

Bushfire Emergency Evacuation Plan

Camping, Glamping and Tiny Home accommodation
Lot 3644 (#56) Redman Road, Williams

Prepared By: Bushfire Smart

Date: 23rd November 2023

To be reviewed annually.

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

DOCUMENT CONTROL

Version	Date	Details	Undertaken by
1	23.11.2023	Initial BEEP	Nathan Peart

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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 grassed area near the front gate 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.

The on site caretakers are generally short term for the site, therefore the details on the plan are to be updated at the beginning of each season, or a dedicated emergency phone number for the site can be considered.

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: Lot 3644 (#56) Redman Road, Williams 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

Primary Contact Person:	Emma Rattigan
Position/role of contact person:	Manager
Phone number:	0411 212 857
Type of facility:	Camping and Short Stay Accommodation
Number of buildings:	1 Building, 24 camping sites, 3 tiny homes, 2 glamping sites.
Number of employees/contractors:	2
Number of permanent occupants:	2
Number of transient occupants:	43 maximum.
Number of occupants with support needs:	None
Description of support needs:	N/A
Alternative location for evacuation/relocation:	Boddington Caravan Park
Method of movement of occupants to safe location(s):	Visitors will arrive by self-driven private vehicle and will evacuate by self-driven private vehicle.
Access/egress routes (Approx 50 km and 37 minutes):	Turn left onto Redman Rd Turn right onto Quindanning-Darkan Rd Turn right onto Harvey-Quindanning Rd Turn left onto Pinjarra-Williams Rd Turn right onto Bannister-Marradong Rd Continue onto Bannister Rd Turn left onto Wuraming Ave Destination will be on the right
Transport options for those without access to private vehicles:	Visitors will arrive by private vehicle and will evacuate by private vehicle.

4. RESPONSIBILITIES

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

Position	Caretaker
Name	TBC
Area Of responsibility	Chief Warden
Phone Number	
Responsibilities:	
<ul style="list-style-type: none"> • Assess the need for evacuation or site closure • Initiate visitor evacuation • Contact DFES or the Police advise that an evacuation is underway or refuge is to be taken. • Oversee evacuation. • 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	TBC
Area Of responsibility	Deputy Chief Warden
Phone Number	
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 on main building;	
3. All sites are free of flammable materials, none located within 3m;	
4. The hoses supplied for firefighting are protected from radiant heat (non-flammable fire reel cover) and are in working order;	
5. Fire Extinguisher charge levels are in working order and the instructions on use is attached (If required)	
6. Smoke detectors are in working order (if installed)	
7. The Evacuation Diagram is clearly displayed on the inside face of the external doors of structures and presented to all camping site occupants on arrival; and	
8. Emergency Contacts details are current, and identified on the Evacuation Diagram	
9. Ensure induction details for personnel during the bushfire season are up to date.	
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. Check for the Fire Danger Rating for the following day: http://www.bom.gov.au/wa/forecasts/fire-danger-ratings.shtml Fire Danger District: Arthur	
3. Ensure visitors upon arrival are aware and familiar with the evacuation and refuge procedures.	
4. Ensure grounds are maintained, grasses are kept below 100mm around the sites and adjacent to access ways.	
5. Ensure Flammable materials is not stored adjacent to buildings.	
6. Ensure firefighting equipment and access-ways are clear of any obstructions.	
7. Ensure communication equipment is in working order, that mobile phones are charge	
8. Ensure the first aid kit is accessible and complete	
9. Ensure drinking water is available, sufficient for all visitors	
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(s) for evacuation are:

- An awareness of a bushfire with the potential to affect the site.
- An extreme or catastrophic Fire Danger Rating forecast for the following day.

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.

Check for the Fire Danger Rating here (Fire Danger District: Arthur):

<http://www.bom.gov.au/wa/forecasts/fire-danger-ratings.shtml>

CATASTROPHIC

SITE TO BE CLOSED

- 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.

EXTREME

SITE TO BE CLOSED

- 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.

HIGH

Be ready to act

- 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.

MODERATE

Plan and prepare

- 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

Each person entering site is to be given a site specific evacuation plan dictating evacuation route, closest muster point and emergency procedures.

Primary off-site Location

Name of venue:	Boddington Caravan Park
Address of venue:	32 Wuraming Ave, Boddington WA 6390
Nearest cross-street:	Johnstone Street
Map references:	6F2F+23 Boddington, Western Australia
Primary route to location:	<ul style="list-style-type: none"> • Turn left onto Redman Rd • Turn right onto Quindanning-Darkan Rd • Turn right onto Harvey-Quindanning Rd • Turn left onto Pinjarra-Williams Rd • Turn right onto Bannister-Marradong Rd • Continue onto Bannister Rd • Turn left onto Wuraming Ave • Destination will be on the right

Shelter in Place

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

Designated on-site building:

Onsite short term accommodation building.

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 or declaration of a Total Fire Ban 	
Action	Responsible person
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	
Advise all visitors onsite of the impending threat, ensure all visitors are readying themselves for evacuation.	
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. • An extreme or catastrophic Fire Danger Rating forecast for the following day. 	
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, check all sites have been vacated.	
Evacuate to the Primary Offsite Location	
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.	
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.	
Shelter in an area that has a water supply and at least 1 exit.	
If the property catches fire, evacuate to an area already burnt or the grassed area, 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 (example)

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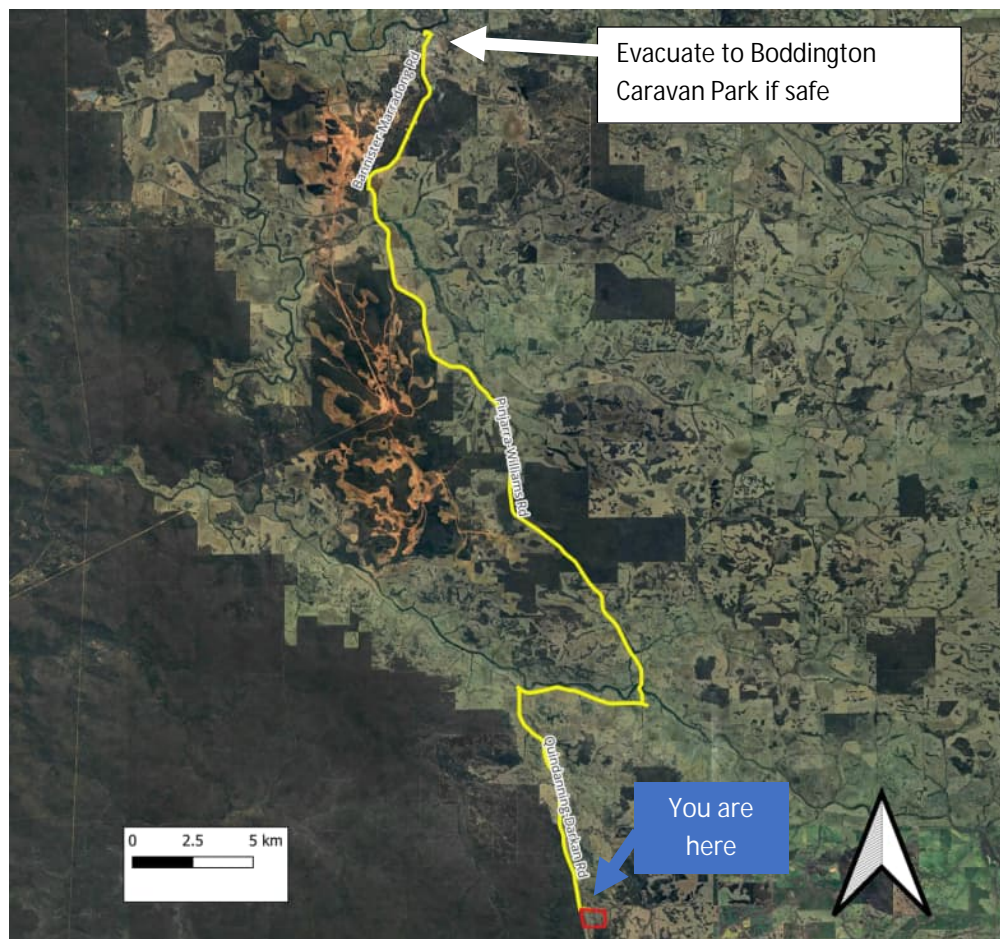
Appendix 2: Bushfire Emergency Evacuation Plan

NOTE: Site specific evacuation plans to be developed for each site once final layout is known.

BUSHFIRE EMERGENCY EVACUATION PLAN

Lot 3644 (#56) Redman Road, Williams

	Name
Chief Warden	
Deputy Chief Warden	



ADVICE of a bushfire threat

Get ready to evacuate, pack items, ready vehicles.

Ensure all gas bottles and any other flammable objects are packed away or removed from the site.

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

Ensure:

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

Confirm readiness

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 to assembly point, any items not already packed to be left behind.

Account for all visitors

Evacuate to the Williams Town Centre

Follow direction:

- Turn left onto Redman Rd
- Turn right onto Quindanning-Darakan Rd
- Turn right onto Harvey-Quindanning Rd
- Turn left onto Pinjarra-Williams Rd
- Turn right onto Bannister-Marradong Rd
- Continue onto Bannister Rd
- Turn left onto Wuraming Ave
- Destination will be on the right

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

 or 112 Mob.