



BUSHFIRE RISK *Specialists in Bushfire Risk Management*

BPAD-Level 3 Accredited Business (Cert. No: BPAD-L3-21977)
PO Box 685, Lismore NSW 2480
Mobile: 0447 211 375
mj@bushfirerisk.com
www.bushfirerisk.com

ABN: 23 908 692 569
Ref: I50406 Evac

EMERGENCY EVACUATION PLAN-BUSHFIRE SERVICE STATION & ASSOCIATED FACILITIES

Location: Lot 7 DP 875447
Tweed Coast Road, Kings Forest, NSW

12 May 2015 - Version 1



This report has been prepared by: **Melanie Jackson**

Grad Dip (Bushfire Protection); B.App.Sc (EnvResMgt)

BPAD-Level 3 Accredited Practitioner & Member of the FPA Australia

‘Prepare - Act - Survive’

In the Event of an Emergency Call:

‘000’

DISCLAIMER

Despite best efforts there is no guarantee that desirable outcomes are achievable during extreme bushfire weather episodes, which may occasion unpredictable bushfire behaviour and detrimental consequences to life, property and the environment.

Any representation, statement, opinion, or advice expressed or implied in this report is made in good faith on the basis that Bushfire Risk or its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for damage or loss whatsoever that may occur in relation to that person taking or not taking (as the case may be) action in respect of any representation, statement or advice referred to in this document.

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I INTRODUCTION

BUSHFIRE RISK has prepared this Emergency Evacuation Plan-Bushfire (Evac Plan) for the Kings Forest Service Station Facility and Associated Buildings (The Facility) to assist Owners, Staff and Employees in an understanding of pre-planning, preparedness and procedures in order to relocate all persons including Staff and Customers to a safer location in the event of a bushfire.

This Evac Plan shall be a sub-plan of any 'Emergency Evacuation Plan' in accordance with *Australian Standard 3745-2010-'Planning for Emergencies in Facilities'*. The Evac Plan shall addresses issues concerning evacuations in a bushfire emergency only.

I.1 PURPOSE OF THE BUSHFIRE EVACUATION PLAN

This Bushfire Evacuation Plan aims to:

- Facilitate preparedness and procedures for all persons (e.g. managers, staff) at the Facility during a bushfire event; and
- To ensure rapid and safe evacuation of all persons at the site during a bushfire event.

The objectives of this Evacuation Plan are to:

- Identify the circumstances under which to evacuate persons from The Facility;
- Provide a simple set of procedures to assist all persons in relocating to a safer location in a safe and timely manner.

In addition the Evacuation Plan shall:

- Identify locations where to evacuate/relocate to;
- Identify roles and responsibilities of the persons involved in assisting in the evacuation; and
- Identify a procedure to liaise with the Officer in Charge or Community Liaison Officer of the Northern Rivers Rural Fire Service (RFS), Emergency Control Centre in times of extreme bushfire weather events and bushfires.

2 PREMISES INFORMATION

TABLE 1: PREMISES INFORMATION / DETAILS

PREMISES INFORMATION	
This plan is for:	Kings Forest Service Station (The Facility)
Type of Facility:	Service station selling fuel and LPG to the public, including shops, food outlets, carwash and dog washing facilities.
The Primary Action to follow under normal bushfire conditions is to:	Evacuate <input checked="" type="checkbox"/> Shelter <input type="checkbox"/>
Contact Person:	TBA
Phone Number:	(BH): (AH):
Location:	Lot 1 DP 875447
Co-Ordinates:	Latitude: -28.259890, 153.561670
Address:	Tweed Coast Road, Cudgen (Kings Forest) NSW 2487
Local Government Area:	Tweed Shire Council
Position/role:	(e.g. manager and first aid officer)
Number of Employees:	TBA
Assembly Area:	The 18 Bay Car park at front entrance (Ref. App. A).
Assembly Area Co-ordinates:	Latitude: -28.286155; Longitude: 153.563129
Date of Plan:	12 May 2015
Date of Review:	12 May 2016

TABLE 2: REFUGE AREA – OFF-SITE

VENUE	ADDRESS	NEAREST CROSS-STREET	MAP REFERENCE
North Coast Tafe Kingscliffe Campus	Cudgen Road, Kingscliff NSW 2487	Turnock Street	Latitude: -28.265219; Longitude: 153.568611
Casuarina North Sports Fields	Casuarina Way, Casuarina NSW 2487	Trestles Avenue	Latitude: -28.300536; Longitude: 153.570701

3 EMERGENCY CONTACTS

TABLE 3: EMERGENCY CONTACT DETAILS

ORGANISATION	CONTACT	PHONE / WEBSITE	INFORMATION
Ambulance, Police, Fire		DIAL '000'	Emergencies Only
NSW RFS Information Hotline		1800 679 737	Fire Activity Information & updates
NSW RFS Website		1800 NSW RFS (679 737) www.rfs.nsw.gov.au	Monitor Bushfire Danger Ratings & General Bushfire Activity Updates
NSW RFS Far North Coast Fire Control Centre	Community Liaison Officer	(02) 6684 3662 www.rfs.nsw.gov.au	Active Bushfire Activity & updates
Nearest Volunteer Rural Fire Brigade	Captain	TBA	TBA
State Emergency Services	Richmond Tweed Region	132 500 (Emergencies & Air Lift) www.ses.nsw.gov.au	Recovery after Fire, Flood & Storm Damage
Kingscliffe Police Station	Duty Officer	(02) 6674 9399 www.police.nsw.gov.au	24 Hours; Evacuation Advice & Assistance
Ministry for Police & Emergency Services		www.emergency.nsw.gov.au	Warnings & Alerts
Dept. of Family and Community Services	Susan Priivald	(02) 6686 1911 http://www.facs.nsw.gov.au	Disaster Recovery & Welfare
Murwillumbah District Hospital	Reception	(02) 6672 1822	Injured Person Inquiries
Tweed District Hospital	Reception	(07) 5536 1133	Injured Person Inquiries
Tweed Shire Council	Reception	(02) 6670 2400 or 1300 292 872	Inquiries
Tweed Shire Council	After Hours	1800 818 326	After Hours Emergency Services

4 ROLES & RESPONSIBILITIES

4.1 FORMAL POSITIONS

The following formal positions have been identified in order to co-ordinate/oversee the Bushfire Evacuation Plan:

TABLE 4: ROLES AND RESPONSIBILITIES

ROLE	NAME OF PERSON / POSITION	BUILDING / AREA OF RESPONSIBILITY	PHONE NUMBER
CHIEF WARDEN	Name: e.g. Manager; Senior First Aider		
DEPUTY WARDEN	Name: e.g. Staff Member; First Aider		
WARDEN	Name:		
WARDEN	Name:		

4.2 REQUIREMENTS OF THIS PLAN:

Management must establish the following measures prior to the next bushfire season:

- Conduct staff training (annually (min)) in the following:
 - Emergency evacuation/relocation procedures, evacuation triggers, safe refuges etc;
 - Ensure this document and all emergency planning procedures are available and accessible to all Staff at all times;
- Compile a simple, concise information brochure/flyer for visitors that includes the following:
 - Emergency evacuation/relocation procedures, evacuation triggers, safe refuges etc.;
 - Ensure copies are made available for all staff and site visitors (e.g. delivery contractors) at all times,
- Place an emergency evacuation/relocation map in full view for staff and site visitors reference that includes the following:
 - Designated Safe Refuge Area/Building & Assembly Area/s
 - Fire Extinguishers & Fire Hydrants;
 - Static Water Supplies, Pumps, Hoses & Sprinkler Systems (as applicable);
 - Hazardous Materials;

- First Aid Equipment.
- Practice the 'Bushfire Evacuation/Relocation Procedures' prior to each bushfire season to ensure all staff are trained and know what to do during a bushfire event.
- Keep informed: stay informed, monitor TV, radio and internet (www.rfs.nsw.gov.au), talk to neighbours, family, friends and community members;
- A bushfire may start so quickly there may be no time for official warnings so be prepared to put your Bushfire Survival Plan into action;
- Always take Bushfire Warnings and Alerts seriously – failure to act may result in Death or Severe injury.

4.3 THE CHIEF WARDEN RESPONSIBILITIES SHOULD INCLUDE THE FOLLOWING:

- Be trained in bushfire evacuation procedures in the event of a bushfire;
- Ensure Designated Assembly Areas are fit for purpose;
- Ensure Bushfire Protection Systems are fit for purpose, e.g. Water supplies, pumps, hoses, hydrants, first aid kit etc.;
- Liaise between the Emergency Services Personnel and Warden/s;
- Management and overseeing of evacuations;
- Co-ordinating transport arrangements;
- Arranging training of wardens in evacuation procedures; and
- Reviewing effectiveness of evacuation exercises and arrange for procedure improvements.

4.4 DEPUTY WARDEN & WARDEN/S RESPONSIBILITIES SHOULD INCLUDE THE FOLLOWING:

- Keep bushfire information up to date;
- Follow established procedures;
- Support and follow the direction of the Chief Warden;
- Assist with evacuating occupants: proceed with evacuation when instructed to do so using the information provided to enable effective evacuation of occupants;
- Maintain calm atmosphere amongst occupants; and
- May be required to act as Chief Warden.

5 EVACUATION TRIGGERS

Determine the evacuation trigger **BEFORE** being confronted by a bushfire.

MONITOR: local radio, TV stations and NSW RFS website for current incidents on hot, dry, windy days and days of increased fire danger, namely **SEVERE**, **EXTREME** and **CATASTROPHIC** days (refer to App B – Fire Danger Ratings).

REMEMBER: on **SEVERE**, **EXTREME** and **CATASTROPHIC** bushfire danger rated days there is little chance of controlling the spread of bushfires.

If a fire is identified in the vicinity of the Facility, **EVACUATION** shall be a priority prior to a bushfire impacting on the building and the facility is to be **CLOSED**.

- a. Police, NSW RFS Volunteer and/or Chief Warden will determine if it is safe to evacuate towards Kingscliffe or Casuarina

5.1 BUSHFIRE ALERTS

There are 3 levels of bushfire alerts through electronic media as follows:

1. **ADVICE:** a fire has started, not immediate danger, monitor the situation in case of changes;
2. **WATCH AND ACT:** this is a heightened level of threat, stay informed, start taking action, to protect yourself and family – leave early.
3. **EMERGENCY WARNING:** this is the highest level of bushfire alert: you may be in Danger and Need to **TAKE ACTION IMMEDIATELY**. Any delay now puts you life at risk. Take immediate action and consider the backup plan.

- a. **SIRENS** – on the TV & Radio.

5.2 REACTIVE MEASURES

The following list shall be treated as a trigger to follow evacuation procedures at the Facility if staff/visitors have not already evacuated/relocated prior to the bushfire event:

TRIGGERS for evacuation procedures:

- The fire danger index is Catastrophic (FDI 100+) and preferably 1 hour prior to the possibility of a bushfire affecting The Facility;
- If advised to do so by the Community Liaison Officer or Officer in Charge at the RFS Fire Control Centre or NSW Police that a bushfire threat is imminent and emergency evacuation procedures should be set into motion;
- If The Facility or any building on site is impacted by smoke and/or ember attack;
- If persons are impacted upon by smoke causing medical problems; and
- If a bushfire is approaching The Facility – note: it may be too late to evacuate; and if it is **safe** to leave.

5.3 PROACTIVE MEASURES

A number of Severe, extreme and catastrophic fire danger days may occur each year. When anticipated weather conditions reach extreme, a 'Total Fire Ban' is enforced.

The declaration of a 'TOTAL FIRE BAN' should trigger the following:

- Chief Wardens and Area Wardens to update information of bushfire weather and notify Staff of potential bushfire danger and to remain on high alert and be ready to put evacuation procedures in place; and
- Ensure emergency evacuation plans and procedures are up to date and in place.

6 DESIGNATED ASSEMBLY AREA-ON-SITE

18 Bay Car park adjacent to front entrance (Ref. App. A).

7 EVACUATION

NSW RFS have determined it is safer to **LEAVE** by relocating to a location away from the effects of bushfire.

On **CATASTROPHIC** bushfire danger days it is advised to **LEAVE EARLY, CLOSE** the facility and **RELOCATE** to a safer location.

Evacuation must be made early or under guidance from the local RFS Fire Captain or Volunteers, NSW RFS Staff, or NSW Police to establish a safe evacuation route in order to avoid driving towards or through an active bushfire area.

7.1 EVACUATION ROUTES

There are two routes for evacuation from The Facility, from the front entrance:

- Turn **RIGHT** (north) onto Tweed Coast Road, towards Kingscliffe.
- Turn **LEFT** (south) onto Tweed Coast Road to Casuarina.

Up-to-the-minute advice from the emergency services must be obtained. There may be NSW RFS or NSW Police presence and/or they may be directing traffic, follow their instructions if given.

Ensure the exit remains clear at all times. **REMEMBER:** if there is a fire in the area emergency vehicles (fire truck) may be in the area.

7.2 EVACUATION LOCATION – SAFE REFUGE AREA

The following venues may be used in the case of an emergency evacuation; the Chief Warden should seek advice from the Community Liaison Officer or Officer in Charge of the Far North Coast Fire Control Centre, Phone: **(02) 6684 3662** prior to directing Staff to these locations.

- North Coast Tafe Kingscliffe Campus; Cudgen Road, Kingscliff (nearest cross street: Turnock Street;
- Casuarina North Sports Fields; Casuarina Way, Casuarina (nearest cross street: Trestles Avenue.

8 ACTION STATEMENT

In the event of a bushfire in occurring in the vicinity of The Facility, Staff and Wardens should follow the procedures outlined below:

8.1 PRE-EMPTIVE ACTIONS: STAFF

- Staff should gather/wear personal protective equipment such as suitable clothing, boots, gloves, face masks;
- Close all windows and doors on the building building/s;
- Take action as per the '**BUSHFIRE EVACUATION PLAN**';

8.2 PRE-EMPTIVE ACTIONS: CHIEF WARDEN

- Ensure Wardens are prepared in accordance with the Bushfire Evacuation Plan;
- Advise the Community Liaison Officer or Officer in Charge of the Far North Coast Fire Control Centre, Phone: **(02) 6684 3662**, that they will need to be advised early in the event of an evacuation being necessary;
- Ensure all Wardens have a phone and/or radio and are contactable;

8.3 PRE-EMPTIVE ACTIONS: AREA WARDEN

- Wardens to notify staff & visiting contractors of impending weather conditions, fire danger ratings and bushfires;
- Keep a current statement in an area visible to all staff of the current situation e.g. TOTAL FIRE BAN, SEVERE, EXTREME and CATASTROPHIC bushfire danger rating days, and when Bushfires are in the vicinity of The Facility;
- Assist in co-ordination of evacuation.

9 EVACUATION PROCEDURES

In the event of a bushfire and an off-site evacuation is triggered, Wardens and Staff should move to the Designated Assembly Area without delay and follow the procedures outlined below:

9.1 OFF-SITE EVACUATION

An off-site evacuation in the event of a bushfire should only be conducted with the direction of the NSW Police, NSW RFS or NSW Fire Brigades. Agencies should ensure that occupants are well briefed and traffic controls are in place to ensure the evacuation is conducted in a safe manner;

- Evacuation should be in a coordinated and timely fashion as to limit traffic congestion;
- Agencies should ensure all persons are accounted for.

9.2 AFTER THE BUSHFIRE EMERGENCY

- No person should re-enter an evacuated area until the area is declared safe by the emergency services.

10 SHELTERING PROCEDURES

Take shelter in the building if any of the following apply:

- If bushfire impact is imminent and it has been deemed too dangerous to leave the facility;
- Evaluation of the safety of employees determines it is safer for ALL persons to shelter in the building;
- Shelter shall be done on the side of the building on the side of least risk i.e. on the side away from bushfire impact.

Note: Despite best efforts there is no guarantee that desirable outcomes are achievable during extreme bushfire weather episodes, which may occasion unpredictable bushfire behaviour and detrimental consequences to life, property and the environment.

II APPENDIX A – EMERGENCY EVACUATION MAPS

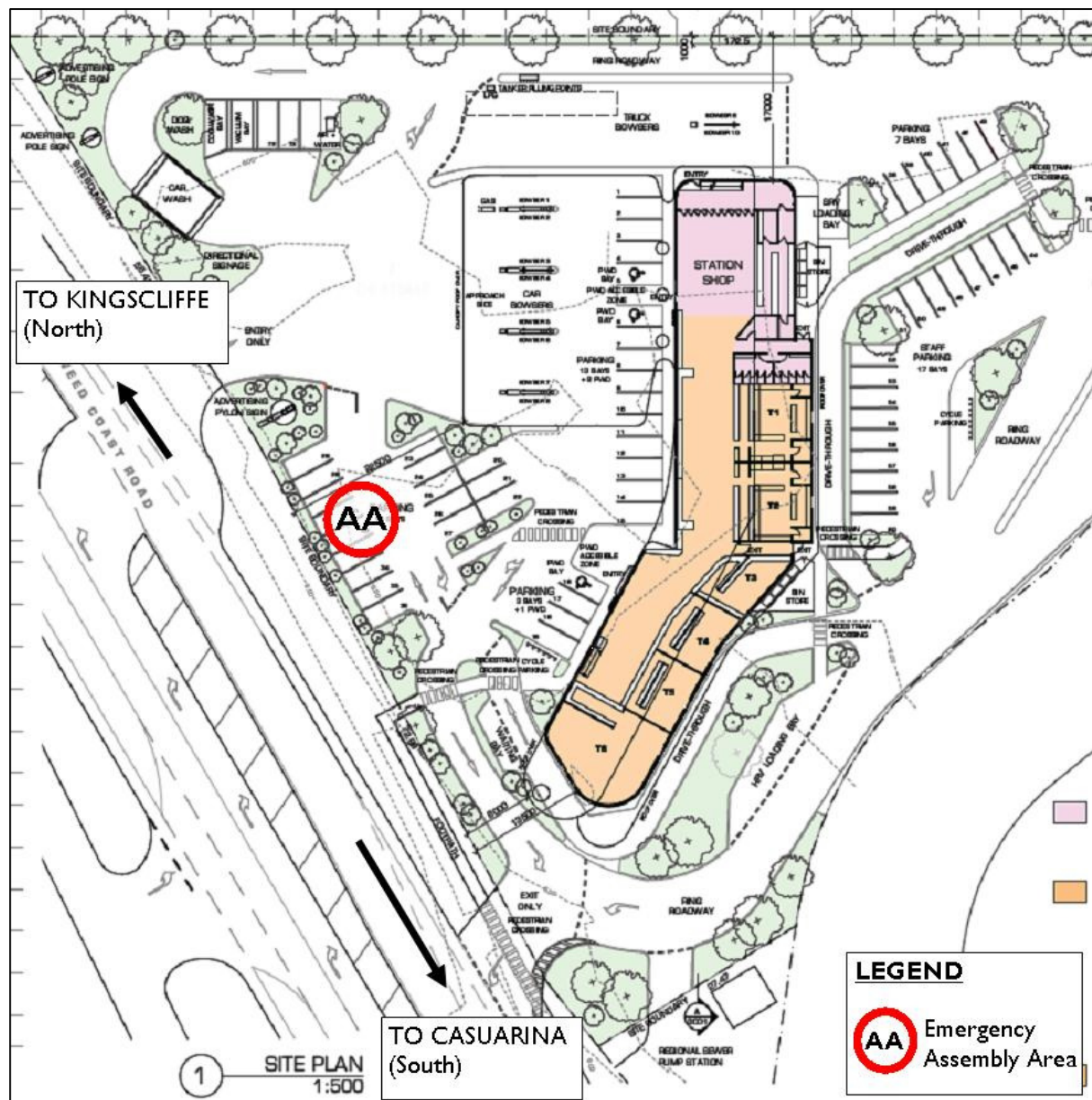


FIGURE I: FACILITY EVACUATION MAP

12 APPENDIX B – BUSHFIRE DANGER RATINGS

RFS Information Line 1800 NSW RFS				
Fire Danger Rating	Fire Danger Index	Potential Fire Behaviour	Impact Potential	Your Action
	100	<ul style="list-style-type: none"> Fires will likely be uncontrollable, unpredictable and very fast moving with highly aggressive flames extending high above tree tops and buildings. Thousands of embers will be violently blown into and around homes causing other fires to start and spread quickly up to 20km ahead of the main fire. 	<ul style="list-style-type: none"> Fires can threaten suddenly, without warning and be incredibly hot and windy making it difficult to see, hear and breathe as the fire approaches. People in the path of the fire will almost certainly die or be injured and significant numbers of homes and businesses destroyed or damaged. Even well prepared and constructed homes will not be safe. Expect power, water and phone networks to fail as severe winds bring down trees, power lines and blow roofs off buildings well ahead of the fire. In the event of a fire, firefighting resources will be stretched to their limit and will not be available to help all properties. 	<ul style="list-style-type: none"> Ensure that your survival is the primary consideration in any decision. The safest option is for you and your family to leave early, hours or the day before a fire occurs. Under no circumstances will it be safe to Stay and Defend. Ensure you stay well informed of current fire activity by monitoring local media and regularly checking for updates on the RFS website or Information Line.
	99	<ul style="list-style-type: none"> Fires will likely be uncontrollable, unpredictable and fast moving with flames in the tree tops, and higher than roof tops. Thousands of embers will be blown around and into homes causing other fires to start and spread quickly up to 6km ahead of the main fire. 	<ul style="list-style-type: none"> Fires can threaten suddenly, without warning, and it will be very hot and windy making it difficult to see, hear and breathe as the fire approaches. There is a likelihood that people in the path of the fire will die, or be injured and many homes and businesses destroyed or damaged. Only very well prepared, constructed and actively defended homes are likely to offer any degree of safety. Power, water and phone networks are likely to fail as strong winds will bring down trees, power lines and blow roofs off buildings well ahead of the fire. In the event of a fire, firefighting resources will be stretched and are highly unlikely to be available to help all properties. 	<ul style="list-style-type: none"> Ensure that your survival is the primary consideration in any decision. Leaving early (hours before) will always be the safest option for you and your family. If your Bush Fire Survival Plan includes the decision to Stay and Defend, only do so if your home is well prepared, specifically designed and constructed for bush fire and you are currently capable of actively defending it. Stay well informed of current fire activity by monitoring local media and regularly checking for updates on the RFS website or Information Line.
	75	<ul style="list-style-type: none"> Fires will likely be uncontrollable and fast moving with flames that may be higher than roof tops. Exact embers to be blown around and into homes causing other fires to start and spread up to 4km ahead of the main fire. 	<ul style="list-style-type: none"> Fires can threaten suddenly, without warning, and be very hot and windy which will make it increasingly difficult to see, hear and breathe as the fire approaches. There is a chance lives may be lost and people injured and expect that some homes and businesses will be destroyed or damaged. Well prepared, constructed and actively defended homes are likely to offer safety during a fire. Power, water and phone networks may fail. In the event of a fire, firefighting resources are unlikely to be available to help all properties. 	<ul style="list-style-type: none"> Ensure that your survival is the primary consideration in any decision. Leaving early (hours before) is the safest option for you and your family. Follow your Bush Fire Survival Plan. If your Bush Fire Survival Plan includes the decision to Stay and Defend, only do so if your home is well prepared, and you are currently capable of actively defending it. Stay informed of current fire activity by monitoring local media and regularly checking for updates on the RFS website or Information Line.
	50	<ul style="list-style-type: none"> Fires can be difficult to control and present a very real threat. Embers may be blown around homes causing other fires to occur up to 2km ahead of the main fire. 	<ul style="list-style-type: none"> Fires can threaten suddenly, without warning, and it may be hot and windy and it may become difficult to see, hear and breathe as the fire approaches. Loss of life or injury is unlikely though some homes and businesses may be damaged or destroyed. Well prepared homes that are actively defended can offer safety during a fire. Power, water and phone networks may fail. In the event of a fire, firefighting resources may not be available to help all properties. 	<ul style="list-style-type: none"> Ensure that your survival is the primary consideration in any decision. Be prepared to implement your Bush Fire Survival Plan. Stay informed of current fire activity by monitoring local media and regularly checking for updates on the RFS website or Information Line.
	25	<ul style="list-style-type: none"> Fires can be controlled but still present a threat. Embers may be blown ahead of the fire and around homes causing other fires to occur close to the main fire. 	<ul style="list-style-type: none"> Fires may threaten suddenly and without warning. Loss of life is highly unlikely and damage to homes and businesses limited. Well prepared homes that are actively defended can offer safety during a fire. 	<ul style="list-style-type: none"> Ensure your family, home and property is well prepared for the risk of bush fire. Review and practice your Bush Fire Survival Plan. Monitor local media for fire activity and regularly check the RFS website or Information Line.
	12	<ul style="list-style-type: none"> Fires can be easily controlled but can still present a threat. 	<ul style="list-style-type: none"> Little or no risk to life or homes 	<ul style="list-style-type: none"> Ensure your family, home and property is well prepared for the risk of bush fire. Review and practise your Bush Fire Survival Plan. Refer to the RFS website or Information Line for changes in fire activity.
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NSW Rural Fire Service www.rfs.nsw.gov.auBureau of Meteorology www.bom.gov.au