

**PORTUGAL IS CALLING.
FOR YOU.
FOR EVERYONE.**

www.portugalchama.pt



Information intended for managers and produced on the basis of ADAI, ICNF and ANEPC technical contributions. For more information, contact the institutions in question and consult the applicable legislation.

TRANSLATION: SAFE COMMUNITIES PORTUGAL

**PORTUGAL IS CALLING:
IF YOU ARE IN CHARGE
OF THE CAMPSITE,
TAKE CHARGE OF SAFETY.**



Portugal is one of the countries with the highest forest cover in Europe and is a favourite destination for nature-loving holidaymakers. It is vital that we appreciate what these spaces offer us and take care of their worth. To this end, Turismo de Portugal and AGIF have joined forces to raise awareness among tourism companies and tourists with a view to preventing rural fires and safeguarding people and goods.

**Read this leaflet carefully.
It will make all the difference.**



GET YOUR TEAM READY TO RESPOND IN THE EVENT OF FIRE.



Every campsite employee must know how to respond in all sorts of emergency scenarios.

- Define each staff member's role in the event of fire or the need for assembly, containment and evacuation in advance and make sure they all know what they are supposed to do. Take into account any shift rotations.
- Check that every member of staff is familiar with the prevention and emergency procedures and all of the other self-protection measures in place for the campsite.
- Make sure that a poster detailing the flow of emergency procedures, respective responsibilities and other relevant information is affixed and visible in a place that is frequently used by the staff.
- Every year, before the busy season begins, carry out at least one simulation so that the staff can assimilate the procedures they would need to follow in a real emergency.
- Record all of the training and instruction activities in a training log.

ENSURE YOUR GUESTS' SAFETY.



It is essential that campers know what to do in an emergency.

And this is your responsibility.

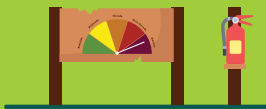
IF EVACUATION IS NECESSARY



- Publish the most important prevention and emergency information on the campsite's website and display it at the check-in or reception area.
- When campers are checking in, give them a flyer containing all of the relevant information. The flyer should contain a general plan of the campsite that includes the locations of the emergency points, such as meeting points, emergency exits, fire extinguishers, etc.
- When campers are checking in, take the time to brief them on the main prevention and emergency procedures.
- Provide all of the information in Portuguese, English and, ideally, other languages depending on where the majority of the campers come from.



BETTER SAFE THAN SORRY



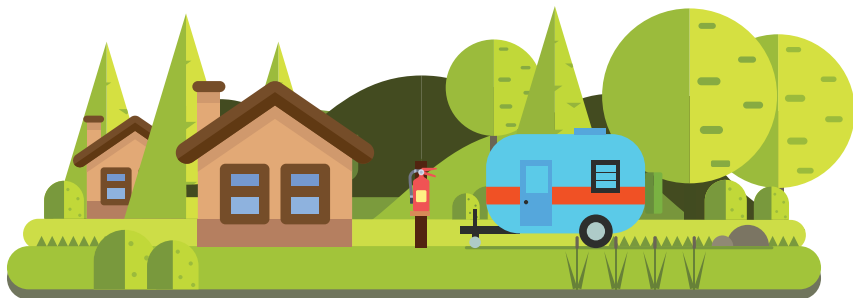
- Every day, affix details of the fire risk levels for that day and the following days. Put this information up in places where as many people as possible will see it, e.g. reception, the supermarket and any bars and/or restaurants. You could also include details of the weather forecast that would be of interest to your guests.
 - Forbid the lighting of fires for recreational or leisure purposes or for cooking except in areas specifically designated for the purpose and duly signposted and identified on the plan of the campsite; lighting fires is not permitted in critical areas (i.e. patches of woodland and forest as described in Decree-Law 124/2006 of 28 June) in rural spaces during the critical fire period or on very high or maximum risk days outside this period. On these days, this information must be affixed on the infrastructure intended for fire-lighting.
 - Fit spark-retention nets on the chimneys of any infrastructures used for lighting fires; the area surrounding such infrastructures must be kept clear of any inflammable materials.
 - Install systems that ensure emergency exits can actually be used (exits are often padlocked shut). Such systems could include remote opening, keys placed in boxes to be opened in the case of emergency and fencing that can easily be knocked down.
- On Very High or Maximum risk days, check that the emergency exits and the routes to get to them are unobstructed and with very little vegetation in the vicinity, ensuring safe passage in the event of fire. Put up notices prohibiting vehicle and caravan parking and the pitching of tents next to the emergency exits.
 - Do not allow inflammable materials and waste to accumulate inside or outside the facility.
 - Restrict the use of gas bottles to smaller sized ones (e.g. <4kg) and check regularly to ensure that they are not being used near any inflammable areas, in case they should fall over.
 - Make sure that forest combustibles are properly managed in motor vehicle parking areas; a touch from a hot exhaust pipe may be all that's needed to set dry straw alight.
 - Make sure the camping and caravanning areas are divided into sectors with no more than 20 tents or caravans in the same sector. This will help contain any areas affected by fire.
 - Oblige occupants to leave a space of at least two metres between units.
 - Make sure that forest combustibles (grass, scrub and trees) are managed not only inside the campsite but also in the area surrounding it, in accordance with the prevailing legislation. This is because the biggest fire risk comes from fires outside the campsite.
 - More hazardous equipment, such as electricity generators, should be isolated from the public and properly and visibly signposted (e.g. "No Smoking").

MOBILE HOMES, BUNGALOWS AND SEMI-PERMANENT UNITS

(STAYS OF MORE THAN THREE MONTHS)



- Check that the electrical and gas installations are in good condition.
- Check that any barbecues are situated in safe areas, far from combustible materials such as tents, treetops, bushes, etc.
- Check that roofs and gutters are kept properly clean and do not allow pine needles or dried leaves to accumulate.
- Set a limit on the amperage of the electricity supply for each installation and abide by the requirements of Decree-Law 393/85, of 9 October.
- Oblige campers and caravanners to switch off all electrical appliances and disconnect the gas whenever they are going to be away for more than 24 hours.



FIRE PREPAREDNESS



- Materials for use in fire-fighting must not be exposed to flames; for example, plastic water pipes must be buried underground.
- Make sure that the main routes used for vehicle traffic are suitable for heavy vehicles (routes should be at least 3.5 metres wide) and do not allow people to park their vehicles on the edges of them. Also ensure that gantries do not obstruct access for fire engines (4 metres).
- Regularly inspect and test the functioning of all fire-fighting equipment: for example, wasps can nest in fire-extinguisher casings and some components of fire hydrants can become calcified.
- Consider increasing the amount of fire-extinguishing equipment.
- Have one or more megaphones on hand so that you can give instructions to crowds in an emergency.
- In the event of fire, there could be a power cut and water pumps could stop working. Have a petrol-powered generator so that you can keep water pumps and basic fire-fighting equipment working.

IN THE EVENT OF FIRE



- Immediately raise the alarm by calling **112**, even if the fire appears to be quite small.
- Implement all of the previously defined procedures until such time as the emergency services arrive; they will then take control of the situation.
- Provide the commander of the emergency operations with all of the information and means requested.

