A Guide for businesses: developing a **Bushfire Emergency Plan in Victoria.**

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Acknowledgement

The Country Fire Authority wishes to acknowledge the assistance of the NSW Rural Fire Service in making its document “A Guide to Developing a Bushfire Emergency Evacuation Plan” available for use in the preparation of this document. This document remains largely the same as the original document; however the legislative context and local arrangements within Victoria have been incorporated and generally replaces the provisions in the original document relating to NSW.

The Country Fire Authority also acknowledges the assistance played by the staff of the NSW Rural Fire Service in making the document available in a timely manner and in particular Mr Grahame Douglas for his ongoing assistance in the finalisation of this guide.

Disclaimer:

The Country Fire Authority makes this document available for various facilities owned and operated by both private and public enterprises to assistance in the preparation of bushfire emergency plans for fire sensitive or vulnerable uses. These plans are generally prepared by third parties and the operators of such facilities should ensure that any person preparing an emergency plan is competent to do so and knowledgeable of the facilities and the environment in which it is operating.

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Why develop a '*Bushfire Emergency Plan*'?

Bushfires are a part of the Australian environment, with Victoria being one of the most bushfire prone areas in the world. Over many years various forms of development have progressively encroached into bushland areas, resulting in more developments being potentially affected by bushfires.

Some developments in these areas may have a large number of occupants that may rely on others for their well-being or be unfamiliar with the local area and so a greater degree of planning and coordination is required to ensure occupants safety. In the event of a bushfire, a ***Bushfire Emergency Plan*** should outline what actions are to occur and arrangements for relocation/ evacuation or seeking refuge at appropriate locations. In some cases, emergency services will need to direct an evacuation so as to protect occupants with special needs. A Bushfire Emergency Plan can support statutory planning requirements for proposed new and for existing developments. Such a plan should become an integral part of managing bushfire risk to residents and visitors.

The preparation of a ***Bushfire Emergency Plan*** aims at improving the preparedness of vulnerable developments and clearly identifies the steps to be followed in the event of a bushfire.

The preparation of a ***Bushfire Emergency Plan*** will highlight potential issues to be considered in determining the most appropriate action to take in the event of a bushfire occurring in the local area of the vulnerable development. Considerations include:

- How many people are at the premises?
- Are occupants permanent or transient, such as tourists?
- Are there any people with 'special' needs that need to be accommodated such as people with a disability, medically dependent, young children or the elderly?
- How far the site is away from bushland?
- Where would occupants go if they were to be evacuated/relocated and how would they get there safely?

Note: An important aspect in preparing an emergency plan is to ensure that the person preparing the plan is competent in undertaking this exercise, that the management of a facility is committed to the implementation of the plan, and that the plan is updated and training/drills in its execution are undertaken at regular intervals.

Its should also be noted that throughout this document, the term 'evacuate' is used in its common usage and in line with terms used within Australian Standards (see below). Generally, the term 'relocation' is used to describe the movement of people not under imminent threat and that evacuation may apply where directed by an emergency service. As either circumstance may apply the term evacuation is often used in its generic sense rather than particular case within this document. Where an evacuation is called for by the emergency services, the relocation provisions may be drawn upon to assist in evacuation and as such will generally be applicable to both situations. Care should be taken so as to facilitate communication during major bushfire events between facilities and emergency services so as to implement this plan.

Which types of organisations may need an Emergency Plan?

Any development where premises have a number of occupants, residing, holidaying or working, who may have increased vulnerability to the effects of a bushfire for one or more of the following reasons:

- They may be less educated in relation to bushfire impacts;
- They may have reduced capacity to evaluate the risks and to respond adequately to the bushfire threat;
- They may present organisational difficulties for evacuation and/or management;
- They may be more vulnerable through stress and anxiety arising from the bushfire threat, including heat and smoke;
- There may be significant communications barriers;
- Supervision during a bushfire may be difficult;
- Logistical arrangements for the numbers of people may be complicated in terms of alternate accommodation, transport, healthcare and food supplies.

These guidelines may be used for:

- existing facilities within bushfire affected areas,
- proposed developments within high bushfire risk areas and
- other forms of development including places of work such as retail, industry and office developments.

For some outdoor events, these guidelines may assist in addressing how to better respond to bushfires in the locality of the event.

Specific advice for tourism businesses can also be found in the *Tourism Fire Ready Kit* located at cfa.vic.gov.au.

What if I already have an '*Emergency Plan'?*

Many premises have procedures to facilitate the safe movement and assist in the evacuation of occupants. These procedures are normally referred to as an '*Emergency Plan.'* There are two (2) Australian Standards that relate to emergency planning for premises:

1. AS 3745-2010 '*Planning for emergencies in Facilities'* and
2. AS 4083-1997 '*Planning for emergencies – Health care facilities'*.

These two Australian Standards for emergency procedures are based upon the type of facility, as summarised below:

a) *AS3745-2010 'Planning for emergencies in facilities' applies to offices, warehouses, factories, public buildings, shopping complexes, apartment buildings or a place that may be occupied by people.*

The objective of Standard AS 3745-2010 is to enhance the safety of people in facilities, by providing a framework for emergency planning, utilizing the built facilities as appropriate and seeks to make a greater distinction between emergency plans and emergency/evacuation procedures. It also includes expanded and revised sections on—

- *developing the emergency plan;*
- *the duties of the emergency planning committee and emergency control organization;*
- *provisions for occupants with a disability;*
- *education and training; and*
- *guidance on how to determine the size of the emergency control organization.*

AS3745-2010 does not apply to single dwellings (i.e. a detached house), community disaster arrangements, security management or to events of major environmental impact beyond the facility. As such, this standard may not be suitable for bushfire emergencies.

b) *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.*

Neither of these standards was developed with any specific emphasis on bushfire threat to buildings in mind. However, they do not preclude bushfire consideration and both still provide useful reference material, particularly in terms of role descriptions.

An '*Emergency Plan'* developed under either of the above Standards typically has occupants evacuate buildings to an assembly point in the immediate vicinity of the building in an emergency situation, which could be problematic in bushfire scenarios because of heat and smoke.

This guide for a **Bushfire Emergency Plan** has been developed to help businesses or other organisations to:

- Identify more appropriate and safer locations with procedures for occupants to follow in the event of a bushfire.
- Give a Step by Step approach to lead through a process to address many of the factors that may be of relevance and need consideration when developing a Bushfire Emergency Plan.

How to prepare a Bushfire Emergency Plan?

In preparing a ***Bushfire Emergency Plan***, time should be taken to consider factors that are relevant to the specific site, such as:

- Is the premise large or small,
- Are occupants full time residents or visitors,
- Any language or cultural issues to manage,
- How may the premises be affected by a bushfire,
- Where will the occupants go to be safe, and
- What arrangements need to be in place well before the bushfire occurs?

There are 7 steps in preparing a Bushfire Emergency Plan and is set out in the flow chart on the next page. Note that as each step is completed, details should be recorded so that the information can be readily obtainable when preparing the ***Bushfire Emergency Plan***.

NB: Procedures for BOTH Evacuation/Relocation and Shelter-in-Place are required to provide a fall-back option or to deal with the situation where emergency services require a pre-emptive evacuation for public safety.

Planning Steps for a Bushfire Emergency Plan

STEP 1: Establish an Emergency Planning Committee (EPC)
if one has not yet been established. Arrange a meeting of the EPC.

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STEP 2: Analyse the Bushfire Emergency Situation

- What is the Premises Type? aged care, school, child care, tourist accommodation etc.
- Where is the premise located? Is it within bushfire prone land
- Who are the occupants? Employees, retirees, tourists, children and others with 'Special Needs'
- What Asset Protection Zones, transport routes, access exist and what condition is the building to protect from the effects of a bushfire

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STEP 3: Decide Primary Action whether to either Evacuate/Relocate or Shelter-in-Place

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STEP 4: Analyse the needs for Evacuation/Relocation AND Shelter-in-Place

- Determine a location to shelter on site
- Determine an evacuation location to shelter off site
- Determine transport arrangements

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STEP 5: Develop the emergency procedures

(Action Statements)
for a bushfire

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STEP 6: Training of Staff & Occupants on emergency procedures

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STEP 7: Provide a copy to the local Fire Service

Step 1: Establish an Emergency Planning Committee (EPC)

The first step is to establish an Emergency Planning Committee (EPC) if one has not yet been established for your premises.

The EPC is a consultative group made up of a representation of those who may work, live or otherwise are occupants at the premises. The group normally consists of senior management, tenants, staff, chief and deputy chief wardens.

The role of the EPC is to actively participate in the planning process and identifies the roles and likely participants who will be responsible for the implementation of the plan and its procedures during an emergency.

The role of the EPC is to:

- Establish and implement emergency plans and procedures;
- Identify duties and responsibilities of positions;
- Formulate emergency procedures;
- Educate & train employees and other occupants;
- Make all occupants aware of the emergency procedures for the development; and
- Conduct an annual exercise of emergency procedures for the development prior to the Bushfire Season.

A ***Bushfire Emergency Plan*** will require roles and responsibilities to be assigned to staff such as:

- Co-ordination and arranging transport;
- Physically relocating occupants from one place to another;
- Ensuring all buildings are properly secured to limit the impact of a bushfire;
- Initiating any bushfire protection measures such as sprinkler systems; and
- Liaising with emergency services.

If there is an existing EPC, it is likely that there is an existing '*Emergency Plan'*, with roles and responsibilities these should be identified and cross referenced for bushfire emergencies.

Examples of Roles and Responsibilities

Chief Warden

The Chief Warden is the person who is responsible for coordinating the emergency procedures and may also include:

- Managing and overseeing of any emergency procedures;
- Arranging training of employees in emergency procedure;
- Reviewing the effectiveness of emergency procedure exercises and arrange for procedure improvements; and
- Accounting for all persons during the emergency procedures.

Wardens / Employees

The wardens/employees are responsible for;

- Maintaining a calm atmosphere among the occupants;
- Following established procedures;
- Following the direction of the Chief Warden;
- Assisting with moving of occupants; and
- May be required to act as Chief Warden.

For more information on these positions, refer to the Australian Standards AS 3745 '*Planning for Emergencies in Facilities'* and AS 4083 '*Planning for emergencies – Health care facilities'*.

Note: The number of Wardens is dependent on the number of discrete business units, areas or buildings within which occupants may need to supported during a bushfire event, including the possibility of evacuation.

Step 2: Analyse the Bushfire Emergency Situation (Risk)

The preparation of an appropriate ***Bushfire Emergency Plan*** requires the consideration of a number of factors with regards to the characteristics of the site and where and how a bushfire may impact upon that site. This analysis looks at the specific issues for a site such as:

- the type of facility;
- where the facility is located relative to the threat;
- whether the grounds and buildings are being maintained to suitable standards;
- how it may be affected by a bushfire; and
- how many occupants are there and are there any occupants with "Special Needs" to be considered.

> *"Special Needs" may be those that have physical, intellectual, visual, or auditory disability or impairment. It also includes aged persons and juveniles who are dependent on others for their care and well-being. Special needs could also be considered to include non English speaking occupants such as some tourists.*

The preparation of a ***Bushfire Emergency Plan*** requires an understanding of how a bushfire may affect a site and the possible consequences on its occupants. This assessment may be in the form of a qualitative risk assessment. For a better understanding of the bushfire situation of a particular area, it is highly recommended to consult with the relevant fire authority and the other providers of emergency services. Depending on your location, these may include:

- Country Fire Authority
- Department of Primary Industry and Environment (DEPI)
- Melbourne Fire & Emergency Services Board (MFESB) – also referred to as the Metropolitan Fire Brigade (MFB)
- State Emergency Service (SES)
- Police (VicPol) (in particular, the local Municipal Emergency Response Coordinator, who sits on the Municipal Emergency Management Committee)
- Ambulance Victoria
- Local Council (in particular, Municipal Emergency Resource Officer (MERO), who is a municipal council staff member.

CONTACT DETAILS FOR THESE AGENCIES ARE TO BE INCLUDED IN THE BUSHFIRE EMERGENCY PLAN

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.

To assist in the working through potential issues for a site, a range of questions have been designed to assist in understanding of the bushfire situation and how it may affect the premises and or its occupants.

RISK ANALYSIS

What type of premises is the Bushfire Emergency Plan for?

- ❑ School (Primary or Secondary)
- ❑ Child care centre
- ❑ Retirement Living/accommodation
- ❑ Leisure and recreation (indoors)
- ❑ Leisure and recreation (outdoors)
- ❑ Hospital (or related facility)
- ❑ University or other education
- ❑ Office Building
- ❑ Retail buildings
- ❑ Industrial buildings
- ❑ Tourist (hotel or motel)
- ❑ Other tourist accommodation (e.g. caravan park or camping)
- ❑ Place of Assembly
- ❑ Other ……

How many occupants within the premises?

How many occupants reside within the premises?	
How many occupants work within the premises?	
What is the staff / employee / occupant ratio?	
How many potential temporary occupants (i.e. tourists, school students, etc)?	

Any of the following occupants types at the premises and if so how many?

❑ Children (under 5 years of age)		❑ Tourist (caravan/camping)	
❑ Children (primary school)		❑ Tourist (motel / resort	
❑ Children (high school)		❑ Day time only employees	
❑ Dependent aged		❑ Independent aged	
❑ Mentally / Physically disabled		❑ Places of Assembly	

❑ Other: _____

Consider:

- *The type and number of occupants may influence where these occupants should seek shelter during a bushfire emergency.*
- *The type of occupants may influence Action Statements which outline what steps to take.*
- *With tourists, for example, you may need to presume that they do not have detailed knowledge of the local area and have little useful bushfire awareness. You may also need to consider language and cultural matters in the development and implementation of your bushfire emergency plan.*
- *Older persons may have restricted mobility and would require assistance if relocated.*

Are there occupants who suffer from asthma or other medical conditions where smoke or anxiety may exacerbate their illness or condition? ❑ Yes ❑ No

- *It may be more appropriate to move these people away from the premises to a location away from the effects of a bushfire well in advance.*

_____

_____

Is the premises in an identified area of bushfire risk, such as Bushfire Prone Area (BPA) or within a Bushfire Management Overlay (BMO)?
❑ Yes ❑ No

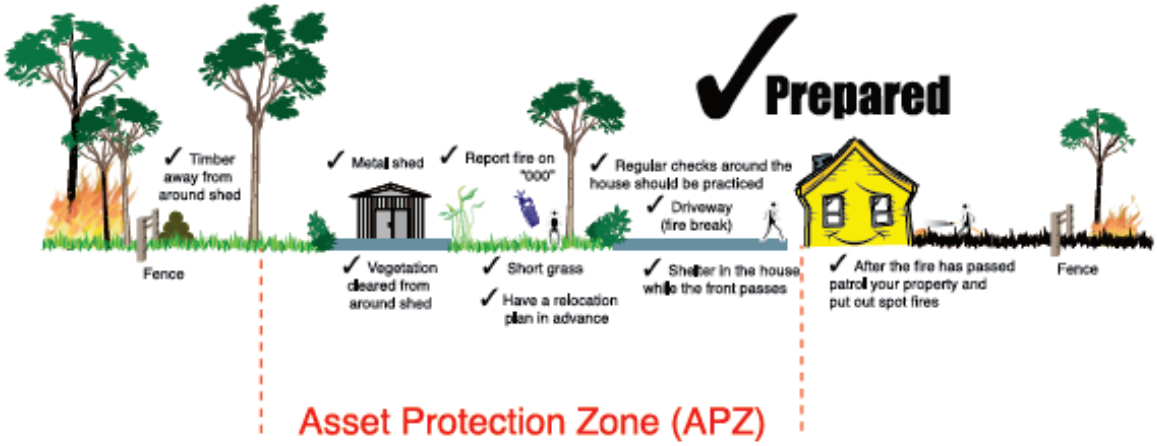
- Look up the Land Channel at: www.land.vic.gov.au the property report available here will identify whether BPA or BMO applies to the site
- *Contact either your local council or the local office of the Country Fire Authority.*
- *Properties that are affected by bushfire may be required to meet a range of requirements outlined in Planning for Bushfire Victoria (CFA Publication).*
- *Properties mapped as Bushfire Prone generally means that the property is within 150m of vegetation which has the potential to carry a bushfire.*

Is there any Defendable Space (*maintained area around buildings, also called an asset protection zone in some publications)*) that will limit a fire spreading to a building and for a fire to start around a building? ❑ Yes ❑ No

- *Refer to 'Table 2' of clause 52-47 of the Victoria Planning Provisions for appropriate distances. These distances are published to inform planning permit applications but are also relevant for determining distances required for established buildings.*

- *If YES, the premises may be suitable for occupants to shelter on-site and indoors away from the effects of a bushfire.*

- *If NO, develop a plan with Primary Action to evacuate occupants to another location away from the effects of a bushfire*



How accessible is the premises within the local area?

- ❑ *Multiple roads in and to the premises*
- ❑ *One road in and out*
- ❑ *Quality of road(s) in and out - all weather? Width? Passing bays?*

- *Multiple roads provide alternative routes to transport occupants to any **evacuation sites** identified as suitable off-site shelter. A single road accessing the site may cause traffic problems and therefore, early departure well before fire fighting units arrive, is recommended.*

Does the transport route go through or near potential bushfire areas?

❑ Yes ❑ No

- *It is not appropriate to move occupants through an area where a bushfire may be burning or predicted to burn through.*

- *Alternate travel routes may need to be considered.*

What is the condition of the buildings on site?

❑ Well maintained ❑ Reasonably maintained ❑ Poorly maintained

- *Older buildings or not well maintained buildings are more vulnerable to bushfire attack, especially embers*
- *Gardens adjacent to buildings are a source of fuel for a fire*

Is the building constructed against Bushfire Attack?

❑ Yes ❑ No ❑ Unknown

- *It is necessary to plan effectively that you know whether the building will be resistant to embers, radiant heat and any flame or fire generated winds that might impact upon it*
- *The Australian Standard for Construction for Building in Bushfire Prone Areas AS3959 outlines building standards*
- *Windows and doors are vulnerable to bushfire attack and often provide entry points for embers into the building*
- *Subfloor spaces, stairs and decks need to be protected and sealed against ember penetration*
- *Are the buildings well maintained?*

Step 3: Decide Primary Action Whether to Evacuate (Relocate) or Shelter-in-Place

The decision to either ***EVACUATE/RELOCATE*** or ***SHELTER-IN-PLACE*** as the primary action under general bushfire conditions is one of the more important decisions to be made. This decision needs to be based upon a good understanding of the location, occupants and the effects of bushfire.

What is the difference between '***EVACUATE'*** and '***SHELTER-IN-PLACE'***?

Evacuation is the process of moving people from where they are staying to another location some distance away from the effects of a bushfire. To evacuate and shelter off site requires one or more locations, some distance away that are able to accommodate all the people being *evacuated*. Relocation is a pre-emptive decision by the facility to manage risk in anticipation of either being evacuated or for the general well-being of occupants. Note: a call for an evacuation by an emergency service may not occur due to inadequate intelligence on fire behaviour or the presence of fire on the day and as such is the responsibility of the facility management.

Shelter-in-Place is the process of moving people into a place that is still at the same location in which they are staying and away from the effects of a bushfire. For example it might be moving school children into the gymnasium or leaving them within their classrooms, moving campers in to a community hall or moving occupants in to a 'common room'. This option requires the identification of buildings which are well placed to resist bushfire attack and capable of being monitored by those responsible for the care of the vulnerable occupants. a building within the premises that is able to adequately accommodate the people on-site that will *shelter-in-place*. There also needs to be appropriate supervision of those sheltering provided.

Note: Prior to finalising this decision, the competent person preparing this plan, should consult with the relevant emergency services in the area, to formulate an agreed set of actions for a range of fire scenarios.

Results of Analysing the Bushfire Situation

Analysing the bushfire situation should provide an understanding of how a bushfire may affect the site and its occupants. A risk assessment should be completed so assist in determining the bushfire situation for the facility. The following questions have been provided to assist in deciding the Primary Action to either Evacuate or Shelter-in-Place.

Is the premises likely to be affected by significant radiant heat and/or direct flames? (for this answer to be "no" the radiant heat must be <10 kW/m^2 for a building) ❑ Yes ❑ No

If Yes, Evacuation is more appropriate

Are there occupants that would be better suited to be moved to another location away from the smoke due to medical conditions? ❑ Yes ❑ No

If Yes, Evacuation is more appropriate

Is there adequate defendable space, with appropriate construction standards away from a direct bushfire threat? ❑ Yes ❑ No

If Yes, Shelter-in-Place may be appropriate

Are the conditions of the grounds in terms of landscaping, types of plantings and proximity of planting to susceptible building elements such as windows and doors addressed and maintained? ❑ Yes ❑ No

If Yes, Shelter-in-Place may be appropriate

PRIMARY ACTION IS TO:

❑ **EVACUATE/RELOCATE** With Shelter-in-Place as a fall-back

OR

❑ **SHELTER-IN-PLACE** With pre-planning for 'Pre-emptive Evacuation' during Extreme Bushfire Conditions where emergency services have recommended evacuation for public safety"

Step 4: What is required for Evacuation/Relocation & Shelter-in-Place Procedures

To ensure the safety of occupants, procedures are developed for two scenarios;

> ***First***: Primary Action is to evacuate if a bush threatens a premises WITH fall back Shelter-in-Place procedures if a bushfire occurs and there is insufficient time to evacuate;
>
> ***Second***: Primary Action to Shelter-in-Place if a bushfire threatens a premise WITH Evacuation procedures if emergency services call for a pre-emptive evacuation due extreme bushfire conditions.

The ***Bushfire Emergency Plan*** requires that procedures for both an evacuation (or relocation) and shelter-in-place to be developed, although one will be the Primary Action to be followed during a bushfire. Planning that takes account of multiple scenarios is strongly recommended. Appropriate fall-back / pre-emptive procedures will ensure that there is an orderly and planned response for either potential scenario.

In some circumstances it may be appropriate for premises to decide to shelter-in-place if there is a bushfire emergency. However in extreme bushfire events, emergency services may decide to evacuate areas for public safety. It is for this reason that a plan to deal with evacuation/relocation is required to ensure the planning and coordination has been prepared.

Work through the following Evacuation and Shelter-in-place planning steps as both are recommended to have as one will be an alternative to the other. When developing your plan;

- if evacuation/relocation is the primary action then Shelter-in-place is required as a fall back;
- if Shelter-in-place is the primary action, then evacuation procedures are required for extreme bushfire conditions.

Note*: An important factor when planning for emergency procedures is that in these situations people don't necessarily behave rationally and this may increase the time to act in an appropriate manner set out in the plan. In addition, for some occupants, moving during periods of extreme heat may be stressful or life threatening (eg acute care patients or the elderly) and hence the choice to pre-emptively evacuate or relocate may be contrary to the appropriate care for these individuals. In these situations, the period of time needed to evacuate should be determined. This may need to include consideration of likely availability of transportation and indeed the desirability of transporting during adverse weather conditions (see below).*

Evacuating to shelter off site

When planning any evacuation/relocation procedures, a number of factors will need to be considered, such as how long will it take for transport to arrive, load occupants, and then transport these occupants to another location, as well as identifying where they will go. Evacuation must be undertaken before there is any immediate threat to the premises. For Code Red Days, relocation should happen the night before or early in the day before the occurrence of fire. Failing that, evacuation should occur as soon as you become aware of fire in the general area, ensuring it happens before fire impacts on the immediate area and travelling on the roads becomes hazardous. Evacuation may also be triggered by the Incident Controller of the bushfire response, in consultation with Victoria Police, recommending evacuation of people from threatened areas. Facilities that have only transient occupants such as motels, camping grounds etc may consider closing on Code Red Days.

Do you have occupants with *special needs that require a similar facility to support them?** ❑ **Yes** ❑ **No**

- *"Special Needs" are a 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 planned evacuation site in an area that is away from the effects of a bushfire? ❑ **Yes** ❑ **No**

Have you considered locations such as community centres, schools, etc as possible places to go? ❑ **Yes** ❑ **No**

Are there amenities (toilets etc) available? ❑ **Yes** ❑ **No**

Can the planned evacuation site' accommodate the number of occupants? ❑ **Yes** ❑ **No**

- *Remember that other developments may wish to utilise the same facility as planned by your organisation*
- *For Extreme Bushfire Conditions, accommodation for more than one (1) day may be required.*

Is the route to the planned evacuation site such that it does not require transporting through bushfire affected areas or areas that may be affected by an incoming bushfire? ❑ **Yes** ❑ **No**

Depending on the amount of bush areas around the premises, location of a fire and the safest route from the premises, there may be a need to have 2 or 3 **planned evacuation sites**

Details should include street name and suburb, map reference, location/facility name, and the possible route to be taken. The following tables are to be used for collection of information on venues that may be considered as **planned evacuation sites**.

Evacuation Locations

Primary planned evacuation site

Name of venue (primary): _____

Address of venue: _____

Nearest cross-street: _____

Does it have amenities: ❑ Yes ❑ No

Are people with special needs catered for: ❑ Yes ❑ No ❑ N/A

Secondary planned evacuation site
(alternative in the event the Primary site is not available)

Name of venue (secondary): _____

Address of venue: _____

Nearest cross-street: _____

Does it have amenities: ❑ Yes ❑ No

Are people with special needs catered for: ❑ Yes ❑ No ❑ N/A

Have operators of the facility confirmed both availability and capability to accommodate occupants on a short-term basis: ❑ Yes ❑ No ❑ N/A

***Note**: the planned evacuation site within this plan does not necessarily mean a Community Refuge or a Neighbourhood Safer Place.*

The time it takes to move occupants from the premises and moved to another location is the MINIMUM time required to evacuate safely

TAKE THIS INTO CONSIDERATION & EVACUATE EARLY.

Determining Transport Arrangements for *Evacuation to planned evacuation sites*

Part of the planning of an evacuation is how people are going to be transported to a **planned evacuation site**. The following may assist in the planning, for working out these transport arrangements.

Do you have your own transport for all occupants? ❑ Yes ❑ No

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.*
- *Will there be sufficient vehicles to transport all the occupants?*

Are occupants with Special Needs considered when determining transportation type? ❑ Yes ❑ No

- *Is disabled transportation required, and are there sufficient to move the number of occupants from the premises?*

Do you require Ambulances? ❑ Yes ❑ No

- *If relying on ambulances, Ambulance Victoria needs to be consulted.*

Is a Community bus available? ❑ Yes ❑ No

- *Will community buses be available when you need them and will there be drivers available? Develop a list of transport providers, with their contact names and phone numbers and how many vehicles will be available*
- *Will there be sufficient vehicles to transport all the occupants?*

Are other means of transport available? **❑ Yes ❑ No**

_____

_____

Do you need any other type of special transport? **❑ Yes ❑ No**

Transportation Requirements	
Type of Transport Required: *(tick requirements)*	❑ Private (in-house) ❑ Ambulance ❑ Community Bus ❑ Disabled Transportation ❑ Other:
Transport Supplier:	❑ in-house ❑ Ambulance ❑ Bus Company
No. of vehicles Required:	

Make arrangements with supplier of transport to have the appropriate vehicles when required.

***Note**: it may not be possible to rely on some forms of transport, such as the provision of a bus through a private bus company. It will be necessary to explore all options that may be available to the facility during periods of high demand on transportation services.*

Determining an *Shelter-in-Place requirements*

For Sheltering-in-Place, there should be a building within the site that is able to accommodate occupants on-site and away from the affects of the bushfire.

Shelter-in-Place is generally used where the premises is away from a direct threat of a bushfire during general bushfire conditions. ***It needs to be remembered that during Extreme Bushfire Conditions that emergency services may call for a pre-emptive evacuation of the premises for public safety***.

Shelter-in-Place procedures should be prepared for those events where a fire starts within close proximity and there is insufficient time for an evacuation. Occupants are more likely to be safer remaining in a protected location on-site rather than trying to relocate people as a bushfire approaches.

When determining Shelter – in Place requirements, you need to consider the following.

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 Planning for Bushfires Victoria for further advice*

_____

_____

Is there a building on-site that is away from a direct threat of a bushfire?
❑ Yes ❑ No

- Consider a 'Common Room', Gymnasium, meeting room, hall for occupants to relocate to.
- If a school or similar situation where occupants are located in numerous buildings or rooms, whether it may be appropriate to remain in those rooms under supervision.

_____

_____

Is the building constructed in such a manner as to minimise a bushfire attack and have the appropriate Defendable Space? ❑ **Yes** ❑ **No**

- To determine standards of construction there is an Australian Standard AS3959 for building in bushfire prone areas.
- To determine the appropriate construction requirement for a building in a Bushfire Management Overlay and the associated Defendable Space, refer to *Planning for Bushfire, Victoria*.

Is there access to amenities (away from the effects of a bushfire)? ❑ **Yes** ❑ **No**

Is there disabled access to the location(s) chosen for sheltering in place? ❑ **Yes** ❑ **No**

Is there sufficient supervision of occupants to manage the situation? ❑ **Yes** ❑ **No**

Step 5: Develop Emergency Procedures (Bushfire Action Statements)

When moving people around as a result of a bushfire emergency, whether they are able bodied, disabled or unfamiliar with the area, there needs to be clear and concise procedures that lists those actions to be taken at various stages of the emergency.

Bushfire Action Statements outline duties and actions required to be undertaken in the event of a Bushfire emergency.

Action Statements should state clearly who is to do what and when.

Bushfire Action Statements need to address the 4 stages relating to before, during and after a bushfire emergency, AND importantly what will 'Trigger' these actions. Examples of some typical Bushfire Action Statements and Triggers are provided in the table below.

Stage	Action	'Trigger'
PREPARE	What to do in preparation for a bushfire.	When the Bushfire Season is declared.
ACT	What to do when a bushfire emergency is in the vicinity.	Example may be when the fire is e.g. 1,4,8,12 hours away or e.g. 1,5,10 kilometres away, or when other factors occur. Monitor radio or web for announcements.
SURVIVE	Act early – it is always preferable to leave early wherever possible.	Bushfire Alert System, EWIS or pre-emptive decision on the part of emergency services. Code Red days warrant consideration of a pre-emptive decision to relocate occupants to safer areas.
RECOVER	What to do when a bushfire emergency has passed.	Example may be when advised to return by emergency services or when other factors occur.

A 'Trigger' is a timeframe, scenario or when some other factor occurs to initiate stages within the Action Statement.

For each of the 4 stages of before, during and after a bushfire, 'Triggers' need to be determined and aligned with the appropriate action. Factors to be considered in determining 'triggers' is the decision to evacuate or shelter-in-place as this will influence the timeframe required for certain actions to be undertaken. Use of radio, internet and social networks may all assist in monitoring potential threats during the bushfire danger period.

An example may be if the decision is to evacuate and transport is required. A timeframe to move occupants would have to be established and this used as a 'trigger' to ensure there is adequate time, well before a fire approaches, to evacuate these people to an 'Off-Site' shelter.

There are two types of Action Plans depending on the primary action type of Evacuation or Shelter-in-place; these are outlined below;

1. Primary Action to Evacuate PLUS 'Fall Back' to Shelter-in-Place if there is in sufficient time to evacuate safely;

   OR

2. Primary Action to Shelter-in-Place PLUS 'Pre-emptive Evacuation' where due to extreme bushfire conditions emergency services have decided to evacuate the public for their safety

Factors to be considered for Action Statements

Action Statements outlines duties and actions required for a bushfire emergency, thus considerations need to be made on who will coordinate the actions of others, what are people to do, how will they now where to go etc. The following are some of those factors to assist in developing appropriate action statements.

Do you have an Emergency Assembly Point/Area? ❑ **Yes** ❑ **No**

- Emergency Assembly Points are locations within the premise(s) 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.
- 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.
- A site layout showing assembly points should to be an attachment of the ***Bushfire Emergency Plan*** and posted in rooms and or around the site.

The following table is an example of how to list Emergency Assembly Points for the premises.

Building	Designated Assembly Point
A	Grassed area by Building A (Eastern Side)
B	Grassed area by Building A (Eastern Side)
C	In Foyer in front of Office Building (C)
D	In Foyer of Building D

SAMPLE

Do you have a procedure to account for occupants during a bushfire emergency?
❑ Yes ❑ No

- When evacuating/relocating people, it is necessary to know if all occupants are safe;

- The accounting of occupants should occur:
  - prior to any departure from a premise,
  - at the **planned evacuation site** or in the 'on site place(s) of shelter, and
  - on the return to the premise after the bushfire event.

- As part of the accounting procedures, the list is to include all persons and visitors that occupy a building within the premises. The list should include;
  - name of person;
  - the building the person occupies; and
  - any special needs of persons during the evacuation;

Example of Resident Listing

Name of Person	Building	Any Special Needs	Person Accounted For
Jane Dow	*A*	*Nil*	
James Brown	*B*	*Paraplegic*	

Do you have a procedure for contacting occupant's family members during a bushfire emergency? **❑ Yes ❑ No**

- Contacting family of the occupants should be included in any ***Bushfire Emergency Plan*** as many places such as schools and child care facilities, parents become very concerned about the well being and safety of their children during times of bushfires and tend to want to go and get them.

- 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 bushfire, it may not be possible due to road closures that would not allow persons through.

- 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.

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

- 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 location of shelter.

Example of a Contact list

Name of Person	Parent / Guardian	Emergency Contact Number	Person Contacted (tick)

Is security required during a bushfire emergency? ❑ **Yes** ❑ **No**

- When a premises is evacuated, personal belongings are often left behind and they may be vulnerable to theft and vandalism.

- To reduce the possibility of these crimes, it is recommended that the ***Bushfire Emergency Plan*** considers security of premises.

- Where a development may require some type of security the following are some suggested procedures:

    1) consult with the police 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 if the area is considered safe;

    3) the use of an employee to be utilised as someone who would remain to monitor the premises, only if safe to do so, until the site is re - occupied

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

Is security required: ❑ Yes ❑ No

If 'Yes", provide contact name and number: _____

Do you have a procedure to inform occupants & or visitors of emergency procedures for a bushfire emergency? **❑ Yes ❑ No**

Employees

- Have a meeting & discuss procedures and who does what.
- Include employees in reviewing the plan.

Permanent Occupants

- Have a community meeting with occupants.
- Provide a site layout showing where the 'On-Site place(s) of shelter' is/are or Assembly Point(s).

Temporary occupants

- Have information flyers available during the Bushfire Season (see example).
- Have a site layout with designated assembly points or 'Safe Building' locations, posted in each room.
- Give an information flyer to the tourists when staying at you premises.
- Put a flyer in each room in each information folder in the rooms.

Example of a Information Flyer for Occupants

Bushfire Action Plan

Evacuation Relocation Procedures

Name of Premises

During the bushfire season

- Inform staff of your whereabouts and estimated time of return

In the event of bushfire, all residents are to:

Before you leave your room

- Make sure that all windows and doors are closed
- Block all gaps under doors around windows with wet towels
- Close curtains and blinds
- Turn of all electrical appliances

Where to go

- All residents are to go to the Wombat RSL at 101 Shoe horn Drive, Wombat Hill (map on back)
- Make sure you tell staff where you are going and when you get there

What to do next

- Do not leave until a staff member informs you that it is safe to do so
- Listen to ABC Radio 774 for Bushfire updates
- If you have family elsewhere, let them know that you are safe

Have you prepared a site layout of the premises that shows the relevant information?
❑ Yes ❑ No

- A site layout is a diagram of the site that shows the locations of buildings, shelter areas or buildings and other items such as fire fighting equipment.

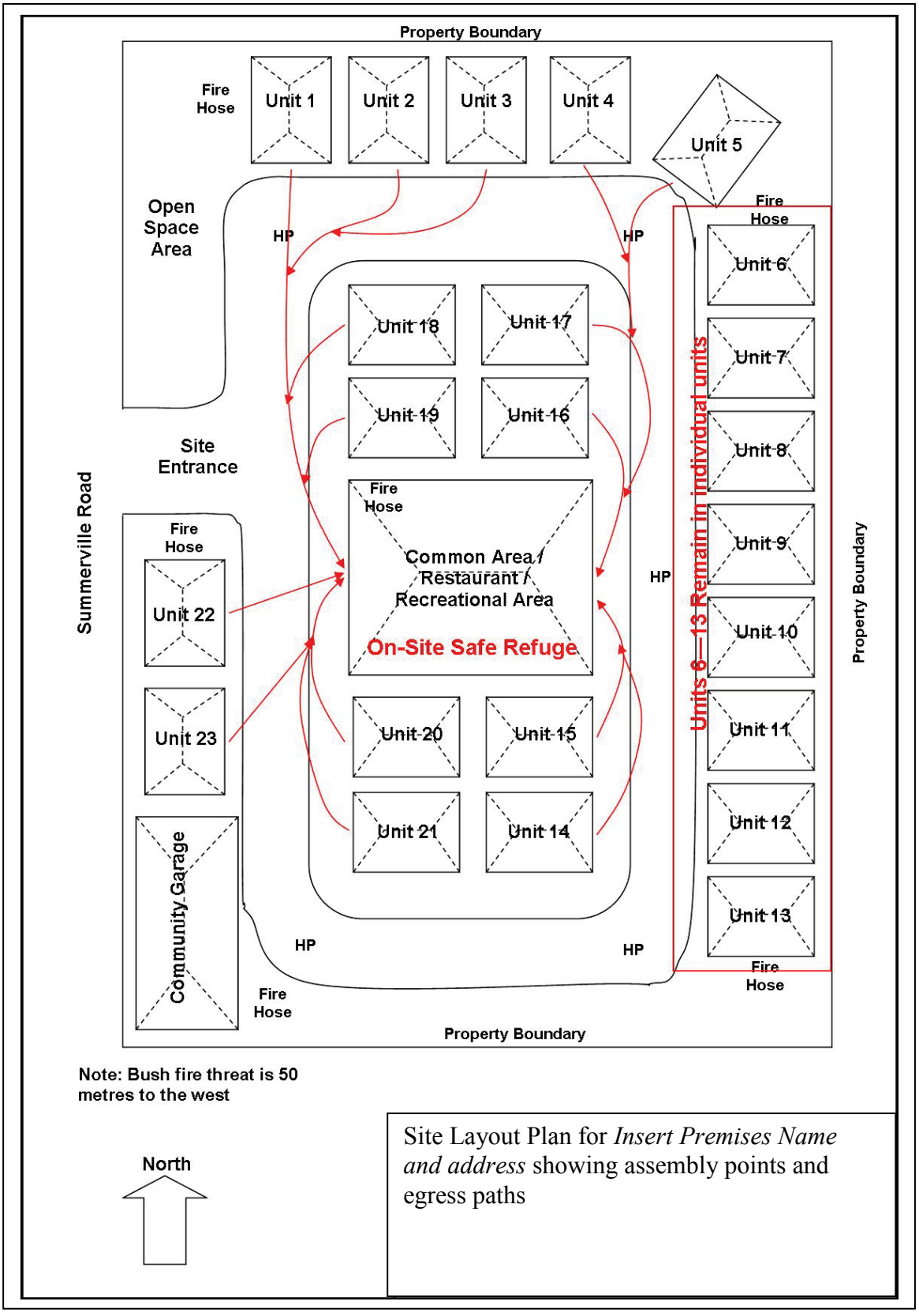
- Site layouts need to show a number of different features and this depends upon the size and complexity of the premises. The following are those features that are to be included in the ***Bushfire Emergency Plan,*** *(where applicable)*;

    - Site boundaries;
    - Internal roadways;
    - Buildings;
    - Locations of Dangerous Goods & any other significant Hazardous Materials;
    - Emergency vehicular and pedestrian entrances and exits;
    - Assembly areas (*for evacuations*) & Address of Off site **planned evacuation site(s)**
    - On-site shelters all internal locations *for Sheltering-in-Place*
    - Fire Services (e.g. Hydrants, Boosters, Sprinklers, Hose Reels, Deluge Valve Stations etc);
    - Towns main water supplies and/or on site water tanks;
    - Location of electrical supply isolation points;
    - Location of gas supply locations and isolation valve points;

The site layout should be A3 size, provided as an attachment to the Plan as well as laminated or framed, and posted in conspicuous locations throughout the building/s.

A copy of the site layout should be placed in each building so they are readily accessible by ALL occupants / visitors or emergency service personnel. Copies of site layout and BEP should be lodged with local fire services.

Example of a Site Layout Plan



Site Layout Plan for *Insert Premises Name and address* showing assembly points and egress paths

Example of Bushfire Action Statement & Triggers

The following is an example of an action statement and when it should occur (Triggers).

Evacuation Action Statement

At the commencement of the Bushfire Danger Period:

a) *Ensure that staff are prepared in accordance with the Bushfire Emergency Plan.*

b) *Ensure that all persons are informed of the evacuation and fall back shelter-in-place procedures*

.

c) *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 & child care centres etc).*

d) *Ensure buildings and surrounding lands (Defendable space/asset protection zones) are prepared and maintained.*

e) *Update Contact Details of staff and occupants.*

f) *Contact and update emergency services of the premises contact details.*

g) *Contact Off-Site evacuation locations for potential use during a bushfire emergency.*

h) *Contact transport supplier for potential use during a bushfire emergency.*

(During a Bushfire)

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

When aware of the bushfire in the local area:

- *Contact the local Fire Control Centre for fire situation & update*
- *Inform staff & occupants of the fire situation*
- *Ensure that the person in charge, i.e. 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 a bushfire threatening and it has been decided an evacuation /shelter-in-place (as per decision in planning or trigger of incident controller recommendation) will take place, the occupants of the premises shall follow the procedure outlined below;

- *Keep children inside, with doors and windows closed.*
- *Remain calm and explain to the occupants what is happening.*
- *Inform emergency services of Evacuation*
- *Proceed to Designated Assembly Area for transportation.*
- *Designated staff members will take control of the situation.*
- *Ensure all persons are accounted for (use listing of occupants).*
- *The Warden (or person responsible) is to advise the local emergency services 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 Department of Human services of the situation.*
- *After all the occupants have been evacuated, nominated staff will commence contacting relevant families affected.*

(After a Bushfire)

When the bushfire threat has passed and the area is deemed safe by emergency services:

- *No person should re-enter any evacuated building until advised by the Officer in Charge of the emergency service*
- *The Chief Warden to arrange the movement of occupants back to the site and or their separate accommodate, using the same procedures for their initial relocation;*
- *All occupants are to be accounted for on their return.*

Fall-Back (Shelter-in-Place)

In the event of a bushfire in the nearby surrounding area and there is insufficient time to arrange 'evacuation', occupants of the premise shall follow the procedure outlined below:

- ***Provide an outline of this procedure***

In Summary - Checklist for a Bushfire Emergency Plan

A ***Bushfire Emergency Plan*** is a site specific plan and is to include the name, location, type of premises and who is the primary contact in the event of a bushfire emergency.

Supporting this guide is a template that provides the basis of a Bushfire Emergency Plan, and requires procedures for both Evacuation and Shelter-in-Place.

Although it is recommended to use templates to ensure all the relevant details are captured, it is not a requirement for the templates to be used. If you decide to create your own ***Bushfire Emergency Plan***, you may do so, providing the following information is included in the ***Bushfire Emergency Plan***:

- ❑ Name & Address of Premises
- ❑ Contact Details (including phone number)
- ❑ Number of employees / occupants
- ❑ Number of occupants with 'special needs'
- ❑ Primary Action: (Evacuate or Shelter-in-Place)
- ❑ Details of Location or Address of Primary Action
- ❑ Details of Location or Address of Fall-Back / Pre-Emptive Procedures
- ❑ Assembly Point/s & Transportation Arrangements (*evacuation only*)
- ❑ Action Statements (Before, During and After a bushfire)
- ❑ Site Layout of Premises

Attachments to a Bushfire Emergency Plan will be dependant upon the type of facility and other associated factors. These attachments may include;

- ❑ Occupant / Employee Listing
- ❑ Contact Details for Parents / Guardians

Step 6: Training of Staff /Occupants on Emergency Procedures

For operational procedures to be followed in an orderly manner during an emergency, it is highly important that all members of the emergency team and occupants are thoroughly familiar with what is expected of them. For this to occur, it is necessary for premises to have training on procedures, roles and responsibilities and to undertake exercises to drill and test the premises procedures. Drills are an essential part of preparation, so that under stress, the planned actions are as close to automatic as possible.

The Emergency Planning Committee (EPC) that has been established is required to ensure that there is the delivery of training for all occupants and conduct annual exercises on these procedures.

The training and exercises should be based upon what has been determined in this Bushfire Emergency Plan, and include the following;

- Decision as to Evacuate or Shelter-in-place i.e. **Prepare, Act, Survive**?
- What and where are the evacuation routes and refuges?
- What are the Bushfire Action Statements?
- Who has the responsibility to do what?
- What specific arrangements have been made for transportation and accommodation (if required)?
- Run a drill each year prior to the Bushfire Season to make sure everyone knows what to do
- Contact the local Fire Service to confirm the decision to Evacuate or Shelter-in-place and the Bushfire Action Statements incorporated into their planning.

Additional Awareness Training

Where the decision is to 'Shelter-in-place', occupants should undergo bushfire awareness to provide an understanding of a bushfire emergency. In those situations where staff are to check the building for burning embers etc, it would be recommended that they are provided bushfire awareness and basic first aid fire fighting training.

For additional information on the training of occupants, refer to Australian Standard AS 3745-2010 *Planning for emergency in facilities*.

Step 7: Provide a Copy to the Local Fire Service

A copy of the ***Bushfire Emergency Plan*** with any attachments should be given to the local Fire Service to ensure inclusion in pre-incident planning arrangements for bushfire emergencies.

Note*: The success of the Bushfire Emergency Plan is contingent on regular reviews of the plan, on-going education, training and drills of the plan and an overall commitment to bushfire emergency planning.*

For more Information

If you would like more information on evacuation planning for bushfires, please contact:
CFA Community Capability
Executive Manager Community Infrastructure
(03) 9262 8444

Glossary / Terminology

Assembly Point	A designated location used for occupants or occupants to assemble in the event of an evacuation.
Bushfire Attack	Bushfire attacks are the mechanisms through which a bushfire may impact on a person or a building and involves wind, smoke, heat, embers, flame contact or a combination of these.
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community in general and requires immediate response by the occupants.
Emergency Planning Committee (EPC)	A committee responsible for establishing an emergency plan, emergency response procedures.
Emergency Warning and Intercommunication System (EWIS)	A combined emergency warning and intercommunication system that facilitates two way communications and control during an emergency.
Evacuation	The planned movement of persons from dangerous or potentially dangerous areas to safer areas and their eventual return.
Occupant	Someone who is within the premises at the time of the emergency. A permanent occupant is a person who may be residing or working in a premise on an ongoing basis, A temporary occupant is a person who may be visiting a premise for a short stay such as tourists or child care.
On-Site shelter in place location	is a building within the facility that is able to accommodate the people on-site that will *shelter-in-place*. The place is not under threat from an emergency.

Off-Site planned evacuation site	is a venue at another location some distance away that is able to accommodate all the people being ***evacuated*** . The place is not under threat from an emergency.
Relocation	Movement of persons and/or organisations to an alternate area.
Shelter-in-Place	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
Special Needs	*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.*

Bush Fire Emergency Plan
(Template)

Name of Premises

_____

Address

_____

Prepared By: _____

Authorised By: _____

Date: _____

Premises Details

This plan is for:

Name of Premises

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

This Plan outlines procedures for both **SHELTER-IN-PLACE** *(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-IN-PLACE / EVACUATE (choose one as primary action)

Street No & Name:

Suburb: Postcode:

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 'special needs':

[*Provide description of 'special needs*]

ROLES & RESPONSIBILITIES

The following outlines who has the responsibility of implementing the Emergency Procedures in the event of a bush fire.

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

EMERGENCY CONTACTS (These are just some examples, more can be added)

Name of Organisation	Office / Contact	Phone Number
Country Fire Authority		
Victorian Police Force		
Victorian Ambulance Service		
Department of Planning and Community Services		
…….. Council		
State Emergency Service		
…….... Hospital		

In all emergencies call Triple Zero

SHELTER-IN-PLACE PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to ***SHELTER-IN-PLACE*** in a designated location(s).

The following is/are the designated shelter –in –place locations allocated within the premises.

Designated On-Site Shelter: _____

Commencement of Bush Fire Danger Period (detail procedures)

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

(d) _____

_____

_____

Procedure for Shelter-in-Place during a bush fire emergency

The Trigger to commence Shelter-in-Place Procedures is:

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

(d) _____

_____

_____

(e) _____

_____

_____

After the bush fire emergency

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

(d) _____

_____

_____

(e) _____

_____

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EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to ***EVACUATION*** to a planned evacuation site.

Time required to evacuate premises: _____ hours

Designated Assembly Point(s):	1)
	2)
	3)
	4)

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:	

Planned Evacuation Site

Name of venue (primary): _____

Address of venue: _____

Nearest cross-street: _____

Map Reference: _____

Planned Evacuation Site (alternate)

Name of venue (alternate): _____

Address of venue: _____

Nearest cross-street: _____

Map Reference: _____

Commencement of Bush Fire Danger Period

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

(d) _____

_____

_____

Procedures for Evacuation during a bush fire emergency

The Trigger to commence Evacuation Procedures is:

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

(d)

After the bush fire emergency

(a)

(b)

(c)

(d)

(e)

ATTACHMENT 1: OCCUPANT / EMPLOYEE LISTING

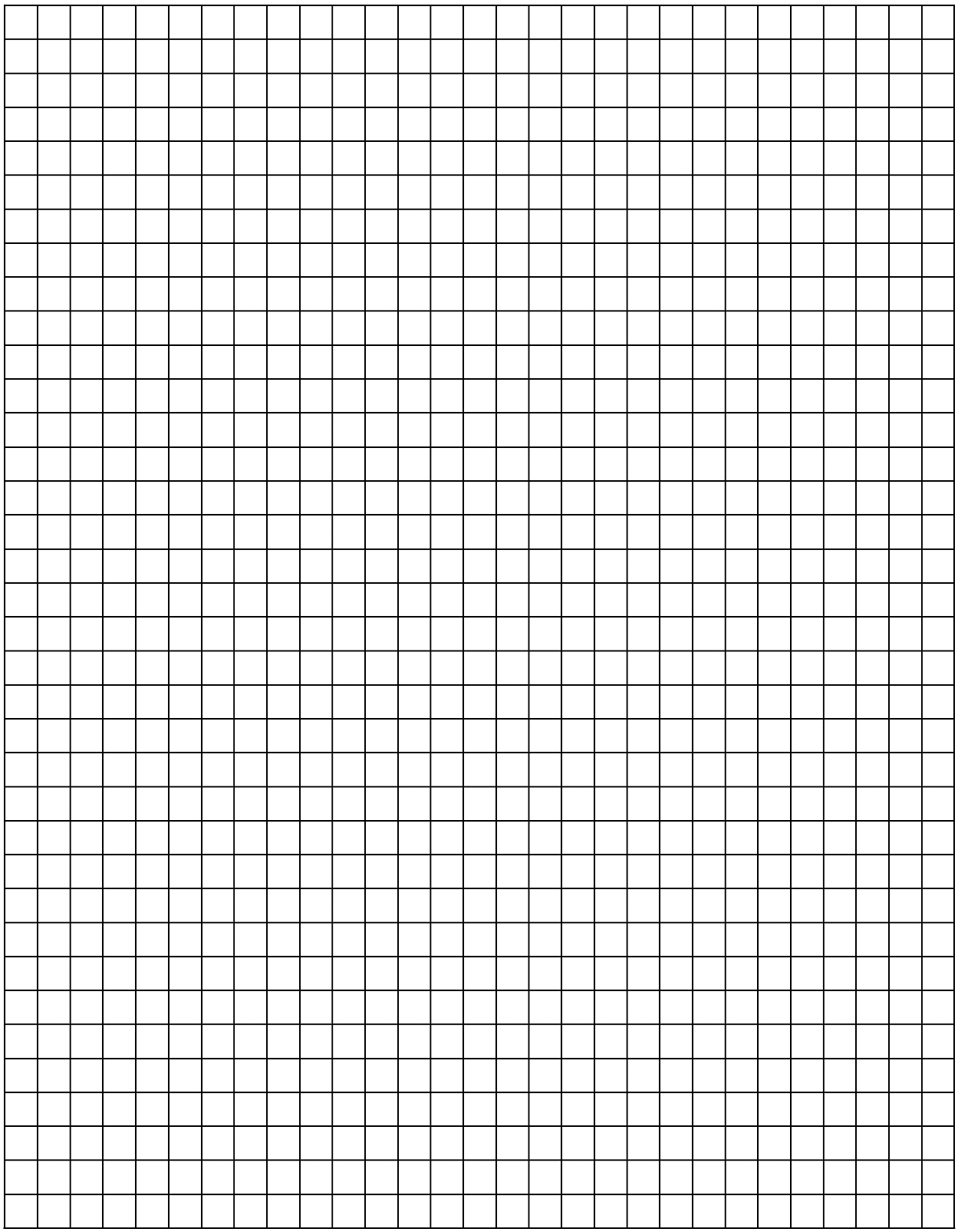
Name of Person	Building	Any Special Needs	Person Accounted For (tick)

NOTE: The use of this listing for all occupants/employees may not be necessary in all circumstances. An employer/carer should determine the need for such a listing based on the needs of occupants.

ATTACHMENT 2: CONTACT DETAILS FOR PARENTS/GUARDIANS/FAMILY

Name of Person	Parent / Guardian / Family Member	Emergency Contact Number	Person Contacted (tick)

ATTACHMENT 3: SITE LAYOUT OF PREMISES



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