 Action Statements

Action Statements have been prepared for the trigger points listed in Chapters 2 & 3 and are copies provided in Appendix 8.7. The action statements are as listed below

-) Action Statement: 4A - Prior to Fire Danger Period
-) Action Statement: 4B - During Fire Danger Period
-) Action Statement: 4C - Total Fire Ban Day
-) Action Statement: 4D - Declared Code Red Day

Chapter 5: Response

For all fire incidents within FCAR, the MFMP and MEMPC will be commanded by the control agency assigned to the incident.

FCRM will only respond to an incident as directed by the lead agency.

5.1 Action Statements

Action Statements have been prepared for the trigger points listed in Chapters 2 & 3 and are copies provided in Attachment 8.7. The action statements are as listed below

-) Action Statement: 5A - Local Bushfire Event
-) Action Statement: 5B - Advice Warning
-) Action Statement: 5C - Watch & Act Warning
-) Action Statement: 5D - Imminent Threat
-) Action Statement; 5E - Structure Fire

Chapter 6: Relief & Recovery

6.1 Action Statements

For all relief and recovery action statements refer to the Part 6.11 of the Falls Creek Municipal Emergency Management Plan (MEMPlan)

Chapter 7: Sub Plans

Following sub plans have been included into this MFMP

-) YMCA Alpine Centre (Howmans Gap) Fire Management Plan
-) FCRM Vegetation Plan (To Be Developed)
 - o Includes the Weed Management
 - o Fuel Management Plan
-) Annual Falls Creek Fire Operations Plan

Chapter 8: Attachments

8.1 Maps

8.1.1 Map – Resort

8.1.2 Map - Shelter in Place (SIP)

8.1.3 Map – Resort Access Roads

8.1.4 Map – Gates

8.1.5 Map – Trails

8.1.5(a) Walking

8.1.5(b) Mountain Bike

8.1.5(c) Nordic (Cross Country) Skiing

8.1.6 Map - Falls Creek Village Fuel Load

8.1.7 Map –Predictive Fire Path, Falls Creek Village

8.1.8 Map – Natural Values

8.2 Emergency Contacts Lists

8.3 First Aid & Equipment Supplies

8.4 MFMPC Terms of Reference

8.5 MFMPC Meeting Standing Agendas

8.6 Actions for insertion into Lodge and Business Bushfire Emergency Plans (BEPs)

8.7 FCRM Action Statement Templates

Action Statements

Action Statement: 4A - Prior to Fire Danger Period

Action Statement: 4B - During Fire Danger Period

Action Statement: 4C - Total Fire Ban Day

Action Statement: 4D - Declared Code Red Day

Action Statement: 5A - Local Bushfire Event

Action Statement: 5B - Advice Warning

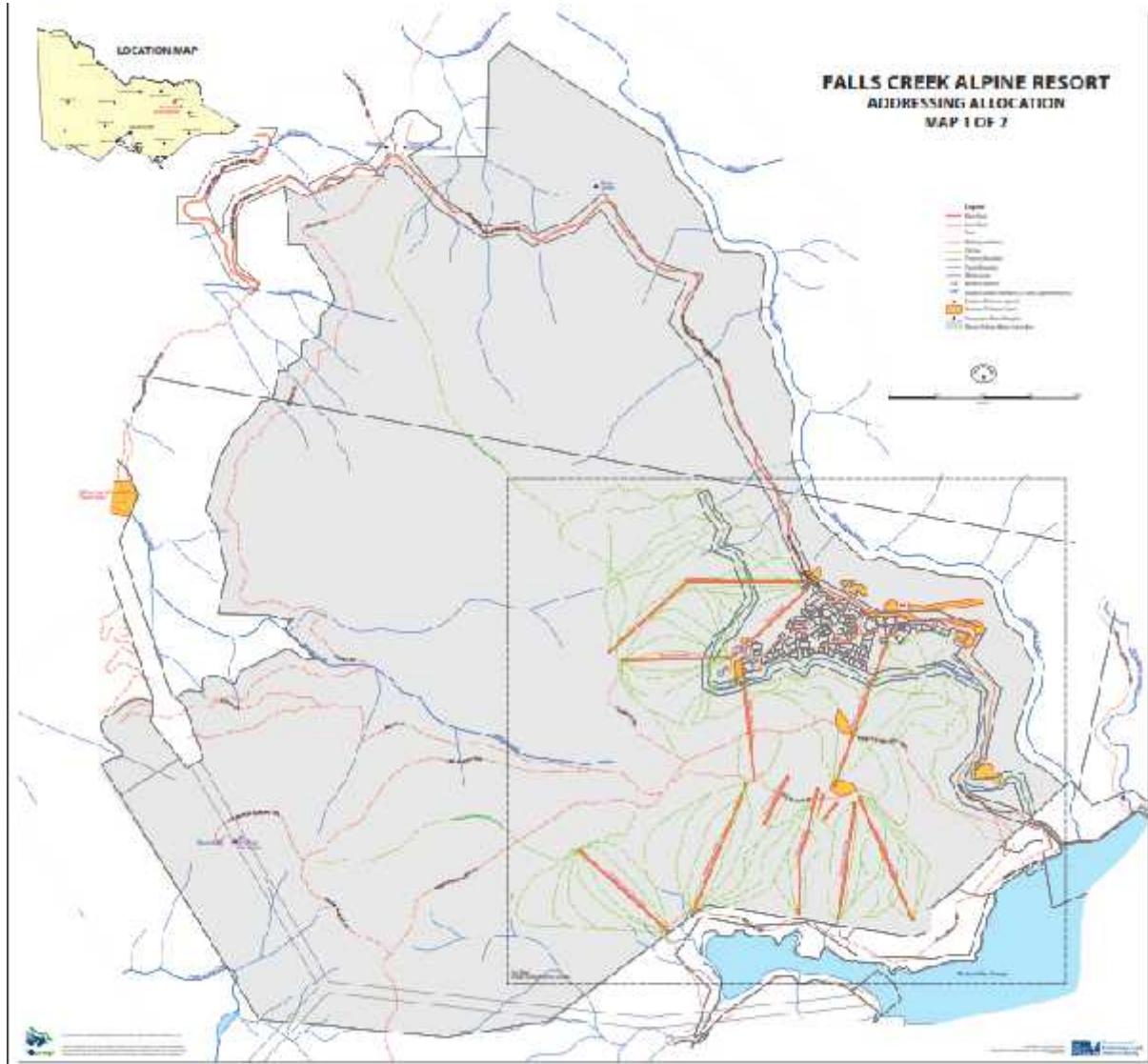
Action Statement: 5C - Watch & Act Warning

Action Statement: 5D - Imminent Threat

Action Statement; 5E - Structure Fire

8.8 FCRM Bushfire Village Site Compliance Guidelines (Under Development)

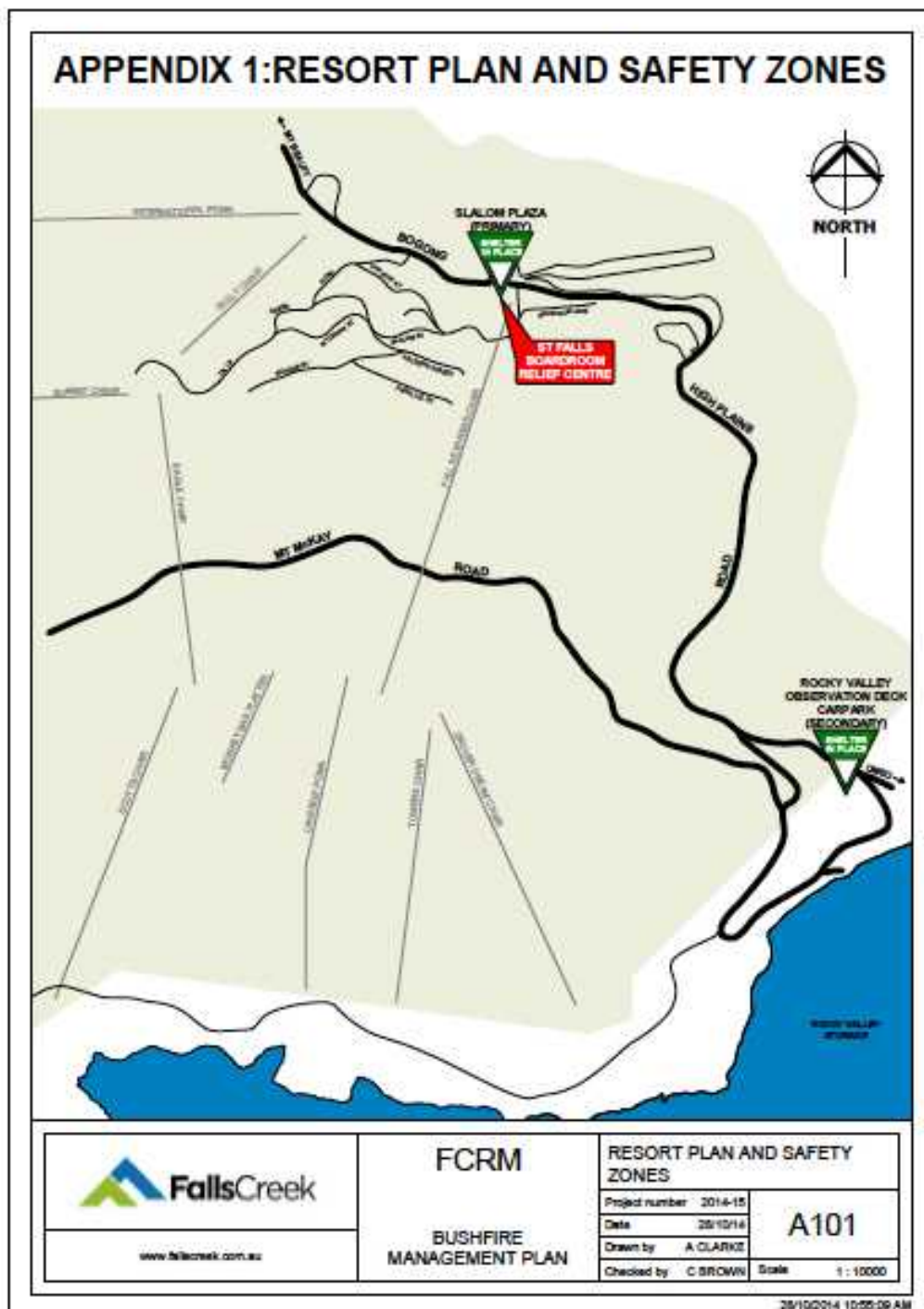
8.1.1 Map – Resort



8.1.2 Map – Shelter In Place (SIP)

-) FCARMB Administration Office Board Room (Primary)
-) Slalom Plaza
-) Rocky Valley Dam shore line

The car parks on the northern boundary of the village may be used when the threat is from the south and have been identified as 'safe to do so' by the Incident Controller



8.1.3 Map – Resort Access Roads

The following roads and access tracks have been defined as fire access roads for the purposes of road and trail maintenance compliant to the Fire Access Road Guidelines.

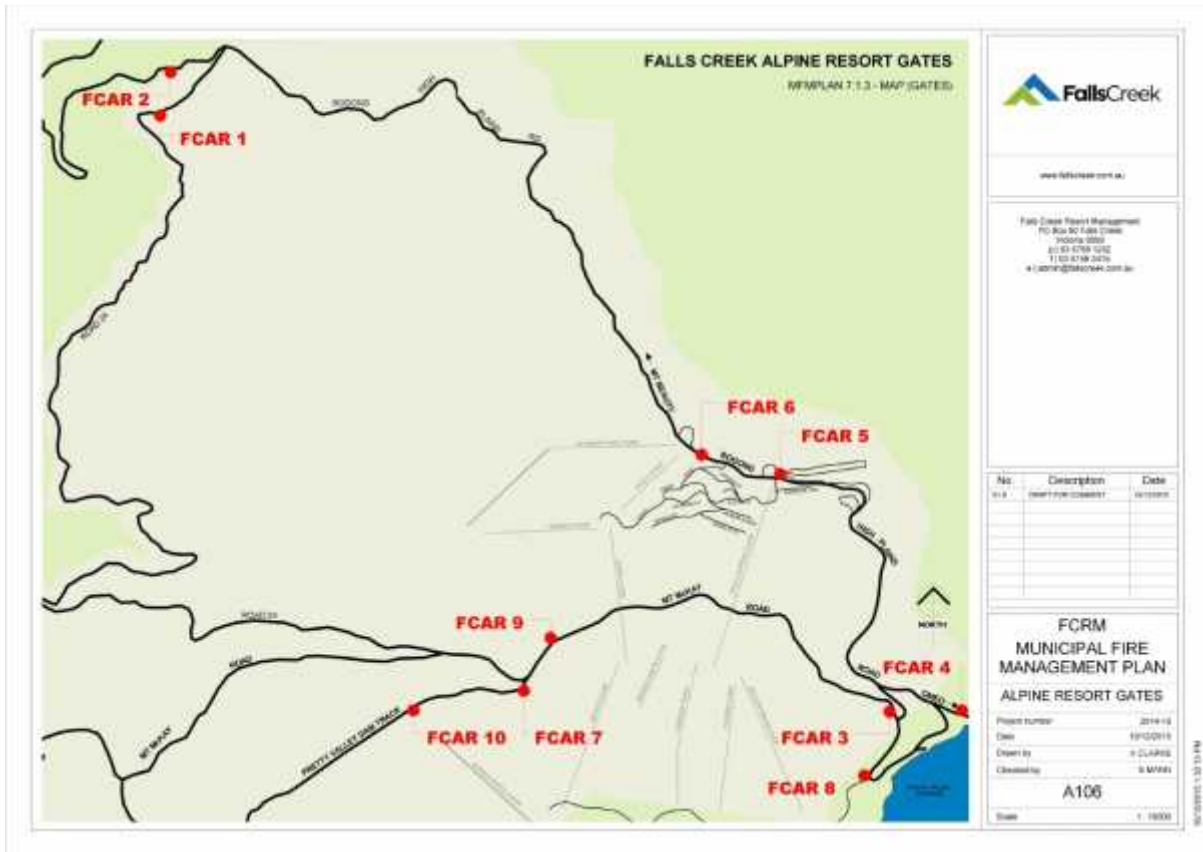
These roads are;

- Bogong High Plains Road
- Falls Creek Road
- Slalom Street
- Snowgums Lane
- Christie Street
- Telemark Street
- Arlberg Street
- Schuss Street
- Parallel Street
- Sitzmark Street
- Village Bowl Court
- Ory's Trail
- Frying Pan Aqueduct
- Pretty Valley Road
- Sun Valley Road
- Panorama Road
- Boat Ramp Link
- Observation Deck Road
- Road 24
- Road 26
- Mt McKay Road
- Back Mt McKay Road
- Summit Access Road
- Cloud Nine Access Road

8.1.4 Map – Gates

Locked gates and key holders

Gate Number	Location	Keyholder	Contact Number
FCAR 1	Road 24 – Howmans Gap	FCRM (Warden 2)	0410 446 219
FCAR 2	Snow Clearing Quarters – Howmans Gap	FCRM (Warden 2) Craig Davis Ausnet Services	0410 446 219 0410 637 501
FCAR 3	Pretty Valley Road – AGL Corner	FCRM (Warden 2)	0410 446 219
FCAR 4	Bogong High Plains Road – Dam Wall	FCRM (Warden 2) Kevin Cosgriff Parks Vic Col Perso AGL	0410 446 219 0419 364 907 0428 348 595
FCAR 5	Lower Slalom Carpark	FCRM (Warden 2)	0410 446 219
FCAR 6	Waste Water Treatment Plant	FCRM (Warden 2)	0410 446 219
FCAR 7	Cloud 9 Access Road	FCRM (Warden 2) Karl Nowakowski FCSL	0410 446 219 0417 584 733
FCAR 8	Sun Valley Road – Panorama Corner	FCRM (Warden 2) Karl Nowakowski FCSL	0410 446 219 0417 584 733
FCAR 9	Summit Access Road	FCRM (Warden 2) Karl Nowakowski FCSL	0410 446 219 0417 584 733
FCAR 10	Pretty Valley Road – Ruin Castle Access	FCRM (Warden 2) Karl Nowakowski FCSL	0410 446 219 0417 584 733
N/A	Signage Box – Bogong High Plains Road (Opposite Mount Beauty Golf Course)	FCRM (Chief Warden) Victoria Police – Mount Beauty VicRoads (TMC) NEMA Alpine Shire (MERO)	0409 836 440 5754 4244 131 170 03 9855 7513 0437 394 042



8.1.4 Map - Trails

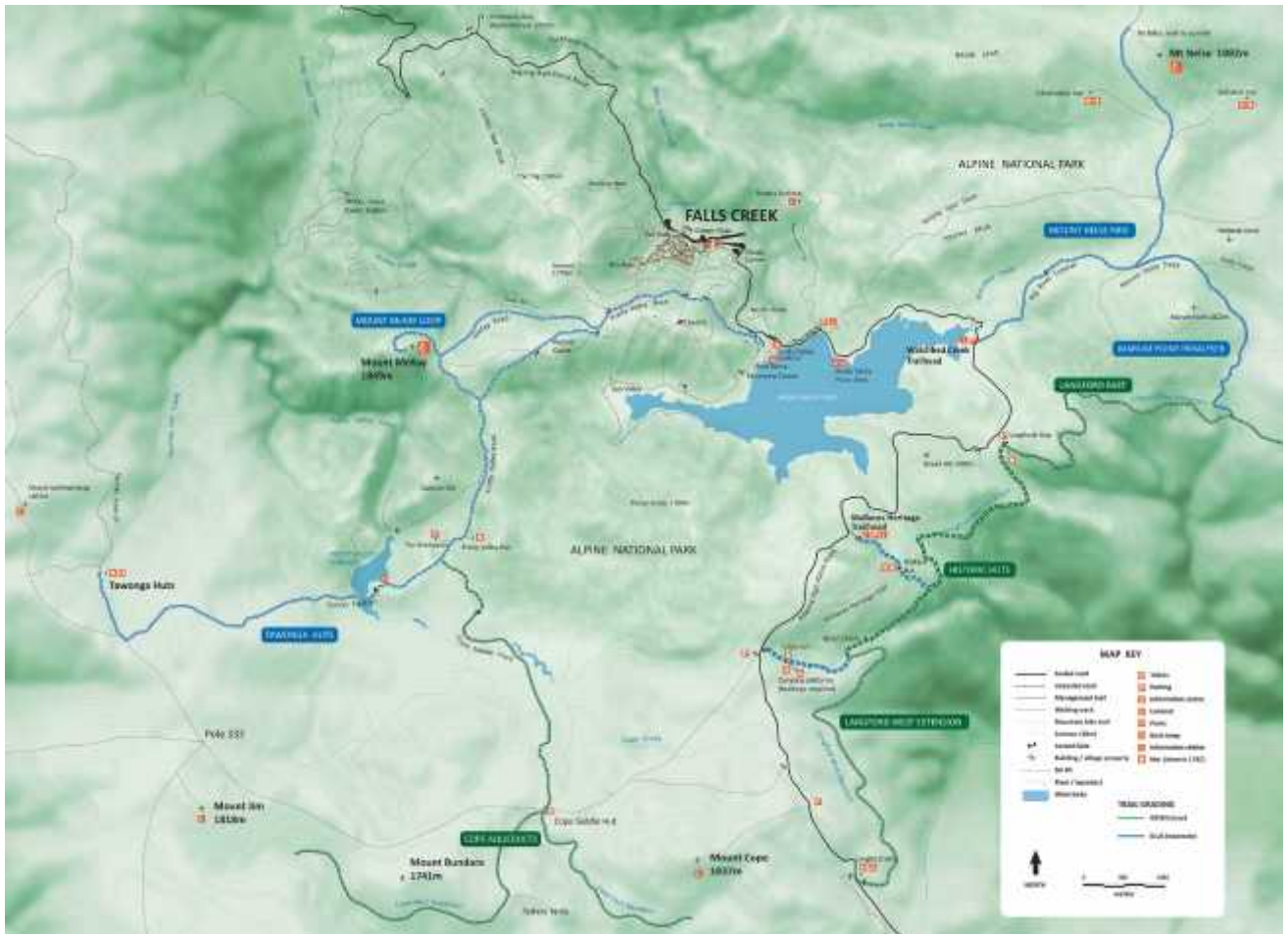
Trail Maps include;

- 8.1.5(a) Walking
 - 8.1.5(b) Mountain Bike
 - 8.1.5(c) Nordic (Cross Country) Skiing
-
- 8.1.5(a) Walking

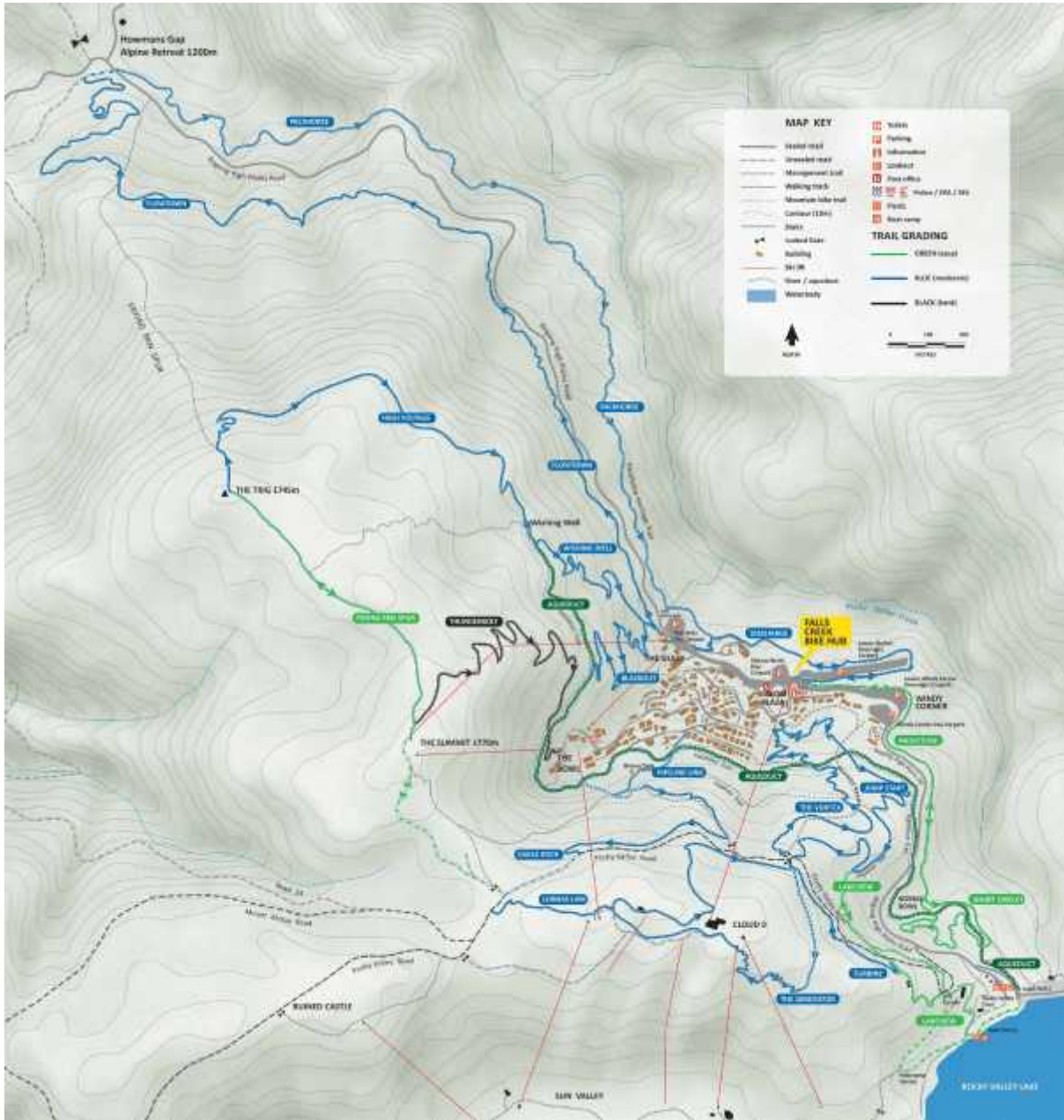
Walking Trails within the Falls Creek Alpine Resort



Walking Trails on the Bogong High Plains



8.1.5(b) Mountain Bike



8.1.5(c) Nordic (Cross Country) Skiing

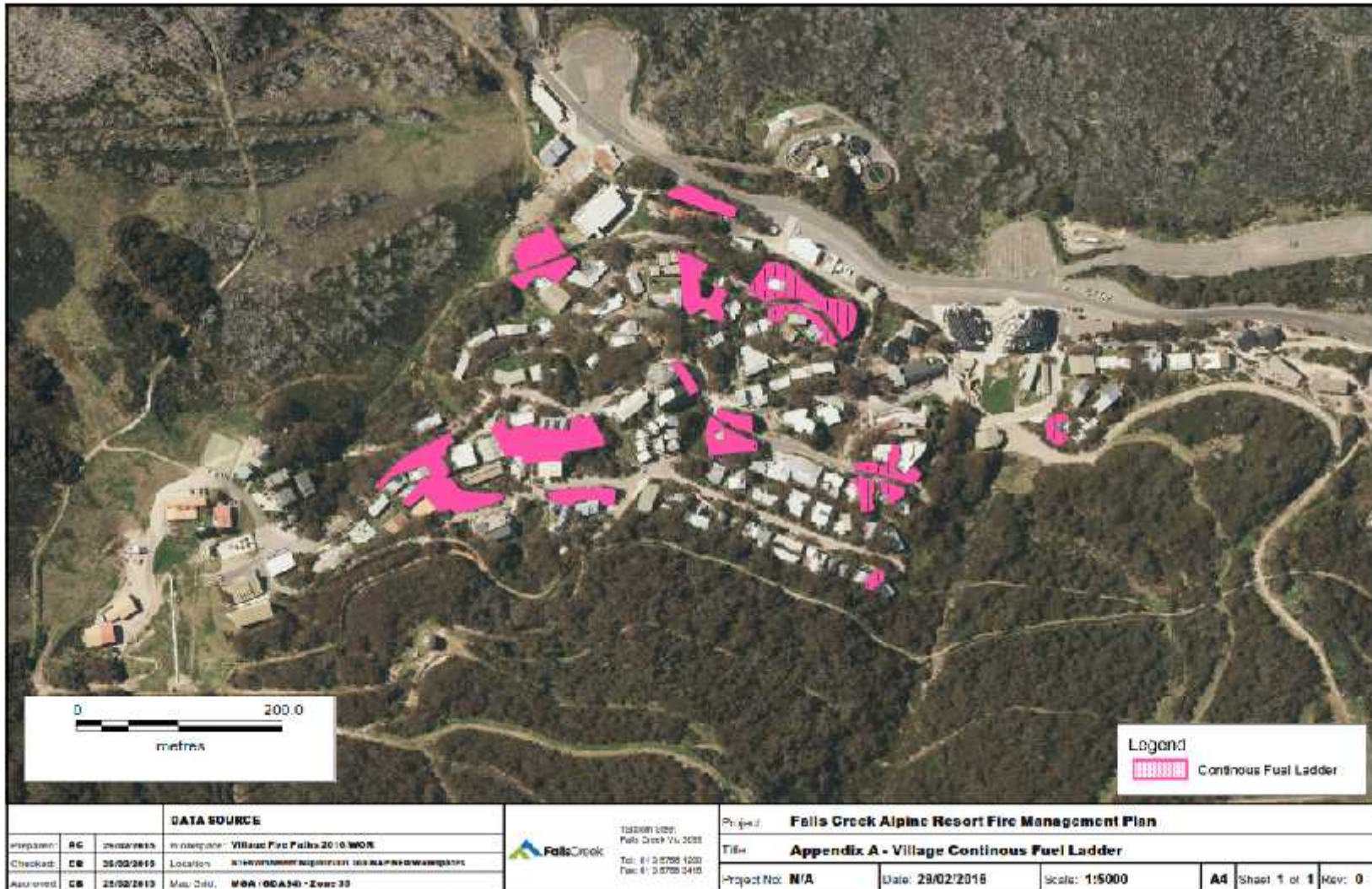
Cross Country Trails within the Falls Creek Alpine Resort



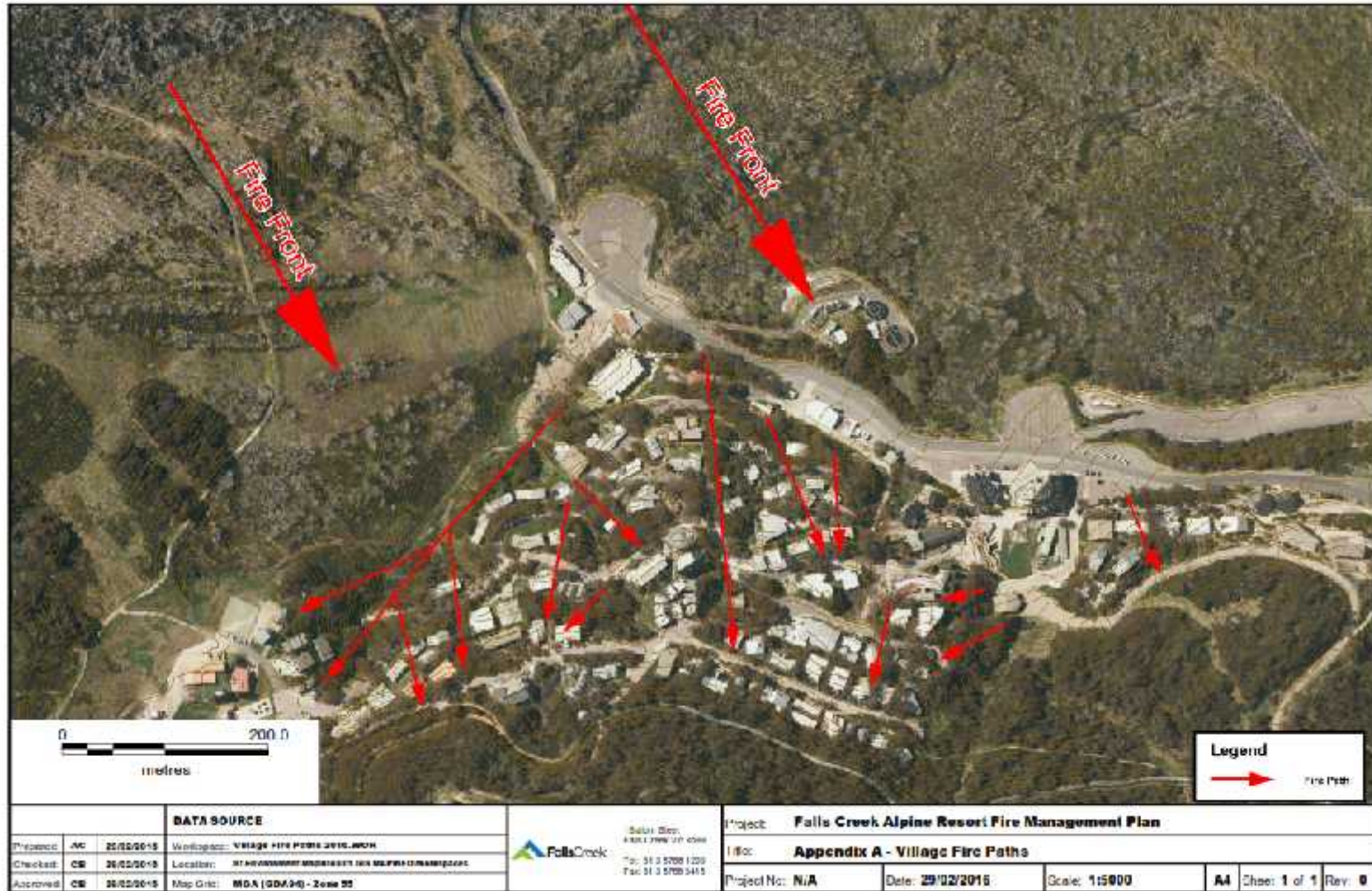
Cross Country Trails on the Bogong High Plains



8.1.6 Map - Falls Creek Village Fuel Load



8.1.7 Map - Predictive Fire Path, Falls Creek Village



8.3 First Aid & Equipment Supplies

-) Fire Blankets
-) Wool Blankets
-) First Aid Kits with the following
 - Masks
 - Saline Solution Tubes
 - Bandages
 - Surgical Tape
 - Sterile Wound Dressings
 - Gauze Swabs
 - Dressing Packs
 - Emergency Blanket
 - Eye Pads
 - Film Dressings
 - Alcohol Swabs
 - Gloves
 - Scissors
 - First aid procedure sheets for Asthma, Burns, Smoke Inhalation and CPR

First Aid Kits are located in the Tech Services Building (AKA Panabode), Slalom Street.



Municipal Fire Management Planning Committee

Terms of Reference

Version: 1.0
October 2015

Contents

Contents	2
1.1. Purpose.....	3
1.2. Membership.....	3
1.3. Role of the Committee.....	3
1.4. Governance.....	4
1.5. Reporting.....	4
1.6. Support.....	4
1.7. Schedule of Meetings.....	4

Version Control Table

Version Number	Date of Issue	Amendment	Authorised
Draft	Feb 2015	Draft of Terms of Reference	S. Mann
1.0	Oct 2015	Final Released	S. Mann

1.1. Purpose

The Committee's purpose, of which the development of a municipal fire management plan is part, is to provide a municipal-level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other.

1.2. Membership

The Municipal Fire Management Planning Committee, appointed by the Municipal Emergency Management Planning Committee, has representation from the following organisations:

- Falls Creek Resort Management
- Relevant Fire Service(s)
 - o Country Fire Authority
 - o Department of Environment, Land, Water and Planning
 - o Parks Victoria
- Falls Creek Ski Lifts

1.3. Role of the Committee

The Committee is to:

-) plan for fire management in a manner that coordinates fire management activities across agencies
-) provide information to and engage with the community on matters related to fire management planning
-) using the planning guide issued by the Emergency Management Manual Victoria, draft a Municipal Fire Management Plan for recommendation to the MEMPC and comment by the Regional Strategic Fire Management Planning Committee, prior to consideration by the Council
-) monitor, review and report on the delivery of the Municipal Fire Management Plan
-) advocate to the Regional Strategic Fire Management Planning Committee for municipal fire management needs
-) work with the Municipal Emergency Management Planning Committee to align planning activities
-) share knowledge and create an environment of continuous improvement.

1.4. Governance

The Municipal Fire Management Planning Committee is established and undertakes planning as a sub-committee of the Municipal Emergency Management Planning Committee formed under s. 21(3) of the Emergency Management Act.

-) The MFMPC will be chaired from within its membership
-) The MFMPC will receive support and guidance from the Regional Strategic Fire Management Planning Committee
-) Composition will be as determined by the MEMPC.

1.5. Reporting

The Municipal Fire Management Planning Committee will report quarterly to the Municipal Emergency Management Planning Committee and the Regional Strategic Fire Management Planning Committee.

1.6. Support

Administrative support requirements will be determined by the committee and resourced through committee members where possible. Planning processes will be managed and supported with technical expertise by relevant fire services.

1.7. Schedule of Meetings

The Committee will meet at twice per year.

Meetings will be nominally scheduled for April and October

Additional meetings may be convened as required or deemed necessary

8.5 Falls Creek MFMPC Standing Meeting Agenda

April

Agenda		Minutes	
Date:		Location:	
Time:			
1	Attending on site:		
	Attending by telephone:		
2	Apologies		

	Topic/Issue	Points of Discussion	Action	Responsible Person	Time frame
3	Call for Additional Agenda Items				
4a	Business Arising from Previous Minutes				
4b	Confirmation of Previous Minutes				
5a	Standard Meeting Items	Are the contact names in the Contact Directory current?		All Committee Members	
5b		Are the contacts current in the Action Statement –		All Committee Members	
5c		Have any new fire hazards identified?		MFPO	
5d		Have any/ all updates from the EMV or incidents been incorporated into the MFMPan		MFPO	

	Topic/Issue	Points of Discussion	Action	Responsible Person	Time frame
5e		Has a section of the MFMPan been reviewed in the past 12 months?		MFPO	
5f		Did the fuel management plan for the past summer get completed?		MFPO	
5g		Were any stakeholders issued with clean up notifications		MFPO	
5h		Summer Fire Season Data	No. of TFB declared No. of Warnings Issued for Falls Creek No. of Fires within Resort over past FDP	MFPO/ CFA	
5i		Prewinter Lodge Inspections		CFA	
6	Other Agenda Items				
7	Agency Reports	Issues to be submitted in writing 2 weeks prior to meeting to be circulated with meeting agenda			
8	Next Meeting:				
9	Meeting Close				

October

Agenda		Minutes	
Date:		Location:	
Time:			
1	Attending on site:		
	Attending by telephone:		
2	Apologies		

	Topic/Issue	Points of Discussion	Action	Responsible Person	Time frame
3	Call for Additional Agenda Items				
4a	Business Arising from Previous Minutes				
4b	Confirmation of Previous Minutes				
5a	Standard Meeting Items	Are the contact names in the Contact Directory current?		All Committee Members	
5b		Are the contacts current in the Action Statement –		All Committee Members	
5c		Have any new fire hazards identified?		MFPO	
5d		Have any/ all updates from the EMV or incidents been incorporated into the MFMPan		MFPO	
5e		Has a section of the MFMPan been reviewed in the past 12 months?		MFPO	

	Topic/Issue	Points of Discussion	Action	Responsible Person	Time frame
5f		Has the fuel management plan for the coming summer been developed and released?		MFPO	
5g		Summer Fire Season Data	No. of TFB declared No. of Warnings Issued for Falls Creek No. of Fires within Resort over past FDP	MFPO/ CFA	
5h		Prewinter Lodge Inspections	How many were completed Compliance/ Non compliance rate	CFA	
6	Other Agenda Items				
7	Agency Reports	Issues to be submitted in writing 2 weeks prior to meeting to be circulated with meeting agenda			
8	Next Meeting:				
9	Meeting Close				

8.6 Actions for insertion into Lodge and Business Bushfire Emergency Plans (BEPs)

Prior to Fire Danger Period

Activity	Description	When	Responsible	Actioned
Review Lodge/Business BEP	Update BEP in consultation with Local CFA and with actions provided by FCRMB	November		
Ensure staff are familiar with FCRM Community BEMP	Undertake BEP training	November		
Inspect area around buildings	Ensure defensible space around buildings has been appropriately implemented including: <ul style="list-style-type: none">) Vegetation managed, refer to FCRMB for authorisation for planning permit exemption for vegetation clearance under 10/50 provisions) Combustibles such as wood piles removed) Remove any rubbish from outside premises) Buildings external material is maintained in good order 	November		
Update contacts on bulk SMS Message list	Review and supply any changes to the SMS Bulk Message contact lists for contacts within your lodge/ building	October		
Test SMS bulk message procedure	Participate in test of bulk SMS message system	End November		

During Fire Danger Period

Activity	Description	When	Responsible	Actioned
Inform Guests	Advise guests of 'Shelter in Place' locations for Falls Creek Village <ul style="list-style-type: none">) FCARMB Administration building (Primary)) FCARMB Boardroom (Secondary)) Slalom Plaza (Overflow) And out on high plains <ul style="list-style-type: none">) Rocky Valley dam Observation Deck carpark for full village evacuation 	On arrival		

Total Fire Ban Day

Activity	Description	When	Responsible	Actioned
Inform Staff and Guests	<p>Advise guests it is a Total Fire Ban Day</p> <p>Advise guests of 'Shelter in Place' locations for Falls Creek Village</p> <ul style="list-style-type: none">) FCARMB Administration building (Primary)) FCARMB Boardroom (Secondary)) Slalom Plaza <p>And out on high plains</p> <ul style="list-style-type: none">) Rocky Valley dam Observation Deck carpark for persons out on High Plains 	At declaration of Total Fire Ban Day or morning		

Code Red Day

Activity	Description	When	Responsible	Actioned
Contact FCRM	Confirm whether it is safe for visitors to leave resort via BHP road to Mt Beauty	At declaration of Code Red Day or morning		
Inform Staff and Guests	<p>Advise guests it is a Code Red Day and that the resort is closed and that they should leave in morning if safe to do so.</p> <p>Advise any guests due to arrive that resort is closed</p> <p>Advise of 'Shelter in Place' locations for Falls Creek Village</p> <ul style="list-style-type: none">) FCARMB Administration building (Primary)) FCARMB Boardroom (Secondary)) Slalom Plaza 	At declaration of Code Red Day or morning		
Advise FCRM	<p>Advise FCRM</p> <ul style="list-style-type: none">) The number of persons remaining at premises.) The number of persons leaving resort. 	Morning		

Local Fire Event/Advice Warning (within 50km)

Activity	Description	When	Responsible	Actioned
Inform Staff and Guests	<p>Advise guests there is a fire in the local area.</p> <p>Contact FCRM if guests wish to leave resort to confirm it is safe to do so.</p> <p>Advise guests of 'Shelter in Place' locations for Falls Creek Village</p> <ul style="list-style-type: none">) FCARMB Administration building (Primary)) FCARMB Boardroom (Secondary)) Slalom Plaza <p>And out on high plains</p> <ul style="list-style-type: none">) Rocky Valley dam Observation Deck carpark for persons out on High Plains 	Upon receiving advice of local fire event or morning		

Watch & Act Warning

Activity	Description	When	Responsible	Actioned
Inform Staff and Guests	<p>Advise guests there the resort has Advice Warning/Watch & Act Warning due to a fire in the local area.</p> <p>Contact FCRM if guests wish to leave resort to confirm it is safe to do so.</p> <p>Advise any guests due to arrive that resort is closed</p> <p>Advise guests of 'Shelter in Place' locations for Falls Creek Village</p> <ul style="list-style-type: none">) FCARMB Administration building (Primary)) FCARMB Boardroom (Secondary)) Slalom Plaza <p>Advise guests of any specific direction from FCRM.</p>	Upon receiving warning or morning		
Advise FCRM	<p>Advise FCRM</p> <ul style="list-style-type: none">) The number of persons remaining at premises.) The number of persons leaving resort. 	Upon receiving warning or morning		
Ensure BEP is ready for activation	Confirm arrangements for BEP			

Emergency Warning

Activity	Description	When	Responsible	Actioned
Inform Staff and Guests	Advise of 'Shelter in Place' locations for Falls Creek Village) FCARMB Administration building (Primary)) FCARMB Boardroom (Secondary)) Slalom Plaza	Under threat notification		
Advise FCRM	Advise FCRM) The number of persons at premises.	At time of notification Morning		
Activate BEP	Advise FCRM of activation Follow specific direction from FCRM regarding evacuation and SIP locations			

8.7 FCRM Action Statements

Action Statement 4A:

Prior to Fire Danger Period

Activity	Description	When	Responsible	Actioned
Ensure MFMP is up to date	Undertake a minor review of the MFMP to ensure it is up to date.	April	Chief Warden	
Ensure resort emergency management contact list is up to date	Update Appendix 2 Emergency Contact List (Part 8 of MEMP)	End October	Chief Warden	
Ensure staff are familiar with duties allocated in MFMP	Undertake Annual Induction with fire management team and local CFA.	End October	EMC	
Ensure resort vehicles are 'fire season ready'	FCRMB vehicles, equipment and allocated zones are detailed in Appendix 3.	End November	Warden 3	
Letter to residents, lodges, business etc.	<p>A letter will be sent to all lodges, businesses and residents reminding them of their responsibilities, including:</p> <ul style="list-style-type: none">) Manage defensible space around their buildings) Update their buildings BEP in consultation with Local CFA and with actions provided by FCRMB) Familiarise themselves with the FCAR MFMP; and) FCRMB Bushfire Protection Compliance Guidelines 	Start October	MRM	
Inspect all village buildings, Essential and Key Infrastructure	<p>All resort buildings will be inspected to ensure defensible space has been appropriately implemented including:</p> <ul style="list-style-type: none">) Vegetation managed) Combustibles such as wood piles removed) Buildings as far as practical are maintained 	Mid November	MFPO	
First Aid	<p>Update list of FCRMB Staff qualified in first aid</p> <p>Train staff in first aid as required</p> <p>Ensure First Aid Supplies are in stock (full list in Appendix 4)</p>	End November	Deputy Warden	
FCARMB building generators	<p>Ensure all generators are maintained and operational. This includes:</p> <ul style="list-style-type: none">) Oil and Fuel Levels) Drive Belt and Battery) Automatic Charging Units) Emergency Stop Buttons and Leads) Staff Training <p>Current Instructions for Use</p>	End November	Warden 3	
Fire Season Preparation Day	Conduct joint CFA/ FCRM fire season preparation day within the village.	1 st Weekend in December	Chief Warden/ CFA Captain	

Activity	Description	When	Responsible	Actioned
Hand held radios and satellite phones	Ensure hand held radios and satellite phones are operational if required. This includes: <ul style="list-style-type: none">) Chargers, harnesses spare batteries are available) Batteries are charged) Satellite phones on network 	End November	Deputy Warden	
Consider fire warden and other training needs for staff	Determine staff warden training needs to adequately implement this plan and deal with bushfire Staff will undertake training as required	June	EMC	
General Supplies	Check stores of general supplies. Detailed list identified in Appendix 5	End November	Warden 1	
Check firefighting infrastructure in all FCRMB building assets	Check the following is operational: <ul style="list-style-type: none">) Fire hose reels) Building essential safety measures) Fire Extinguishers 	End November	Warden 2	
Test SMS bulk message procedure	Ensure SMS message system is operational	End November	Chief Warden	
Incident Management preparation	Confirm requirements for FCRM Admin meeting room and key equipment are functioning	November	EMC	
Relief Centre preparation	Confirm requirements for FCARMB Administration building and Boardroom in Saint Falls complex are in place and relief supplies are available	November	Chief Warden/MRM	

Completed by: _____

Date: _____

Action Statement 4B:
During Fire Danger Period

Activity	Description	When	Responsible	Actioned
Monitor CFA website	Monitor CFA website for; <ul style="list-style-type: none">) Fire starts) Advice & Warnings) TFB Declarations) Fire Weather Forecasts) North East & East Gippsland District 	Morning and Afternoon	Chief Warden	
Ensure all major events have a EMP	All major events within the FCAR will have an individual EMP addressing specific bushfire requirements based on a risk assessment for the event. The event EMP will be consistent with the FCAR MFMP and be developed to the satisfaction of the FCRMB.	Prior to approval of the event	Chief Warden	
Check firefighting infrastructure of all FCRMB building assets	Check the following is operational: <ul style="list-style-type: none">) Fire hose reels) Building essential safety measures) Defendable Space) Generator 	December January February	Warden 2	
Inspect All village buildings, essential and key infrastructure	All buildings will be inspected to ensure defendable space has been appropriately implemented including: <ul style="list-style-type: none">) Vegetation managed to prescribed standard) Combustibles such as wood piles removed) Buildings as far as practical are maintained 	December January	Deputy Warden	

Completed by: _____
Chief Warden and/or Delegate

Date: _____

CFA Day Rating: _____

TFB Declared: Yes / No

Action Statement 4C:
Total Fire Ban Day

Activity	Description	When	Responsible	Actioned
Email staff, lodges and businesses	An email will be sent to all staff, residents, lodges and business to:) Inform them of the Total Fire Ban declaration) Request they notify their visitors) Request they ensure their BEP for TFB day is up to date.	At declaration of TFB and morning of	Chief Warden	
FCRMB Staff resourcing	Prepare roster for staff with Emergency Management roles for weekend coverage.	At declaration of TFB	Deputy Warden	
Prepare Relief centre in case of activation	Notify MRM of TFB and possibility relief centre may need to be activated. Ensure relief centre is prepared for activation	At declaration of TFB	Warden 2 MRM	
Inform events	Inform all major event managers of TFB declaration, and the need to implement their EMP.	At declaration of TFB	Chief Warden	
Resort signage	A " Today is a day of Total Fire Ban " sign will be placed in a visible location out the front of the FCRM building.	By 8am	CFA	
Charge Satellite phones	Ensure Satellite phones are charged, accessible and connected to network	At declaration of TFB	Deputy Warden	
Monitor CFA website		All day	Chief Warden	
FCRM vehicles and equipment	Ensure all operational vehicles, fire tenders and water tanks are in a state of readiness for activation purposes	By 8am	Warden 3	

Completed by: _____
Chief Warden and/or Delegate

Date: _____

Action Statement 4D:
Declared Code Red Day:

Activity	Description	When	Responsible	Actioned
Contact CFA District	Discuss bushfire potential and any other concerns Confirm it is safe for visitors to leave Village via BHP to Mt Beauty	At declaration of Code Red and morning of.	Chief Warden	
Email staff, lodges and businesses	An email will be sent to all staff, residents, lodges and business to: <ul style="list-style-type: none">) Inform them of the Code Red declaration) Request they notify their visitors the resort will be closed and they should leave early) Request they implement their BEP for Code Red day) List of all personnel remaining on mountain. 	At declaration of Code Red and morning of Code Red Day	Chief Warden	
FCRMB Staff resourcing	Prepare roster for staff with Emergency Management roles Advise all non essential staff who reside off mountain to remain home	At declaration of Code Red	Deputy Warden	
Resort Closure and Code Red notification of Falls Creek website	Update Falls Creek website to inform visitors of the Code Red declaration and Resort closure	At declaration of Code Red	Warden 1	
Prepare Relief centre in case of activation	Notify MRM of Code Red Day and possibility relief centre may need to be activated. Ensure relief centre is prepared for activation	At declaration of Code Red	Warden 2 MRM	
Contact FCSL & Howmans Gap	Advise of current situation Confirm they have their BEMP procedures in place	At declaration of Code Red and morning of.	Deputy Warden	
Inform events	Inform all major event managers of Code Red declaration, closure of walking tracks and trails and the need to implement their BEMP and cancellation procedures.	At declaration of Code Red	Chief Warden	
Resort closure signage	A "Today is a Code Red Day Falls Creek Resort is closed" sign will be placed in a visible location out the front of the FCRM building. CFA will also place a sign out the front of the Falls Creek fire station. Contact and Liaise with VicRoads for signage at Mt Beauty to show resort closed	By 8am	Warden 2	
Walking and cycling trail signage	Code Red signage to be placed at trail heads within resort advising bushwalkers of closure.	By 8am	Warden 2	
Charge Satellite phones	Ensure Satellite phones are charged, accessible and connected to network	At declaration of Code Red	Deputy Warden	
Monitor CFA website		All day	Chief Warden	

Completed by: _____
Chief Warden and/or Delegate

Date: _____

Action Statement 5A:
Local Bushfire Event:

Activity	Description	When All Actions will be considered for implementation upon fire start and as per the table for ongoing fires	Responsible	Actioned
Monitor CFA website	If fire is in proximity to Bogong High Plains Rd complete Local Bushfire action statement for this day. If fire has been burning for 4 to 6 hours contact CFA for advice.	Fire start/ morning	Chief Warden	
Contact local CFA Brigade Captain	Discuss bushfire potential and any other concerns such as increased level of readiness.	Fire in proximity of BHP, FC Village or going for 4 to 6 hours	Chief Warden	
Decision to activate 'Advice Warning' plan	Disregard remaining actions and refer to Action Statement 'Advice Warning'	Decision made higher level of readiness required Or Advice Warning received from CFA or ICC	Chief Warden	
Decision to activate Watch and Act plan	Disregard remaining actions and refer to Action Statement Watch & Act.	Watch & Act advice received from CFA or ICC	Chief Warden	
Decision to activate Emergency Warning Plan	Disregard remaining actions and refer to Action Statement Emergency Warning.	Under threat advice received from CFA or ICC, or bushfire observed in Rocky Valley Creek Valley	Chief Warden	
Email staff, lodges and businesses	An email will be sent to all staff, residents, lodges and business to: <ul style="list-style-type: none">) Inform them of the situation) Request they notify their visitors of the situation and emergency management procedures.) Request they implement their BEP for Local Bushfire event 	Fire start/ morning	Warden 1	
Monitor CFA website	Continue to monitor CFA website	All day	Chief Warden	

Completed by: _____
Chief Warden and/or Delegate

Date: _____

Action Statement 5B:
Advice Warning:

Activity	Description	When	Responsible	Actioned
Monitor CFA website		All day	Chief Warden	
Contact CFA Local Brigade Captain	Discuss bushfire potential and any other concerns Confirm whether it is safe for visitors to leave resort via BHP road to Mt Beauty	Advice Issued/ morning	Chief Warden	
Decision to activate Watch and Act plan	Warning upgraded from advice to Watch and act. Disregard remaining actions and refer to Action Statement Watch & Act	Watch & Act advice received from CFA or ICC	Chief Warden	
FCRMB Staff resourcing	Prepare roster for staff with Emergency Management roles for weekend coverage.		Deputy Warden	
Email staff, lodges and businesses	An email will be sent to all staff, residents, lodges and business to: <ul style="list-style-type: none">) Inform them of the situation) Request they notify their visitors of the situation and emergency management procedures.) Request they implement their BEP for Advice Warning 	Advice Issued/ morning	Warden 1	
Inform events	Inform all major event managers of an Advice Warning and the need to implement their BEMP.	Advice Issued/ morning	Chief Warden	
Monitor water supplies	Check potable water supply is at maximum capacity Check portable water supply is available if relief centre activated	Advice Issued/ morning	Warden 4	
Monitor fuel supplies	Check current fuel supplies and maintain records of volumes	Advice Issued/ morning	Warden 3	
Manage general supplies	Liaise with freight companies REMOs, Kiwa Delivery Service etc to ensure adequate supplies are available.	morning	Warden 1	
Charge Satellite phones	Ensure Satellite phones are charged, accessible and connected to network	Advice Issued/ morning	Deputy Warden	

Completed by:

Chief Warden and/or Delegate

Date:

Action Statement 5C:

Watch & Act Warning

Activity	Description	When	Responsible	Actioned
Monitor CFA website		All day	Chief Warden	
Contact Local CFA Brigade Captain	Discuss bushfire potential and any other concerns Confirm whether it is safe for visitors to leave resort via BHP road to Mt Beauty	Watch & Act issued/ morning	Chief Warden	
Inform Staff	Instigate staffing measures to respond to threat <ul style="list-style-type: none">) Prepare Incident Management Centre to manage FCRM response) Appoint scribe for recording all actions, communications and updates) Appoint scribe for CEO/Media Liaison) Account for staff location on hourly basis) All non-essential staff sent home if safe to do so 	Advice Issued	Chief Warden	
Decision to activate Emergency Warning plan	Warning upgraded from Watch and act to Emergency Warning. Disregard remaining actions and refer to Action Statement Emergency Warning.	Under Threat advice received from CFA or ICC or bushfire observed in Rocky Valley Creek valley	Chief Warden	
FCRMB Staff resourcing	Prepare roster for staff with Emergency Management roles Advise all non-essential staff off mountain to remain at home until advised Organise accommodation for staff remaining in Falls Creek	Watch & Act issued/ morning	Deputy Warden	
Emergency Management Resourcing	If the fire event is projected to extend more than 2 days, contact local municipal Councils to arrange resources to assist in Emergency Management. <ul style="list-style-type: none">) Organize accommodation) Induction pack) Meals etc 	2 days into an event	Chief Warden	
Email staff, lodges and businesses	An email will be sent to all staff, residents, lodges and business to: <ul style="list-style-type: none">) Inform them of the situation) Request they notify their visitors of the situation and emergency management procedures.) Advise guests to leave if safe to do so.) Request they implement their BEMP for Watch & Act event 	Watch & Act issued/ morning	Warden 1	
Contact Howman's Gap	Advise of current situation Confirm they have their BEMP procedures in place	Watch & Act issued/ morning	Deputy Warden	
Activate Relief centre	Notify MRM that relief centre has been activated	Watch & Act issued	Chief Warden	
Communications	Ensure currency of information on Facebook, website, social media, group text application	Hourly	Warden 1	

Activity	Description	When	Responsible	Actioned
Contact FCSL	Advise of current situation Confirm they have their BEMP procedures in place Confirm potential activation of snowmaking facilities.	Watch & Act issued/ morning	Deputy Warden	
Inform events	Inform all major event managers of a Watch & Act warning and the need to implement their BEMP. All events will be cancelled.	Watch & Act issued/ morning	Chief Warden	
Monitor water supplies	Check potable water supply is at maximum capacity Check portable water supply is available if relief centre activated	Watch & Act issued/ morning	Warden 4	
Monitor fuel supplies	Check current fuel supplies and maintain records of volumes	Watch & Act issued/ morning	Warden 3	
Manage general supplies	Liaise with ICC and freight companies REMOs, Kiewa Delivery Service etc to ensure adequate supplies are available.	morning	Chief Warden	
Charge Satellite phones	Ensure Satellite phones are charged, accessible and connected to network	Fire start/ morning	Deputy Warden	

Completed by: _____
Chief Warden and/or Delegate

Date: _____

Action Statement 5D:
Emergency Warning:

Activity	Description	When	Responsible	Actioned
Monitor CFA website		All Day	Chief Warden	
Contact ICC	Discuss bushfire potential and any other concerns	Emergency Warning issued	Chief Warden	
Inform Staff	<p>Instigate staffing measures to respond to threat</p> <ul style="list-style-type: none">) Set up Incident Management Centre to manage FCRM response) Appoint scribe for recording all actions, communications and updates) Appoint scribe for CEO/Media Liaison) Account for staff location on hourly basis) All staff on mountain to remain and move to SIP location. 	Emergency Warning Issued	EMC	
FCRMB Staff resourcing	<p>Review roster for staff with Emergency Management roles</p> <p>Advise all non-essential staff off mountain to remain at home until advised</p>	Emergency Warning issued	Chief Warden	
Email staff, lodges and businesses	<p>An email will be sent to all staff, residents, lodges and business to:</p> <ul style="list-style-type: none">) Inform them of the situation) Request they notify their visitors of the situation and emergency management procedures.) Ensure no guests or staff leave the village) Request they implement their BEMP for Under Threat event) Advise them of Safe In Place location) Door knock all residents in conjunction with Community Volunteer Co-ordinator 	Emergency Warning issued	Warden 1/ CVC	
Contact Howman's Gap	<p>Advise of current situation</p> <p>Confirm they have their BEMP procedures in place</p>	Emergency Warning issued	Deputy Warden	
Monitor Conditions at Safe in Place location	Provide feedback on conditions to IMC at Safe in Place location		Warden 2	
Activate Relief centre	Notify MRM that relief centre has been activated	Emergency Warning issued	Chief Warden	
Communications	<p>Ensure currency of information on Facebook, website, social media, group text application</p> <p>Establish FCRMB Emergency Management Liaison Officer (EMLO)</p> <p>Provide regular update by SMS group text to all residents and stakeholders.</p>	Hourly	Warden 1	
Contact FCSL	<p>Advise of current situation</p> <p>Confirm they have their BEMP procedures in place</p> <p>Confirm activation strategy for snowmaking as required.</p>	Emergency Warning issued	Deputy Warden	
Monitor water supplies	<p>Monitor potable water supply capacity</p> <p>Check portable water supply is available to relief centre and Safe in Place location</p>	Emergency Warning issued	Warden 4	

Activity	Description	When	Responsible	Actioned
Monitor fuel supplies	Monitor fuel supplies and maintain records of volumes	Emergency Warning issued	Warden 3	
Manage general supplies	Liaise with ICC and local businesses to ensure adequate supplies are available.	Emergency Warning issued	Warden 1	
Close Roads	Close BHP road at entrances to village using preplaced signage when directed to do.	At direction of VicPol or ICC.	Warden 2	

Completed by: _____
 Chief Warden and/or Delegate

Date: _____

Action Statement 5E:
Structure Fire:

Activity	Description	When	Responsible	Actioned
Contact Falls Creek Brigade	Discuss situation and any other concerns	Fire Start	Chief Warden/ MERO	
Send MERO to scene	Send FCRM Resource to incident scene to act as MERO	Fire Start	MERO	
Inform MRM	Advise MRM of Situation and the potential need to open a relief centre	Fire Start	MERO	
FCRMB Staff resourcing	Review roster for staff with Emergency Management roles with MRM	Fire Start	MERO	
Agency Support	FCRM to provide staff to assist CFA with the relocation of guest, residents and staff to a safer location	Fire Start	MERO	
Email staff, lodges and businesses	An email will be sent to all staff, residents, lodges and business to:) Inform them of the situation) Request they notify their visitors of the situation and emergency management procedures.) Advise them of Safe In Place location	Fire Start	EMC	
Activate Relief centre	Notify MRM that relief centre has been activated	At request of Incident Controller	MRM/ MERO	
Communications	Ensure currency of information on Facebook, website, social media, group text application Establish FCRMB Emergency Management Liaison Officer (EMLO) to Ticket office in Slalom Plaza if safe to do so Provide regular update by SMS group text.	Hourly	Warden 1	
Monitor water supplies	Monitor potable water supply capacity Check portable water supply is available to relief centre and Safe in Place location	Hourly	Warden 4	
Close Roads	Close village and/ or BHP road at entrances to village using preplaced signage when directed to do.	At direction of VicPol or ICC.	Warden 2	
Activate Support to Incident	FCRM to provide requested support to incident as requested by Incident Controller	At request of Incident Controller	Mero	

Completed by:

Chief Warden and/or Delegate

Date:
