

# **BUSH FIRE EMERGENCY MANAGEMENT PLAN**

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**SSAA Victoria  
Eagle Park Range**

**165-315 Gifkins Rd  
Little River, Victoria 3211**

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Prepared By:



Date:

February 2026

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***TO BE REVIEWED ANNUALLY PRIOR TO FIRE SEASON***

## Premises Details

This plan is for the SSAA Victoria- Eagle Park Range (Eagle Park) operating at 165-315 Gifkins Rd, Little River, Victoria. The plan has been designed to protect life and property in the event of a Bushfire impacting the area/site. The plan also includes measures for the site in the lead-up to the fire danger period.

This Plan outlines procedures for both **SHELTER-IN-PLACE** (Remaining on-site) and **EVACUATION** to enhance the protection of occupants from the threat of a Bush Fire.

The Primary Action to follow under normal bushfire conditions is to **EVACUATE**.

Eagle Park is an approved shooting range managed by SSAA Victoria. The site hosts 23 shooting ranges and various clubhouses across the 280 acres.

The facility operates primarily 4 days a week (Friday – Monday) from 9:00am – 5:00 pm each day. During closed days, the facility is available for external government hire groups to utilise the facility for training.

The facility holds and medium scale explosive licence for the storage of cartridge ammunition and propellant powder.

A water cart vehicle is fitted with a pump, and the water is available on site as a firefighting resource if required.

<b>Street Name</b>	165-315 Gifkins Rd
<b>Suburb</b>	Little River
<b>Postcode</b>	3211
<b>Phone</b>	03 8892 2720
<b>1<sup>st</sup> Contact Person</b>	
<b>Position/Role</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Number of Employees</b>	2 full-time, 1 part-time, and 25 casuals
<b>2<sup>nd</sup> Contact Person</b>	
<b>Position/Role</b>	
<b>Phone Number</b>	
<b>Email</b>	

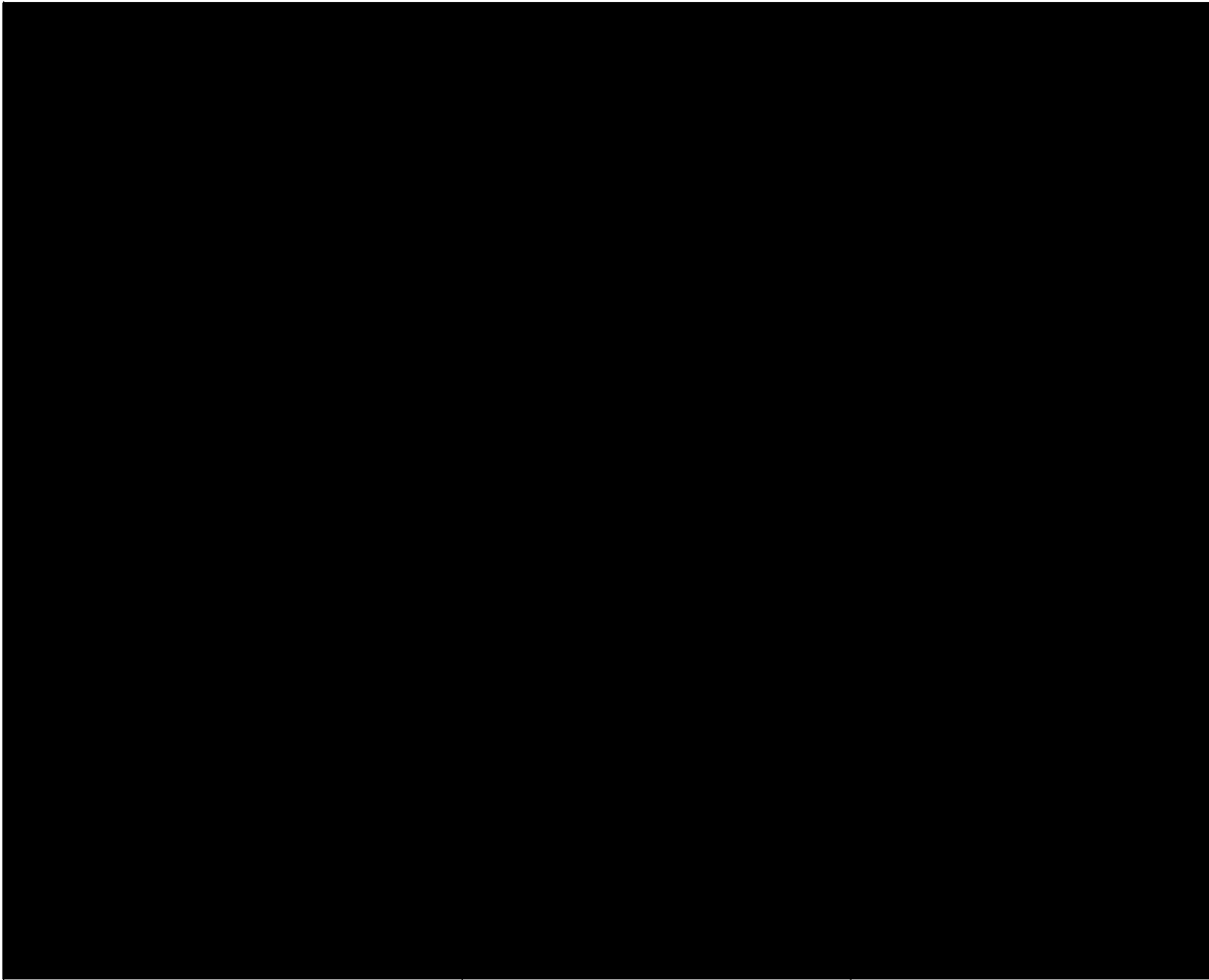
## Roles & Responsibilities

The following table details who in the organisation has the responsibility of implementing the Emergency Procedures in the event of a bushfire.

	Building/Area Of Responsibility	Mobile Phone Number
	Whole of site	
	Whole of site	
	On duty Range	

## Emergency Contacts

The following details contact information for the various related organisations. In all emergencies call 000



**IN ALL EMERGENCIES CALL 000**

# ASSEMBLY & EVACUATION PROCEDURES

## DESIGNATED ASSEMBLY AREA

The site's designated assembly areas are:

Primary Area 1 - **main range carpark.**

When ranges beyond the office are in operations the following assembly will be initial before moving to the primary assembly area:

Area 2 - PPLA Carpark

Area 3 - Sporting Clays Carpark

## EVACUATION

In the interest of the safety of employees and patrons it has been determined that it would be safer for ALL persons to **EVACUATE TO ONE OF THE PLANNED EVACUATION SITES.**

Time required to evacuate premises:

**10/15 Minutes**

Transportation Arrangements	
Name of organisation providing Transport	All transport will belong to individuals. All employees and patrons commute by vehicle to the site daily.
Time required to have transportation available	Transportation will already be on-site.

## Primary Evacuation Site

**Name of Location:** Little River Reserve  
**Address of Location:** 15-31 You Yangs Rd, Little River 3211  
**Nearest cross-street:** Edgars Rd, Little River 3211  
**Estimated Travelling Time:** 10min  
**Distance to Travel** 10.3km

## Evacuation Site [Alternate #1]

**Name of Location:** Lara Recreation Reserve  
**Address of Venue:** Mill Rd, Lara  
**Nearest cross-street:** Mchelland Ave, Lara  
**Distance to travel** 16klms  
**Travel Time** 14min

**PRELIMINARY ACTIONS:**

- The Range Manager will share the responsibilities of Chief and Deputy Warden with the Shop Supervisor. They will carry out the procedures as contained in this Bush Fire Emergency Management Plan.
- Contact details for all staff of Eagle Park are included in the Bushfire Emergency Plan document.
- SSAA Victoria management will meet annually to review the Bush Fire Emergency Plan and adopt any required changes.

**PRIOR TO COMMENCEMENT OF FIRE DANGER PERIOD:**

It is the responsibility of the Chief Warden [or alternative responsible person] to:

- Ensure that staff or any subcontractors are prepared in accordance with the Bush Fire Emergency plan
- Ensure that all persons are informed of the Evacuation/Shelter-in-Place procedures.
- Ensure that any vegetation around the site is maintained before and during the Fire Danger Period to reduce the fire load/ember risk.
- Ensure that all firefighting equipment (such as Hoses, fire extinguishers, etc.) is maintained and available.
- Ensure designated firefighting tank(s) are full.
- Update contact details of all staff.
- Contact all emergency services with the premises up to date contact details.
- Visitors to the site shall be made aware of Bushfire Emergency Plan procedures, Assembly Point and Shelter in Place refuge locations.

**FIRE DANGER RATING / RESPONSES**

		Response & Actions	
Fire Danger	WHAT SHOULD WE DO?	MANAGEMENT RESPONSIBILITIES	MANAGEMENT ACTIONS
<p><b>CATASTROPHIC</b></p> <p>If a fire starts and takes hold, lives are likely to be lost.</p> <p>These are the most dangerous conditions for a fire</p>	<p>For your survival, leave bushfire risk areas.</p> <p>Your life may depend on the decisions you make, even before there is a fire.</p> <p>For your survival, do not be in bushfire risk areas.</p> <p>Stay safe by going to a safer location early in the morning or the night before.</p> <p>Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.</p>	<p>Management monitoring Websites/Bushfire Info line for fire danger risk at least 4 days out from event day.</p> <p><b>If CATASTROPHIC Fire Danger predicted management to put in place actions to close the site.</b></p>	<div style="background-color: #c00000; color: white; text-align: center; padding: 5px; font-weight: bold; font-size: 1.2em;">SITE CLOSED</div> <ul style="list-style-type: none"> <li>- Appropriate signage in place if required</li> <li>- Management continues monitoring Websites / Bushfire Info line.</li> </ul>
<p><b>EXTREME</b></p> <p>What does it mean?</p> <p>Fires will spread quickly and be extremely dangerous.</p> <p>These are dangerous fire conditions.</p> <p>Expect hot, dry and windy conditions</p>	<p><b>Take action now to protect your life and property</b></p> <p>Check your bushfire plan and that your property is fire-ready</p> <p>If a fire starts, take immediate action</p> <p>If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts.</p> <p>Reconsider travel through bushfire risk areas.</p> <p>bushfire risk areas early in the day is your safest option</p>	<p>Management monitoring Websites/Bushfire Info line for fire danger risk at least 4 days out from event day.</p> <p>Continue monitoring for changes in weather or localised fire activity in the area.</p>	<ul style="list-style-type: none"> <li>- Appropriate signage in place</li> <li>- Management continues monitoring websites / Bushfire Info line.</li> </ul>

<p><b>HIGH</b></p> <p><b>What does it mean?</b></p> <p>Fires can be dangerous!</p>	<p><b>Be ready to act.</b></p> <p>There's a heightened risk. Be alert for fires in your area.</p> <p>Decide what you will do if a fire starts.</p> <p>If a fire starts, your life and property may be at risk. The safest option is to avoid bushfire risk areas.</p>	<p>Management monitoring Websites/Bushfire Info line for event days, fire danger risk at least 4 days out from event day.</p> <p>Remain aware of changes in weather conditions.</p>	<ul style="list-style-type: none"> <li>- Fuel reduction works are maintained around the property to the required prescriptions.</li> <li>- Appropriate signage in place</li> <li>- Management monitoring Websites/Bushfire Info line</li> </ul>
<p><b>MODERATE</b></p> <p><b>What does it Mean?</b></p> <p>Plan and Prepare!</p>	<p><b>Plan and prepare.</b></p> <p>Stay up to date and be ready to act if there is a fire.</p>	<p>Management monitoring Websites/Bushfire Info line for event days, fire danger risk at least 4 days out from event day.</p> <p>Remain aware of changes in weather conditions.</p>	<ul style="list-style-type: none"> <li>- Fuel reduction works are maintained around the property to the required prescriptions.</li> <li>- Appropriate signage in place</li> <li>- Management monitoring Websites/Bushfire Info line</li> </ul>

## WARNINGS AND ADVICE / RESPONSE

### Warnings & Advice

CFA's warning system is part of the Australian Warning System, a new National approach to information and warnings for Hazards like bushfire, flood, storm, cyclone, extreme heat and severe weather.

In some cases, a voice message may be received on a landline or a text message on a mobile phone via the national "Emergency Alert System". The messaging comprises three main levels of alerting.

Don't expect warnings to be issued in any particular order. The first warning you could get could be an Emergency Warning

**Online** - CFA's warnings and incidents are posted on the [Vic Emergency website](#), the key source for all emergency warnings and incident information in Victoria

Warning Level	Risk Level	Actions
<b>ADVICE</b>	<p><b>An incident is occurring or has occurred in the area</b></p> <p>Access information and monitor conditions.</p> <p><b>OR</b></p> <p><b>ADVICE – THREAT IS REDUCED</b></p> <p>Emergency activity in the area has subsided and is no longer a danger to you. The threat is reduced.</p>	<p>Management to monitor website/s and organise an appropriate response.</p> <p>Management to activate the response plan as required.</p> <p>If weather conditions are deteriorating and the fire is becoming unstable, consider evacuation of the site to an alternate safe location.</p>
<b>WATCH &amp; ACT</b>	<p>An emergency is developing nearby.</p> <p>You need to take action now to protect yourself and others.</p>	<p>Management to monitor website/s and organise an appropriate response.</p> <p>Management to activate the response plan as required. Consider evacuation to an alternate location <b>IF TIME PERMITS</b> or implement shelter in place option.</p>
<b>EMERGENCY WARNING</b>	<p>You are in imminent danger and need to take action now.</p> <p>You will be impacted by fire.</p>	<p>Management to activate the response plan as required.</p> <p>It is likely <b>TOO LATE</b> to evacuate to an alternate location. Consider the implementation of the <b>Shelter In Place</b> option.</p>
<b>COMMUNITY INFORMATION</b>	<p>Can be used as a notification that an incident has occurred, but there is no threat to the community.</p>	<p>Management to monitor website/s and organise an appropriate response.</p> <p>Management to activate the response plan as required, depending on messaging advice.</p> <p>Management to remain alert for further message alerts/advice and act accordingly.</p>

## TOTAL FIRE BAN

Total Fire Bans are different to the Fire Danger Period. A Total Fire Ban Day can be declared at any time throughout the year on days of heightened fire danger. Generally, Total Fire Ban days are declared on days of high fire risk eg Extreme or Catastrophic fire danger days.

No fires are to be lit in the open air on Total Fire Ban Days unless you have a special permit. Victorians can apply for a fire permit at: [Fire Permits Victoria](#)

To find out if a Total Fire Ban has been declared for a particular day, go to: [Total Fire Bans and Ratings CFA](#)

Find out what you can and can't do on days of Total Fire Ban at: [Can I or Can't I? | CFA](#) - select Total Fire Ban on the page.

Eagle Park Management shall monitor websites, etc., for advice of impending designated Total Fire Ban days in the Fire Region.

**Eagle Park will be closed on Total Fire Ban days with a catastrophic fire danger rating.**

**Use of black powder is prohibited on Total Fire Ban days.**

## TRAINING and EXERCISES

All Eagle Park personnel will be familiar with this plan, the procedures and the response required during each fire danger day and in the event of an impacting bushfire.

All training shall be discussed annually prior to the Fire Danger Period and should include the following topics-

- Pre summer maintenance / fuel reduction works
- Bushfire awareness,
- Designation of all roles,
- Evacuation procedures,
- Shelter-In-Place procedures,
- Understanding the nature of warnings and alerts,
- Understanding their role in a bushfire emergency, and

### Emergency Exercise

All staff should have involvement in an annual simulated response to a bushfire impact to familiarise themselves with the actions associated with their roles and responsibilities.

Consideration could be given to involving local Emergency Services eg Fire Brigade, Police, Ambulance in the exercise.

The simulated Bushfire Emergency must include the use of the following:

- use of the VicEmergency App,
- activation of the Shelter-In-Place procedures
- activation of Evacuation procedures

- official warnings (Advice, Watch and Act and Emergency Warning).

Any new personnel appointed during the designated bushfire season must be inducted on this Bushfire Emergency Plan.

## SITE FIRE PREVENTION WORKS / MAINTENANCE

### WHEN – Prior to the Commencement of the Fire Danger Period:

1. Ensure that Eagle Park staff are prepared in accordance with the Bushfire Emergency Plan.
2. Check all contact details, e.g., phone numbers, names, etc., are confirmed and up to date.
3. Ensure that all persons are informed of the evacuation and shelter-in-place procedures.
4. Ensure that all signage within the site is up to date and is in place.
5. Ensure that all grass within the site is maintained to **less than 100mm in height**. Designated monthly tasks, mowing and site maintenance.
6. Removal of rubbish and combustibles regularly during the year and before an event.
7. Water tank on site filled before the Fire Danger Period (FDP) and before an event.
8. Check operation of pumps, emergency equipment, and fuel/oil levels in pumps/equipment
9. Liaise with local Emergency Services before the FDP to determine available resources during the summer period.
10. Update the contact details of manager representatives.
11. Contact and update the emergency services with the premises contact details.

## BUSHFIRE IN THE SURROUNDING AREA

### In the event of a bush fire in the surrounding area, staff of the site/premises shall follow the procedures below:

When aware of a bushfire in the local area:

- Consult the CFA website, consult the VIC Emergency app on smartphones, Victorian Bushfire Information Line 1800 240 667, updates on Twitter & Facebook and local firefighting resources for the fire situation and updates.
- Inform staff/visitors of the fire situation.
- Ensure that the person in charge, i.e. Chief Warden or Deputy Warden, has a mobile phone and is contactable.
- Monitor the situation and stay aware of changes in the fire behaviour or weather conditions.

### In the event of an approaching bushfire threatening the facility, staff shall follow the procedure outlined below:

- The chief warden (or responsible person) shall ascertain that there is time permitting for evacuation of the site. Factors to consider include:-
  - The location of the fire and direction of travel
  - the current and predicted weather conditions
  - The location of the evacuation site, i.e., Little River or Lara
  - Determine the appropriate exit point from the site

- if the fire is heading in a direction that may impact the site, the Chief Warden will need to assess the situation and determine if time permits, all personnel should leave the site for a safer location, OR initiate “Shelter in Place” procedures.

### **EVACUATION**

The Chief Warden, having determined that there is adequate time to safely evacuate the site, shall:-

- Determine the evacuation location, i.e., Little River or Lara.
- Arrange for vehicles to meet at the designated assembly point (entrance gate to the site).
- Ensure all persons are accounted for at the assembly area before departure.
- Ensure all vehicles remaining on site have windows/doors closed/locked before leaving the site.
- Before leaving the site, advise next of kin or persons of interest of site evacuation and intended evacuation location and ETA.
- Travel directly to the evacuation location. Advise next of kin/persons of interest of your safe arrival at the evacuation location.
- Maintain situational awareness through the CFA website, consult the VIC Emergency app on smartphones, Victorian Bushfire Information Line 1800 240 667, Updates on Twitter & Facebook and local firefighting resources for fire situation and updates.

### **SHELTER IN PLACE**

**If the primary action of evacuation from the site is not possible, all staff /visitors will take shelter in the designated “Shelter In Place” location until the fire front has passed and it is deemed safe to evacuate the site.**

- Designated Fire warden will direct staff/visitors of decision to Shelter in Place (Bare earth location on Main Range/personnel shelter in own vehicles).
- Select the most appropriate vehicle for Shelter In Place ie large vehicle with cab room for the number of persons on site, reduced glass areas, etc
- If possible, ensure all vehicles have a supply of drinking water, blankets for shelter, etc.
- Drive vehicles onto the Main Range 200m mark. Park the vehicle in the most appropriate location with the front of the vehicles are towards the oncoming fire front.
- Advise all occupants to wear appropriate clothing, i.e. all limbs covered, non-synthetic materials.
- Tightly close all windows and doors, engine running, air conditioning on.
- As the fire front approaches, close all vents and turn off the air conditioning. Turn off the engine.
- Ensure all occupants remain inside their vehicles during the passage of the fire. Get down low in the vehicle cab below the window level.
- Maintain situational awareness through the CFA website, consult the VIC Emergency app on smartphones, Victorian Bushfire Information Line 1800 240 667, updates on Twitter & Facebook and local firefighting resources for fire situation and updates.

### **AFTER THE BUSHFIRE EMERGENCY**

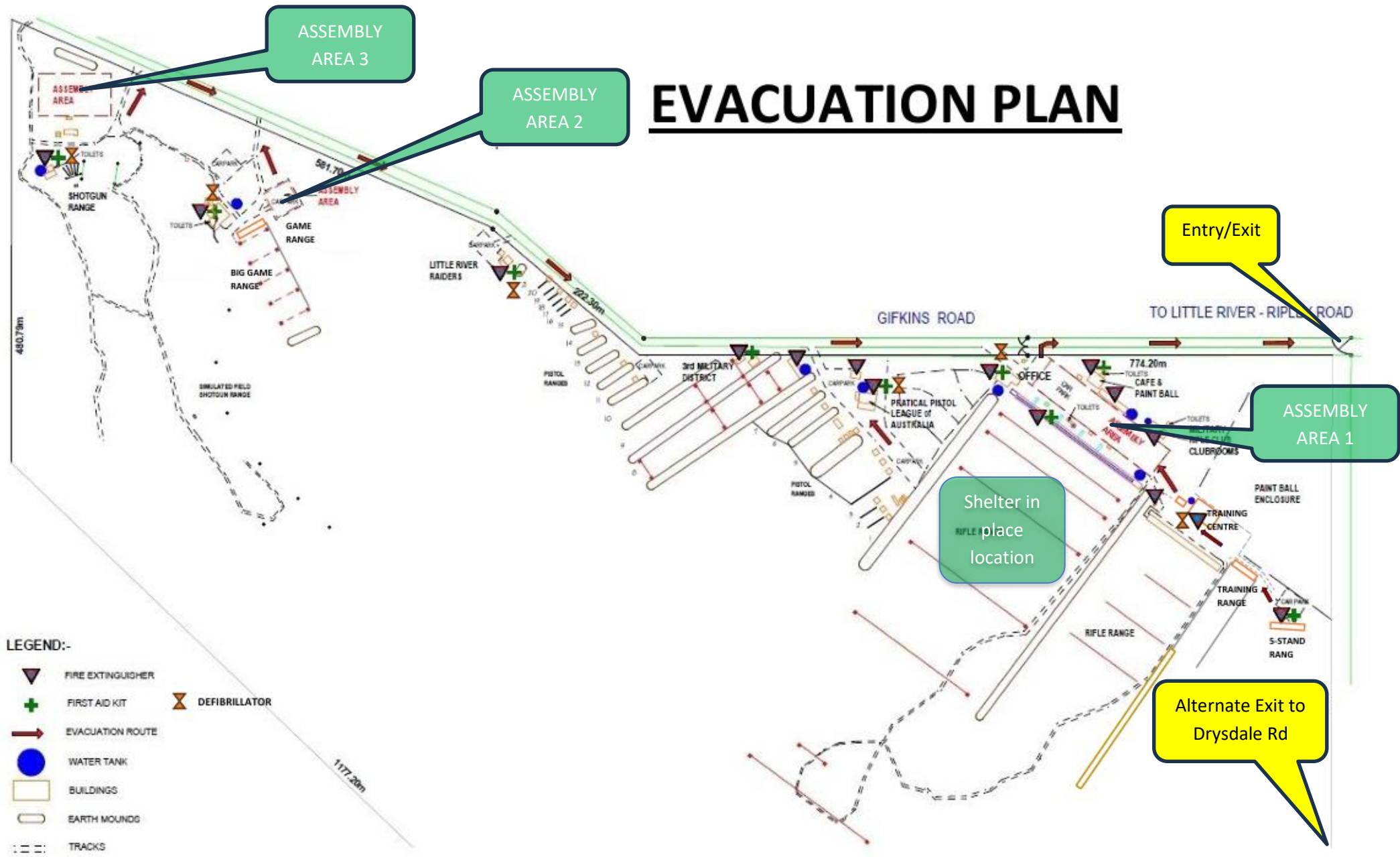
- Check that the area is deemed safe by emergency services before returning.
- No person should re-enter any evacuated buildings/area until advised by emergency services and the site is checked by the Chief Warden or an alternative responsible person.
- Inform the Fire service/ emergency service of the return of personnel to the site.

**ATTACHMENT 1: EMPLOYEE / SUBCONTRACTOR LISTING**

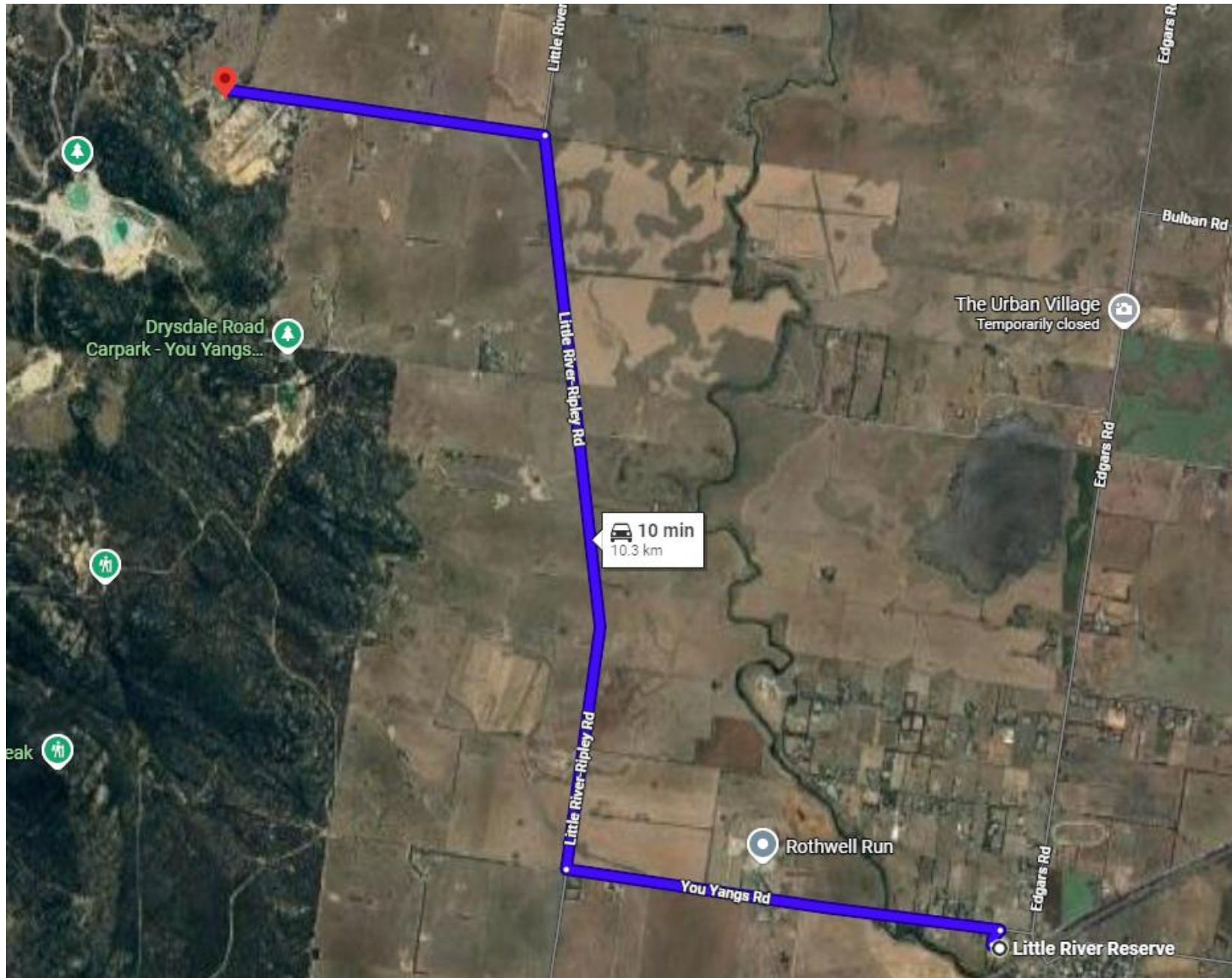
Name of Person	Phone Number	Person Checked [tick]
	TBA	
	TBA	
	TBA	
	TBA	
	TBA	

**ATTACHMENT 2 : Site Layout**

# EVACUATION PLAN



**EVACUATION SITE 1 – Little River Reserve - 15-31 You Yangs Rd, Little River 3211**



# EVACUATION SITE 2 – Lara Recreation Reserve - Mill Rd, Lara

