

Bushfire Emergency Evacuation Plan

Collie Hills Accommodation

Corner of Collie-Williams &, Hodd Rd, Collie

Prepared By: Bushfire Smart

Date: 21st November 2023

To be reviewed annually.

This plan has been prepared having regard to AS3745-2010.

DOCUMENT CONTROL

Version	Date	Details	Undertaken by
1.0	21.11.23	Initial BEEP	NP

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1. PREPARATION OF THE BUSHFIRE EMERGENCY EVACUATION PLAN

The purpose of the Bushfire Emergency Evacuation Plan (BEEP) is to define the responsibilities and processes to be followed in the event of an emergency caused by an imminent threat from bushfire. This plan should be regarded as a 'living document' with guidelines that can be adapted to changing circumstances.

This BEEP is to be reviewed by the Emergency Management Team (See Section 2) prior to the start of each bushfire season and continually maintained during the bushfire season. The bushfire season is considered to run from October to April each year.

The carpark is the identified assembly area upon the signalling of the alarm.

Senior members at the facility shall be trained in the following emergency management information:

The general information contained in this Bushfire Emergency Evacuation Plan document.

- Individual roles and responsibilities.
- Access and egress routes.
- Assembly point location.
- Firefighting equipment locations

All Senior members attending the facility during the fire season must acknowledge that they have read and understood the emergency evacuation procedures, understand their role and responsibilities, and had any questions relating to the evacuation procedure adequately answered.

2. EMERGENCY MANAGEMENT TEAM

An Emergency Management Team (EMT) is to be established. The EMT is responsible for the development, documentation and review of this Emergency Evacuation Plan. The EMT is to include an accredited bushfire planning practitioner and the owner/operator of the facility.

NAME	ORGANISATION	CONTACT DETAILS

The EMERGENCY MANAGEMENT TEAM is:

- Responsible for ensuring the plan is promoted and available to appropriate persons.
- Responsible for nominating the key positions required as per responsibilities section of this plan and ensures the compliance of the facility with all bushfire safety measures.
- Responsible for maintaining the emergency plan and ensuring resources are provided for its implementation.

3. 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:

EVACUATE

Onsite Contact Person:	Martin Drayton
Position/role of contact person:	Caretaker
Phone number:	0409 077 744
Type of facility:	Workers Accommodation
Number of buildings:	126
Number of employees of facility:	38 - 10 on site at any one time.
Number of permanent occupants:	10
Number of transient occupants:	620
Number of occupants with support needs:	None
Description of support needs:	N/A
Alternative location for evacuation/ relocation:	Roche Park Recreation Centre
Method of movement of occupants to safe location(s):	Visitors will arrive by private vehicle and will evacuate by private vehicle.
Access/egress routes:	Turn right onto Collie-Williams Rd Continue onto Williams Rd Continue onto Palmer Rd Continue onto Paull St Turn left onto Coombes St Turn right into Recreation Centre

Transport options for those without access to private vehicles:	Visitors will arrive by private vehicle and will evacuate by private vehicle.
Options to shelter in place as a last resort:	All buildings will be made comparable to their determined BAL and seasonal and daily inspection will ensure their surrounds are free of flammable material that may cause direct flame contact with the building; causing the BAL construction resistance to be compromised.

4. RESPONSIBILITIES

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

Position	Caretaker
Name	Martin Drayton
Area Of responsibility	Chief Warden
Phone Number	0409 077 744
Responsibilities:	
<ul style="list-style-type: none">• Assess the need for evacuation• Initiate visitor evacuation• Contact DFES or the Police advise that an evacuation is underway, or refuge is to be taken.• Oversee evacuation.• Arrange transport if required.• Determine safe destination.• Notify visitors of safe destination.• Coordinate recovery.• Inspect grounds on return and extinguish any small fires, soldering objects if safe to do so.• Determine damage to the buildings, only re-enter a building if it is undamaged or superficially damaged.• Document the emergency situation, what happened, and what the outcome was.	

Position	Assistant Caretaker/Manager
Name	Allan Howard
Area Of responsibility	Deputy Chief Warden
Phone Number	0436 027 744
Responsibilities:	
<ul style="list-style-type: none">• Receive directions from the Chief Warden.• Sound alarm.• Ensure that all visitors have been alerted and accounted for.• Guide Visitors to areas as directed by the Chief Warden.• Carry out tasks as directed by the Chief Warden.• Be readily identifiable, such as by the wearing of high vis vests.• Contribute to debriefing.	

5. 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
State Emergency Service (SES)	Emergency Response	132 500
Western Power	Power outages/faults	131 351 www.westernpower.com.au/faults-outages/
Mainroads Western Australia	Road closures	138 138 www.mainroads.wa.gov.au/UsingRoads/driving/closures

6. PREPARATION

SEASONAL CHECKLIST	COMPLIES
1. Prune all vegetation in accordance with the Standards for Asset Protection Zones (<i>Schedule 1 Guidelines for planning in bushfire prone areas V1.4</i>).	
2. Ensure all roof and building junctions are clear of litter;	
3. Check roof presents no gaps greater than 2mm. By external inspection or observation of daylight in the roof cavity. Screen any gaps (steel mesh 2mm aperture) or fill with mineral wool or non-flammable sealant.	
4. Ensure all building surfaces present no gaps greater than 2mm, including deck boards;	
5. All buildings are free of flammable materials, none located within 3m;	
6. All objects attached to the buildings are non-combustible or easily removable, and the removing mechanism is in working order;	
7. The hoses supplied for firefighting are protected from radiant heat (non-flammable fire reel cover) and are in working order;	
8. Fire Extinguisher charge levels are in working order and the instructions on use is attached	
9. Smoke detectors are in working order	
10. The Evacuation Diagram is clearly displayed on the inside face of the external doors; and	
11. Emergency Contacts details are current, and identified on the Evacuation Diagram	
12. Ensure induction details for personnel during the bushfire season are up to date.	
13. Make arrangements for transport companies to ensure emergency transport can be provided and update list and contact details.	
Date of Inspection	

To be completed in the morning during the fire season (Chief Warden)

DAILY PREPARATION CHECKLIST- BUSH FIRE SEASON	COMPLIES
1. Check the DFES website for any alerts.	
2. Ensure visitors upon arrival are aware and familiar with the evacuation and refuge procedures.	
3. Ensure grounds are maintained, grasses are kept below 100mm in the on the lot.	
4. Ensure Flammable materials is not stored adjacent to buildings.	
5. Ensure firefighting equipment and access-ways are clear of any obstructions.	
6. Ensure communication equipment is in working order, that mobile phones are charge	
7. Ensure the first aid kit is accessible and complete	
8. Ensure drinking water is available, sufficient for all visitors	
9. Ensure adequate transport is available for evacuation	
Date of Inspection	

7. AWARENESS AND PRE-EMPTIVE PROCEDURES

During the bushfire season of fire danger rating day forecasts must be monitored daily see website: <https://www.emergency.wa.gov.au/#firedangerratings>.

Where the forecast is Very High or Severe Fire Danger rating all staff and occupants are to be made aware of the rating and the possibility of evacuation being triggered.

Continual monitoring of the DFES Alerts and Warnings web page - <https://www.emergency.wa.gov.au> - is required by staff.

Check availability of vehicles to evacuate if required.

Prepare:

- mobile telephones charged.
- emergency contacts list for senior members, other agencies.
- evacuation kit; and
- confirm readiness.

Ensure all staff and occupants are aware of the evacuation route and alternative location for evacuation.

The primary trigger for evacuation is an awareness of a bushfire with the potential to affect the site.

Time required to Evacuate: Minimum 90 Minutes.

Fire danger Rating (DFES)

The Department of Fire and Emergency Services provides community and emergency advice about predicted and current conditions that advise about the level of bushfire threat.

The Fire Danger Rating FDR is based on the forecast weather conditions, the higher the rating the higher the threat.

Extreme or Catastrophic ratings are the highest level and represent unsafe conditions.

<i>CATASTROPHIC</i>
For your survival, leave bushfire risk areas <ul style="list-style-type: none">• If a fire starts and takes hold, lives are likely to be lost.• These are the most dangerous conditions for a fire.• It may be too late to make a bushfire plan. Prepare your emergency kit and choose where you will go and different ways to get there.• Stay safe by going to a safer location early in the morning or the night before.• Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.
<i>EXTREME</i>
Take action now <ul style="list-style-type: none">• Fires will spread quickly and be extremely dangerous. These are dangerous fire conditions.• Put your bushfire plan into action.• If a fire starts, take immediate action. If you and your property are not prepared to the highest level, plan to leave early.• Avoid travel through bushfire risk areas.
<i>HIGH</i>
Be ready to act <ul style="list-style-type: none">• Fires can be dangerous. There's a heightened risk. Be alert for fires in your area.• If a fire starts, your life and property may be at risk.• Leave bushfire risk areas if necessary.
<i>MODERATE</i>
Plan and prepare <ul style="list-style-type: none">• Most fires can be controlled.• Stay up to date and be alert for fires in your area.

Emergency Warnings (DFES)

EMERGENCY WARNING
<i>An out of control fire is approaching very fast. You need to act immediately to survive. If you haven't prepared your home it is too late. You must leave now if it is safe to do so.</i>
WATCH AND ACT
<i>A fire is approaching and is out of control. Put your plan into action. If your plan is to leave, make sure you leave early. Only stay if you are mentally, physically and emotionally prepared to defend your property and you have all the right equipment.</i>
ADVICE
<i>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</i>

8. EMERGENCY PROCEDURE LOCATION AND TRANSPORT DETAILS

Evacuation

Designated evacuation assembly point(s):

An evacuation plan is to be created for each unit/set of units and added to the inside of the external door detailing location and direct to muster points on site.

Primary off-site Location	
Name of venue:	Roche Park Recreation Centre
Address of venue:	Coombes St, Collie WA 6225
Nearest cross-street:	Gavan Street
Map references:	J5QF+WJ Collie, Western Australia
Primary route to location:	<ul style="list-style-type: none"> • Turn right onto Collie-Williams Rd • Continue onto Williams Rd • Continue onto Palmer Rd • Continue onto Paull St • Turn left onto Coombes St • Turn right into Recreation Centre

Shelter in Place

Shelter in Place should only be used as a last resort where evacuation is not safe.

Designated on-site building:

Onsite accommodation.

All new buildings will be made comparable to their determined BAL), and seasonal and daily inspection will ensure their surrounds are free of flammable material that may cause direct flame contact with the building; causing the BAL construction resistance to be compromised.

9. RESPONSE

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

The primary action to follow with an imminent bushfire threat is to:

EVACUATE

Trigger: <ul style="list-style-type: none">• ADVICE of a bushfire threat	
Action	Responsible person
Turn off evaporative air conditioners. Close roof vents and doors.	
Assess situation - assign a member to monitor the bushfire warnings DFES on 13 DFES (13 33 37) or www.dfes.wa.gov.au and Emergency WA website: www.emergency.wa.gov.au	
Check availability of vehicles to evacuate if required.	
Ensure: <ul style="list-style-type: none">• Mobile telephones charged.• Emergency contacts list for senior members and other agencies is available to all occupants• Evacuation kit is ready• Confirm readiness	

Trigger (Time to evacuate):	
<ul style="list-style-type: none"> • Watch and Act or Emergency Warning • Direction to evacuate • Fire or smoke has been identified in the area. 	
Action	Responsible person
Seek directions from the Emergency Services Incident Controller (managing the fire) DFES on 13 DFES (13 33 37)	
Evacuate	
Account for all visitors	
Evacuate to Roche Park Recreation Centre	
Follow direction: <ul style="list-style-type: none"> • Turn right onto Collie-Williams Rd • Continue onto Williams Rd • Continue onto Palmer Rd • Continue onto Paull St • Turn left onto Coombes St • Turn right into Recreation Centre 	
Follow instructions from the Emergency Services Incident Controller	

Trigger: ALL CLEAR - Time to return	
Action	Responsible person
Return to site	
Monitor the grounds for smoldering objects and small fires and extinguish.	

Shelter-in-place IS NOT recommended. However, if, due to no other option being available, it is utilised the following procedure should be followed.

Trigger: Prior to fire front arriving.	
Action	Responsible person
Check water supply and equipment to ensure ability to defend.	
Monitor fire front and extinguish spot fires and embers.	
Ensure appropriate clothing is worn, including long sleeves and trousers, hats, gloves and eye protection.	
Close all doors and windows.	
Remove all flammable door mats and other materials around the perimeter of the building particularly on the outside of doors and windows.	
Fill outside gutters with water by blocking downpipes. Soak blankets in water, fill buckets of water and keep handy.	
Run sprinklers in the APZ around the property.	

Trigger: during A Bushfire	
Action	Responsible person
Stay in the property while the fire front passes.	
Systematically check rooms and roof space, if safe, for spot fires.	
If the property catches fire, evacuate to an area already burnt or the carpark, if safe to do so.	
Clothing should be long sleeves, long trousers, leather boots/shoes.	

Trigger: After the fire front passes.	
Action	Responsible person
Only go outside once safe.	
Check for and put out small spot fires and embers including in roof space, under floor boards, under the house, on verandahs and decks, on window ledges and door sills, in roof gutters and valleys, in garden beds in wood heaps, in outdoor furniture, in sheds and garages.	
Remain at the property until the surrounding area is clear of fire.	
Monitor DFES announcements and wait for all clear.	

Appendix 1: Occupants and employee register (sample)

Name of Person/Group	Number in group	Building	Special Needs?	Accounted for?
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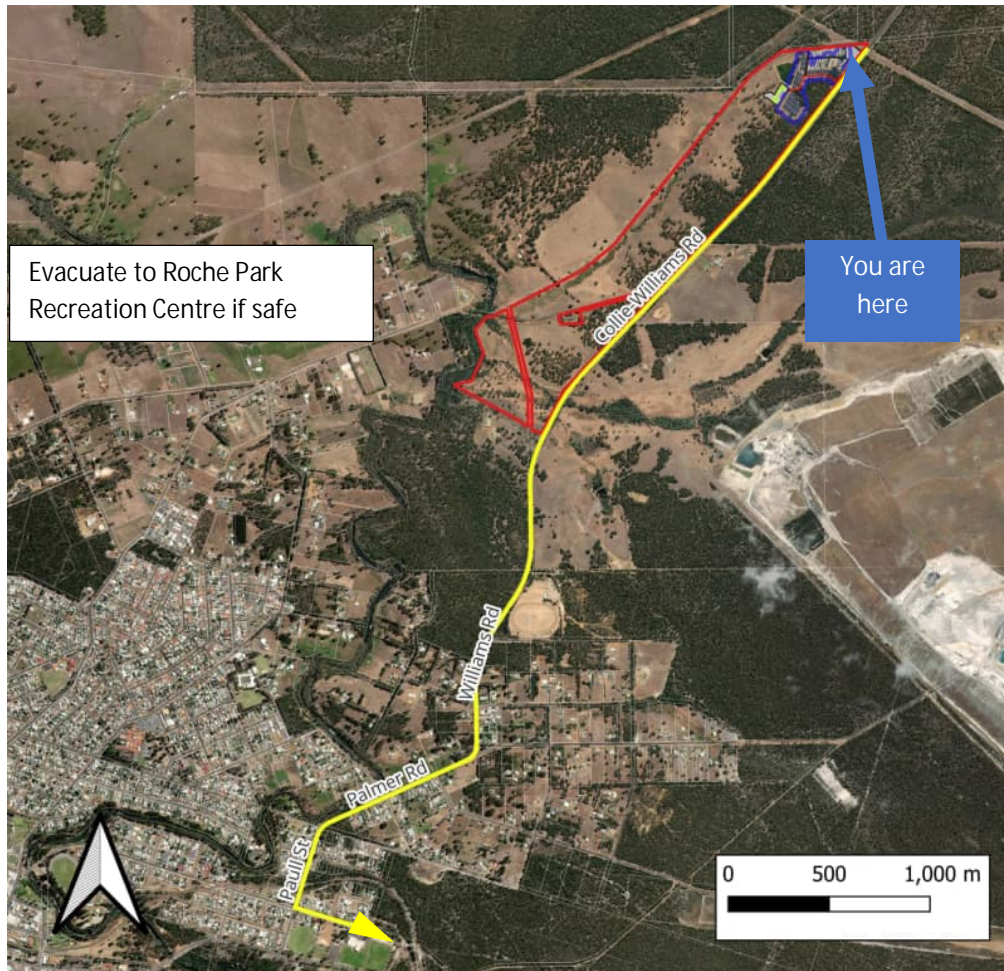
Appendix 2: Bushfire Emergency Evacuation Plan

NOTE: Building specific evacuation plans to be developed for each building to demonstrate firefighting equipment and muster point.

BUSHFIRE EMERGENCY EVACUATION PLAN

Corner of Collie-Williams &, Hodd Rd, Collie

	Name
Chief Warden	Martin Drayton Ph: 0409 077 744
Deputy Chief Warden	Allan Howard Ph: 0436 027 744



Evacuate to Roche Park
Recreation Centre if safe

You are
here

ADVICE of a bushfire threat

Turn off evaporative air conditioners.
Close roof vents, windows, and doors.

Assess situation - assign a member to
monitor the bushfire warnings.

DFES on 13 DFES (13 33 37) or
www.dfes.wa.gov.au

and

Emergency WA website:
www.emergency.wa.gov.au).

Ensure that the person in charge (Chief
Warden) is contactable.

Be prepared

Check availability of vehicles to
evacuate if required.

Ensure:

- Mobile telephones charged.
- Emergency contacts list for
senior members and other
agencies is available to all
occupants
- Evacuation kit is ready

Confirm readiness

 **000**
EMERGENCY or 112 Mob.

WATCH AND ACT and EMERGENCY - time to evacuate

Seek directions from the Emergency
Services Incident Controller (managing
the fire) DFES on 13 DFES (13 33 37).

Evacuate

Move all people to assembly point

Account for all visitors

Evacuate to Roche Park Recreation
Centre

Follow direction:

- Turn right onto Collie-Williams Rd
- Continue onto Williams Rd
- Continue onto Palmer Rd
- Continue onto Paull St
- Turn left onto Coombes St
- Turn right into Recreation
Centre

Follow instructions from the
Emergency Services Incident Controller

ALL CLEAR - time to return

Return to site, monitor the grounds for
smouldering objects and small fires,
and extinguish.

DO NOT re-enter building until deemed
safe to do so