



A Guide to Developing a Bushfire Evacuation Plan

Developed by Planning & Environment Services – NSW Rural Fire Service



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Introduction

Bush fires are an important part of the Australian environment. However, historic development patterns have placed an increased risk to the community of impact of bushfires. Bush fires have the potential to affect everyone that lives in or around areas of bushland. With a significant amount of existing and proposed development in these areas, the NSW Rural Fire Service is seeking to enhance the management of the protection of life and property through appropriate development control, planning hazard management and suppression of suppression of bush fires.

In August 2002, the NSW Government legislated the requirement for all integrated development proposals to be submitted to the NSW Rural Fire Service for a Bush Fire Safety Authority and that the proposals meet the planning requirements of '*Planning for Bushfire Protection 2001*'. Elements such as access, water supply, setbacks from hazard etc are some of these requirements that are to be addressed.

In addition to the planning requirements of the physical nature there is also the opportunity to increase the level of protection of residents, whether permanent or temporary. One of the ways to achieve this is through an appropriate strategy that clearly identifies what steps will be undertaken in the event of a bush fire, including the safe evacuation of premises if required.

There is a now a need to address the issues of evacuation in the event of a bushfire thus a development of a Bushfire Evacuation Plan (BEP) is now a requirement for new developments that have a higher concentration of people than a normal residential dwelling. Proposals that require a Bushfire Evacuation Plan are known as Special Fire Protection Purposes (SFP) as identified in clause 46 of the Rural Fires Regulation 2002. These purposes are;

- Schools;
- Child Care centres
- Hospital (including a hospital for the mentally ill or mentally disordered)
- Hotel, motel or other tourist accommodation
- A building wholly or principally used as home or other establishment for the mentally incapacitated persons
- Housing for older people or people with disabilities within the meaning of SEPP – Seniors Living 2004
- A group home with the meaning of SEPP 9 – Group Homes
- A retirement village
- Any other purpose prescribed by the NSW Rural Fire Regulations



Purpose & Objectives of a Bushfire Evacuation Plan

A Bushfire Evacuation Plan aims to increase the preparedness of managers, employees and occupants to ensure a rapid and safe evacuation from a premise. The plan is to provide a set of procedures to manage people leaving the premise and have them relocate to another, safer, location.

Developing procedures requires the understanding of the premises and the analysing of the issues that they may encounter in the event of a bushfire evacuation, and how best to co-ordinate the situation.

This guide outlines a variety of issues that should be considered and addressed and provides procedures that will form the Bushfire Evacuation Plan.

There is a need to ensure that employees have an understanding of their roles and responsibilities and that they know when to take action. Communicating and keeping employees and occupants informed of evacuation arrangements is very important.

Many premises have or will have an 'Emergency Evacuation Plan' as a requirement under AS3745 or AS4083. The Bushfire Evacuation Plan is a sub-plan of this Emergency Evacuation Plan and is to address the issues concerning evacuations in a bush fire emergency.

The outcome of this process is to have a procedure that outlines what action people are required to undertake to initiate an evacuation, the relocation of people and the return of those people to the premises.

Relationship with plans under AS3745 and AS4083

An 'Emergency Evacuation Plan' is usually developed to provide employees and occupants with procedures to enable the premises to be evacuated in the event of a fire, bomb threat or other local incident such as an earthquake.

There are two (2) Australian Standards that exist which outline the requirements of a 'Emergency Evacuation Plan' and provide a standard approach. The two standards are;

- 1) AS3745-2002 '*Emergency control organisation and procedures for buildings, structures and workplaces*'
- 2) AS4083-1997, '*Planning for emergencies – Health care facilities*'

AS3745-2002 '*Emergency control organisation and procedures for buildings, structures and workplaces*' apply to offices, warehouses, factories, public buildings, shopping complexes, apartment buildings or a place that may be occupied by people.



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AS3745-2002 does not apply to single dwellings (including a detached house, one or more attached dwellings, each being, separated by a fire-resisting wall, such as a row house, terrace house, townhouse or villa unit)

AS4083-1997, '*Planning for emergencies – Health care facilities*' requires health care premises to have an emergency plan. This standard also places a requirement upon a premise to analyse hazards that may affect the premise and prepare a supplementary plan.

Hazards that may require a supplementary plan include;

- (a) Cyclones
- (b) Earthquakes
- (c) Severe Weather
- (d) Bushfire
- (e) Flood
- (f) Hazardous substance incidents
- (g) Transport accidents
- (h) Industrial accidents

These Australian Standards address issues of roles and responsibilities of 'Chief Wardens', area Wardens, Procedures, Training and review of plans etc. To ensure a standard and consistent approach it is envisaged that any Bushfire Evacuation Plan would be a sub-plan of any emergency evacuation plan under AS3745 or AS4083.



PREPARING A BUSHFIRE EVACUATION PLAN

This guide has been developed to assist those preparing a Bushfire Evacuation Plan. As you start to prepare a Bushfire Evacuation Plan, you should take the time to determine what are the issues that are relevant to your specific premises. Whether the premise is large or small, a health care facility or tourists resort, there are a number of questions that you should think about.

The guide is a Step by Step approach and requires a number of issues to be addressed. As you complete each step, notes can be recorded within the guide similar to a workbook so that the information can be readily obtained and referred to.

To fulfil the requirements of the guide, 12 Steps need to be completed before the finalisation of any Bushfire Evacuation Plan. These 12 Steps are;

Step 1: Introduction

Step 2: Background Information on Premises

Step 3: Roles & Responsibilities

Step 4: Consultation with emergency Services

Step 5: Safe Refuge

Step 6: Transportation

Step 7: Identifying 'Designated Assembly Points'

Step 8: Work out a way to account for all persons

Step 9: Who do you need to contact?

Step 10: Do you need security after Evacuation?

Step 11: Site plans

Step 12: Determine Statement of Action in event of a bushfire

An example of a Bushfire Evacuation Plan is provided within Appendix 6 and should be used when preparing a draft plan before any formalising.



STEP 1: INTRODUCTION

Provide an introduction that clearly states the PURPOSE and SCOPE of the plan. The introduction should also include the following details;

- name of the premises,
- address of the premise
- contact person & details,
- type of facility
- whether this is a sub-plan of any other emergency plan.

Name of Premises:

Street No & Name:

Suburb:

Post Code:

Council Name:

Contact person:

Date of Plan:

Date of Review:

Type of facility:

Type of Building (Class):

STEP 2: BACKGROUND INFORMATION ON PREMISES

For preplanning of any evacuation, there is a need to know certain information. Provide the following information in the Bushfire Evacuation Plan;

Number of employees:

Number of residents:

Number of residents with 'special needs':

Number of buildings:

This is a sub-plan under:

AS3745 or AS4083



The following is list of facilities that require a plan;

- Schools;
- Child Care centres;
- Hospital (including a hospital for the mentally ill or mentally disordered);
- Hotel, motel or other tourist accommodation;
- A building wholly or principally used as home or other establishment for mentally incapacitated persons;
- Housing for older people or people with disabilities within the meaning of SEPP – Seniors Living 2004;
- A group home with the meaning of SEPP 9 – Group Homes;
- A retirement village.

STEP 3: ROLES AND RESPONSIBILITIES

This step requires the details of the persons who will be responsible for the co-ordination and management of an evacuation during an emergency.

These persons are usually identified as “Chief Warden” or “Warden” and each position has specific duties attached to it. For more information on these positions, refer to the Australian Standards AS3745 and AS4083.

If there is an existing Emergency Evacuation Plan (under AS3745 or AS4083), then those roles and responsibilities should be included and expanded upon. A Bushfire Evacuation Plan will require some additional responsibilities and actions as this plan requires the arranging and co-ordination of transport and the physical relocation of people from one place to another, and the subsequent housing of those people until such time as it is safe to return.

Some of these extra duties may include;

- Ensuring that Designated Assembly Points are suitable in the event of a bushfire;
- Co-ordination and arrangement of transport;
- Ensure all buildings are properly ‘locked up’ to limit the impact of a bushfire;
- Initiate any bushfire protection measures such as sprinkler systems; and
- Liase with emergency services throughout the evacuation.



Smaller premises

For those smaller developments where there is no plan formulated as per AS3745 or AS4083, the Bushfire Evacuation Plan should be developed in accordance with AS3745 guidelines. Some of those guidelines include, but are not limited to;

- The formation of an emergency planning committee;
- Duties and responsibilities of positions;
- Procedures;
- Education & training of employees; and
- Annual exercises.

Examples of the positions that have been identified within AS3745, and should be included in the Bushfire Evacuation Plan, under this section are;

Chief Warden

The Chief Warden is the person who is responsible for the premise for the purposes of evacuations. Their responsibilities include;

- Management and overseeing of any evacuation;
- Arranging training of employees in evacuation procedure;
- Reviewing the effectiveness of evacuation exercises and arrange for procedure improvements; and
- To account for all persons during the evacuation.

Wardens / Employees

Roles and responsibilities include;

- Maintaining a calm atmosphere among the occupants;
- Following established procedures;
- Following the direction of the Chief Warden;
- Proceeding with evacuation when instructed to do so using the information provided to enable the effective evacuation of the occupants.
- Assisting with evacuating occupants
- May be required to act as Chief Warden

The following table is to be used to record the name and contact details of those persons who have responsibilities during an evacuation.



Position Holders Name & Details

(Include only those that are required based upon the size of the facility)

	Building / Area of Responsibility	Contact Phone Number	Mobile Phone Number
_____ CHIEF WARDEN			
_____ Deputy Warden			
_____ Area 1 Warden			
_____ Area 2 Warden			
_____ Area 3 Warden			

Why evacuate & when do you evacuate?

The question “why do we need to evacuate” has a number of different answers, all of which need to be considered with relevance to either an individual or location. Some of the reasons as to why you would evacuate may be;

- The effect of smoke on persons with asthma
- Bush fire is approaching the development
- Residents / persons unable to defend the property for themselves & feel unsafe in staying
- Directed by Police

When do you evacuate? What will be the ‘trigger’ that would be used to start any evacuation procedure? This information needs to be explained within the plan so that persons know, understand and are able to monitor the conditions. There are a



number of different factors that may be used as a 'trigger' with the following being a few suggestions;

- You wait until you are told to leave by police or fire authority before you evacuate? (Not advisable but sometimes unavoidable)
- You evacuate when there is a possibility that a bushfire may impact the development within 1 hour, 6 hours, or 12 hours?
- There is so much smoke about that it is causing medical problems for residents and that they should be taken somewhere less affected by smoke?

Whatever the reason, pre planning is required so that the proper procedures are implemented. There may be more than one reason for evacuating and therefore there may be more than one procedure for evacuation.

Make some notes on what the conditions of evacuation may be for your premises.

STEP 4: CONSULTATION WITH EMERGENCY SERVICES

There should be consultation with the local agencies that are involved with bush fire emergencies and evacuations. This consultation will help to provide advice and aid with developing a process of the evacuation to allow the co-ordination to be more effectively implemented. These agencies will help to decide what conditions you may expect and possibly, where you could take employees and occupants for safe refuge.

You should consult with the following agencies;

- NSW Rural Fire Service
- NSW Fire Brigades
- Police
- Ambulance Service
- Local Emergency Management Officer (Local Government)



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As part of the consultation, you should keep the contact details of those people within the different agencies up to date. This will improve communications and will keep you informed of any situations that may affect your pre planning.

This table may be used to keep the contact information and may be added to or reduced depending on the size of the premise and the type of facility.

Name of Organisation	Name of Contact	Phone Number
NSW Rural Fire Service		
NSW Fire Brigade		
NSW Police Service		
Department of Community Services		
[Name] Council		
State Emergency Service		
<i>Local Hospital</i>		
NSW Ambulance Service		

All fires to be reported to 000

Notes:



STEP 5: SAFE REFUGE

Where Will they Go?

Where to go is an important element in relocating people during a time of emergency. To decide on where to go there are a number of considerations that should be made. Some of these should include;

- How many persons are within the premise and is the venue able to accommodate that number?
- Is the venue in an area that is away from any threat of bushfire?
- Do you have people with special needs* that require a similar facility to support them?
- Have you spoken with the emergency services and discussed where they suggest is a safe location and a possible route to that location?
- Have you considered venues such as community centres, schools etc as possible places to go? *Remember that venues should have general amenities.*
- Is the route to the venue such that it does not require transporting through bush fire affected areas or areas that may be affected by an incoming bush fire?
- Have you considered pre-arrangements for transfer to any medical or other health care premises?

**** “Special Needs” are physical, intellectual, visual, or auditory disability or impairment, either temporary or permanent. It also includes aged persons and juveniles who are dependent on others for their care and well-being.***

The Bushfire Evacuation Plan is to provide details on the venue(s) being considered as a safe refuge. Details should include street name and suburb, map reference, venue name, and the possible route to be taken.

Depending on the location of the premise, there may be a need to have 2 or 3 venues depending on the amount of bush areas around the premises, location of a fire and the safest route from the premises.



The following tables are to be used to collection of information on venues that may be considered as a safe refuge.

Primary Venue

Name of venue (primary):

Address of venue:

Nearest cross-street:

Does it have amenities: YES NO

Are people with special needs accommodated for: YES NO

Secondary Venue

Name of venue (secondary):

Address of venue:

Nearest cross-street:

Does it have amenities: YES NO

Are people with special needs accommodated for: YES NO

Notes:



STEP 6: TRANSPORTATION

Part of the pre planning of an evacuation includes how you are going to relocate people. For any transportation of a large number of people, some considerations should be;

- Are you going to use private vehicles?
- Do you require Ambulances?
- Is a Community bus available?
- What other means of transport are available?
- Do you need any other type of special transport?

You should look at the availability, prepare arrangements with providers of transport, and ensure they are available to assist.

Develop a list of transport providers, contact names and phone numbers and how many vehicles are required.

Transportation:

How many vehicles / seats are required?

Do you have own transport to for all persons:

YES

NO

If no, what means will you use to transport persons:

.....

.....

Are all persons with special needs considered & accommodated:

YES

NO

Do vehicles include ambulances':

YES

NO

How much notice is required to arrange transport?



STEP 7: IDENTIFYING ‘DESIGNATED ASSEMBLY POINTS’

Designated Assembly Points are locations within the premise where person(s) meet before they are given further instructions. These locations should be in a position where persons may proceed on foot and away from the threat of fire.

Once at Designated Assembly Point, the ‘Warden’ or another person with responsibility identified with the Bushfire Evacuation Plan, will be able to co-ordinate further movements of people.

When a Designated Assembly Point has been determined, the site should be sign posted or have some other marking to clearly identify the location to evacuees.

Remember when people are required to leave their homes, places of work etc, during emergencies, there is considerable stress and anxiety. Under these conditions, people don’t remember certain things, and any assistance to help guide people to the correct location will benefit everyone.

A site layout showing assembly points is required to be an attachment of the Bushfire Evacuation Plan. It is also a requirement that site layouts should be an A4 size. They are to be laminated and placed in every building.

The following two (2) tables provide an example of how to list Designated Assembly Points for the premises and a blank table for your own notes.

An example of ‘Designated Assembly Points’;

Building	Assembly
A	Grassed area by Building C
B	Grassed area by Building C
C	Grassed area by Building C
D	In front of Recreation Room
E	In front of Recreation Room
F	At main entrance in front of Office Building
G	At main entrance in front of Office Building
Recreation Rm	In front of Recreation Room
Office	At main entrance in front of Office Building

SAMPLE



Table of Designated Assembly Points for the premises.

Building	Designated Assembly Point

STEP 8: HOW TO ACCOUNT FOR PERSONS

Develop and include a method within the procedures of the plan, to ensure that all occupants within the premise have been accounted for;

- 1) prior to any departure from a premise,
- 2) at the safe refuge location, and
- 3) on the return to the premise after the bushfire event.

As part of the accounting procedures, the list is to include all persons that occupy a building within the premises. The list should include;

- name;
- the building the person occupies; and
- Consideration of any special needs of persons during the evacuation;
- Visitors or contractors who come on site

It is important that the list is kept up-to-date and to be readily accessible during a time of emergency.



Refer to the following appendices for examples of checklists that could be used to record persons and contact details;

- *Appendix 1- Example 1 - Building Residential Checklist*
- *Appendix 2: Example 2 - Building Residential Checklist*

Notes:

STEP 9: CONTACTING FAMILY MEMBERS

Contacting family of the occupants should be included in any plan. This plan should identify what family members are to be contacted and the reasons why these people need to be contacted.

In places such as schools and child care facilities, parents become very concerned about the well being and safety of their children during times of bush fires. The plan should consider how to inform the parent and what their actions should be, how the children will be evacuated and the location they will be evacuated to.

Many parents will instinctively want to come and get their children, whether or not this is appropriate. If the area is going to be impacted on by a bush fire, it may not be possible due to road closures that would not allow persons through.

In other situations, children may be concerned about their parent's whereabouts. The same consideration, as mentioned previously should be made.

Contact details of family members should be readily accessible, so contacting these people may be done quickly.

The inclusion of a contact person/s may be included on the resident listing form. This will allow any contact to be undertaken after the evacuation at the safe refuge location.



If the property is well prepared and some staff are to stay to help protect the property, then they may be used to liase with parent, family, etc.

Refer to the following appendix for example of possible contact listing:

- *Appendix 4: Example of Occupant and Family Contact Details*

STEP 10: DO YOU NEED SECURITY AFTER EVACUATING

When a site is evacuated, personal belongings are left behind and they may be vulnerable to looters. The police take all precautions to prevent and apprehend those that attempt to prosper from other people’s misfortunes.

To reduce the possibility of theft, it is recommended that the evacuation plan consider security of premises. Where a development may require some type of security the following are some suggested procedures:

- 1) consult with the police and fire agencies of the availability of resources that may be utilised for security;
- 2) consult with a security company and prepare any arrangements to ensure that in the event of an evacuation a security officer is made available at short notice;
- 3) the use of an employee to be utilised as someone who would remain to monitor the premises, only if safe to do so.

Note: The use of security personnel would generally be required where damage has been sustained and the residents are unable to return.

Is security required: YES NO

Notes:



STEP 11: SITE LAYOUT

A site layout is a diagram of the site that shows locations of different areas and equipment. A copy of the site layout should be placed in each building so they are readily accessible by occupants.

Site layouts need to show a number of different features of the premises. The number of these features will depend upon the size and complexity of the premises. The following are a list of those features that should be included in the Bushfire Evacuation Plan;

- escape route,
- exit locations of buildings
- Designated Assembly Points
- fire extinguishers
- fire hydrants
- Static water supplies
- Pumps & hoses
- Sprinkler systems
- Hazardous materials
- First Aid equipment

The plan should be an A3 size, laminated or framed, and posted in conspicuous locations throughout the building/s. An example is in Appendix 7.

This is a separate plan to that for 'Designated Assembly Points', as detailed on page 16, which is placed within each building at a conspicuous location.

**HAVE THE PLANS IN CLEAR VIEW SO PEOPLE CAN SEE
WHERE TO GO & FIRE FIGHTERS WILL KNOW WHERE
EVERYTHING IS**



STEP 12: STATEMENT OF ACTION

To evacuate a number of persons, whether they are able, disabled or unfamiliar with the area, the persons who have responsibilities in the evacuation process should be clear of what is required. Statements of duties or actions that a person is required to undertake in the event of an evacuation should be discussed and included within the Bushfire Evacuation Plan.

Statements should be clear, concise and detailed in such a manner that a person is aware of what they are required to do and when they are required to do it. The following are examples of some duty actions of persons and whether the action is pre-emptive or done at the time of the evacuation.

The action statements should incorporate the things that are carried out as identified during the Steps 4 to 10.

Pre-emptive actions:

“In the event of a bush fire in the surrounding area, occupants of the premise shall follow the procedure outlined below;

- *Ensure that the staff is prepared in accordance with the Fire Evacuation Plan.*
- *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.*
- *Ensure that the person in charge, i.e. Chief Warden, has a mobile phone and is contactable.*
- *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.*
- *Keep children inside, doors and windows closed.*
- *Remain calm and explain to the occupants what is happening.”*



At the time of evacuation

"In the event of a bush fire threatening and it has been decided an evacuation will take place, the occupants of the premises shall follow the procedure outlined below;

- *Close ALL windows and doors.*
- *Proceed to the Designated Assembly Area and await further instructions.*
- *Most senior staff members will take control of the situation.*

"In the event of a bush fire threatening and it has been decided an evacuation will take place, the 'Warden' of the premises shall follow the procedure outlined below;

- *Ensure all persons are accounted for (use listing of residents).*
- *Ensure that all persons are informed of the evacuation process.*
- *The Warden (or person responsible) is to advise the local emergency service that the centre is being evacuated (include how many people and where they are going)*
- *All contact details to be collected before leaving.*
- *At the earliest moment, advise DoCS of the situation.*
- *After all the occupants have been evacuated, nominated staff will commence contacting relevant families affected.*

Returning to Premises

- *No person should re-enter any evacuated building until advised by the Officer in Charge of the emergency service.*



Approval process

It is encouraged that the Bushfire Evacuation Plan be submitted during the development application stage. In fact, it is anticipated that in many instances, these plans will be required as a condition of an approval under section 100B of the Rural Fires Act 1997.

Forward all Bushfire Evacuation Plans for approval to;

Your consent authority
(e.g. your local Council)

OR

Your local NSW Rural Fire Service Office

For more Information

If you would like more information on evacuation planning for bush fires, please contact;

NSW Rural Fire Service
Development Control Services
Locked Mail Bag 17
GRANVILLE NSW 2142

Telephone: (02) 8741 5555



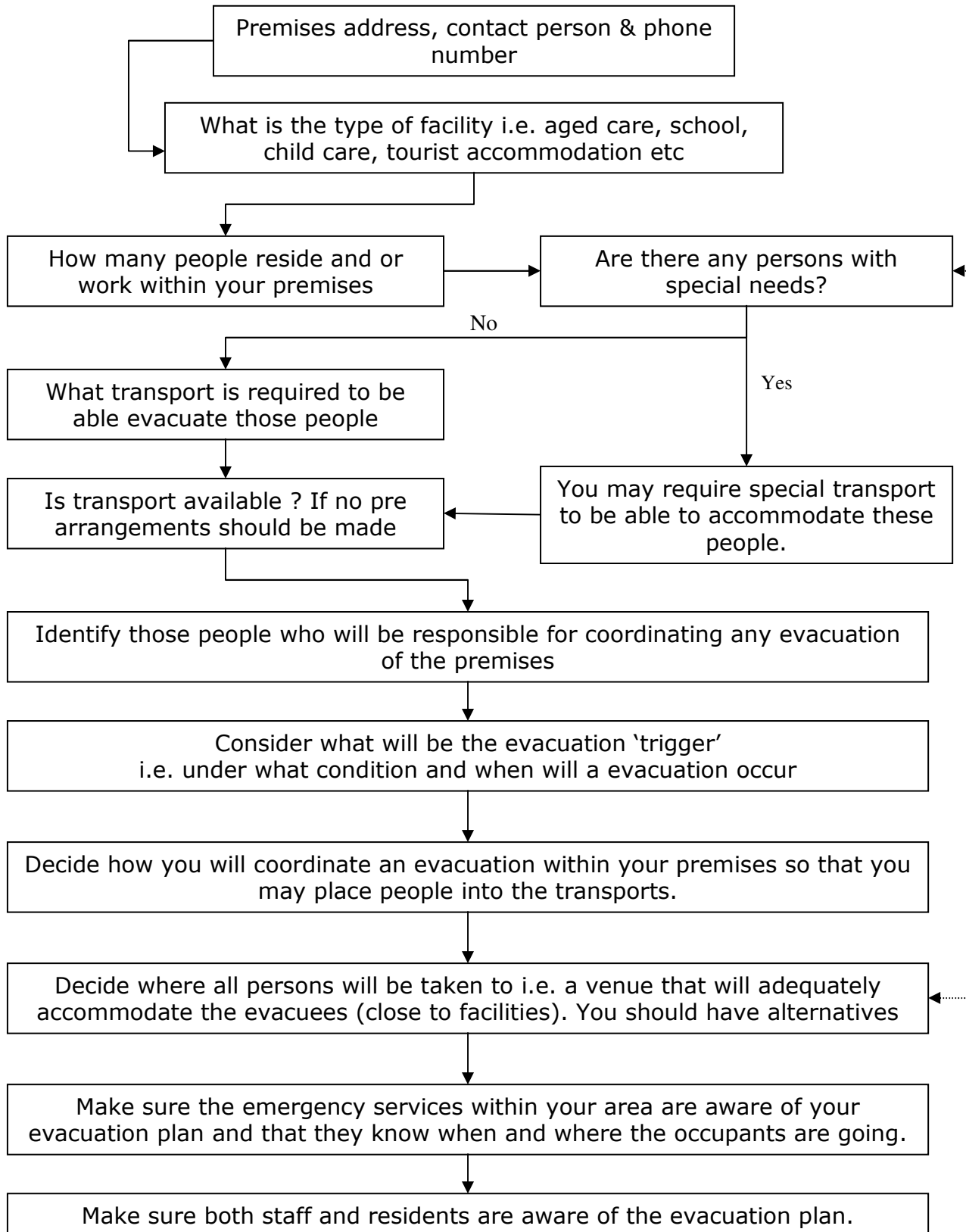
Notes:

A series of 33 horizontal lines provided for taking notes.



Appendix 1: Developing a Bush Fire Evacuation Plan

Developing a Bushfire Evacuation Plan





Appendix 5: Example questions to assist when planning a Bushfire Evacuation Plan

- (a) How many buildings do you have?
- (b) No of occupants per building and in total (including employees)?
- (c) Are all Designate Assembly Points clearly marked and identifiable?
- (d) Is there a registry of all persons on the premises?
- (e) Are visitors required to check in?
- (f) Do all buildings have a fire extinguisher?
- (g) Do all buildings have a fire hose?



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- (h) Are all hydrants clearly marked and accessible?
- (i) Are there any other water supplies?
- (j) Are they all full and accessible?
- (k) Is there any property protection sprinkler?
- (l) During evacuation is there a process to:
 - Account for all persons
 - Have all windows and doors closed
- (m) Does the facility have its own transport? If not, pre arrangements are required to ensure enough transport is provided.
- (n) Do you have any special needs persons that require special transport such as wheelchair access or ambulance? If so, pre arrangements are required.
- (o) Have you planned where to go if evacuated? If not, pre arrangements are required.
- (p) Does everyone (occupants, employees, family members) know where you are going to go?



Appendix 6: Example of letter to parents of child care centre

Attention Parents

Due to the extreme fire weather conditions and the fact that a fire is now burning in the area of it is important that you are contactable at all times.

Please advise staff of your plans and all contact details.

Copies of our Bush Fire Evacuation Procedure are located at the front desk in the Office.

Thankyou



Appendix 7: Bushfire Evacuation Plan Template

BUSHFIRE EVACUATION PLAN

INTRODUCTION

[Insert a brief statement on the purpose and objectives of the plan]

This plan is for [*name of premises*] and has been designed to assist management to protect life and property in the event of a bush fire.

Our aim is to have preplanning for an evacuation of the premises where there is a need to relocate a group of people from one place to another to enhance the protection of those people.

This is a sub-plan of the [*name of plan*] required under AS3745 / AS4083

Name of Premises:

Street No & Name:

Suburb:

Post Code:

Council Name:

Contact person:

Date of Plan:

Date of Review:

Type of facility:



BACKGROUND INFORMATION ON PREMISES

Number of employees: Number of residents:

Number of residents with 'special needs':

Number of buildings: This is a sub-plan under:

.....

.....

.....

.....

.....

ROLES & RESPONSIBILITIES

	Building / Area of Responsibility	Contact Phone Number	Mobile Phone Number
CHIEF WARDEN			
Deputy Warden			
Area 1 Warden			
Area 2 Warden			
Area 3 Warden			



[Insert any comments on the roles and responsibilities of persons]

.....

.....

.....

.....

.....

EVACUATION 'TRIGGER'

[Insert the conditions under which an evacuation may be initiated]

- (a)
-
-
- (b)
-
-
-
- (c)
-
-
-



DESIGNATED ASSEMBLY POINTS

Building	Designated Assembly Point

[Add any comments on Designated Assembly Points]

TRANSPORT DETAILS

[Insert details on the transport arrangements including number of vehicles, name of organisation providing the vehicles contact name & phone number, when to prearrange vehicles (i.e. 1 hour before evacuation etc)]

.....

.....

.....

.....

.....

.....

.....

.....

.....



EVACUATION LOCATION

[Insert a statement on the venues and when a venue is the most appropriate in a particular circumstance]

Venues identified as a 'Safe-refuge' are;

Venue 1

Name of venue (primary):

Address of venue:

Nearest cross-street:

Map Reference:

Venue 2

Name of venue (secondary):

Address of venue:

Nearest cross-street:

Map Reference:

Venue 3

Name of venue (secondary):

Address of venue:

Nearest cross-street:

Map Reference:

Notes:

.....

.....

.....

.....

.....



CONTACT DETAILS

Name of Organisation	Name of Contact	Phone Number
NSW Rural Fire Service		
NSW Fire Brigade		
NSW Police Service		
Department of Community Services		
[Name] Council		
State Emergency Service		
NSW Ambulance Service		
<i>Local Hospital</i>		

SECURITY DETAILS

Is security required: YES NO

[Insert a statement whether security will be used. If yes who and when. Provide contact details of who will be undertaking security]

.....

.....

.....

.....

.....

.....



A Guide to Develop a Bushfire Evacuation Plan

In the event of a bush fire threatening and a decision to evacuate has been made, occupants of the premises shall follow the following procedure in the event of a bush fire threatening and a decision to evacuate has been made;

-
.....
-
.....
-
.....
-
.....
-
.....
-
.....
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ATTACHMENTS

[Insert the required attachments as per the following]

Attachment 1: Site Layout Plans

Attachment 2: List of all persons (employees, residents, visitors, etc)

Attachment 3: Occupants family contact details

Attachment 4: Copies of any letters that are provided to residents, parents, etc