# Bushfire Emergency Plan (BEP) Manual

November 2024

# CONTENTS

click to follow

# 1 WHEN SHOULD A BUSHFIRE EMERGENCY PLAN BE PREPARED

Policy measure 7.3ii of State Planning Policy 3.7 Bushfire, requires a Bushfire Emergency Plan (BEP) to accompany development applications for vulnerable land uses.
A BEP may be appropriate at the strategic planning stage or subdivision only where there is sufficient detail of the anticipated operation, including the number of persons on-site.

A condition should be placed on the development approval to require the update of the BEP upon a change in tenancy/occupancy.

# 2 WHAT IS A VULNERABLE LAND USE

Vulnerable land uses are those where people may be less able to respond in a bushfire emergency.

The identification of a proposal as vulnerable is at the discretion of the decision-maker.  The application should be treated as 'vulnerable' and a BEP should be prepared where the decision-maker determines that – based on the capabilities of the occupants, the number of potential occupants, the development type or location – the proposal would benefit from a BEP to manage the safety of the occupants in a bushfire event.

| TYPES OF VULNERABLE LAND USE | EXAMPLE |
|---|---|
| Land uses designed to accommodate occupants with reduced physical or mental ability such as the elderly, children (under 18 years of age) and the sick or injured. | Aged or assisted care, nursing home, education centre, childcare centre, hospital and rehabilitation centre. |
| Facilities that, due to building or functional design, offer limited access or the number of people may present evacuation challenges. | Corrective institution (prison) and detention centre. |
| Land uses that involve visitation for people who are unfamiliar with their surroundings and who would require assistance or direction in the event of a bushfire. | Caravan park and camping ground, tourist development and visitor accommodation. |

# 3 WHO CAN PREPARE A BUSHFIRE EMERGENCY PLAN

It is strongly recommended that an accredited Level 3 bushfire planning practitioner or a suitability qualified emergency management professional should prepare a BEP.

# 4 WHO SHOULD BE CONSULTED IN THE PREPARATION OF A BUSHFIRE EMERGENCY PLAN

It is recommended to provide a copy of a BEP to the local fire service to assist in pre-incident planning, particularly in remote locations; however, the local fire service is not required to review or approve the BEP.

Local government, in consultation with Local Emergency Management Committees (LEMC) should be consulted in identifying potential sites for on-site or off-site shelter.  Local governments should ensure that BEPs are consistent with the local government's Local Emergency Management Arrangements (LEMA).

## 5 WHAT IF AN EMERGENCY PLAN IS ALREADY IN PLACE

Many facilities have procedures to ensure the safe movement of employees and visitors in the event of an evacuation.

These procedures are normally referred to as an emergency plan as outlined in the following Australian Standards (AS):

- AS 3745-2010 – Planning for emergencies in facilities
- AS 4083-2010 – Planning for emergencies – Health care facilities.

An AS-based emergency plan has employees and occupants evacuate buildings to an assembly point in the event of an emergency.  However, in the case of a bushfire emergency, these procedures may not adequately address the safety of occupants and other related issues.

For example, if the nominated assembly point is away from a building but close to an area of vegetation, people may be exposed to the heat and smoke created by the bushfire.

It is therefore recommended that more specific bushfire evacuation requirements are incorporated into an existing AS-based emergency plan to ensure on-site evacuation procedures are aligned.

## 6 COMPONENTS OF A BUSHFIRE EMERGENCY PLAN

A BEP should identify appropriate procedures and actions for employees and occupants to follow prior to the bushfire season, during the bushfire season, in the event of a bushfire and after the bushfire has passed.

The BEP should be concise, using plain language suitable for the end-user, and be listed in a logical and sequential way so that the end-user can easily follow the process required.  Repetition of tables and action statements in the BEP should be avoided.

Any supplementary information or information to assist the decision-maker, including the analysis on evacuation and on-site shelter options, should be presented in a separate document.

The contents of a BEP should follow the BEP template provided below.

The development of a BEP should be consistent with the following AS:

- AS 3745-2010 – Planning for emergencies in facilities
- AS 4083-2010 – Planning for emergencies – Health care facilities.

## 7 ESTABLISH AN EMERGENCY MANAGEMENT TEAM

An emergency management team is a group of people responsible for implementing the BEP at the facility. Broadly this involves developing an evacuation procedure, displaying the information within the building, practicing the evacuation procedure, and training employees.

The emergency management team should review the BEP regularly, especially when employees or circumstances change to ensure it remains practical and current. The contact details of the local Chief Bushfire Control Officer or local Community Emergency Services Manager should be updated regularly.  Further information on workplace obligations under the *Occupational Safety and Health Act 1984* can be obtained by contacting Worksafe WA (https://www.commerce.wa.gov.au/worksafe).

# 8   SUPPORTING ANALYSIS

## Step One:   Identify facility details and analyse site and location characteristics

Preparing a BEP requires an understanding of how a bushfire may affect the site and the consequences for occupants.

The characteristics of the site and its occupants should be identified, including:

- the contextual location of the site

- the type of facility and the occupancy characteristics, including number of occupants, age profile, disability, mobility and health considerations, vulnerability and communication constraints

- the facility/site's vulnerability to bushfire, such as construction standards, design features, access, firefighting water supply, proximity to hazard and landscaping

- complementary bushfire protection strategies, proposed or existing, such as alert systems, suppression systems, training, and hazard management

- availability of buildings on-site, suitable for on-site shelter

- availability of off-site shelter(s), which may be suitable to provide shelter in the event of a bushfire, for occupants evacuating the subject site

- availability of safe evacuation route(s)

- availability of evacuation transport.

## Step Two:   Determine primary and secondary emergency actions (evacuation and on-site shelter)

In response to the bushfire threat, procedures need to be developed for evacuation and on-site shelter as the primary and secondary actions.  This is to ensure that, if for any reason the primary action is not achievable, the facility is not left without a procedure to follow.  The decision needs to be based upon a good understanding of the location, occupants and the effects of bushfire as well as information contained in official warnings issued by emergency services.

Early evacuation should always be the primary action. The decision to evacuate a facility needs to be appropriately pre-planned, to ensure it can be carried out in a timely manner and without needing to rely on the early evacuation advice from emergency services.  On-site sheltering and actively defending a building will take huge physical and mental effort for many hours before, during and after the fire and conditions will be unbearably hot.

On-site sheltering during a bushfire should be a last option, when all other plans fail, and occupants are unable to leave, or emergency services advise, through official warnings, that it is no longer safe to evacuate.

Early evacuation in response to an imminent bushfire threat may also be difficult for facilities in remote locations or facilities with people with morbidity issues.  In these circumstances, on-site shelter may be considered as the safer action.  For day-use facilities in remote locations, consideration should be given to closure of the facility on higher fire danger rating days.

## Step Three:   Identify an off-site shelter (for evacuation)

When identifying an off-site shelter or a suitable destination to re-locate or evacuate to in the event of a bushfire, consideration should be given to the distance to the site, vehicular access routes, transportation arrangements, its size/capacity and ability to provide shelter prior to, during and after the bushfire.  Consult with the local government, LEMC and the Department of Communities[1] when identifying an off-site shelter.  In the event of an emergency, when determining the transport to an off-site shelter, it is recommended to take direction from the Incident Controller or controlling agency.

Depending on the extent of bushland areas around the facility, the location of a bushfire and the safest route from the property, there may be a need to identify two or three off-site shelters and/or alternative safe routes depending on direction of spread of the fire.

Details of the off-site shelter (s) should be provided on a map within the BEP and should include street name and suburb, map reference, location/building name, location/building contact number if applicable and the possible route to be taken.

The following questions will assist the individual developing or reviewing the BEP to identify an off-site shelter.  For an appropriate off-site shelter, the answers to the below questions should receive a 'yes'.

---

[1]  The Department of Communities determines the number and location of evacuation centres to be opened in consultation with the DFES (the responsible/controlling agency for a bushfire emergency).

If there are occupants with support needs that require a similar facility to support them, is the off-site shelter suitable?

☐ Yes
☐ No

- Occupants with support needs are people with 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.

Is the off-site shelter in an area away from the effects of a bushfire?

☐ Yes
☐ No

- Have you considered locations such as community centres, clubs etc. as possible places to go?

Are there amenities (toilets, food, water etc.) available at the off-site shelter?

☐ Yes
☐ No

Can the off-site shelter accommodate the number of occupants?

☐ Yes
☐ No

- Remember that other persons may wish to utilise the same facility as their shelter for evacuation.
- Accommodation for more than one day may be required.

Does the route to the off-site shelter require transporting through bushfire affected areas or areas that may be affected by an approaching bushfire?

☐ Yes
☐ No

- Depending on the extent of the bushfire hazard around the site, the location of a bushfire and the safest route from the site, there may be a need to have two or three off-site shelters.

Has the owner of the off-site shelter advised that they are happy to accommodate occupants if evacuation from a bushfire emergency occurs?

☐ Yes
☐ No

## Determining transport to an off-site shelter (evacuation)

Part of planning an evacuation is how people are going to be transported to the designated off-site shelter.

Make arrangements with transport provider/s to have the appropriate vehicles available when required.

Make a list of transport providers, contact names and phone numbers and how many vehicles will be available.

The details of the transport provider/s used such as contact name, phone numbers, estimated time for the transport provider/s to arrive and the estimated travelling time to the off-site shelter should be clearly identified in the BEP.

Consider the following questions to assist planning transport arrangements.

Do you have your own transport for all occupants?

☐ Yes
☐ No

If **no**, what transport provider will you use?

Are you going to use private vehicles?

☐ Yes
☐ No

If using private vehicles, will they be available when you need them and will there be drivers available?

☐ Yes
☐ No

If **no**, what transport provider will you use?

Will there be sufficient vehicles to transport all the occupants?

☐ Yes
☐ No

Have occupants with support needs been considered when determining transport types and necessary timing to evacuate?

☐ Yes
☐ No

Is disabled transport required, and is this sufficient to move the number of occupants from the facility?

☐ Yes
☐ No

Do you require ambulances?

☐ Yes
☐ No

If **yes**, St John Ambulance Australia needs to be consulted.

Is a community bus available?

☐ Yes
☐ No

Will community buses be available when you need them and will drivers be available?

☐ Yes
☐ No

Are other means of transport available?

☐ Yes
☐ No

Do you need any other type of special transport?

☐ Yes
☐ No

Once an off-site shelter and transport arrangements have been identified, identify the estimated time it will take to coordinate occupants and travel to the off-site shelter.

The time it takes to coordinate and move occupants from the site to another location is the **MINIMUM** time required to evacuate safely. **TAKE THIS INTO CONSIDERATION AND EVACUATE EARLY**.

## Step Four: Identify an on-site shelter

An on-site shelter must not be considered as a stand-alone solution to potential risks to life safety in a bushfire event, however in some instances an on-site shelter may be part of a broad package of measures that, in combination, form a robust 'Bushfire Emergency Plan'.

An on-site shelter should provide sufficient space for the maximum number of employees and visitors that could be on-site at any given time and should be within easy walking distance from the vulnerable land use, with a designated and sign-posted footpath.

The ABCB Design and Construction of Community Bushfire Refuges Handbook (2014) recommends 0.75 square metre per person, however it is recommended that a minimum of one square metre ($m^2$) per person be considered at a minimum.

### On-site shelter in a nominated building

A building proposed to be used as an on-site shelter needs to have a sufficient separation distance from the predominant bushfire prone vegetation, including a safety factor that correlates to the level of risk for the site and the vulnerability of the inhabitants.

The highest level of protection will be achieved when the on-site bushfire shelter is designed by a suitably qualified fire engineer in accordance with the Building Code of Australia and the ABCB Design and Construction of Community Bushfire Refuges Handbook (2014).

The on-site bushfire shelter should incorporate an APZ that limits radiant heat exposure to 10 kW/$m^2$. The ongoing maintenance of the building and the surrounding separation distances from the bushfire

prone vegetation will be the responsibility of the owner/operator. A 'maintenance plan' should detail the maintenance and annual testing requirements.

### On-site shelter in a designated open area

Where a vulnerable land use provides no facilities or built structures that could be utilised for on-site shelter, such as a camping ground, an open space area may be acceptable for on-site shelter, as a last resort.

Where an open space area is being proposed, the site and surrounding site vegetation modification and management should seek to achieve a radiant heat flux of 2 kW/$m^2$ or less (with an assumed flame temperature of 1200 K).

While the separation distances from bushfire prone vegetation to achieve 2 kW/$m^2$ are likely to be considerable, some remote coastal camping sites may be able to utilise the beach as an open space area to shelter.

Consideration will need to be given to the anticipated duration of the bushfire event, including the recovery period. Any ability to provide some shelter, such as a roofed area or shielding, would be beneficial. The ongoing maintenance of the separation distances from the bushfire prone vegetation will be the responsibility of the owner/operator.

The following questions will assist the individual developing or reviewing the BEP to identify an on-site building. For an appropriate building, the answers to the questions should be 'yes'.

Is the property well maintained and kept free from a build-up of fuel and leaf litter in gutters and around buildings?

☐ Yes
☐ No

- Refer to Standards for APZs in Appendix A.2 of the Guidelines.

Is there a building on-site that is away from bushland and is unlikely to be impacted by bushfire?

☐ Yes
☐ No

- Consider the potential for any adjoining structures, vegetation or combustibles to ignite and impact on the building.

- For facilities where occupants are located in numerous buildings or rooms, it may be appropriate to remain in those rooms under supervision.

Is the building constructed in a manner that minimises bushfire attack with appropriate APZs?

☐ Yes
☐ No

- To determine standards of construction, consult Australian Standard AS 3959 Construction for buildings in bushfire prone areas.

Can the building accommodate the number of occupants and visitors?

☐ Yes
☐ No

Is there ease of accessibility to the building and is it easily identifiable?

☐ Yes
☐ No

Is there access to amenities (toilets, food, water etc. away from the effects of a bushfire?

☐ Yes
☐ No

## 9 KEY COMPONENTS OF THE BEP

The BEP should contain the following minimum requirements:

1. Facility and occupant details
   - Name and address of facility.
   - Contact details (including phone number).
   - Number of employees/occupants.
   - Number, type and age of occupants.
   - Whether the occupants are permanent or transient.
   - Whether there is a caretaker on-site.
2. Roles and responsibilities of facility personnel and emergency services.
3. Primary and secondary actions (evacuate and shelter-in-place)
   - Location details of primary and secondary actions.
   - Procedures for primary and secondary actions.
   - Evacuation assembly point(s) and transport arrangements.
4. Procedures and actions
   - Preparedness – actions required prior to and during the bushfire season.
   - In response to warnings of a bushfire and as the fire front impacts.
   - Recovery – after the bushfire front has passed.
5. Site and location plans
   - Site plan – including assembly points, shelter on-site options.
   - Location plan – showing the broader area, evacuation routes and destinations.

## 10 DEVELOP EMERGENCY PROCEDURES AND ACTIONS

Action statements outline the duties and actions required to be undertaken prior to, during and after a bushfire emergency. They state who is to do what and when, such as who will call the evacuation, ensure all persons are accounted for, coordinating and arranging transport and other requirements.

### 10.1 Preparedness – prior to and during the bushfire season

A number of actions can be undertaken prior to and during the bushfire season to increase the preparedness of your building and site from a bushfire.

These include simple measures such as maintaining an APZ around the building, clearing gutters and implementing firebreaks in accordance with the local government firebreak notice.

Refer to Addendum 1 for example actions to be undertaken prior to and during the bushfire season. These action statements should be included in the 'Preparedness' section of the BEP template.

Individuals should refer to the **Bushfire Overview** and **My Bushfire Plan** at www.dfes.wa.gov.au for further information regarding:

- Preparing an emergency kit
- What is bushfire protective clothing
- How to upkeep property to prepare for the bushfire season
- Actively defending a building if it is too late to evacuate.

### Awareness and pre-emptive procedures

A BEP may include pre-emptive procedures, such as closing a facility on days of heightened fire weather. Consideration should be given to the development of actions for when the fire danger rating is moderate, high, extreme, catastrophic, total fire bans or Bureau of Meteorology (BOM) forecasts/warnings. The Department of Fire and Emergency Services website includes information regarding what each fire danger rating means and what individuals should do in response. Pre-emptive procedures should be included in the 'Awareness and Pre-emptive Procedures' section of the BEP.

Actions for how employees keep informed of fire danger ratings, total fire bans and official warnings by emergency services agencies should also be developed. This may be through Emergency.wa.gov.au, dialing 13 3337 and/or local government fire danger rating signs. These should be included in the 'Awareness and Pre-emptive Procedures' section of the BEP. These actions should also include the frequency of when the action should occur. Ensure that the action statements are not too onerous for the responsible persons.

# 11 IN RESPONSE TO WARNINGS OR SIGNS OF A BUSHFIRE AND AS THE FIRE FRONT IMPACTS

## 11.1 Triggers

The action statements should clearly identify certain triggers for evacuation or on-site shelter. A trigger is a timeframe, scenario or some other factor that initiates an emergency procedure action. These should be based on the analysis undertaken to determine the primary and secondary responses, importantly including analysis of the anticipated time to evacuate and the time of arrival of the bushfire.

Triggers to evacuate or on-site shelter should be consistent with the State's emergency services official alert levels and local emergency management planning. The actions and responsible persons for monitoring these triggers should also be outlined in the 'Awareness and Pre-emptive Procedures' section of the BEP.

The key considerations for inclusion in the action statements are::

- Communication, including:
  – procedures for warning and communication
  – procedures for communicating with service providers, off-site facilities and emergency services
  – communications equipment
  – communicating with non-English speaking visitors and residents

- Assembly points and evacuation routes to a designated off-site location(s)

- Routes and assembly to a designated building or area if sheltering on-site

- Accounting for occupants during a bushfire emergency

- Control and coordination of occupants during a bushfire emergency

- Necessary actions in the event of loss of power or water, if sheltering on-site

- Emergency response equipment.

Refer to Addendum 1 for example procedures and actions to be undertaken when evacuating or on-site sheltering during a bushfire emergency.

## 11.2 Recovery – after the bushfire front has passed

It is important to also plan for the actions to be undertaken after a bushfire emergency has taken place and the bushfire front has passed. These actions and the responsible persons should be included in the 'Recovery' section of the BEP.

Refer to Addendum 1 for example actions to be undertaken after a bushfire emergency has taken place.

## 11.3 Site and location plan

A site layout and a separate map displaying the off-site shelter (s) and primary and secondary evacuation routes to the off-site shelter (s) should be developed. A site layout is a single sheet diagram of the site that shows the locations of buildings, assembly points and other items such as firefighting equipment. The following features are to be included in the site layout plan, where applicable:

- Site boundaries

- Internal roadways

- Buildings

- Locations of dangerous good and any other significant hazardous materials

- Emergency vehicular and pedestrian entrances and exits

- Assembly points (for evacuation) and address of off-site shelter (s)

- Location of on-site buildings or areas for on-site shelter

- Fire services, such as hydrants, boosters, sprinklers, hose reels, deluge valve stations

- Town mains water supplies and/or on-site water tanks

- Location of electrical supply isolation points

- Location of gas supply locations and isolation valve points

- Indication of current location on the map (e.g. "You are here").

The hard copy site layout and off-site location(s) map should be:

- A3 size

- Provided as an attachment to the BEP

- Laminated or framed and posted in conspicuous locations throughout the facility (in each building)

- Be readily accessible by ALL occupants, visitors and emergency service personnel.

## 12 TRAINING AND EDUCATION

Owners and employees must be trained to develop the skills and knowledge necessary to undertake the duties set out in the BEP.

### Employees

☐ Have a meeting and discuss procedures and who does what.

### Other permanent/regular occupants

☐ Have a community meeting with occupants

☐ Provide a site layout identifying the designated assembly point(s) and on-site building or area for on-site shelter

☐ Provide a map of the off-site location(s) (for evacuation) and evacuation routes.

### Temporary occupants

☐ Have information flyers available during the bushfire season outlining emergency management procedures and bushfire protection measures

☐ Have a site layout with the designated assembly point(s) and on-site building or area for on-site shelter and separate map of the off-site location(s) for evacuation posted in each room.

A responsible person/s of the facility such as the owner, operator or manager should ensure that delivery of education and training for employees and occupants occurs and to conduct annual exercises on these procedures.

The training should address the following:

• duties of employees as described in the BEP

• procedures contained in the BEP, including the decision to evacuate or on-site shelter, evacuation routes and off-site shelter (s) and specific transportation arrangements

• responding to alarms and reports of a bushfire emergency

• communication during a bushfire emergency

• human behaviour during emergencies

• the performance of the building and its installations during a bushfire

• where to find official emergency information. For example, local ABC Radio, Emergency.wa.gov.au, or by dialing 13 33 37.

It is recommended that drills are practiced once prior to and during the bushfire season to ensure everyone understands their role in an emergency.

Critical drill exercises should include testing the arrangements and procedures for the:

• decision to evacuate or on-site shelter

• location of the evacuation routes and off-site shelter (s)

• bushfire action statements, including who has responsibility for what

• transport and accommodation arrangements.

Actions for undertaking training and education should be included in the 'Preparedness' section of the BEP.

### Refer to:

• AS 3745-2010 – Planning for emergencies in facilities.

# ADDENDUM 1 – EXAMPLE TRIGGERS AND ACTIONS TO BE UNDERTAKEN BEFORE, DURING AND AFTER A BUSHFIRE EMERGENCY

Below are examples of triggers and actions to be undertaken before, during and after a bushfire emergency, which may or may not be relevant to the facility.

Ensure that actions included in the BEP are not too challenging for occupants of the facility.

## GENERAL TRIGGERS THAT MAY REQUIRE AN EMERGENCY RESPONSE AND ACTION STATEMENT

- 'Advice', 'Watch and Act' or 'Emergency Warning' alert from the DFES or DBCA.
- An 'extreme' or 'catastrophic' fire danger rating and/or a total fire ban.
- Direction to evacuate or to shelter-in-place[1] from an emergency service authority.
- Prevented from evacuation due to road closure or other hindrances.
- Fire in close proximity and considered too dangerous to leave.
- Smoke or fire has been identified in the area.

---

[1] Shelter-in-place is defined as the advice given to the community to remain in their location; this may be an open space, building, indoors or other suitable place of shelter, and usually additional advice is provided from emergency services as to how to take actions to reduce their exposure to the hazard.

## ACTION STATEMENTS JUST PRIOR AND DURING THE BUSHFIRE SEASON

- Review BEP to ensure details, procedures and contact phone numbers are correct.
- Ensure employees and other occupants are informed and familiar with the procedures laid out in the BEP.
- Place current version of site layout in facility in visible location(s).
- Ensure the nominated on-site buildings or areas and off-site shelter and routes to both are still a safe option.
- Ensure first aid kits, fire extinguishers, emergency lighting and other emergency resources are current, serviceable and accessible.
- Have a fire engineer and/or Bushfire Planning Practitioner undertake an annual audit, including testing, of any building identified as an on-site shelter.
- Ensure adequate levels of drinking water are available in the designated on-site building.
- Contact off-site shelter (s) for potential use during a bushfire emergency.
- Contact transport suppliers for potential use during a bushfire emergency.
- Ensure property access is kept clear and easily trafficable.
- Ensure an emergency evacuation kit has been prepared and is easily accessible by employees.
- Ensure on-site vegetation, including APZs, lawns and grassed areas, comply with the requirements of the local government's annual firebreak and fuel load notice issued under section 33 of the *Bush Fires Act 1954*, and any requirements identified within the BMP and/or the BEP.

- Undertake a general clean-up of the site to remove any obvious hazards that could contribute to increased fire intensity. This could include wood piles, rubbish piles, location of gas or other flammable cylinders, roof and gutters.

## ONGOING ACTIONS DURING THE BUSHFIRE SEASON:

- Maintain APZs around all buildings and ensure lawns and grassed areas are kept below 10 centimetres in height.
- Maintain compliance with the local government's annual firebreak and fuel load notice.
- Ensure defendable spaces around buildings and assembly points are maintained.
- Keep records of employees and visitors.
- Update contact details of the emergency management team and employees.

To maintain situational awareness and to be prepared for a possible bushfire approaching, employees may follow the procedures outlined below:

- Maintain situational awareness through a range of information sources, including local ABC Radio, the Emergency WA website (emergency.wa.gov.au), dialing 13 33 37 and local emergency services.
- Look outside for any signs of smoke or fire in the area.
- Employees to carry two-way radio and spare battery and ensure that they are charged.
- Inform occupants of the fire situation.
- Ensure that the person in charge (such as the Chief Warden) has a mobile phone and is contactable.

- Advise the local government Chief Bushfire Control Officer or Community Emergency Services Manager that the centre is operating and that it will need to be advised early in the event of an evacuation being necessary.

- Maintain arrangements for transportation (for evacuation).

In the event of an approaching bushfire threatening the facility, employees and other occupants of the facility may follow the procedures outlined below:

## Evacuation

- The fire warden (or person responsible) is to advise DFES by dialing 13 33 37 or '000' that the facility's occupants are evacuating (include how many people and where they are going).

- Arrange for vehicles to meet at the designated assembly point for pick-up of occupants.

- Contact off-site shelter 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 list of employees and visitors).

- Ensure all site buildings have all doors and windows closed prior to leaving the site.

- At the designated off-site shelter, 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 that all persons have been evacuated and are accounted for and safe at the designated off-site shelter.

- Maintain situational awareness through a range of information sources, including local ABC Radio, the Emergency WA website (emergency.wa.gov.au), dialing 13 33 37 and local emergency services.

## Shelter-in-place

- Designated fire warden will take control of the situation.

- Ensure all doors and windows within the facility are closed.

- Move all persons to the designated on-site building or area.

- Ensure all persons are accounted for (use list of employees and visitors register).

- The fire warden (or person responsible) is to call '000' for assistance and advise DFES by dialing 13 33 37 that the facility's occupants are sheltering- in-place (include how many people and which building on-site).

- Prepare to actively defend, including readying hoses and other equipment.

- Two persons to make regular exterior visual inspection (wearing appropriate protective clothing from bushfire) of the on-site building for embers and extinguish where possible (to action only if appropriate protective clothing is available).

- Maintain situational awareness through a range of information sources including local ABC Radio, the Emergency WA website (emergency.wa.gov.au), dialing 13 33 37 and local emergency services.

## Action statements after the bushfire threat has passed

- Ensure the safety of all people and seek medical assistance for those requiring it.

- No person should re-enter any evacuated building until it is deemed safe to do so.

- Follow the directions of emergency services personnel at all times.

- 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.

- Checking the Australian Red Cross 'Register, Find, Reunite' service.

- Inform the police/emergency services of the return of persons to the facility.

- Review the BEP for effectiveness, make note of weaknesses and amend as necessary.

# EMERGENCY EVACUATION PLAN

Name of facility:

Address:

Prepared by: (Bushfire planning practitioner)

Owner/operator:

Date: (date/month/year) ___ / ___ / ___     Plan version: ___

## DOCUMENT CONTROL

| Version | Date | Details | Undertaken by |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## EMERGENCY MANAGEMENT TEAM

| Name | Organisation | Contact details |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

This template has been prepared by the WAPC to be used in the preparation of an Emergency Evacuation Plan

# Contents

# FACILITY DETAILS

This plan is for: (Insert name of facility)

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

This plan outlines procedures for both **evacuation** and **shelter-in-place** to enhance the protection of occupants from the threat of a bushfire.

The primary action to follow in a bushfire emergency is to (tick which is applicable):

**EVACUATE**                    **SHELTER-IN-PLACE**

Name of on-site contact person:

Position/role of contact person:

Phone number:

Type of facility:                    Number of buildings:

Number of employees:                    Number of occupants:

Number of occupants with support needs:

Provide description of support needs:

# RESPONSIBILITIES

The following outlines who has responsibility for implementing the emergency procedures in the event of a bushfire.

| Position | Name of person | Building/area of responsibility | Responsibilities | Mobile phone number |
|---|---|---|---|---|
| Example: *Manager* | *John Blank* | *Fire warden and initial contact* | • *Respond and take control as appropriate* <br>• *Determine the nature of the emergency and implement appropriate action.* | *0400 000 000* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# EMERGENCY CONTACTS

| Name or organisation | Office/contact | Contact details |
|---|---|---|
| Fire, Police, Ambulance | Fire or Emergency | 000 |
| Department of Fire & Emergency Services | Emergency information | 13 DFES (13 33 37) |
| EmergencyWA | Warnings and incidents | www.emergency.wa.gov.au |
|  |  |  |
|  |  |  |

## Secondary Contacts

| Name or organisation | Office/contact | Contact details |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# PREPAREDNESS

## Ongoing, just prior and during the bushfire season

**Bushfire season:** (date/month) [ ] / [ ] to [ ] / [ ]

| Actions | Frequency | Responsible person |
|---|---|---|
| **Ongoing** | | |
| 1. | | |
| 2. | | |
| 3. | | |
| **To be completed just prior to the bushfire season by:** (date/month) [ ] / [ ] to [ ] / [ ] | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| **To be completed during the bushfire season between:** (date/month) [ ] / [ ] to [ ] / [ ] | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

(Note: Add or delete rows as required)

# AWARENESS AND PRE-EMPTIVE PROCEDURES

The following table outlines actions to be undertaken to ensure the facility maintains situational awareness of a possible bushfire approaching and pre-emptive procedures (if applicable). This will assist with the assessment of the bushfire situation and whether the triggers identified in the evacuation/sheltering-in-place procedures have occurred.

| Actions | Frequency | Responsible person |
|---|---|---|
| **Days forecast High Fire Danger rating** | | |
| 1. | | |
| 2. | | |
| 3. | | |
| **Days forecast Extreme Fire Danger rating** | | |
| 1. | | |
| 2. | | |
| 3. | | |
| **Days forecast Catastrophic Fire Danger rating** | | |
| 1. | | |
| 2. | | |
| 3. | | |
| **An 'Advice,' 'Watch and Act' or 'Emergency Warning' alert or other communication has been issued by an emergency service authority** | | |
| 1. | | |
| 2. | | |
| 3. | | |

(Note: The above break downs by the different types of fire danger rating day forecasts is included as an example of how different actions may want to be shown and can be amended to suit your facility. It is recommended that if actions under the example breakdown headings are the same, to combine the breakdown headings as one rather than repeating the same information under two separate breakdown headings. Ensure the Emergency Evacuation Plan is concise and not repetitive.)

# EMERGENCY PROCEDURE LOCATION AND TRANSPORT DETAILS

## Evacuation

### Designated evacuation assembly point(s):

1. 
2. 
3. 

### Primary off-site location

Name of venue:

Address of venue:

Nearest cross-street:                    Map references:

Venue phone number:

Primary route to location: (e.g. via north on xx Highway)

Secondary route to location: (e.g. via xx Road)

### Primary transportation arrangements

Number of vehicles required:

Name of organisation providing transportation:

Contact phone number:

Time required for transportation to arrive:

Estimated travelling time to destination:

### Secondary off-site location

Name of venue:

Address of venue:

Nearest cross-street:                    Map references:

Venue phone number:

Primary route to location:

Secondary route to location:

### Secondary transportation arrangements

Number of vehicles required:

Name of organisation providing transportation:

Contact phone number:

Time required for transportation to arrive:

Estimated travelling time to destination:

This template has been prepared by the WAPC to be used in the preparation of an Emergency Evacuation Plan

# Shelter-in-place

Designated on-site building:

1.

# EMERGENCY RESPONSE

## Procedures for evacuation and shelter-in-place in the event of a bushfire.

(Note: Early evacuation should always be the primary action – you should never 'wait and see what happens'. Sheltering-in-place during a bushfire should be a last option when there is insufficient time to evacuate. In some limited circumstances such as in remote locations or facilities with people with morbidity issues, early evacuation may be difficult to implement and sheltering-in-place may be the safest action).

The **primary action** to follow with an imminent bushfire threat is to (tick which is applicable):

EVACUATE ☐                SHELTER-IN-PLACE ☐

| Trigger | Action | Responsible person |
|---------|--------|--------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

# RECOVERY

## Procedures following the bushfire if EVACUATED

| Actions | Responsible person |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

## Procedures following the bushfire if SHELTERED-IN-PLACE

| Actions | Responsible person |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

## Attachments

☐ Occupants/employee register

☐ Parent/guardian contact register

☐ Site layout of premise

# SIMPLIFIED EMERGENCY EVACUATION PLAN

This plan is for: (Insert name of facility) ⬜

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

Address: ⬜

Name of on-site contact person: ⬜

Position/role of contact person: ⬜

Phone number: ⬜          Type of facility: ⬜

Number of employees: ⬜          Number of occupants: ⬜

Transportation if private vehicle use is not available: ⬜

## DOCUMENT CONTROL

| Version | Date | Details | Undertaken by |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## EMERGENCY CONTACTS

| Name or organisation | Office/contact | Contact details |
|---|---|---|
| Fire, Police, Ambulance | Fire or Emergency | 000 |
| Department of Fire & Emergency Services | Emergency information | 13 DFES (13 33 37) |
| EmergencyWA | Warnings and incidents | www.emergency.wa.gov.au |
|  |  |  |

### Secondary Contacts

| Name or organisation | Office/contact | Contact details |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

This template has been prepared by the WAPC to be used in the preparation of a Simplified Emergency Evacuation Plan

# Checklist –
# Preparations just prior and during the bushfire season

**Bushfire season:** (date/month) ___ / _____ to ___ / _____

| Actions | |
|---|:---:|
| **Ongoing** | ☐ |
| Make sure that staff and visitors know what to do in a bushfire emergency | ☐ |
| Keep property access clear and easily trafficable | ☐ |
| **Just prior and during the bushfire season** | ☐ |
| Review Bushfire Emergency Evacuation Plan to ensure details, procedures and contact phone numbers are correct | ☐ |
| Prepare firebreaks in compliance with the local government's firebreak notice | ☐ |
| Develop and maintain asset protection zone | ☐ |
| Place current version of site layout on premise in visible locations | ☐ |
| Provide an emergency water supply | ☐ |
| Tree pruning – remove lower branches, check that powerlines are clear | ☐ |
| Move woodpile and stacked timber away from the building | ☐ |
| Trim lawns and grassed areas to be kept below 100mm in height | ☐ |
| Prune the dead material from the shrubs in the asset protection zone | ☐ |
| Clear roof and gutters from leaf litter and debris | ☐ |
| Prepare an emergency evacuation kit and place in easily accessible area | ☐ |
| Check first aid kits, fire extinguishers, emergency lighting etc. are current, serviceable and accessible | ☐ |
| Water lawns, trees and shrubs near the building | ☐ |

## Triggers to Evacuate

- Advice, Watch and Act or Emergency Warning alert from the Department of Fire and Emergency Services
- Direction to evacuate from an emergency service authority
- Higher fire danger ratings may also be used

**REFER TO THE HOMEOWNER'S BUSHFIRE SURVIVAL MANUAL BY THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES FOR MORE INFORMATION TO HELP PREPARE YOU IN THE EVENT OF A BUSHFIRE**

### Attachment

Site layout of premise and evacuation routes (must include assembly points and emergency vehicular and pedestrian entrances and exits)

This template has been prepared by the WAPC to be used in the preparation of a Simplified Emergency Evacuation Plan