



**Mount Hotham Alpine Resort**

**Community  
Bushfire Emergency Management Plan**

Updated  
17<sup>th</sup> January 2017

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## Authorisation

This Community Bushfire Emergency Management Plan was prepared for Mount Hotham Alpine Resort and endorsed by the Mount Hotham Emergency Management Planning Committee on **<date>** and Mount Hotham Municipal Fire Management Planning Committee on **<date>**.

This Community Bushfire Emergency Management Plan is here signed by the Chair Mount Emergency Management Planning Committee, the Chair Mount Hotham Municipal Fire Management Planning Committee and Mount Hotham Resort Management Board Chief Executive Officer.

### Chair Mount Hotham Emergency Management Planning Committee

\_\_\_\_\_ Date signed \_\_\_\_\_

### Chair Mount Hotham Municipal Fire Management Planning Committee

\_\_\_\_\_ Date signed \_\_\_\_\_

### Mount Hotham Resort Management Board Chief Executive Officer

\_\_\_\_\_ Date signed \_\_\_\_\_

For the purposes of the Mount Hotham Planning Scheme, the Bushfire Management Overlay and CFA endorsement of the Schedule to the Bushfire Management Overlay, this Community Bushfire Emergency Management Plan is here signed by the CFA Regional Director Hume Region. This endorsement is effective to **<date>**.

### CFA Regional Director Hume Region

\_\_\_\_\_ 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: 2017***

***Next Minor Review: 2018***

## Version Control Table

| <b>Version Number</b> | <b>Date of Issue</b> | <b>Amendment</b>   | <b>Authorised</b> |
|-----------------------|----------------------|--|-------------------|
| 1.1                   | 13/06/2015           | Minor updates – Bree Nightingale   |                   |
| 1.2                   | 15/12/2015           | Roles & Contacts updated – Claire Stevens  |                   |
| 1.3                   | 11/04/2017           | Sections: Chapter 3 Action Statements; and Appendix 3: MHARMB Vehicles, Equipment and Zone; Updated – Bree Nightingale |                   |
|                       |                      |  |                   |
|                       |                      |  |                   |

## Glossary of Terms

|        |  |
|--------|--|
| BEMP   | BUSHFIRE EMERGENCY MANAGEMENT PLAN           |
| BMO    | BUSHFIRE MANAGEMENT OVERLAY                  |
| CEO    | CHIEF EXECUTIVE OFFICER                      |
| FDI    | FIRE DANGER INDEX                            |
| FDP    | FIRE DANGER PERIOD                           |
| GAR    | GREAT ALPINE ROAD                            |
| IMT    | INCIDENT MANAGEMENT TEAM                     |
| MEMC   | MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE     |
| MEMP   | MUNICIPAL EMERGENCY MANAGEMENT PLAN          |
| MEM    | MUNICIPAL EMERGENCY MANAGER                  |
| MERO   | MUNICIPAL EMERGENCY RESPONSE OFFICER         |
| MFMP   | MUNICIPAL FIRE MANAGEMENT PLAN               |
| MFMPC  | MUNICIPAL FIRE MANAGEMENT PLANNING COMMITTEE |
| MHAR   | MOUNT HOTHAM ALPINE RESORT                   |
| MHARMB | MOUNT HOTHAM ALPINE RESORT MANAGEMENT BOARD  |
| MHSC   | MOUNT HOTHAM SKI COMPANY                     |
| MRM    | MUNICIPAL RECOVERY MANAGER                   |
| NSP    | NEIGHBOURHOOD SAFER PLACE                    |
| PPE    | PERSONAL PROTECTIVE EQUIPMENT                |
| PV     | PARKS VICTORIA                               |
| SAP    | SAFEST AVAILABLE PLACE                       |
| SIP    | SHELTER IN PLACE                             |
| SMS    | SHORT MESSAGE SERVICE                        |
| TFB    | TOTAL FIRE BAN                               |

## Chapter 1: Introduction

### ***Purpose & Objective***

The purpose of this Community Bushfire Emergency Management Plan (BEMP) is to enhance community bushfire safety within the Mount Hotham Alpine Resort (MHAR).

Its key objective is to ensure that life is prioritised in the event of a bushfire impacting MHAR.

### ***Background***

MHAR is defined under the *Alpine Resorts Act 1983* and is administered by the Mount Hotham Alpine Resort Management Board (MHARMB) under the *Alpine Resorts (Management) Act 1997*. The MHARMB is responsible for the development, promotion, management and use of MHAR land, utilities and infrastructure.

MHAR is a major tourist destination in North East Victoria that offers a variety of holiday experiences in both summer and winter seasons and delivers economic and social wealth to the region.

MHAR is bounded on all sides by the Alpine National Park, making Parks Victoria its only significant neighbour. The Resort is not part of a municipal district but is surrounded by the Alpine Shire. However, it is important to note that under section 5 of the *Alpine Resorts (Management) Act 1997* that for the purposes of the *Emergency Management Act 1986* and the *Environment Protection Act 1970*, an Alpine Resort is deemed to be a municipal district and its Board a municipal council. The MHARMB is, therefore, responsible for delivering a range of public services including a significant role in emergency management within the Resort. The MHARMB however is therefore responsible for delivering a range of public services including a significant role in emergency management within the Resort.

Bushfire risk management is complex within the MHAR due to its isolated location, steep topography, climate, environmental significance, management arrangements and the vegetation in the surrounding Alpine National Park. However, MHAR has some distinct emergency management authority. The *Alpine Resorts (Management Act) 1997* enables the MHARMB 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).

In November 2011 following recommendations of the 2009 Victorian Bushfires Royal Commission, planning schemes in Victoria were amended to improve how they respond to bushfire. This included new State Planning Policy with a focus on prioritising life and introduction of the Bushfire Management Overlay (BMO). Where a permit is required under the BMO, bushfire protection measures are implemented to ensure the protection of life and property is prioritised. The standard BMO bushfire protection measures include access, water supply, defensible space and bushfire construction requirements.

The alpine environment at Mount Hotham presents challenges in meeting the standard requirements of the BMO. For example, managing defensible space in the steep terrain has the potential for significant environmental impacts including loss of habitat, land slip and visual/amenity impacts. However, with suitable planning and procedures MHAR has the power under the *Alpine Resorts (Management Act) 1997* to ensure life is appropriately prioritised and development within the Resorts achieves the strict requirements of the State Planning Policy Framework and MHAR planning scheme.

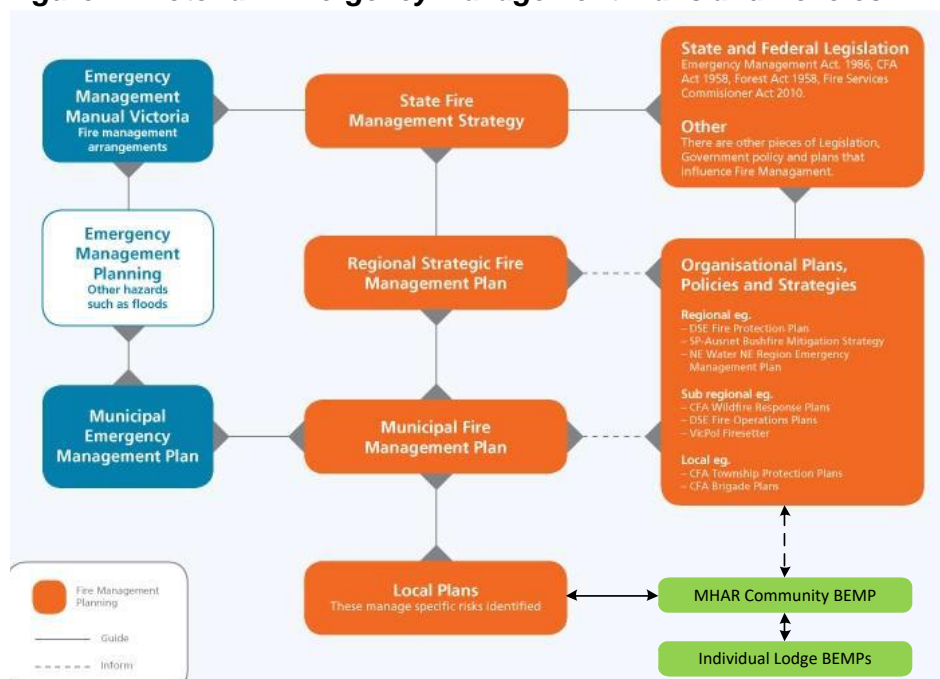
## Emergency Management Context

Section 5 of the *Alpine Resorts (Management) Act 1997* deems the MHARMB to be a municipality for the purposes of the *Emergency Management Act 1986*. Under these obligations the MHARMB has a key role in prevention and mitigation activities that reduce and minimise the effects of emergencies when they occur. This includes the formation of the Municipal Emergency Management Planning Committee (MEMPC) and the development, maintenance and three yearly review of the Municipal Emergency Management Plan (MEMP).

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

As can be seen in Figure 1, this Community Bushfire Emergency Management Plan (BEMP) is subordinate to the MEMP and MFMP. It also instigates the development of individual BEMPs for accommodation, lodges and businesses within the Resort.

**Figure 1: Victorian Emergency Management Plans and Policies**



The MHAR Community BEMP should be read in conjunction with:

- *The Mount Hotham Resort Management Board Municipal Emergency Management Plan 2012*
- *The Mount Hotham Municipal Fire Management Plan 2013- 2015 Final*
- *The Mount Hotham/ Dinner Plain Local Response Plan*

Collectively these documents provide a detailed description of the Resort:

- Environment and surrounds
- Demographics
- Emergency management arrangements
- Fire history

- Measures implemented to reduce the impact of bushfire through planning, preparation, response and recovery

### **Development of the MHAR Community BEMP**

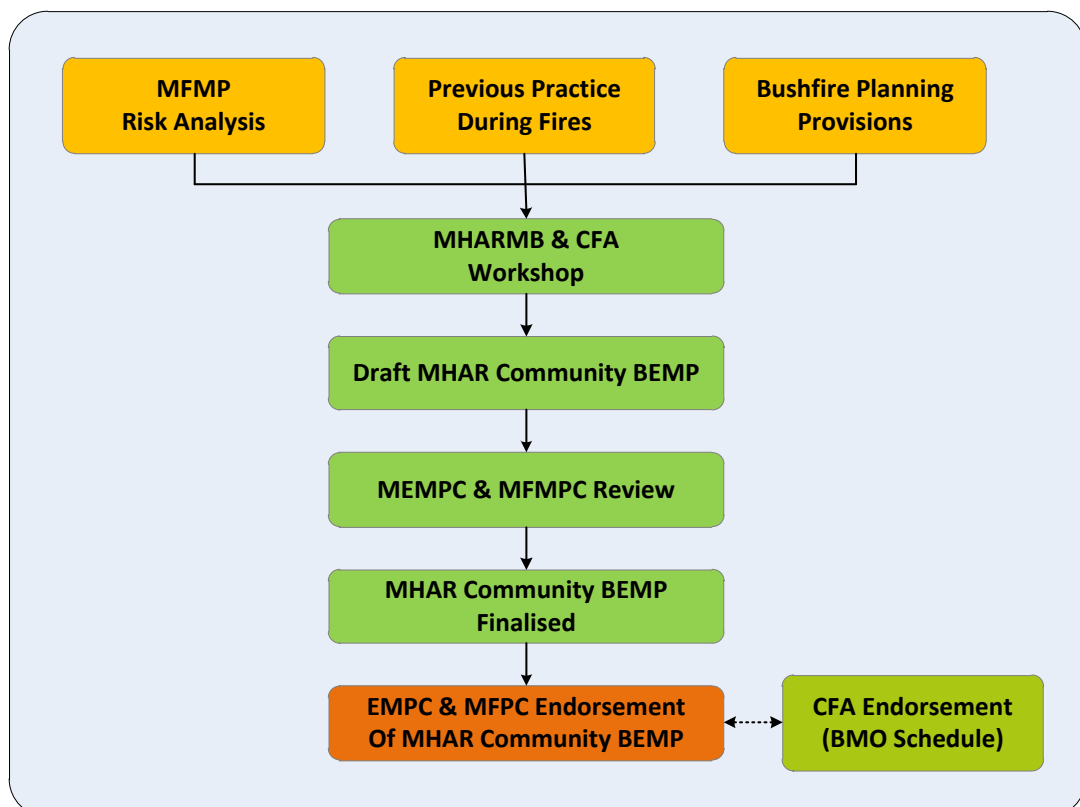
The Resort's MFMP was developed through the risk based planning process described by *ISO 3100: 2009 Risk Management – Principles and Guidelines*. As a subset of the MFMP, this Community BEMP draws on the risk assessment and risk analysis process already undertaken through the broader fire management planning process.

Mount Hotham experienced bushfires in 2003, 2006 and 2013. During these fires various practices were implemented regarding the management of residents, staff and visitors. While these practices are understood by resort management there is a need to ensure they are formally documented. The MHAR Community BEMP fulfils the need to document these 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 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 Community BEMP was developed before it was circulated to stakeholders for review and endorsement. The document was then endorsed by the MEMPC, MFMPC and MHARMB. Figure 2 outlines the process undertaken to develop the BEMP.

**Figure 2: Development of the MHAR Community BEMP**





## Chapter 2: Strategy & Trigger Points

### *Strategies for enhancing community safety*

The MHAR Community BEMP is a plan for protecting the Mount Hotham 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 Mount Hotham/ Dinner Plain Local Response Plan 2013.

This Community BEMP 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 MHAR 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. Under threat

Figure 2 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 Community BEMP is based on forecast fire danger ratings for the forecast district (which for Mt Hotham is the North East District) not the specific fire danger indices for the Resort.

Consideration will be given to activating this plan when the neighbouring East Gippsland Forecast District is in Code Red, as the Resort lies near the border of the two Districts. A decision to activate this plan based on a Code Red declaration for the East Gippsland Forecast District will be made by the MHAR on consultation with the CFA District.

**Figure 2: 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 20 people. Summer visitation is relatively low with numbers on the mountain generally remaining below 50. Given, ski runs and the grassy alpine areas around the Resort, Mount Hotham village is arguably the safest location from bushfire for a considerable distance.

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 MHARMB or have a pecuniary interest in lodges or businesses. The small population over summer enables the MHARMB to quickly communicate with everyone. This is done through a number of methods, including:

- Email
- Phone
- Automated text messaging
- Social media, such as Facebook
- The Mount Hotham website
- Ski Patrol radios

The Resort is well practiced at communicating winter skiing conditions on the mountain. The skills and technology used during winter significantly supports the communication of fire conditions over summer. Under certain circumstances, such as the Resort being significantly threatened by fire the MHARMB door knock every lodge and record who's in the Resort and their mobile phone number. The Ski Patrol radios are also strategically distributed to the community so residents are not fully reliant on the telephone systems and can be quickly contacted. This high level of communication with the residents is a keystone to protecting life at the MHAR during bushfire.

The primary access route to MHAR and only road kept open all year round is via the Great Alpine Road from Harrierville and Omeo. It is an important access route for nearby residents at Dinner Plain and consists of approximately 30km of sealed, windy road, through mountainous mostly forested terrain, with occasional steep grades. 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 Great Alpine Road. However, given its importance as a through road to areas outside of the

MHAR this plan does not propose to close the road as a matter of course, for example, under Code Red conditions. The MHARMB will liaise closely with Police and the IMT regarding the closure of the Great Alpine Road.

### ***Shelter in Place***

There is no designated Neighbourhood Safer Place (NSP) at MHAR. The steep slopes and topography surrounding the Resort means the NSP criteria are difficult to achieve. However, bushfire is dynamic. If Mount Hotham 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.

Where MHAR 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 MHARMB will use their extensive communications capacity to notify residents of that location for that particular day. Places of shelter are likely to be the anchor points, and safety zones as designated in the Mount Hotham/ Dinner Plain Local Response Plan 2013.

These "Shelter In Place" areas are identified on the Resort map in Appendix 1 and are as follows:

- MHARMB Administration Office Board Room (Primary)
- All Car Parks
- Loch Car Park for operations to the water catchment and Mt Loch area
- Corral Car Park for operations on the west side of Mt Higginbotham
- Slatey Shed

### **PRIMARY "SHELTER IN PLACE"**

The MHARMB Administration Office Board Room is recognised as the primary Shelter in Place for the MHAR. 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 are two areas 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).

The building is bordered:

- On the south side by a bitumen car park;
- On the east side the GAR and road reserve either side;
- On the west side a fire buffer zone with approximately a 12 metre fire break; and
- On the north side an adjacent building of brick and metal cladding and metal roof.

## ***Management of Events During FDP***

Management of events during the declared Fire Danger Period needs to take into account the Community BEMP 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 BEMP must include an appropriate FDR trigger for cancellation of the event.

Emergency Management Plans and procedures need to be developed and approved by the MHARMB for all events held within the MHAR during the FDP. These plans must address the strategy and trigger points of the MHAR Community BEMP and prioritise life safety by their design.

## ***Defendable Space around Buildings & Infrastructure***

The MHRMB has an annual vegetation management program in place for the maintenance and upkeep of defendable 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 standard includes but is 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 to be closed
- Reduce gaps in the building
- Secure cladding

Lessees are required to advise the MHRMB if they intend to do this themselves or require the MHRMB 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 MHRMB carries out the work and this is then charged out to the lessee.

Prior to the FDP the MHRMB 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.

## Chapter 3: Action Statements

The following Action Statements lay out who from MHRMB is responsible for implementing the Bushfire Emergency Management Plan (BEMP) and the actions to be implemented.

### Table 1. Roles & Responsibilities

The tables below outline who has the responsibility for implementing the MEMP for the various trigger points. Try to establish contact with the first person listed from each table as the primary contact.

MHRMB's CEO Jon Hutchins is the Principle Accountable Officer for the Resort and should be notified immediately of an emergency incident also.

| Operational Response |   |   |         | Administrative Response |  |   |         |
|----------------------|---|---|---------|-------------------------|--|---|---------|
| Staff Member         | Role in this plan                           | Responsibility  | Contact | Staff Member            | Role in this plan                              | Responsibility  | Contact |
|                      | Municipal Emergency Resource Officer (MERO) | <ul style="list-style-type: none"> <li>To coordinate on the ground resources and the zoned fire alert teams.</li> </ul>                             |         |                         | Municipal Emergency/Recovery Manager (MEM/MRM) | <ul style="list-style-type: none"> <li>To ensure this plan is implemented as prescribed by this plan;</li> <li>Monitor, review and disseminate this plan; and</li> <li>Appoint a temporary Warden if any of the Wardens below are not able to fill their role.</li> </ul> |         |
|                      | Deputy MERO                                 | <ul style="list-style-type: none"> <li>As prescribed by the Action Statement; and</li> <li>To enact the plan in the absence of the MERO.</li> </ul> |         |                         | Deputy MRM                                     | <ul style="list-style-type: none"> <li>As prescribed by the Action Statement; and</li> <li>To enact the plan in the absence of the MEM/MRM.</li> </ul>  |         |
|                      | Warden 1                                    | <ul style="list-style-type: none"> <li>As prescribed by the Action Statement.</li> </ul>  |         |                         | Warden 3                                       | <ul style="list-style-type: none"> <li>As prescribed by the Action Statement.</li> </ul>  |         |
|                      | Warden 2                                    | <ul style="list-style-type: none"> <li>As prescribed by the Action Statement.</li> </ul>  |         |                         | Warden 4                                       | <ul style="list-style-type: none"> <li>As prescribed by the Action Statement.</li> </ul>  |         |

**Table 2. Action Statement: Prior to Fire Danger Period**

| Activity  | Description   | When              | Responsible                          | Actioned |
|---|---|-------------------|--------------------------------------|----------|
| Ensure Community BEMP is up to date                             | Undertake a minor review of the Community BEMP to ensure it is up to date.  | March             | MEM / MRM                            |          |
| Ensure resort emergency management contact list is up to date   | Update Appendix 2 Emergency Contact List (Part 8 of MEMP)   | October           | Deputy MRM / Warden 3                |          |
| Ensure resort vehicles are 'fire season ready'                  | MHARMB vehicles, equipment and allocated zones are detailed in Appendix 3.  | November          | Warden 2                             |          |
| Letter to lodges, business etc.                                 | A letter will be sent to all lodges, businesses and residents reminding them of their responsibilities, including: <ul style="list-style-type: none"> <li>• Manage defensible space around their buildings</li> <li>• Update their buildings BEMP in consultation with Local CFA</li> <li>• Familiarise themselves with the MHARMB Community BEMP; and</li> <li>• MHARMB Bushfire Protection Compliance Guidelines</li> </ul> | October           | Deputy MRM (via Property Department) |          |
| Inspect all village buildings, essential and key infrastructure | All buildings will be inspected to ensure defensible space has been appropriately implemented including: <ul style="list-style-type: none"> <li>• Vegetation managed</li> <li>• Combustibles such as wood piles removed</li> <li>• Buildings as far as practical are maintained</li> </ul>  | October/ November | Deputy MERO / Warden 1               |          |
| PPE   | Ensure MHARMB Staff have appropriate personal protective equipment (PPE) for the bushfire season  | November          | Deputy MRM                           |          |
| First Aid   | Update list of MHARMB Staff qualified in first aid<br>Train staff in first aid as required<br>Ensure First Aid Supplies are in stock (full list in Appendix 4)  | November          | Warden 1 / Deputy MRM                |          |
| MHARMB building generator                                       | Ensure generator is maintained and operational. This includes: <ul style="list-style-type: none"> <li>• Oil and Fuel Levels</li> <li>• Drive Belt and Battery</li> <li>• Automatic Charging Units</li> <li>• Emergency Stop Buttons and Leads</li> <li>• Staff Training</li> </ul> Current Instructions for Use   | November          | Warden 2                             |          |
| Ski Patrol hand held radios                                     | Ensure Ski Patrol hand held radios are operational if required. This includes: <ul style="list-style-type: none"> <li>• Chargers, harnesses spare batteries are available</li> <li>• Batteries are charged</li> <li>• There are instructions for operating radios in case they're given to</li> </ul>   | November          | Warden 3                             |          |

| Activity  | Description   | When     | Responsible         | Actioned |
|---|---|----------|---------------------|----------|
|   | residents   |          |                     |          |
| Consider fire and other training needs for staff  | Determine staff training needs to adequately implement this plan and deal with bushfire<br>Staff will undertake training as required  | June     | MRM /<br>Deputy MRM |          |
| General Supplies                                  | Check stores of general supplies. Detailed list identified in Appendix 5  | November | Deputy MRM          |          |
| Check MHARMB building firefighting infrastructure | Check the following is operational: <ul style="list-style-type: none"> <li>• Fire hose reels</li> <li>• Building essential safety measures</li> <li>• Fire Extinguishers</li> </ul> | November | Warden 1            |          |

**Table 3. Action Statement: During Fire Danger Period**

| Activity  | Description   | When  | Responsible                          | Actioned |
|---|---|---|--------------------------------------|----------|
| Monitor CFA website   | Monitor CFA website for; <ul style="list-style-type: none"> <li>• Fire starts</li> <li>• Advice &amp; Warnings</li> <li>• TFB Declarations</li> <li>• Fire Weather Forecasts</li> <li>• North East &amp; East Gippsland District</li> </ul>   | Morning and Afternoon                       | Deputy MRM / Warden 3                |          |
| Ensure all major events have a BEMP                             | All major events within the MHAR will have an individual BEMP based on a risk assessment for the event. The event BEMP will be consistent with the MHAR Community BEMP and be developed to the satisfaction of the MHARMB.  | Prior to approval of the event              | MEM / MRM                            |          |
| Check MHARMB building firefighting infrastructure               | Check the following is operational: <ul style="list-style-type: none"> <li>• Fire hose reels</li> <li>• Building essential safety measures</li> <li>• Defendable Space</li> <li>• Generator</li> </ul>  | October                                     | Warden 1                             |          |
| Monitor ABC radio   | On a daily basis  | Daily                                       | Deputy MERO                          |          |
| 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"> <li>• Vegetation managed to prescribed standard</li> <li>• Combustibles such as wood piles removed</li> <li>• Buildings as far as practical are maintained</li> </ul> | November<br>December<br>January<br>February | Deputy MERO / Warden 1               |          |
| Check MHARMB Vehicles   | Ensure fire ready   | October                                     | Warden 2                             |          |
| Email Residents and Visitors                                    | Remind them of their responsibilities in the FDP  | November                                    | Deputy MRM (via Property Department) |          |
| Test SMS bulk message procedure                                 | Ensure SMS message system is operational  | November                                    | Warden 3                             |          |
| Trail Signage   | Permanent trail signage to be placed at major walking trail heads to inform bushwalkers to take care in fire period. List of trail signage location in Appendix 6.  | October each year                           | Deputy MERO                          |          |



**Table 4. Action Statement: Total Fire Bans**

| Activity                                    | Description   | When                          | Responsible | Actioned |
|---|---|-------------------------------|-------------|----------|
| Email staff, lodges and businesses          | An email will be sent to all staff, lodges and business to:<br>Inform them of the TFB declaration<br>Request they notify their visitors   | Evening before                | MEM / MRM   |          |
| Contact CFA District                        | Discuss bushfire potential and any other concerns   | Morning of/<br>evening before | MEM / MRM   |          |
| Place TFB notification on Mt Hotham website | Update Mt Hotham website to inform visitors of the TFB declaration  | Evening before                | Warden 3    |          |
| Inform Events                               | Inform any major event managers: <ul style="list-style-type: none"> <li>Of TFB declaration</li> <li>Forecast FDR for the day</li> <li>Need to consider and implement their Event BEMP</li> </ul>                                | Evening before                | Warden 3    |          |
| Trail Signage                               | Permanent trail signage to be placed at major walking trail heads to inform bushwalkers to take care in fire period. List of trail signage location in Appendix 6.  | October each year             | Deputy MERO |          |
| TFB Signage                                 | A <b>"Today is a day of Total Fire Ban"</b> sign will be place in a visible location out the front of the MHARMB building. CFA will also place a sign out the front of the Mt Hotham fire station.                              | By 8am                        | Warden 3    |          |
| Trail Signage                               | Total Fire Ban signage to be placed at major walking trail heads to inform bushwalkers to take care. List of trail signage location in Appendix 6.  | By 8am                        | Deputy MERO |          |
| Charge Satellite Phones                     | Ensure Satellite Phones are charged and accessible  | Evening before                | Warden 3    |          |
| Monitor CFA website                         | Monitor CFA website for; <ul style="list-style-type: none"> <li>Fire starts</li> <li>Advice &amp; Warnings</li> <li>TFB Declarations</li> <li>Fire Weather Forecasts</li> <li>North East and East Gippsland District</li> </ul> | All day                       | Deputy MERO |          |
| Monitor ABC radio                           | Monitor ABC radio for fire updates  | All day                       | Deputy MERO |          |

**Table 5. Action Statement: Declared Code Red Days**

| Activity  | Description   | When                          | Responsible            | Actioned |
|---|---|-------------------------------|------------------------|----------|
| Email staff, lodges and businesses                            | An email will be sent to all staff, lodges and business to: <ul style="list-style-type: none"> <li>Inform them of the Code Red declaration</li> <li>Request they notify their visitors the resort will be closed and they should leave early</li> </ul>   | Day before                    | Warden 3               |          |
| Contact CFA District  | Discuss bushfire potential and any other concerns<br>Check both the North East and East Gippsland Forecast Districts  | Morning of/<br>evening before | MEM/MRM                |          |
| Resort Closure and Code Red notification on Mt Hotham website | Update Mt Hotham website to inform visitors of the Code Red declaration and Resort closure  | Evening before                | Warden 3               |          |
| Contact MHSC, General Store and Dinner Plain Management       | Advise of current situation<br>Establish they have their BEMP procedures in place   | Morning                       | Warden 3               |          |
| 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  | Evening before                | Deputy MRM             |          |
| Resort closure signage  | A <b>“Today is a Code Red Day Mt Hotham Resort is closed”</b> sign will be placed in a visible location out the front of the MHARMB building. CFA will also place a sign out the front of the Mt Hotham fire station.<br>Contact and Liaise with VicRoads for the LED signs at Omeo and Harrietville to state that the Resort is closed to visitors | By 8am                        | Warden 3               |          |
| Check Access Points   | Check access points which are usually locked and unlock – Telstra Tower and Loch Track  | Morning                       | Deputy MERO            |          |
| Trail signage   | Code Red signage to be placed at major walking trail heads to inform bushwalkers of closure of Resort walking tracks and trails and closure of the Alpine National Park   | By 8am                        | Deputy MERO            |          |
| Charge Satellite Phones                                       | Ensure Satellite Phones are charged and accessible  | Evening before                | Warden 3               |          |
| Monitor CFA website   | Monitor CFA website for; <ul style="list-style-type: none"> <li>Fire starts</li> <li>Advice &amp; Warnings</li> <li>TFB Declarations</li> <li>Fire Weather Forecasts</li> <li>North East District</li> </ul>  | All day                       | Deputy MERO            |          |
| Monitor ABC radio   | Monitor ABC radio for fire updates  | All day                       | Deputy MERO            |          |
| Check log books at trail heads                                | Contact any visitors out on the trails and advise of Code Red Day and that the Resort and Alpine National Park are closed.<br>Retrieve these people if necessary.   | Early Morning & Mid Afternoon | Deputy MERO / Warden 1 |          |

**Table 6. Action Statement: Local Bushfire Event**

| Activity  | Description  | When **<br>All Actions will be considered for implementation upon fire start and as per the table for ongoing fires | Responsible                      | Actioned |
|---|--|---|----------------------------------|----------|
| Contact CFA Duty Officer                                | Discuss potential fire behaviour and threat to the Resort  | Fire Start/ Morning<br>Each consecutive day of fire   | MEM/MRM                          |          |
| Decision to activate under threat plan                  | Alert area zone teams to be ready for activation within their nominated zones within 15 minutes  | Morning   | CEO & MERO                       |          |
| Check log book at trail heads                           | Contact any visitors out on the trail and retrieve them if necessary<br>Place signage at trail heads to advise of the bushfire and the need to contact the MHARMB before beginning their walk  | Early Morning & Mid Afternoon   | Deputy MERO / Warden 1           |          |
| Contact MHSC, General Store and Dinner Plain Management | Advise of current situation<br>Establish they have their BEMP procedures in place  | Morning   | Warden 3                         |          |
| Contact Residents and Visitors                          | <ul style="list-style-type: none"> <li>Identify who is in the Resort through phone calls, door knocks</li> </ul> Update Contact List and set up SMS messaging, send advice message to activate leaving or staying procedures and advise MHARMB | Morning   | Deputy MERO, Warden 3 / Warden 4 |          |
| Check Access Points                                     | Check access points which are usually locked and unlock – Telstra Tower and Loch Track   | Morning   | Deputy MERO                      |          |
| Monitor Water Supply                                    | <ul style="list-style-type: none"> <li>Check that Loch Dam is full</li> <li>Check Potable water supply is at maximum quantities</li> <li>Portable snowmaking guns deployed to high risk areas</li> </ul>                                       | Morning   | MERO                             |          |
| Monitor Fuel Supplies                                   | Check current fuel supplies and maintain records of volumes  | Morning   | Warden 2                         |          |
| Secure Gas Tanks  | Check automatic sprinklers on gas tanks at workshop to ensure operable   | Morning   | Deputy MERO                      |          |
| Charge Satellite Phones                                 | Ensure Satellite Phones are charged and accessible   | Evening before  | Warden 3                         |          |
| Manage General Supplies                                 | Liaise with Hotham Freight to ensure adequate supplies available   | Morning   | Warden 3                         |          |
| Inform Events   | Inform all major event managers there is a bushfire in the area and to implement their event BEMP  | Fire Start  | Deputy MRM                       |          |

**Table 7. Action Statement: Under Threat**

| Activity                               | Description  | When **<br>All Actions will be considered for implementation upon fire start and as per the table for ongoing fires | Responsible                        | Actioned |
|--|--|---|------------------------------------|----------|
| Decision to activate under threat plan | Mobilise vehicles into identified zones (Appendix 3)<br>Activate snow guns   | Morning   | CEO & MERO                         |          |
| Door knock lodges                      | Visit all lodges to: <ul style="list-style-type: none"> <li>• Establish who's in the resort</li> <li>• Confirm no residents on the mountain unaccounted for</li> <li>• Shut all windows and doors</li> <li>• Tape door to show it has been checked</li> <li>• Place sign on door stating the Resort is under threat and they must contact the MHRMB</li> </ul> | Morning   | Deputy MERO / Warden 1             |          |
| Contacts                               | <ul style="list-style-type: none"> <li>• Prepare and maintain contact sheet for those on the mountain</li> <li>• Regular updates using group text application</li> <li>• Issue Ski Patrol Radios</li> <li>• Ensure Satellite Phones are charged and accessible</li> </ul>  | Morning   | Warden 3                           |          |
| Communications                         | <ul style="list-style-type: none"> <li>• Ensure currency of information on Facebook, website, social media, group text application</li> <li>• Appoint scribe for recording all actions, communications and updates</li> <li>• Appoint scribe for CEO</li> </ul>  | Hourly  | Warden 3<br>Deputy MRM<br>Warden 4 |          |
| Activate relief centres                | Organise accommodation   | Morning   | Deputy MRM                         |          |
| Distribute radios                      | <ul style="list-style-type: none"> <li>• Hourly radio checks</li> <li>• Confirm radio channel</li> <li>• Ensure everyone knows how to operate</li> <li>• Back up batteries on charge</li> </ul>  | Morning   | Warden 3                           |          |
| Distribute Satellite Phones            | Distribute satellite phones in the event of loss of communications   | Morning   | Warden 3                           |          |
| Contact airport                        | Include on contact list and provide radio  | Morning   | Warden 3                           |          |
| Safety Zones                           | Coordinate with IMT  | As Required   | MEM/MRM                            |          |
| Where road is closed                   | Supply police with authorised vehicles list<br>Coordinate convoys  |   | Deputy MERO                        |          |

| Activity                          | Description  | When **<br>All Actions will be considered for implementation upon fire start and as per the table for ongoing fires | Responsible | Actioned |
|-----------------------------------|--|---|-------------|----------|
| Activate Shelter in Place         | Activate and set up the MHARMB Administration Building and notify those on contact list via SMS messaging, radios and phone calls if no response | When Required   | MEM/MRM     |          |
| Monitor Shelter in Place Building | Monitor building conditions during an event  | Hourly  | Deputy MERO |          |
| Resort closure signage            | Contact VicRoads to activate LED signs at Omeo and Harrietville stating Resort is closed to visitors due to bushfire                             | By 8am  | Warden 3    |          |

**Table 8. Action Statement: Stand Down**

| <b>Activity</b>                       | <b>Description</b>   | <b>When **<br/>Incident MERC<br/>declares<br/>Emergency Past</b> | <b>Responsible</b>     | <b>Actioned</b> |
|---------------------------------------|--|--|------------------------|-----------------|
| Deactivate BEM plan                   | Stand down vehicles from identified fire alert zones (MHRMB BEMP Appendix 3)   | When required  | MEM / MRM & MERO       |                 |
| Door knock lodges                     | Visit all lodges to: <ul style="list-style-type: none"> <li>Establish who's in the Resort;</li> <li>Confirm no residents on the mountain unaccounted for; and</li> <li>Place sign on door advising that the Resort is no longer operating on an emergency footing, and they must contact the MHRMB.</li> </ul> | Morning  | Deputy MERO / Warden 1 |                 |
| Contacts                              | Advise BEMP contacts of MERC decision to Stand Down the emergency.   | Morning  | Warden 3               |                 |
| Communi-cations                       | Ensure currency of information on facebook, website, group text application, & any other social media that is available.   | As soon as feasible  | Warden 3               |                 |
| Hand off to DHHS                      | Hand control of ongoing recovery service provision over to DHHS.   | When required  | MEM / MRM              |                 |
| Activate Community Recovery Committee | Contact Resort Stakeholders for expressions of interest to be involved in long-term recovery of resort.  | Morning  | MEM / MRM              |                 |
| Deactivate Emergency Relief Centre    | Action as per Appendix 21.3 of MEMP: <ul style="list-style-type: none"> <li>Coordinate movement of displaced persons and return of facilities to normal functions; and</li> <li>Hand over Long Term Recovery information to DHHS.</li> </ul>   | As soon as practicable   | MEM / MRM              |                 |
| De-activate Shelter in Place          | De-activate and return the MHRMB Administration Building to normal operations.   | When required  | MEM / MRM              |                 |
| Where road has been closed            | Open road barriers to allow public access to the Resort.   | As soon as practicable   | Deputy MERO            |                 |
| Road Closure Signage                  | Contact VicRoads to deactivate LED signs at Omeo and Harrierville stating Resort is closed to visitors.  | As soon as practicable   | Warden 3               |                 |

## **8. Training Schedule**

Annually prior to the Declared Fire Danger Period the following minimum training will occur:

- BEMP Roles and Responsibilities
- Fire Equipment, including pumps and hoses
- Portable Generator Operation
- Satellite Phone Operation
- Radio Operation

## **9. References**

MHARMB Municipal Emergency Management Plan 2012

MHARMB Municipal Fire Management Plan 2013

MHARMB & Dinner Plain Township Protection Plan and Planning Factors 2013

MHARMB Local Response Plan - Bushfire

Victorian Planning Scheme Bushfire Management Overlay and the BMO schedule



## **Appendix 1: Resort Plan & Safety Zones**

- MHARMB Administration Office Board Room (Primary)
- All Car Parks
- Loch Car Park for operations to the water catchment and Mt Loch area
- Corral Car Park for operations on the west side of Mt Higginbotham
- Slatey Shed

## **Appendix 2: Emergency Contacts**

***Table 8: Emergency Contacts***



## Appendix 3: MHARMB Vehicles, Equipment & Zone

| Mobile Unit # |        | VEHICLE/<br>REGISTRATION   | TEAM<br>MEMBERS | CAPACITY                 | OWNER | EQUIPMENT   |
|---------------|--------|--|-----------------|--------------------------|-------|---|
| 1             | Zone 1 | TOYOTA<br>L/Cruiser<br>1CD70T<br>(TOM'S)                         |                 |                          |       |   |
| 2             | Zone 1 | Merc Tipper<br>Truck<br><br>1833 AXOR<br>CAB                     |                 | 4400L                    | RMB   | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. Fill Hose and self-fill. Fuel and primer                           |
| 3             | Zone 2 | 1EC9VL Ranger<br>4X4 D/Cab                                       |                 | 0 (Tool<br>boxes fitted) | RMB   | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. Fuel and primer. 2 x Shovels. 2 x rake hoe. 1 x axe                |
| 4             | Zone 3 | 1DM1AH<br>Ranger D/Cab   |                 | 400L                     | RMB   | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. Fuel and primer. 1 spare hose.                                     |
| 5             | Zone 1 | SNV609   |                 | 800L                     | MHSC  | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. Fuel and primer. 1 x rake hoe. 1 x shovel                          |
| 6             | Zone 4 | SOG721<br>TOYOTA<br>LANDCRUISER                                  |                 | 800L                     | RMB   | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. Self-filling. Fuel and primer. 1 X Chainsaw. 1 x axe. 1 x rake hoe |
| 7             | Zone 4 | WEM878 IZUZU<br>3 Tonne TRUCK                                    |                 | 2000L                    | RMB   | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. Spare hose. Fuel and primer. 1 x rake hoe. 2 x chainsaw            |
| 8             | Zone 1 | 1DM1AJ Ranger<br>D/Cab   |                 | 400L                     | RMB   | Hydrant to 63mm Fill Hose. Hydrant to 40mm Hose Adaptor. 40mm Hose and Fog Hose. 3 x hoses. Fuel and primer. 1 x shovel. 1 x rake hoe.              |
| 9             | Zone 2 | Toyota<br>Landcruiser<br>1AO4MW<br><br>LC Military               |                 | 400L                     | RMB   |   |
| 10            | Zone 1 | Nissan Patrol<br>Tray Top<br><br>YMH 359                         |                 | 400L                     | RMB   |   |
|               | Zone 1 | HOTHAM CENTRAL - Snowtel / Arlberg to HOTHAM CENTRAL             |                 |                          |       |   |
|               | Zone 2 | INTER URBAN - Intersection of Gallows Court to Snowtel           |                 |                          |       |   |
|               | Zone 3 | DAVENPORT - Langi Taan / Bembooka to Gallows Court               |                 |                          |       |   |
|               | Zone 4 | WORKSHOP - Slatey / Workshop /Sewerage Treatment Plant Davenport |                 |                          |       |   |

**TO BE AUTHORISED AND  
IMPLEMENTED BY CEO OR  
REPRESENTATIVE**

## Appendix 4: First Aid Supplies

### 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

## Appendix 5: General Supplies

### Survival Pack Contents:

- 600ml water bottle
- Juice Pack
- Gatorade/Powerade occasional
- Bag of mixed nuts and dried fruit
- Fruit
- Snack size chocolate bars
- 95 g tins tuna/chicken
- 4 – 6 Vitaweeet biscuits
- Snack size packets of savoury shapes and chips
- Muesli Bars
- Occasional bags of lollies
- Sandwiches/rolls

## Appendix 6: Trail Signage

Trail Signage will be located at the following locations:

- The General Store (Brabralung Trail Head, formally known as the Hotham-Dinner Plain Trail Head)
- Davenport Access Trail Head on GAR (Huts Walk, Cobungra Ditch & Edelweiss Link Track)
- Slatey Cutting, Big Spur Tracks on GAR (Cobungra Ditch access Tracks, Village Lookout and Big Spur Picnic Point)
- Loch Car Park Trail Head (Huts Walk, Falls to Hotham Alpine Crossing, other Parks Victoria (PV) tracks such as Red Robin, Mt Loch, Australian Alps Walking Track)
- Brandy Creek Trail Head (Cobungra Ditch, Brabralung Link Track, Brandy Creek Mine (PV), Brandy Creek Fire Trail and Cobungra River (PV))

Other trail Heads outside the Resort but linked into the MHRMB Track & Trails network (and also to provide consistency in message to all bushwalkers within the MHRMB area) include:

- Razorback Walking track, Diamantina Springs GAR (Mt Feathertop, Bon Accord Spur Track)
- Mother Johnson's Picnic area GAR (Brabralung Trail)
- JB Plain GAR (Brabralung Trail, Tabletop Track (PV))

## **Appendix 7: CFA 'Can I or Can't I?' Information Sheet**