

PGL Adventure Camps Bushfire Action Plan					
Fire Danger Rating	High Be ready to act	Extreme Take Action now to protect your life and property		Catastrophic For your survival, leave bushfire risk areas	
What does it mean?	Fires can be dangerous.	Fires will spread quickly and be extremely dangerous. These are dangerous fire conditions. Expect hot, dry and windy conditions.		If a fire starts and takes hold, lives are likely to be lost. These are the most dangerous conditions for a fire.	
Fire Behavior Index	24 - 49	50 - 74	75 - 99	100+	
<p>Generic Guidelines for Bushfire Preparedness and Response: These guidelines apply across all Fire Danger Ratings (FDR) and provide a framework for managing bushfire risks at each site. The Duty Manager will take on the role of Chief Warden in the absence of the Centre Manager</p> <p>The Duty Manager is responsible for monitoring Fire Danger Ratings (FDR) and alerts daily, reviewing FDRs for the next five days at 9:00 AM and 4:30 PM. Any ratings with a Fire Behaviour Index (FBI) of 24 or above will result in the implementation of precautionary measures outlined in this action plan.</p> <p>Bushfire activity will be monitored via the relevant state-based emergency apps in conjunction with the BOM website.</p> <p>When a bush or grassfire occurs within one of the specified distances, the Duty Manager will conduct a Dynamic Risk Assessment (DRA) to evaluate the situation and determine appropriate actions. The assessment will consider factors such as the number of customers and colleagues onsite, wind direction and speed, current and forecasted weather conditions, and communication with the local Fire Authority. If a significant fire risk is identified, a Fire Assessment will be completed, and the actions outlined in this plan will be implemented.</p> <p>In the event of a full site evacuation, all colleagues and customers must follow the instructions of the Duty Manager and/or Emergency Services to ensure safety.</p> <p>If shelter in place or site evacuation is deemed necessary, then gas mains should be shut off at the source and backup power initiated if available onsite.</p>					
<p><u>Pre-Event Actions</u></p> <p>Customer and Program Delivery</p> <p>Adjustments to the program may be required based on the weather forecast (Extreme heat, High winds etc..). Suggested measures include:</p> <ul style="list-style-type: none">Revising the activity schedule to ensure strenuous activities take place during cooler parts of the day.Modifying session times to minimize exposure to "high" conditions for both customers and colleagues.Adding additional breaks into the daily program <p><u>Bushfire Response Actions</u></p> <p>Dynamic Risk Assessment Protocol</p> <p>When a bush or grassfire is within 20 km of the site, the Duty Manager will conduct a Dynamic Risk Assessment to evaluate the situation and determine appropriate mitigation measures which may include the completion of a full documented risk assessment.</p> <p>If a Fire Starts Within 1 km of the Site</p> <ul style="list-style-type: none">Call 000 to report the fire.Notify the Chief Warden and Warden immediately.The Chief Warden will deploy the Warden to monitor for visible smoke or flames.If the fire is upwind of the facility, consider activating the shelter-in-place protocol.Ensure all occupants are relocated to the shelter-in-place facility if the site is impacted by bushfire.If the fire is not upwind and roads are open, initiate evacuation of all occupants from the site. <p>If a Fire Starts Between 1 km and 10 km of the Site</p> <ul style="list-style-type: none">Call 000 to report the fire.Notify the Chief Warden and Warden immediately.The Chief Warden will deploy the Warden to monitor for visible smoke or flames.If the fire is upwind and it is safe, advise all occupants to leave the property.If the fire is downwind and roads remain open, liaise with local emergency services to assess the ability to evacuate the site.		<p><u>Pre-Event Actions</u></p> <p>PGL Leadership and Management Coordination</p> <p>The PGL Australia Senior Leadership Team and the Centre or Duty Manager will convene to conduct a comprehensive risk assessment of the current and forecasted conditions.</p> <ul style="list-style-type: none">The Centre or Duty Manager will:<ul style="list-style-type: none">Communicate Fire Danger Ratings (FDR) with Party Leaders and request any relevant school policies or procedures that may influence the response.Confirm emergency transport availability with the local transport company, ensuring coverage for all individuals onsite.Notify the local Fire Authority of the action plan, including details about customer and colleague numbers onsite.Provide an email update to the Senior Leadership Team and Centre Management Team, which will include:<ul style="list-style-type: none">Predicted FDR and Fire Behaviour Index (FBI).Current forecasted weather conditions.Expected customer and colleague numbers onsite.Actions taken to date. <p>If emergency transport cannot be arranged, the Australian Director will be consulted to explore alternative solutions. Including but not limited too full site closure.</p> <p>Additional Precautionary Measures</p> <ul style="list-style-type: none">The Catering Team will ensure an adequate supply of water, snacks, and fruit is available onsite for all colleagues and customers in case of evacuation.Onsite hikes will be adapted to remain within 200 meters the “shelter in place” location.Excursions to heavily vegetated or bush areas will be restricted to minimize risk. <p><u>Bushfire Response Actions</u></p> <p>Dynamic Risk Assessment Protocol</p> <p>When a bush or grassfire is detected within 30 Km of the site, the Duty Manager will conduct a Dynamic Risk Assessment to evaluate the situation and determine appropriate mitigation measures which may include the completion of a full documented risk assessment.</p> <p>Fire Within 1 Km of the Site</p> <ul style="list-style-type: none">Call 000 to report the fire.Ensure the Chief Warden and Warden are notified.Position the Warden to observe and assess for visible smoke or flames.If the fire is upwind of the facility, the shelter-in-place option is likely to be the safest course of action. <p>Fire Between 1 and 10 Kms of the Site</p> <ul style="list-style-type: none">Call 000 to report the fire.Ensure the Chief Warden and Warden are notified.Position the Warden to observe and assess for visible smoke or flames.If the fire is upwind of the facility, prioritize the shelter-in-place option to ensure the safety of all occupants.If the fire is downwind and roads remain open, liaise with local emergency services to assess the ability to evacuate the site.		<p><u>Pre-Event Actions</u></p> <p>Centre or Duty Manager Responsibilities</p> <p>The Centre or Duty Manager is responsible for the following actions:</p> <ul style="list-style-type: none">Communicating with the PGL Support Office and customers to notify them of the potential non-operation of the camp during peak fire danger times (e.g., between 11:00 AM and 6:00 PM) due to predicted temperature and wind conditions.If appropriate, considering day excursion possibilities to an urban location and providing options to Party Leaders.If evacuation is deemed necessary and no excursion plan is available, assisting guests with planning their travel home prior to extreme conditions taking effect.PGL will only consider remaining operational based on the implementation of further control measures, such as:<ul style="list-style-type: none">Consultation with and support from the local Fire Authority regarding the action plan and control measures.Availability of emergency transport located on-site that has the capacity to evacuate everybody. <p>Residential colleagues who are not on duty are advised to leave the site and relocate to a safe environment away from rural conditions during peak extreme conditions.</p> <p><u>Bushfire Response Actions</u> (If the site remains operational)</p> <p>If a fire starts within 1 Km of the site</p> <ul style="list-style-type: none">Call 000 to report the fire.Ensure the Chief Warden and Warden are notified of the fire.Position the Warden to observe for visible smoke or flames.If the fire is upwind of the facility, the shelter-in-place option is likely to be the safest course of action. <p>If a fire starts between 1 Km and 10 Kms of the site</p> <ul style="list-style-type: none">Call 000 to report the fire.Ensure the Chief Warden and Warden are notified of the fire.Position the Warden to observe for visible smoke or flames.If the fire is upwind of the facility, prioritize the shelter-in-place option to ensure the safety of all occupants.If the fire is downwind and roads remain open, liaise with local emergency services to assess the ability to evacuate the site.	<p><u>Pre-Event Actions</u></p> <p>Catastrophic Fire Danger Days</p> <p>Catastrophic fire danger days are typically declared no later than 1:00 PM on the day prior.</p> <p>Operational Response to Catastrophic Fire Danger Days</p> <p>In response to predicted weather conditions, PGL will cease operations at any site within a declared catastrophic fire danger zone. The site will be closed, and the gate will be locked to prevent unauthorized access. This action will ideally occur the night before or by 7:00 AM on the following day at the latest.</p> <p>Camps will work closely with the PGL Support Office and customers to formulate a plan to either curtail the trip or relocate guests to a safe location.</p> <p>Non-Residential Colleagues</p> <p>Non-residential colleagues will be stood down from duties and notified not to come to work on days when a catastrophic fire danger is declared. They will remain off-site until the fire danger subsides.</p> <p>Residential Colleagues</p> <p>Residential colleagues are required to leave the site and relocate to a safe environment away from rural conditions once the Duty Manager and/or Emergency Services has declared a site closure time. They will remain off-site until the fire danger has reduced.</p>

Total Fire Ban Compliance: A Total Fire Ban (TFB) imposes legal restrictions on activities that may ignite a fire in a designated area on a given day. The aim is to reduce activities that could lead to fire outbreaks. ALL PGL colleagues, customers, and contractors must strictly adhere to TFB protocols while on site. For further information, please refer to the local fire authority's website.

Residential Colleague Preparedness: All residential colleagues are encouraged to maintain a fire-ready kit, as outlined by the state fire authority's guidelines.

Booking and Emergency Travel Costs: As outlined in our terms and conditions, any changes to bookings due to adverse weather conditions during the trip will be at the customer's expense and not PGL's responsibility. We will, however, make every effort to assist guests as much as possible. Any emergency travel organized by PGL will incur supplementary charges, which will be billed to the guests. We strongly encourage guests to have appropriate insurance to cover such eventualities.