

## Warrandyte Library – Bushfire Risk Policy

<b>Policy Number</b>	POL/18/66
<b>Effective date</b>	01/11/2018
<b>Last review</b>	October 2023
<b>Next review</b>	October 2024
<b>Responsibility</b>	Manager Library Operations

### PURPOSE

Whitehorse Manningham Regional Library Corporation is committed to providing a safe workplace for all employees and recognises the potential hazards associated with working in a Bush Fire prone area.

The purpose of this policy is to provide guidelines that enable the Corporation to determine the operation of Warrandyte Library in direct relation to the nationally agreed Fire Danger Ratings.

This policy will be invoked from November 1 to 30 April.

### SCOPE

This policy shall apply to all staff working at the Warrandyte Library as a requirement of their employment.

This policy is specific to working at the Warrandyte Library only.

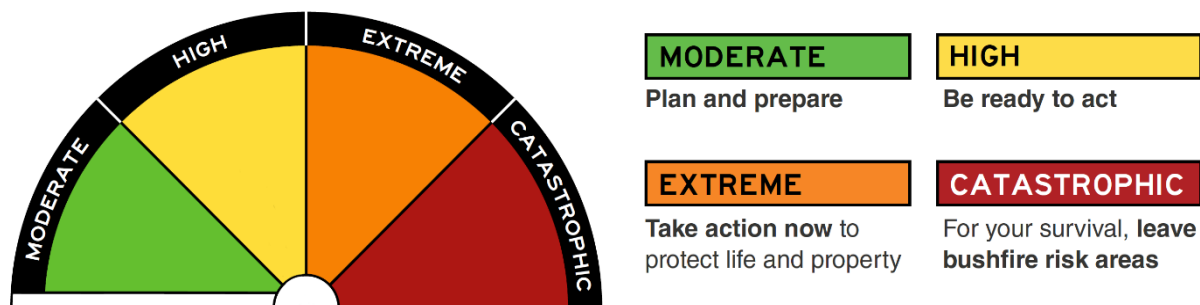
## DEFINITIONS

### Fire Danger rating (FDR)

A Fire Danger rating is a predication of fire behaviour. It provides information on the sort of bushfire behaviour that could be experienced on that day and the type of threat bushfires may pose to life and property on any day given the forecast weather conditions.

Ratings are forecast using Bureau of Meteorology data for up to four days in advance, based on weather and other environmental conditions such as vegetation. FDRs will be a feature of weather forecasts and will be in newspapers, broadcast on radio, television and on websites.

Warrandyte is in the Central fire district.



## IMPACT ON LIBRARY SERVICES INCLUDING OPEN LIBRARY SELF SERVICE HOURS

- **Moderate:** Library will open, unless otherwise advised by the relevant authorities.
- **High:** Library will open, unless otherwise advised by the relevant authorities.
- **Extreme:** Library will be closed. Open Library self service hours will not be available
- **Catastrophic:** Library will be closed. Open Library self service hours will not be available

## FIRE PLAN

- 1 In the first instance, the library plans not to deploy staff to Warrandyte and not to make Open Library self service hours available when the bushfire risk is considered too high. This decision will be based on the FDR and extent of fire in the landscape.
- 2 If conditions change and FDR is upgraded or relevant warning is broadcast when the library is already operating, the library will be immediately evacuated and staff will relocate to another library. During Open Library self service hours, evacuation alarm will sound and announcements made.
- 3 If conditions change rapidly and staff are unable to safely relocate to another library, options for staff include sheltering within the library or evacuating to a Neighbourhood Safer Place.

## **RESPONSIBILITIES**

### Managers and supervisors

- Ensure that all relevant employees have received bushfire awareness training.
- The Manager Library Operations and Warrandyte Team Leader will monitor the FDR and stay alert to emergency warnings.
- The Manager Library Operations, Warrandyte Team Leader, and shift supervisor, in consultation with the CEO will decide when to suspend service at Warrandyte Library. The Manager Library Operations and Warrandyte Team Leader will keep staff informed of changes to their working arrangements.
- The Manager Library Operations will notify courier, Home Library Services Department, and IT Helpdesk if branch is to be closed.
- Warrandyte Team Leader will ensure that a portable radio, torches and batteries, and bushfire kits are maintained at Warrandyte Library.

### Staff

- All employees are to monitor FDR and to stay alert to emergency warnings.
- All employees are to ensure they are aware of the relevant WML policies and procedures with regards to working at Warrandyte Library during the fire season.

## **MONITORING FIRE DANGER RATING**

- Manager Library Operations and Warrandyte Team Leader will monitor Fire Danger Ratings (FDR) and forecasts on a daily basis to determine whether services at Warrandyte Library will operate or be cancelled.
- Manager Library Operations and Warrandyte Team Leader will notify staff and the courier on the day before a rostered shift if a decision has been made to close the branch.
- Manager Library Operations will request IT Helpdesk to disable Open Library access
- If Warrandyte Library is closed, staff may be redeployed to another WML branch.

### **FDR: Moderate or High**

- Library will open, unless otherwise advised by the relevant authorities.
- Staff member/s working at Warrandyte are to monitor emergency warning updates through <http://emergency.vic.gov.au/respond/> and radio channel 774 ABC AM.
- The Team Leader/Shift Supervisor will contact Manager Library Operations for guidance if the FDR changes or an emergency alert is issued.

- If the service is to be suspended, staff are expected to follow the *Warrandyte Library Evacuation Procedures (Bushfire)*.

**FDR: Extreme or Catastrophic** Warrandyte Library will be closed.

- Open Library self service hours will not be available
- Staff may be redeployed to another WML branch.
- Manager Library Operations and Warrandyte Team Leader will inform staff, courier, cleaners, and home library staff of changes to work arrangements for the following day/s.
- Manager Library Operations will notify the courier the branch run is to be cancelled.
- Manager Library Operations will request IT Helpdesk to disable Open Library access
- The CEO or delegated Manager will notify Manningham Council of the closure.

## **RADIANT HEAT PROTECTION**

Bushfire kits containing clothing and equipment that may assist to protect against radiant heat are available at Warrandyte Library for staff use.

Kits contain woollen blankets, cotton overalls, hats, gloves, leather boots, goggles and disposable respirators

## **RELATED DOCUMENTS**

- Warrandyte Library Evacuation Procedures - Bushfire
- Warrandyte Community Centre Building Users Guide
- Warrandyte Library Evacuation Administration Response Procedures