

# Remembrance Parks Central Victoria

## Policy no 17



REMEMBRANCE PARKS  
CENTRAL VICTORIA

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## Total Fire Ban and Code Red Policy

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### Scope

This policy applies to all RPCV employees and volunteers. It also applies to board members, contractors, customers, service providers and authorised visitors while on RPCV sites.

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### Code Red

Each day, the Bureau of Meteorology provides a Fire Danger Rating for each weather district in Victoria. You can find out what weather district you are in and what the Fire Danger Ratings mean by visiting [cfa.vic.gov.au](http://cfa.vic.gov.au).

Code Red (and Catastrophic and other Australian states) is the highest level of rating in Victoria, and it signifies the worst conditions for grassfires or bushfires.

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### Definitions

The following definitions apply to this procedure:

**Members(s)** are all RPCV employees, visitors and volunteers.

**BoM** means the Bureau of Meteorology.

**Bushfire Prone Areas (BPA)** are "An area that is recognised as prone to bushfire attack and has been formally designated under Regulation 804 of the Building Regulations 2006."

**CFA** means the Country Fire Authority.

**FDR** mean the Fire Danger Rating.

**TFB** means a declared Total Fire Ban for the Northern Country and Central Total Fire Ban District.

**WFD** Work for Dole Supervisor

**Fire kit** means Bag containing; woollen blanket, 1 Litre of water, torch, spare batteries for the torch, multi-point phone charger, minimum 2X P2 face masks, 2X Leather gloves (XL), eye protection goggles, 2X Cotton broad brim hat (XL), and CFA fire ready kit booklet. Vehicle shall be fitted with a fire extinguisher.

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### Objective

To provide guidance and education to RPCV staff, employees, contractors, and key stakeholders on the arrangements that will be put into place on a Total Fire Ban Day and specifically when a Code Red bushfire day has been declared by the relevant authority.

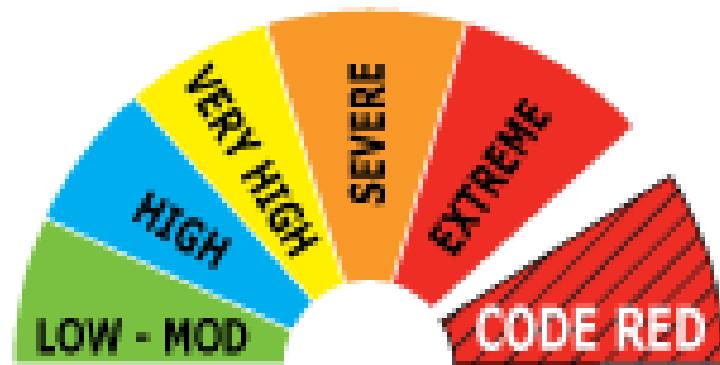
## Fire Danger

Victoria adopted the national Fire Danger Ratings (FDR) to help communities understand information about fire danger. These ratings recognise the significant increase in severe bushfire conditions over the past decade and the greater level of danger to the community and potential loss of life.

The FDR which is a combination of words and numbers gives an expert assessment of the potential fire behaviour, the difficulty of suppressing a fire and the possible impact on the community. The Bureau of Meteorology (BoM) in consultation with fire agencies determines the ratings for any given period or day.

The Fire Danger Rating incorporates a range of other factors relating to that area and day, including:

- The length of time the fire danger index has been elevated
- Extent of fire already in the landscape
- Fuel load and dryness
- Weather and the likelihood of adverse weather events such as lightning

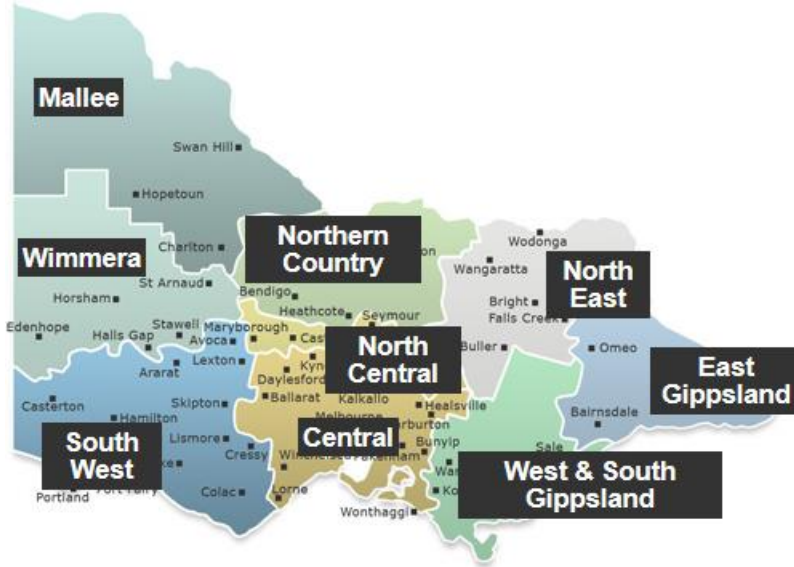


## Fire Danger Ratings

Victoria is divided into nine Fire Districts based on council boundaries.

You can find which council you are in on the 'Know Your Council' website.

**Map of fire districts**



**RPCV managed cemeteries are located in the Northern Country and Central fire districts.**

**RPCV employees do travel in other fire districts on a regular basis.**

**RPCV emergency meeting locations**

Location	Fire District	Emergency meeting location
Axedale	Northern Country	Police Station
Eaglehawk	Northern Country	Grenfell Lawn
Bendigo	Northern Country	Chapel Carpark
Kangaroo Flat	Northern Country	Main Entrance
White Hills	Northern Country	Chinese section
Kialla West	Northern Country	Main Entrance
Pine Lodge	Northern Country	Main Entrance
Sunbury	Central	Lawn D

### Preparation for the fire Season

In preparation for the fire season the **Operations Coordinator** (Prior to 1<sup>st</sup> December) will;

- Have all flammable debris stockpiles removed from cemeteries;
- Have all firefighting equipment checked;
- Ensure emergency signage is clear and visible;
- Ensure all emergency meeting locations are still adequate;
- Have all building guttering cleaned;
- Discuss this procedure at staff meeting prior to 1<sup>st</sup> December;
- All vehicles will have Fire Kits checked and refreshed.

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## Actions on Day of Total Fire Ban (Fire District Northern Country and Central Districts)

**Operations Coordinator** notifies all staff and contractors via email of a declared Total Fire Ban Day prior to 10:00am.

Email to contain;

- Date of TFB;
- Emergency meeting locations;
- Any work restrictions.

**Operations Coordinator** to;

- Restrict burials in monumental areas of all cemeteries;
- Any grave in monumental areas to be dug prior to TFB day;
- Cancel all RPCV work in monumental or bushland;
- When identified advise Masons of fire risk in monumental areas
- Advise WFD supervisor.

**CEO**

- May apply code red procedures to Extreme rated TFB days

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## Actions on Day of Total Fire Ban (Fire District Northern Country and Central Districts) Code Red

*Code Red Days are rare in Victoria, there has only been 1 Code Red declared since Black Saturday 2009. RPCV consider its Administration and Crematorium buildings at risk on Code Red Days due to their location adjacent to bushland.*

**Operations Coordinator** notifies all staff and contractors via email of a forecast Code Red Day. **Operations Coordinator** is to reference to the BOM and CFA websites.

**Operations and Partnerships Manager** to arrange emergency management meeting to coordinate activities for the forecast period, Code Red period, and any response to an emergency.

- Management will close its operations during the period that a Code Red Day has been declared to members of the public and stakeholders, including funeral directors

- Complete any works prior to 10:00am;
- Rearranging hours of work.

**Operations Coordinator** notifies all staff and contractors via email of a declared Total Fire Ban Day Code Red prior to 10:00am.

Email to contain:

- Date of Code Red;
- Emergency meeting locations;
- Any work restrictions.

Employees who live more than 20 kilometres from their work normal work location are not to travel to work. RPCV strongly recommend they activate their Bush Fire Plans.

*Staff required not to attend work on a Code Red day will be paid as normal time*

**Manager Customer, Community and Corporate Support (MCCCS) to:**

- Coordinate the cancellation of all burials in all cemeteries where possible; (This should be done based on weather forecasts and advice from the CFA and BoM).
- Coordinate the cancellation all body pick-ups;
- Not take cremation bookings for Code Red periods based on forecast;
- Cancel all volunteer works;

Implement work from home for the day where practical for staff under their control. **Operations Coordinator** to:

- Cancel all RPCV outdoor works where possible;
- Erect cemetery closed signs at all entrances.

If a Code Red is called in a Fire District other than Northern Country and Central Districts employees are not to travel into those districts for the period of the Code Red.

Employees who live outside the Northern Country and Central Districts, should consider their own Bushfire Plan in the case the district in which they live is declared a Code Red and Northern Country and Central Districts are not.

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**Emergency Contacts**

CFA	000	Police	000
Position	Name	Number	
CEO	Dean McElroy	0438 793 949	
Manager CCC Support	Emma Flukes	0477 993 387	
Operations Manager	Wayne Evans	0458 445 550	
Operations Coordinator	John Anderson	0407 506 272	
Operations Team	Alan Robertson	0418 741 751	

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### Statement

RPCV is committed to the continuance of service delivery to the community provided it is safe and expedient to do so. However, RPCV recognise the bushfire threat that exists across its area of operations and will implement altered service provision arrangements commensurate with risk. RPCV acknowledges that should a Code Red bushfire day be activated this will impact on our ability to provide services as our cemeteries will be closed. We understand that this will be disruptive and potentially challenging for families during times of grief, however the safety of everyone is the priority at these times.

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### Delegations/Authorisation/Responsibilities

The Operations & Partnerships Manager will be responsible for the management of this procedure.

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### Related Policies/Documents

- Workplace Health, Safety & Wellbeing Policy
- Preventing & Reporting Workplace Bullying
- Total Fire Ban/Code Red Policy
- <https://www.vic.gov.au/plan-and-prepare>
- <https://ccav.org.au/media/attachments/2020/12/11/ccav-code-red-management-plan-final2.pdf>
- <https://ccav.org.au/media/attachments/2020/12/11/cfa-guidelines-for-conducting-public-events-and-gatherings-in-high-fire-risk-locations-final2.pdf>

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### Policy Stakeholders

- Board
- CEO
- MCCCS
- OPM

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### Policy Approval History

Date approved: 22/09/2021  
Date due for review: 22/09/2023 *(or earlier to comply with any changes in law)*