HFC FIRE PLAN (1)

ALL THE TIME	WHO
Have a personal fire kit with you/in the car/bike • Full-length clothes • Boots, gloves (not synthetic), hat, bandana (wet, tie over face), swimming goggles, dust mask • Wool blanket and a few liters of water in car • Charged phone with Vic Emergency app installed	ALL
Fire kit in packing shed (on shelves) • Two spare clothing kits for vollies • Wool blanket • Hessian sacks @*hugh to put under urn table* • Fire folder • Key for back gate (blue padlock) (in green folder)	TESS

Equipment in packing shed (on table at north end)
• 2 x battery-powered radios + batteries
  ○ Tuned to ABC and not used for anything else.
  ○ Write the radio frequency on the radio - 91.1 FM or 774 AM
  ○ Winter: in top drawer of filing cabinet in shed with spare batteries
• 4 x walkie-talkies - use on channel #2
• 2 USB-C cables with radios so people can charge phones
	HUGH

Water sources (can be used to fill buckets, dip hessian sacks) - to be full of water and ready to use for summer **1. Red spray pump** • Parked near polytunnel all summer. • Can be hooked up to a tractor to move to where it's needed • No pump attached, only gravity fed (use as tank) **2. IBCs** • Back of truck near Lina's container - full of water • In coolroom - full of water	HUGH
Common areas: • Keep grass low and ground cleared around house, barn, yard, sheds, containers, behind containers, composting toilet, outdoor kitchen • Water over summer to keep gardens and grass in common areas as green as possible • Tess has two sprinklers - in the hangar	ALL
Slashing • Picnic Gully (@tess do every year) • Bottom of cherry block along front fence @tess or @hugh	TESS/HUGH
Fire extinguishers • On outside of lunchbox • In packing shed • Diesel extinguishers on all tractors • ALSO - hessian sacks on all tractors (on seats)	TESS/HUGH
Fire blanket - in Lunch Box	HUGH
Pump Shed • Hose to live there all the time • *Cover pipe under trees between pump shed and manifold (mostly done, just need finishing)*	HUGH

Barn ● *Install 2 x fire hoses Hugh Finlay* ● *Long term: install sprinkler system*	HUGH
House ● Keep grass low, ground cleared, lawns green ● *Install fire hose - Hugh Finlay* ● *Long term: install sprinkler system*	H&K
Lizzie & David's house ● *Install fire hose at back corner of lunchbox*	HUGH
Stockyard ● *Install sprinklers*	TESS
Hayshed ● *Cover pipe at entrance to hayshed*	HUGH
Resource yard ● Annual clean-up before fire season to manage grass and keep accessible.	ALL
Rubbish piles/bonfires ● Burn/get rid of before fire season	ALL
Compost toilet ● *Install sprinkler system*	HUGH
Fuel to refuel pumps ● *20L diesel at pump shed* ● *5L unleaded at shed at all times* ● *Stored in metal containers*	HUGH

HFC FIRE PLAN (2)

HIGH FIRE-RISK DAYS (Extreme + Catastrophic) **Rating doesn't indicate how likely a fire is to start, but how likely it will be controlled, and chances of fire service being available**	**WHO**
Monitor BOM notifications • Notify on **Slack #fire-and-hazard channel** if BOM declares an Extreme or Catastrophic day • Everyone to acknowledge • Follow up with people if necessary • Tess, Hugh, Katie to liaise about plan for day • Test fire pump	TESS HUGH KATIE
DON'T • Use equipment outside (slashers, whipper snippers, etc.) • Use tractors or cherry picker unless needed for picking	ALL
VOLUNTEERS/EMPLOYEES • **EXTREME** - Let volunteers & employees know in advance it's a high fire risk day, give option of coming or not. Minimise volunteer presence and try to work only during cool part of day (start early, finish early). • **CATASTROPHIC - Volunteers and employees cancelled.**	ALL
Move market vehicle from back of shed to allow room for Bert if needed	TESS
Move wood and any other flammable bits from back of shed	TESS
Condense CSA pick ups to earlier hours 8-10am or arrange a different day.	ALL
Put "CLOSED" sign in middle of driveway • Sign lives behind tree at bottom of drive	TESS
Everyone present on the farm to check in and out on Slack #FIRE channel	ALL
Keep listening to the ABC local radio for warnings	ALL
Keep phone charged and with you at all times. Bring battery packs to the shed. (Can also use Bert to charge phones.)	ALL
Remove anything around the packing shed or house that is flammable	ALL
Compost tea IBC - connect to tractor on catastrophic day, hose with trigger nozzle attached	HUGH
COWS • Tess to have cows in paddocks close or easy to move animals into stockyards if needed. • Tess to have fences and yards ready to move animals into if needed	TESS
Check spare fuel for pumps	HUGH

HFC FIRE PLAN (3)

IF THERE'S A FIRE NEAR US	WHO
If you see a fire – call 000 OR if Emergency App goes off saying there is a fire in Harcourt • Let everyone on the farm know via **Slack #fire-and-hazard channel** - EVERYONE CURRENTLY ON FARM MUST RESPOND. • Whoever posts the Slack message is responsible to check with coop members that they've let everyone know, or delegate this job • **Everyone's phone numbers are in this folder**	ALL
If it's a 'watch and act' message from Emergency App: • Go to Packing Shed and connect with others on farm • OR LEAVE & let others know you've gone	ALL
Priority areas to protect are PACKING SHED, HOUSE and SHIPPING CONTAINERS • Close all doors and windows • Block gutters on house and fill with water - If practical and safe	ALL HUGH/KATIE
Put valuables in cool-room: wallet, computers, handbag, money, papers.	ALL

Comms:
• Stay outside at packing shed, coordinate people, know everyone's whereabouts
• Monitor radio
• Talk to CFA if they're on the property
• Fill buckets with water
  ○ Use any buckets in the shed - dump fruit if necessary
  ○ Tessa's feed buckets (on Bert or next to him)
	KATIE

Solar system: Turn off	HUGH

Water: **FARM (HUGH)**
• Turn on pump at dam
• Turn on the following blocks
  ○ Peach & Nectarine Block
  ○ House Block
  ○ top half of Mixed Block
• Make decisions about pump and which taps on/off, and direct others, according to direction of fire.
• Turn on sprinklers on top of filters/manifolds on House, Mixed Block & pump shed
• Adjust watering depending on direction of fire
 	
Water: **SHED (TESS)**
• Turn on sprinkler at stockyard
• Shift Bert to back of shed (for alternative power source)
• Start pump at water tank
• Turn packing shed roof sprinklers on (use fire pump and mains water if still available, otherwise switch to tank water) - TAP DIAGRAMS ON TANK
• Turn on toilet sprinkler system (when installed)
• Hose down shed (esp. side facing fire front), area around shed and put out spot fires
  ○ Fire hose - NE corner of packing shed near water tank (runs off pump at water tank)
  ○ Fire hose - SE corner of shed on wall of Tess's shipping container (runs off electric pump/tank water)
	HUGH
	
	TESS-SHED WATER

○ Fire hose - SW corner of shed (runs off electric pump) ○ Fire hose - NW corner of shed (runs off irrigation pump) ○ Small hose - at red drinking tap behind shed **Water**: **HOUSE (HUGH/KATIE)** ● Turn on sprinkler system (when installed) ● Hose down house and surrounds: ○ Hose at corner of garage shed near house (Hugh's garage) ○ Hose at Merv's corner of house ○ Hose at north-east corner of house (near front veranda) ○ Hose at north entrance to barn ● Put sprinklers on if we're needed elsewhere **Water**: **BARN (HUGH/KATIE)** ● Turn on sprinkler system (when installed) **Cows:(Tess)** ● Move both herds into the stock yards with help from K&H if required ● Turn on sprinkler system for stock yards ● Have 2 hoses ready to use next to stock yards (1 from Bri's manifold, 1 from mixed block manifold)	HUGH TESS
If no power, use batteries on dairy ute (at back of shed) ● the two south hoses run off electric pump	
If Harcourt Main goes off, or our water system compromised (burned): ● Turn orchard blocks off – keep water to packing shed as long as possible ● Use diesel pump at dam to pressurize our system using dam water ● IBC on tractor ● Old milk vat next to tank at back door shed, lift metal handle on top of tank to lift plug - water will come out of hose (filling buckets, dipping hessian)	
Vollies/visitors ● Everyone responsible for own visitors to farm ● All Volunteers and Staff must be inducted to and read fire plan - responsibility of each business owner to induct their own staff and volunteers. ● Must sign in and out on Slack #FIRE channel if present on Catastrophic day ● Direct vollies and visitors to packing shed in emergency situation–follow directions of Comms person ● Suggest they leave property IF safe to do so, be aware of keeping roads clear for emergency services	ALL
LEAVING ● Send people in opposite direction to fire if they can't safely go home ● Depending on direction of fire, leave property via: 1. Main driveway to Danns Rd. 2. Track through old plum block to Danns Rd through Marie & Johns, 2 gates, no locks 3. Via Picnic Gully through paddock to Picnic Gully Rd (rough) 4. If need access through bike park, key for gate is in green FIRE FOLDER in fire kit in shed	VOLLIES VISITORS ALL IF DECISION IS MADE TO LEAVE
DOGS: bring to packing shed and tie up	OWNERS
COWS: ● See separate sheet for instructions from Tess.	TESS ALL
Cars: bring to packing shed and park near stockyard, or between shed and house, without blocking access to orchards or driveway	CAR OWNERS

IF FIRE FRONT APPROACHING	WHO
Bring hoses and fittings into coolroom	ALL
Shelter under lean to at east side of shed with dogs while fire front passes - turn coolroom off	
Emerge when SAFE	
Use all available means to put out spotfires – hoses, buckets, wet hessian sacks and woollen blankets	
Check house if safe to do so, and put out spot fires	
Check for burning embers inside roof, roof lines, gutters, outside furniture, containers and buildings, garden beds, trees	

PHONE NUMBERS	
Bri	0423 164 845
Bridget	0434 198 459
David	0400 975 680
Fi	0411 985 677
Hugh	0409 012 090
Ira	0438 979 423
Jill	0421 630 211
Katie	0409 706 784
Liz	0409 000 585
Lydia	0403 519 392
Merv	0437 141 305
Nina (Tess)	0499 910 008
Oli	0458 362 560
Tess	0400 845 882

Written: April 2018
Updated: January 2022 - HF
Updated: January 2023 - KF
Updated November 2024 - KF
Updated November 2025 - KF
Updated March 2026 - KF
Updated October 2026 - KF

FIRE EMERGENCY CHECKLIST

1. Whoever sees fire, call OOO to report fire
2. Go to Packing Shed
3. Collect battery radios (on table at north end) and tune **to ABC 774AM**
4. Collect walkie-talkies (on table at north end)
    a. one with comms person
    b. one with whoever needs one
5. Get Fire Kit (from shelf on east side of shed)
6. **Ensure Comms person knows (Katie).**
    a. They stay at shed, monitor radio, co-ordinate with CFA.
    b. Make sure EVERYONE knows there's a fire:
        i. **Notify Slack #FIRE channel – ask people to respond and gather at packing shed**
        ii. Ring any enterprises you haven't heard back from (check they've notified all their vollies/employees/visitors)
        iii. Notify Merv, Liz, and David if they're on farm (their cars will be outside the house). They'll be in the house, the nursery, or Merv-0437 141 305, Liz-0409 000 585, David-0400 975 680
7. Decide who should leave if safe to do so (e.g., customers, vollies, employees, Merv, Liz, David) and direct them to go home or to a confirmed safe place (away from the direction of the fire)
8. **Water person** (1.Hugh, 2.Tess)
    a. Turn irrigation pump at dam on.
    b. Turn water on appropriate blocks depending on direction of fire
    c. Turn on sprinklers at filters (House & Mixed blocks)
    d. Turn on sprinkler at stockyards
    e. Start fire pump at water tank (roof sprinklers will come on)
    f. Put IBC on tractor
    g. Check spare fuel for pumps
9. Liaise with Tess re cow management or implement cow plan (in green folder)
10. Dogs to be put on leads and brought to packing shed and tied up
11. **Nominate house person** (1.Hugh, 2.Katie, 3. Someone else if available)
12. Bring cars to shed
13. Bring valuables to shed