



# BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

.....  
.....

Address

.....  
.....

Prepared by:

.....

Authorised by:

.....

Date: .....

**TO BE REVIEWED ANNUALLY**

## Facility Details

This plan is for: .....  
Name of facility

and has been designed to assist management to protect life and property in the event of a bush fire.

This Plan outlines procedures for both **sheltering** (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 bush fire conditions is to:

**Shelter**       **Evacuate**

Contact person: .....

Position / role: .....

Phone number (BH): ..... Phone number (AH): .....

Type of facility: ..... Number of buildings: .....

Number of employees: ..... Number of occupants: .....

Number of occupants with support needs: .....

Provide description of support needs:



## Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building / area of responsibility	Mobile phone number

## Emergency Contacts

Name of organisation	Office / contact	Phone Number
NSW Rural Fire Service	Local Fire Control Centre	
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force		



# SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

## Designated refuges

- a. ....
- b. ....
- c. ....
- d. ....

## Procedure for sheltering during a bush fire emergency

Trigger	Action
a. ....	a. ....
b. ....	b. ....
c. ....	c. ....
d. ....	d. ....

## After the bush fire emergency

- a. ....
- b. ....
- c. ....
- d. ....



# EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

## Designated assembly points

- 1. ....
- 2. ....
- 3. ....
- 4. ....

## Refuge (primary)

Name of venue (primary): .....

Address of venue: .....

Nearest cross-street:.....

Map reference:.....

Phone number:.....

## Transportation arrangements

Number of vehicles required: .....

Name of organisation providing transportation: .....

Contact phone number: .....

Time required to have transportation available: .....

Estimated travelling time to destination:.....

## Refuge (alternate)

Name of venue (alternate): .....

Address of venue: .....

Nearest cross-street:.....

Map reference:.....

### Transportation arrangements

Number of vehicles required: .....

Name of organisation providing transportation: .....

Contact phone number: .....

Time required to have transportation available: .....

Estimated travelling time to destination: .....

### Before and at the commencement of the Bush Fire Danger Period, we will:

- a. ....
- b. ....
- c. ....
- d. ....

### Procedures for evacuation in the event of a bush fire




Trigger	Action
a. ....	a. ....
b. ....	b. ....
c. ....	c. ....
d. ....	d. ....

### After the bush fire event

- a. ....
- b. ....
- c. ....
- d. ....



### Attachments

-  Occupant/employee listing
-  Contact details for parents/guardians
-  Site Layout of Premises

# APPENDIX 1

## Example Bush Fire Action Statements and triggers

The following are examples of some actions statements and when they should occur (triggers). You may identify additional statements and triggers relevant to your situation.

### Before and at the commencement of the Bush Fire Danger Period:

- Ensure that the staff are prepared in accordance with the Bush Fire Emergency Management and Evacuation Plan.
- Ensure that all persons are informed of the evacuation/shelter-in-place procedures.
- Ensure that families are provided with a copy of the procedure “What to do if the centre is to be evacuated” upon arrival at the centre (for schools and child care centres etc).
- Ensure building and areas around buildings are prepared and maintained.
- Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- Update contact details of staff and occupants.
- Contact and update emergency services with the premises’ contact details.
- Contact refuges for potential use during a bush fire emergency.
- Contact transport suppliers for potential use during a bush fire emergency.

### In the event of a bush fire in the surrounding area, occupants of the premises shall follow the procedure outlined below:

When aware of the bush fire in the local area:

- Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates.
- Inform staff and occupants of the fire situation.
- Ensure that the person in charge, ie. Chief Warden, has a mobile phone and is contactable.

- Advise the local emergency services that the centre is operating, and that it will need to be advised early in the event of an evacuation being necessary.
- Make arrangement for transportation (for evacuation).

### In the event of an approaching bush fire threatening the premises within X hours, the primary action to evacuate/shelter will take place, staff and occupants of the premises shall follow the procedure outlined below:

- Designated Fire Warden will take control of the situation.
- Remain calm and explain to the occupants what is happening.
- Staff to ensure all doors and windows closed within the premises.
- Sheltering
- Move all persons to the designated refuge.
- Ensure all persons are accounted for (use listing of occupants and visitors register).
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is sheltering-in-place (include how many people and which building on site).
- After all the occupants have been relocated to refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
- Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.

### Evacuation

- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is being evacuated (include how many people and where they are going).

- Arrange for vehicles to meet at designated assembly point for pick up of persons.
- Contact refuge and inform them of pending arrival.
- Move all persons to the assembly point for evacuation.
- Ensure all persons are accounted for prior to departure (use listing of occupants).
- Ensure all site buildings have all doors and windows closed prior to leaving site.
- At refuge, move all persons inside and ensure all persons are accounted for and safe.
- The Fire Warden (or person responsible) to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the designated refuge.
- After all the occupants are accounted for and safe at the designated refuge nominated staff will commence contacting families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

**Forced evacuation – as a result of bush fire in the surrounding area and due to its severity, fire authorities require occupants to be evacuated to a refuge.**

- Fire Warden (or person responsible) to liaise with the police/emergency service giving evacuation orders and provide them with the number of persons and any support needs that are to be considered for transportation (if no on-site transportation is available).
- Arrange for vehicles to meet at designated assembly point for pick up of persons.

- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is evacuating due to police direction (include how many people and where they are going).
- Move all persons to the assembly point for evacuation
- Ensure all persons are accounted for prior to departure (use listing of occupants).
- At refuge, move all persons inside and ensure all persons are accounted for and safe.
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the refuge.
- After all the occupants are accounted for and safe at the refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

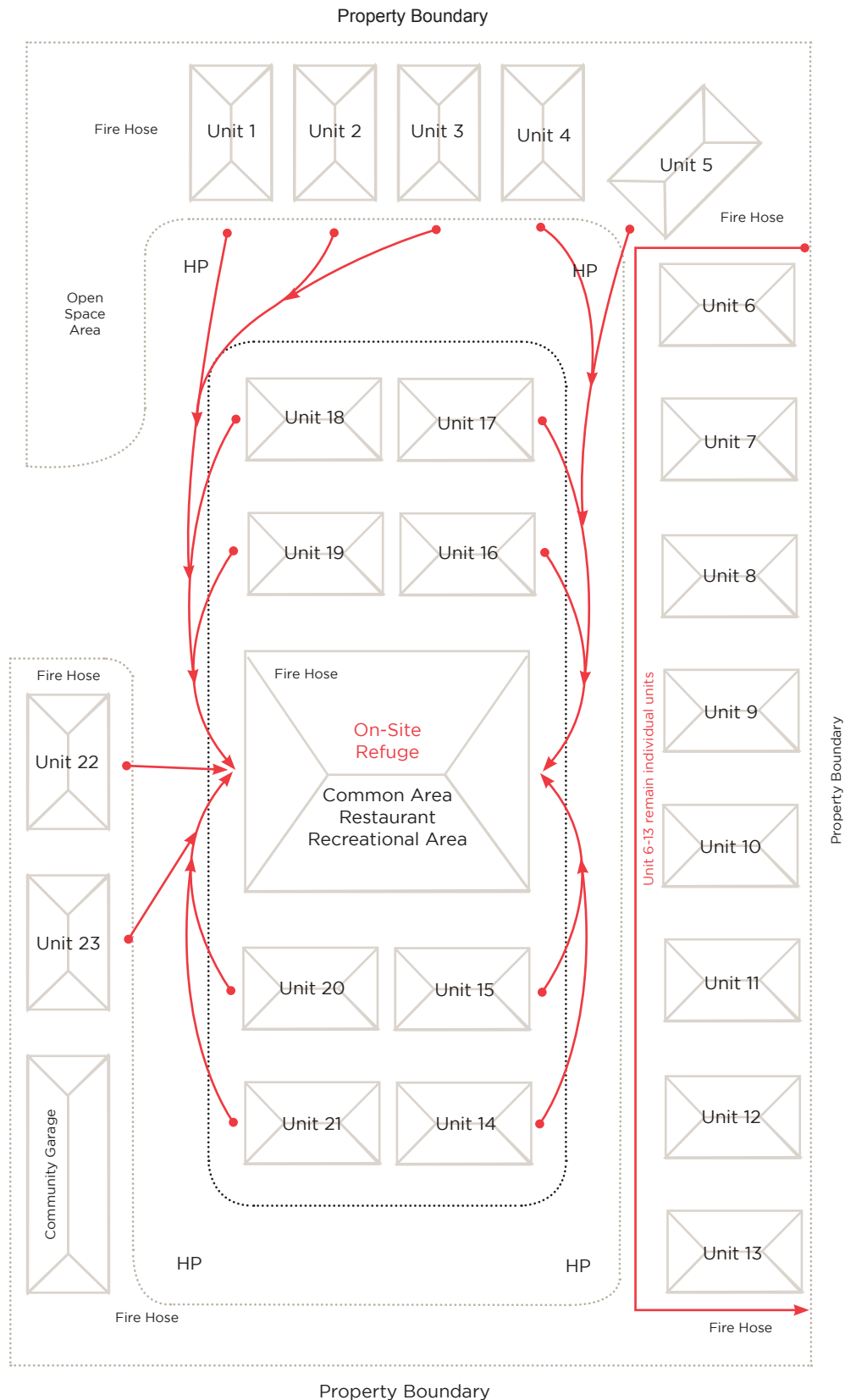
**When the bush fire threat has passed and the area is deemed safe by emergency services:**

- No person should re-enter any evacuated building until advised by the emergency service.
- The Fire Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.
- All occupants are to be accounted for on their return.
- Inform the police/emergency service of the return of persons to the premises.



# Appendix 2

## Example of a Site Layout



Bush Fire Emergency Management and Evacuation Plan Site Layout Western Hills Retirement Village 321 Olden Road, Summerville  
Decision: Shelter / Contact No: 02 4433 1234