



MELBOURNE BUDDHIST CENTRE
ETHICS | MEDITATION | WISDOM

Retreat Fire Awareness Policy

Preamble

It is a requirement that anyone attending a retreat with the Melbourne Buddhist Centre (MBC) adhere to the emergency guidelines set out by the venue hosting that retreat.

See Appendix I for the emergency guidelines of the following venues:

- Wesburn Recreation Camp
- Baanya Biama Adventure Camp

In addition to those, the MBC also requires that participants follow the following guidelines.

Fire Safety

- Candles and incense are not permitted to be lit in any rooms or retreat areas other than the shrine room. The last person in the shrine room is responsible for extinguishing all candles and incense, as well as switching off any electrical appliances.
- No smoking is permitted in any indoor area of a retreat.
- Outdoor fires are only to be lit with permission from the venue management. Compliance with area fire restrictions is also required. Fires are only to be lit in designated fire pits, are not to be left unattended and must be safely extinguished.
- Become aware of the location of all fire-fighting equipment.
- A participant may volunteer to act as Fire Marshal for the duration of the retreat.

Fire Marshal

The Fire Marshal is a voluntary role, with the following duties:

- The Marshal has an up-to-date list of all retreat attendants.
- The Marshal has an overview of which participants have brought a car to the retreat, and what that total number of cars is.
- If gathered in the emergency area, the Marshal checks people present against the list.

Fire Evacuation

In the case of a fire requiring evacuation, retreatants must follow the venue's evacuation plan. This includes:

- Locating the exits and fire assembly area.
- If a fire alarm is sounded, moving directly and safely towards the fire assembly area.
- Reporting to the assembly area and awaiting further instruction.

See Appendix I for more details.



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Bush Fire Safety

- Where possible, the venue manager will monitor any fires currently burning in the area, and communicate relevant information to the retreat leader(s) / organiser(s). In the event that the venue manager is not able to provide this service, it will be done by the retreat leader(s) / organiser(s) / fire marshal.
- If a fire is approaching the retreat, obey all evacuation directions from authorities, the venue management or the retreat leader(s) / organiser(s) / fire marshal.
- A retreat will not go ahead if a relevant Code Red fire warning is issued in advance of the retreat.
- Fire warnings and ratings are to be monitored over the course of the retreat during bush fire season. If a Code Red fire rating is issued, the retreat is to be evacuated on the day before the Code Red rating applies.



Appendix I: Baanya Biامي Adventure Camp



Baanya Biامي Adventure Camp In an Emergency

1. Verify

Verify the Report

Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency

2. Notify

Notify the emergency services and Baanya Biامي Staff

By the quickest possible means, immediately notify:

- The emergency services
- The Baanya Biامي Staff

Emergency Bell: South-East corner of dining room

Assembly Area: Meeting Hall

3. Assess

Assess the danger posed by the emergency

- Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action
- Use verbal information.
- Observe what is happening to decide
 - Has the danger passed?
 - Is the danger increasing or decreasing?
 - Is the danger coming closer or moving further away?
 - Is the weather or terrain affecting its progress?
- Decide how much time exists to take alternative actions

4. Act

Take action based on the assessment of danger

- Ensure that injured campers are not exposed to further injury or danger
- Contain the emergency if safe to do so
- Move people away from the danger area by the safest means. If necessary, move indoors, to one end of the building, to the furthest part of the campsite or to a site well away from the campsite if time permits
- Refer to any specific procedures developed for the emergency



Your location:



Baanya Biامي Adventure Camp

220 Marshalls Road, Staughton Vale, 3340

Telephone: 03 5360 8284 Fax: 5360 8295 Email: admin@baanyabiامي.com.au

Victorian Country Roads Map 77-E7 Melways Key Map 7-A9

C.F.A. Region Location Map no. 484A Grid Reference 575115

Central District - Regions 7 & 15

Emergency Contact Information						
AMBULANCE – FIRE – POLICE						Dial 000
Hospitals / Medical Clinics:		State Emergency Service:		Police		
Ballarat Base Drummond St (81kms / 33mins)	5320 4000	Ballarat	5339 1122	Ballan (176 Ingliss St.)	5368 1303	
		Geelong / Corio	5231 2535	Corio (117 Bacchus Marsh Rd.)	5273 9555	
Ballan Health & Care	5368 1100	ParksVic Customer Service - 131963		Vic Bushfire Information Line:		
33 Cowie Street (27kms / 20mins)		SES Ballarat 5334 2422 Corio 5231 2535		Victoria 1800 240 667		
Bacchus Marsh	5367 2000	Dept. Environment, Land, Water & Planning – Customer Service: 136186		CFA South West Region – Region 7 Map 5/2p		
Clarinda Street (47kms / 36mins)		Barwon South-West - Region: 2 1		Call '000' www.cfa.vic.gov.au		
Poison Information (24 hour)	131126					
Danger	Response	Send for help	Airway	Breathing	Circulation	



CRITICAL INCIDENTS – EMERGENCY RESPONSE

PLEASE NOTE THAT BAANYA BIAMI MANAGEMENT HOLD THE RIGHT TO CLOSE BAANYA BIAMI ON DAYS OF SEVERE BUSHFIRE RATING AND ABOVE. THIS IS DONE FOR THE SAFETY OF ALL PARTICIPANTS AND STAFF.

During onsite / field activities such as trust & initiative, hut building, bush walk etc. each activity group leader & first-aider will carry a 2-way UHF transceiver radio (channel BB RePT) to communicate with the Baanya Biami campsite & other leader/ staff should an emergency arise. (Instruction on the use of the radios is given prior to issue by the Baanya Biami staff).

BUSHFIRE whilst 'campers' are on-site:

NOTE: It is safer to remain at Baanya Biami Adventure Camp than attempt to evacuate in the face of a fire and, the following procedures are formed on this premise.

CAMPER / GROUP LEADER RESPONSE:

1. Notify Baanya Biami Adventure Camp staff who will VERIFY, NOTIFY, ASSESS & ACT.
2. Continue on with camp program and the Baanya Biami Adventure Camp staff will notify the 'camper' group leader of any other information, contingencies and/or emergency response.

BAANYA BIAMI STAFF RESPONSE:

If you or someone else can smell smoke (or possible see flames) then STAFF are to:

- **VERIFY** the report with other staff, residents (refer Fire-Guard table) & Emergency Services

- Check VIC Emergency – 'Incidents & Warnings' page:
<http://emergency.vic.gov.au/respond/>
- Tune the radio to ABC-774 (AM band) to listen to updates relevant to the camp region
- Consult nearby 'Fire-Guard' neighbours to the situation in their area (refer 'Fire-Guard' table)

- **NOTIFY** the Emergency Services '000' & 'BLOW' the horn to alert 'campers' & staff to assemble
- **ASSESS** the situation by using all means possible (senses & communications)
- **ACT** on the situation in relation to the danger posed, the available time,

Follow these instructions:

1. **In the event of a fire emergency in the area the campsite will only be evacuated on the advice of the emergency services.**
2. The Baanya Biami staff, or in their absence the 'camper' group leader, will sound/blast the horn in front of the dining room. This places all campers on alert and they should quietly and slowly move to the Meeting Hall if safe to do so.
3. A head count of 'campers' & Baanya Biami staff is to be conducted after which the Baanya Biami staff, or in their absence one or two group leaders, are to check all campsite buildings for campers and, to close all doors, windows & blinds.
4. The campsite office will become the command centre and all communication with the emergency services will occur here.
5. Everyone must dress in long clothes, preferably wool (or cotton) and wear solid footwear. Woolen Blankets from the store room are to be made available to the 'campers'.



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6. All people are to gather in the Meeting Hall and remain inside under supervision until advised otherwise by the emergency services. Bottles of water, museli bars, woolen blankets, First Aid kits, battery operated radio will be taken to the Meeting Hall.
7. Gas bottles to be turned off by a Baanya Biami staff member who will turn-off the bottles by rotating the GREY valve in a clockwise.
8. Baanya Biami staff are to:
 - a. Assign staff with UHF 'walky-talky' transceiver radios to designated locations within the main camp area to monitor the progress of the fire & report any change in fire conditions;
 - b. Fill the spouting of the Meeting Hall, dining room, cabins & residences with water;
 - c. Start pump to water tank used for fire fighting purposes located up the slope from the Meeting Hall.
 - d. Remove combustible material from verandahs, doorways, sills & alcoves;
 - e. Move cars (keys left inside) to top car park & maintain access for emergency vehicles;
 - f. Distribute knapsacks & fire rakes around campsite & fill 'fire-bins' with mops & water. Place these inside nearby buildings.
 - g. Once fire-front has passed check for spot fires and extinguish.
 - h. All BBAC staff & 'campers' are to remain onsite until the 'All Clear & Safe' message is given by the emergency services

CRITICAL INCIDENTS – EMERGENCY RESPONSE

DURING ON SITE/FIELD ACTIVITIES, EACH ACTIVITY LEADER & GROUP FIRST-AIDER WILL HAVE a 2-WAY UHF RADIO (channel BB RePT) TO NOTIFY OTHER LEADERS OR BAANYA BIAMI STAFF OF AN EMERGENCY. (Instruction on the use of the radios is given prior to issue by the Baanya Biami Communications Officer - _____)

BUSHFIRE whilst 'campers' are off-site:

CAMPER / GROUP LEADER RESPONSE:

1. Notify Baanya Biami Adventure Camp staff who will verify, notify, access then act.
2. Continue on with camp program and the Baanya Biami Adventure Camp staff will notify the 'camper' group leader of any other information, contingencies and/or emergency response.

BAANYA BIAMI STAFF RESPONSE:

NOTE: 2-way UHF transceiver radios and mobile phones are to be taken during off-site trips.

Follow these instructions:

1. If smoke or flames are seen away from/at the campsite no attempt should be made to return to the campsite if there is danger of being threatened by the fire retreat to a safe area (i.e. river/stream, broad track, rock/cleared area – **NOT INSIDE A WATER TANK**).
2. Campers should remain hydrated by regularly drinking water but be conservative.
3. All exposed areas of skin should be covered with clothing to avoid radiant heat.
4. Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.



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FOR DETAILED EMERGENCY MANAGEMENT FOR BUSHFIRE, INCLUDING THE FULL ASSESSMENT OF BAANYA BIAMI AND INFRASTRUCTURE MODIFICATIONS TO PRIORITISE THE SAFETY OF PEOPLE AT BAANYA BIAMI, PLEASE REFER TO:

**EMERGENCY MANAGEMENT PLAN
by MY EMERGENCY MANAGEMENT – John Mealia, 2017**

***Baanya Biami Management
Updated February 2020***