

Kariong Sand and Soil Supplies

Emergency Plan

July 2020

Kariong Sand and Soil Supplies

Prepared by: Jackson Environment and Planning Pty Ltd



Contents

1	Emergency Response Plan	1
1.1	Purpose and scope	1
2	Facility Overview	1
2.1	Facility description	1
2.2	Hours of operation	4
2.3	Fire safety and emergency features	4
2.4	Emergency Planning Committee	4
3	Identifying an Emergency	5
4	Emergency Response Procedures	6
4.1	On-site fire and/or smoke	6
4.2	Bushfire	8
4.3	Bomb threat	8
4.3.1	Written threats	8
4.3.2	Telephone threats	8
4.3.3	Suspicious objects / packages	8
4.4	Medical emergency	9
4.5	Personal threat	11
4.6	Chemical or pollutant spill	11
4.7	Explosion	12
4.8	External emergency	13
4.9	Other Unplanned emergency	14
5	Evacuation Diagram	14
6	Emergency Control Organisation	14
7	Training	17
7.1	Routine Training	17
7.2	Training and Review following and Incident	17

8	Review and Routine Servicing	18
---	------------------------------------	----

Appendices

Appendix A: Emergency Contact List

Appendix B: List of Safety Equipment

Appendix C: Telephone Threat Checklist

Appendix D: Bushfire Emergency Plan

Appendix E: Emergency Services Information Package

1 Emergency Response Plan

1.1 Purpose and scope

Under the Fire and Rescue NSW's Fire Safety Guideline: Fire Safety in Waste Facilities, all waste facilities are required to prepare an Emergency Plan in accordance with AS 3745-2010 Planning for emergencies in facilities.

The Emergency Plan is to assess fire safety risks and identify appropriate responses and controls and include emergency response procedures for staff and other persons at the waste facility in the event of fire.

The emergency plan is to identify an emergency control organization of the facility, including staff nominated as fire wardens in the emergency response procedures.

The emergency plan is to identify safe evacuation routes and assembly area (and alternates), shutdown processes, firefighting team activation, removal of uninvolved vehicles, activation of pollution control measures, etc.

The waste facility is to ensure all staff receive appropriate training in fire safety, including emergency response procedures, use of first attack firefighting equipment, evacuation drills, etc.

The emergency plan is to identify a process of regular fire safety audits to ensure fire safety requirements are being met, including reviewing stockpile limits, safe work practices, clear access, firefighting and emergency equipment.

Waste facilities are also required to prepare an Emergency Services Information Package. This is attached to this emergency plan at Appendix D.

This emergency response plan should be read in conjunction with the Pollution Incident Response Management Plan (PIRMP).

2 Facility Overview

2.1 Facility description

The Kariong Sand and Soil Supplies development will involve the construction and operation of a best practice recycling and landscape supplies facility that will enable the receipt of up to 200,000 tonnes of sand, soil and building materials each year. The project will transform the site into a state-of-the-art facility turning sand, soil and building materials into 100% recycled building and landscaping supplies. The facility aims to produce a number of building and landscape products, providing them for re-use mainly in the Central Coast region.

The proposed development will seek to expand the current facility into a best-practice recycling plant that will assist the Central Coast in achieving the NSW Government's target of an 80% recycling rate for construction and demolition waste by 2021.

The project will involve the development of a largely undeveloped industrial site, to enable the facility to be used to receive, process and recycle construction and demolition waste, as well as supply building and landscape supplies for local projects. All waste materials will be received and processed indoors, to minimise impacts on the environment and neighbours.

The front part that will be visible from Gindurra Rd will be the landscaping supply operations, including landscaping along the road frontage and landscape storage bays behind the setback area. A fully enclosed warehouse where sorting and recycling operations will be conducted will be visible from the front of the site. Along the eastern boundary, a noise barrier and a native landscape buffer will be planted to avoid noise impacts on nearby rural dwellings, and to provide an aesthetically pleasing interface between the edge of the Somersby Industrial Estate and nearby rural zone lots and dwellings.

Waste processing and recycling operations for selected materials, including crushing and mulching will be done on the southern section of the site, where processing will also be done in dedicated buildings to avoid any impacts on nearby land uses. These operations are to be conducted at maximum distance from any sensitive receptors. The southern section of the site will be retained as bushland to provide a natural buffer between the development and other residential areas more than a kilometre away from the southern boundary of the site.

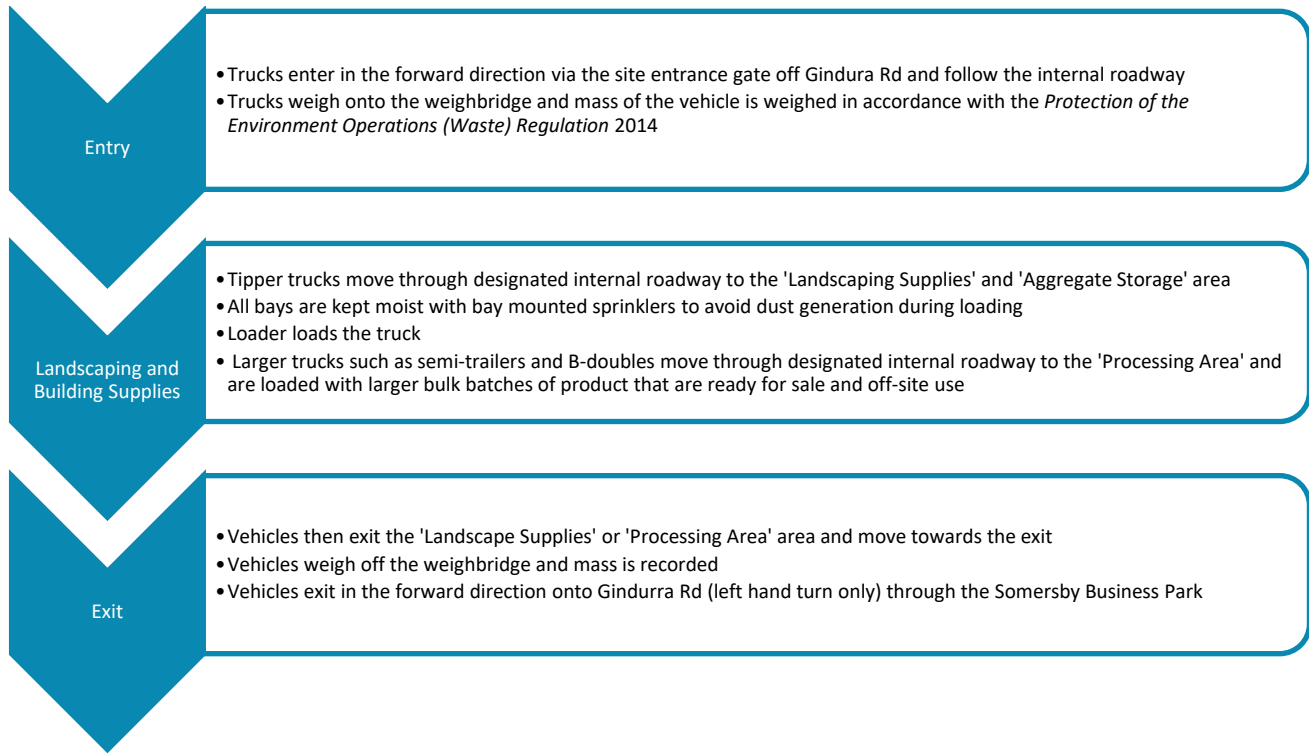
Advanced water capture, rainwater harvesting, water treatment and dust suppression systems will be integrated in all buildings and outdoor areas to prevent dust being formed. The site will also include an advanced membrane filtration plant to enable much of the water captured from the site to be fully reused across the site for operational uses. The site will also include a water pond treatment system for treating stormwater runoff, and an emergency spill pond for capture, testing and management of contaminated water for sewer discharge or off-site treatment. The site will also include its own weather monitoring station, high volume air samplers for continuous air quality and dust analysis, continuous noise loggers and continuous water quality analysis to confirm compliance with consent and licence conditions. The site will be fully serviced with fire suppression systems.

Flow charts providing an operational overview of the proposed development is provided in Figure 1 (recycling operations) and Figure 2 (landscaping and building supplies operation).

Figure 1: Recycling operations flowchart



Figure 2: Landscaping and building supplies operation



2.2 Hours of operation

The hours of operation for the recycling facility are as follows:

- Opening hours (staffed): 7:00am to 6:00pm Monday to Saturday. Closed Sunday.
- Waste deliveries: 7:00am to 6:00pm Monday to Saturday. Closed Sunday.
- Waste processing (sorting, crushing, grinding, screening): 8:00am to 5:00pm Monday to Friday.
- Product sales: 7:00am to 6:00pm Monday to Saturday. Closed Sunday.

2.3 Fire safety and emergency features

A list of the fire safety equipment is provided in Appendix B. The location of fire hydrants, fire hose reels and spill kits is shown on the evacuation diagram in Chapter 6.

2.4 Emergency Planning Committee

The Emergency Planning Committee (EPC) consists of the Director and the Operations Manager.

The facility Director is responsible for ensuring this Emergency Plan is regularly reviewed and remains up-to-date. The Director is responsible for ensuring all staff are adequately trained and aware of this Emergency Plan.

The Operations Manager is responsible for allocating roles to different personnel and for the implementation of the plan in the event of an emergency. The Operations Manager is the Chief Warden for the site.

The responsibilities of the EPC include:

- Developing, maintaining and regularly reviewing this Emergency Plan
- Appointing members to the Emergency Control Organisation
- Reviewing and updating emergency response procedures
- Ensuring all staff receive appropriate training to allow them to implement the Emergency Plan
- Conduct emergency drills
- Ensure all visitors are aware of the Emergency Procedures.

3 Identifying an Emergency

An emergency is an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response. Identify an emergency quickly will minimise the harm caused to people and the facility.

Table 1: List of types of emergency

Emergency	Colour code	Description	Example
Fire and/or smoke	Red	Fire with flames, or smouldering waste producing smoke.	Waste in a storage bay catches fire.
Bomb threat	Purple	There is a credible threat that a bomb or explosive device has been left at or delivered to the facility.	A phone call is received stating that a bomb has been left at the site.
Medical emergency	Blue	A staff member or visitor is injured or critically ill at the site.	There is a serious accident at the site.
Personal threat	Black	A person on-site is threatening harm to themselves, other people or the facility.	Armed or unarmed persons threatening injury to others or to themselves
Internal emergency	Yellow	Incident on-site is a threat to staff, visitors or the facility	Failure or threat to essential services. Chemical or pollutant spill.

Emergency	Colour code	Description	Example
External emergency	Brown	Incident off-site is a threat to staff, visitors or the facility	Failure or threat to essential services. E.g. bushfire or flood
Evacuation	Orange	All or some of the site needs to be evacuated to ensure the safety of staff and visitors.	

4 Emergency Response Procedures

4.1 On-site fire and/or smoke

Most of the material stored on-site is not flammable. However, it is possible for fires to occur in the mulch/timber storage areas, the Secondary Processing Building, the dry recyclables storage areas and the waste receiving area. Fire is considered the most likely emergency to occur at the site. In the event of fire or smoke detected, the following general procedure should be followed.

Table 2: Emergency procedure for fire and/or smoke

Emergency Situation: Fire On-site	
Stop Work	<ul style="list-style-type: none"> Abandon any plant, equipment or area immediately if it catches fire
Assess the Risk	<ul style="list-style-type: none"> Check for Danger. Secure the area and Raise the Alarm. <ul style="list-style-type: none"> Note: The sprinkler systems around the site are for dust suppression only. They will not be sufficient to quell a serious fire. What has caused the fire? What is burning? Are you trained and competent to fight the fire? What firefighting equipment is available to fight the fire and is it adequate? Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	<ul style="list-style-type: none"> Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your area warden. Area Warden is to ensure the Communications Officer is aware of the incident. Area Warden to co-ordinate firefighting efforts and use of the firefighting equipment. They may instruct wardens to assist. Any people not involved in firefighting should proceed to the emergency assembly area at the entrance of the site. Wardens are to assist in ensuring all persons not involved in the firefighting area leave the area.

Emergency Situation: Fire On-site	
	<ul style="list-style-type: none"> The Chief Warden will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.
Control the Incident	<ul style="list-style-type: none"> The following Fire Control is available onsite: <ul style="list-style-type: none"> Fire extinguishers Fire hoses Fire hydrant boosters First Aid Kits Emergency quarantine areas
Contain the Area	<ul style="list-style-type: none"> If possible, prevent the incident from spreading further. The site contains a system where all stormwater over the site is channelled and collected in the On-site Detention Basin (OSD Basin). Isolation valve to be activated in OSD wall to prevent overflows. The Secondary Processing Building also includes bunding to 70mm to contain firewater, and an isolation valve. The water treatment plant must be shut down. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. If bins or piles of waste are smouldering, with a front end loader, move piles into the emergency quarantine areas and break down piles and saturate with water. <p>Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains or leaving the site.</p>
Clean Up	<ul style="list-style-type: none"> Fire water collected within the bunded footprint of the Secondary Sorting Warehouse and the OSD Basin must be tested. If not suitable for recycling, all water in the OSD Basin must be removed by a licensed liquid waste contractor for treatment / disposal off-site.
Report and Review	<ul style="list-style-type: none"> The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.

4.2 Bushfire

In the event of a bushfire, follow the Bushfire Emergency Plan attached at Appendix D.

In summary:

- If there is sufficient notice to leave, all personnel should evacuate to Central Coast Visitor Centre Car Park via one of the designated routes. All personnel to remain until a head count is completed. Personnel may leave once the Chief Warden has cleared them to do so.
- If a bushfire is in the near vicinity of the site, all persons on-site are to shelter in place in the Secondary Sorting Warehouse / Office building and follow the instructions of the Chief Warden.

4.3 Bomb threat

Bomb threats can be in the form of a written threat, telephone threat or suspicious package/object.

4.3.1 Written threats

If a written threat is received, it should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort should be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing the evidence in an envelope, preferably a plastic sleeve or envelope.

4.3.2 Telephone threats

For any threatening phone calls received, i.e. is bomb threats, chemical/biological threats:

- Keep the caller on the line for as long as possible,
- Obtain as much information from the caller as possible,
- Converse with the caller in a friendly manner, do not antagonise,
- Refer to the Phone Threat Checklist (Appendix C) asking as many questions as possible,
- Do not hang up even though the caller may have terminated the call,
- Attempt to attract another person's attention, indicate to them a bomb threat has been received,
- Advise the chief warden/warden as soon as possible who will contact the Police; and Follow instructions of the warden.

4.3.3 Suspicious objects / packages

Suspect item may be encountered by any enterprise or individual. It is not possible to provide a definitive list of indicators that would cause an item to be considered suspect. The following questions provide a means of assessing if an item should be considered suspect:

- a) Is the item identified?
- b) Is the item unusual or foreign to its environment? Is the item typical for its environment?
- c) Is the item obviously a bomb?

- d) Is the item hidden or concealed in any way?
- e) Has there been any unauthorized access to the area?
- f) Has there been a perimeter breach?

The following actions should be considered for dealing with a suspect item:

- Do not touch or move the suspect item
- The supervisor is to be informed
- Cordon-off immediate area
- Advise ECO/Security who will assess the need to alert Emergency Services
- Respond to the directions of Emergency Services if they are contacted.

4.4 Medical emergency

A medical emergency can be due to an accident or due to a personal health problem. Any indication of a health or safety issue must be taken seriously and investigated immediately.

Table 3: Emergency procedure for a medical emergency

Emergency Situation: Medical Emergency	
Stop Work	<ul style="list-style-type: none"> • Abandon any plant, equipment or area immediately if a medical emergency occurs
Assess the Risk	<ul style="list-style-type: none"> • Check for Danger. Secure the area and Raise the Alarm. • What is the cause of the medical issue? Is it related to the work currently being performed? Has the patient been exposed to a dangerous environment (e.g. electricity, vehicle incident, fall from height) or is it due to personal health issues (e.g. heart attack, stroke) • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	<ul style="list-style-type: none"> • Report the incident to the Chief Warden immediately. They may take responsibility for managing the incident. If they are not available, contact the nearest Area Warden or first aid officer. • If necessary, any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. • As required, the Chief Warden of Communications Officer will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.

Emergency Situation: Medical Emergency	
Control the Incident	<ul style="list-style-type: none">● Trained and competent First Aid Officers should render first aid.● Contact NSW Ambulance services if a serious injury requires their assistance
Contain the Area	<ul style="list-style-type: none">● If the injury has been caused by a work incident, prevent access to the area until it has been made safe.
Clean Up	<ul style="list-style-type: none">● Dispose of any clinical waste (used first aid equipment, biological matter) if required
Report and Review	<ul style="list-style-type: none">● The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.● If relevant follow Worker Compensation and Return to Work procedures

4.5 Personal threat

A personal threat can be armed or unarmed personal threatening injury to others or to themselves. It could be one person or a group of people. The response will depend on the likely level of threat. If a personal threat is suspected, the following actions should be taken:

1. Stop work and leave the area
2. Contact the supervisor / Chief Warden
3. Chief Warden will decide whether to contact the police.
4. Follow instructions of the police or Emergency Services.

4.6 Chemical or pollutant spill

Only small amounts of hazardous materials will be kept at the site. Liquid fuel and solvents will be stored in a bunded area in the south-west corner of the Secondary Processing Building. This is the most likely location of any spill. A spill kit is to be kept along site the liquid storage area.

The table below provides a summary of actions. In the event of a pollution incident, the Pollution Incident Response Management Plan must be implemented.

Table 4: Emergency procedure for chemical or pollutant spill

Emergency Situation: Chemical or Pollutant Spill	
Stop Work	<ul style="list-style-type: none"> Abandon any plant, equipment or area immediately if a Spill occurs
Assess the Risk	<ul style="list-style-type: none"> Check for Danger. Secure the area and Raise the Alarm. Contact the Area Warden immediately. What is the source and cause of the Spill? Have any hazardous substances (e.g. fuel) been released as a result of the spill? Is the spill likely to enter a stormwater drain? Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	<ul style="list-style-type: none"> Contact the Chief Warden, or the Communications Officer if the Chief Warden is not available. Any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. The Chief Warden will contact the relevant authorities: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.
Control the Incident	<ul style="list-style-type: none"> Find the source of the spill and prevent it from discharging additional liquids. This could mean closing a valve or moving it to a nearby bunded area.

Emergency Situation: Chemical or Pollutant Spill	
Contain the Area	<ul style="list-style-type: none"> ● If possible, prevent the incident from spreading further. Restrict access to the area if the spill is hazardous. ● The following control equipment is available for spill response <ul style="list-style-type: none"> ○ Spill Kits (including absorbent pads, socks and dry-sorb and gloves) ○ Stormwater Isolation Valve on OSD dam wall must be closed and the stormwater treatment unit must be turned off in the case of serious incidents.
Clean Up	<ul style="list-style-type: none"> ● Finish cleaning up any liquids and residues. ● Dispose of any used spill kit supplies appropriately. Restock any used spill kits. ● If needed, a licensed liquid waste contracted should be engaged to remove any contaminated liquid from the OSD Basin.
Report and Review	<ul style="list-style-type: none"> ● The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.

4.7 Explosion

An explosion is unlikely at this facility. However, it is possible a pressurised container could accidentally be placed into either the crusher or mulcher, which may lead to an explosion.

Table 5: Emergency procedure for explosion at the site

Emergency Situation: Explosions	
Stop Work	<ul style="list-style-type: none"> ● Abandon any plant, equipment or area immediately if an explosion occurs
Assess the Risk	<ul style="list-style-type: none"> ● Check for Danger. Secure the area and Raise the Alarm ● What has caused the explosion? Is there a fire? Are you trained and competent to fight the fire? What firefighting equipment is available to fight the fire and is it adequate? ● Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	<ul style="list-style-type: none"> ● Report incident to site manager immediately. The Chief Warden will take responsibility for managing the incident. If they are not available, contact your Area Warden. ● Any people not involved in firefighting should proceed to the emergency assembly area at the entrance of the site.

Emergency Situation: Explosions	
	<ul style="list-style-type: none"> The Chief Warden or Communications Officer will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.
Control the Incident	<ul style="list-style-type: none"> There is no specific control equipment for Explosions. However refer to the Fire, Medical and Spill Procedures if these occur as a result of the explosion. If there is any risk of further explosions, the area should be evacuated and staff should wait for Emergency Services.
Contain the Area	<ul style="list-style-type: none"> If possible, prevent the incident from spreading further. The site contains a system where all stormwater over the site is channelled and collected in the On-site Detention Basin (OSD Basin). The water treatment plan must be shut down. Activate the stormwater isolation valve on the OSD dam wall. Secondary Sorting Warehouse has 70mm bunding to contain firewater. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. <p>Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains or leaving the site.</p>
Clean Up	<ul style="list-style-type: none"> Fire water collected in the Secondary Sorting Warehouse and the OSD Basin must be tested. If not suitable for recycling, all water in the OSD Basin must be removed by a licensed liquid waste contractor for treatment / disposal off-site.
Report and Review	<ul style="list-style-type: none"> The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.

4.8 External emergency

In the event of an emergency caused by an event external to the site, the Chief Warden should communicate with Emergency Services, and follow instructions as to whether the site should be evacuated.

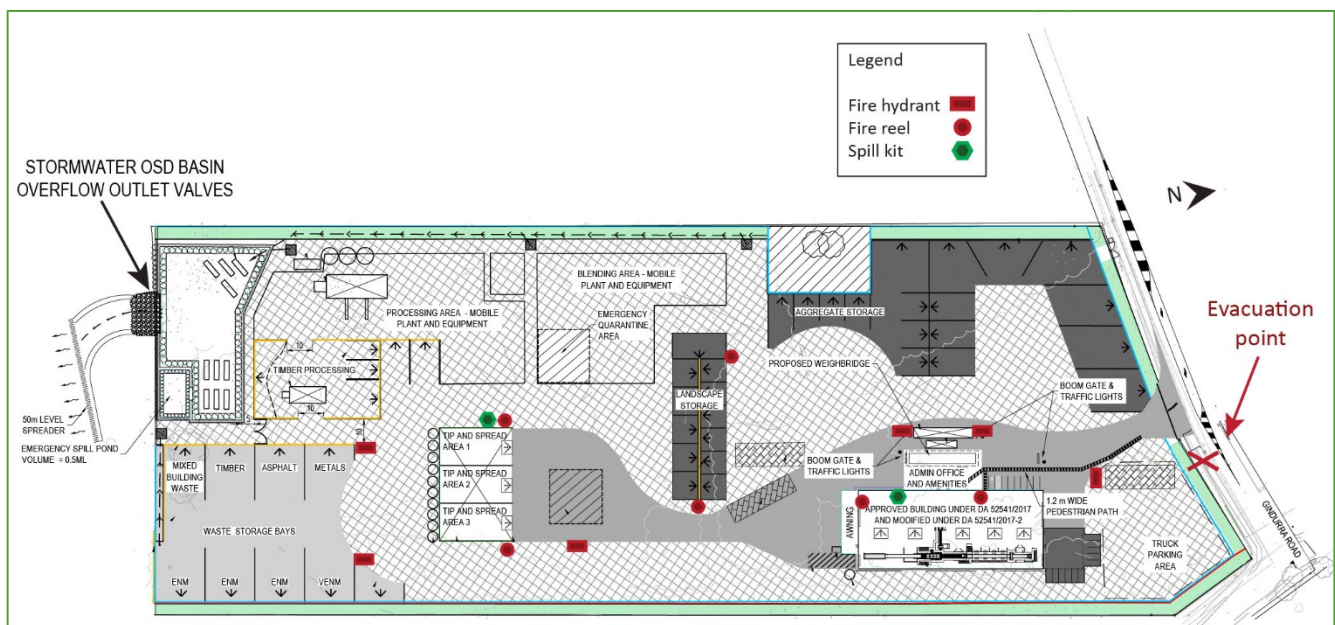
4.9 Other Unplanned emergency

In the event of another emergency, of a kind not anticipated, the Chief Warden should be immediately contacted. The Chief Warden will determine whether Emergency Services should be contacted. All staff and visitors should follow the instructions of the Chief Warden.

5 Evacuation Diagram

Figure 3 shows the location of firefighting equipment and the preferred evacuation point, where staff are to assemble in the event of an emergency requiring the site to be evacuated.

Figure 3: Evacuation diagram



6 Emergency Control Organisation

The Emergency Control Organisation (ECO) is responsible for managing the emergency at the site. Clear roles and responsibilities, and a clear change of command are essential for minimizing the impacts of an emergency. All members of the ECO must be trained and must be clear on their role in the event of an emergency.

The members of the ECO are:

1. Chief Warden – is in overall control of managing the response to an emergency. The Chief Warden is identified by a white hat/helmet.
2. Deputy Chief Warden – fulfils the role of Chief Warden in the absence of the Chief Warden
3. Communications Officer – is responsible for co-ordinating communication between members of the ECO, with authorities, with neighbouring properties and with other staff/visitors on-site. The Communications Officer is identified by a white hat/helmet.

4. Area Wardens – are responsible for managing the detailed response within their area. An Area Warden will be appointed for each of the following areas; Processing Area, Building & Landscape Supplies, Secondary Building and Office/Gatehouse. The Area Wardens are identified by a yellow hat/helmet.
5. Wardens – are responsible for ensuring the response is carried out in accordance with emergency procedures. The Wardens are identified by a red hat/helmet.
6. First Aid Officers – are trained in first response first aid. The first aid officers are identified by a green vest with white cross.

Table 6: Summary of roles and responsibilities of Emergency Control Organisation members.

Personnel	Responsibilities before emergency	Responsibilities during emergency	Responsibilities after emergency
Chief Warden	<ul style="list-style-type: none"> Maintain a current register of ECO members Replace ECO members when a position becomes vacant Conduct regular exercises Ensure emergency response procedures are kept up-to-date Attend meetings of the EPC Ensure personal ECO identification is available (i.e. coloured hats). 	<ul style="list-style-type: none"> Respond and take control, as appropriate Ascertain the nature of the emergency and implement appropriate action Ensure that the appropriate Emergency Service has been notified. Implement emergency response procedures, as necessary Control access to affected areas Monitor the progress of the evacuation and record any action taken in an incident log Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency, and on the status of the evacuation Act on the instructions of the Senior Officer of the Emergency Services 	<ul style="list-style-type: none"> Notify ECO members when the Emergency is over and it is safe for staff and visitors to return to their area of the facility. Organise to debrief ECO members, and Emergency Services if appropriate. Compile a report for the EPC and management.
Deputy Chief Warden	As above, in the absence of the Chief Warden.	As above, in the absence of the Chief Warden. Assist as required.	As above, in the absence of the Chief Warden. Assist as required.
Communication officer	<ul style="list-style-type: none"> Ensure they know how to use the communication equipment and can contact all members of the ECO. Maintain records and logbooks and make them available for emergency 	<ul style="list-style-type: none"> Ascertain the nature and location of the Emergency Confirm the appropriate Emergency Service has been notified. Notify appropriate ECO members Transmit instruction and 	<ul style="list-style-type: none"> Collate records of events during the emergency for debriefing and ensure they are secured for future reference.

Personnel	Responsibilities before emergency	Responsibilities during emergency	Responsibilities after emergency
	<p>response.</p> <ul style="list-style-type: none"> • Ensure that ECO members know how to use communication equipment and can contact other ECO members. • Ensure emergency communication contact details are up-to-date (including ECO, emergency authorities, neighbours) • Attend training and emergency exercises 	<p>information</p> <ul style="list-style-type: none"> • Record a log of the events that occurred during the emergency. • Co-ordinate a head count for the site to ensure all persons (staff and visitors) are accounted for. • Act as directed by the Chief Warden. 	
Area wardens	<ul style="list-style-type: none"> • Confirm sufficient wardens for area of responsibility • Co-ordinate the completion of Personal Emergency Evacuation Plan (PEEP) documentation, as required. • Report on deficiencies of emergency equipment • Ensure all staff have appropriate PPE • Ensure wardens have communicated the emergency response procedures to all occupants in their area • Ensure occupants are aware of the identify of their wardens • Coordinate safety practices. • Ensure personal ECO identification is available (i.e. coloured hats) • Attend training and emergency exercises 	<ul style="list-style-type: none"> • Implement the emergency response procedures for their area. • Ensure the appropriate Emergency Service has been notified. • Direct wardens to check the area for any abnormal situation • Commence evacuation if the circumstances in their area warrant this. • Communicate with the Chief Warden by whatever means and act on instructions • Advise the Chief Warden as soon as possible of the circumstances and action taken. • Provide instructions to wardens and other persons in the area. • Confirm that the activities of wardens have been completed and report this to the Chief Warden • Hand over and brief Emergency Services, as appropriate. 	<ul style="list-style-type: none"> • Compile a report of the actions taken during the emergency for the debrief • Assist with clean-up • Notify Chief Warden if specialised equipment needs servicing or replacing.
Wardens	<ul style="list-style-type: none"> • Ensure all occupants are aware of the emergency response procedures • Carry out safety practices • Ensure person ECO identification is available (i.e. coloured hats) • Attend training and 	<ul style="list-style-type: none"> • Act as area wardens if necessary • Operate the communication system in place • Check that any fire doors and smoke doors are properly closed • Close or open other doors in accordance with the emergency response procedures. 	<ul style="list-style-type: none"> • Assist with clean-up • Notify Area Warden if specialised equipment needs servicing or replacing.

Personnel	Responsibilities before emergency	Responsibilities during emergency	Responsibilities after emergency
	emergency exercises.	<ul style="list-style-type: none"> • Search the area to ensure all people have evacuated • Ensure orderly flow of people into protected areas. • Respond to the emergency as directed by the Chief Warden and Area Wardens. • Communicate the status of the situation with the area warden. • Hand over and brief Emergency Services, as appropriate. 	

7 Training

7.1 Routine Training

All new employees must be trained in the contents of this Plan, including location of emergency assembly area, contacts list, incident notification etc., during the induction process.

On an annual basis, all members of the Emergency Control Organisation are to be provided with refresher training in relation to their responsibilities and in dealing with emergency situations.

At least annually, a drill needs to be undertaken at the facility to test and evaluate compliance against this Plan and identify areas where further training is required and/or changes to this Plan is needed. This drill could be a fire drill, emergency spill response, phone threat etc. A record of the training drill needs to be maintained by the Communications Officer.

The Chief Warden is to make an assessment of the drill and provide a report to the EPC. A copy of the report is to be provided to the Communications Officer for filing in the facility's records system.

Training methods include emergency drills, fire extinguisher training, evacuation training, spill response training and tool box topics. Evidence of training is maintained on Hippo Station and/or the site training matrix.

7.2 Training and Review following and Incident

Within 1 month following any emergency incident, a review of this plan, training and control equipment and any other relevant facts shall be conducted to determine the effectiveness of emergency response processes. A Serious Incident Review may be conducted as a part of this review.

Training methods include emergency drills, fire extinguisher training, evacuation training and Spill Response Training.

8 Review and Routine Servicing

The Emergency Planning Committee will review this Emergency Plan at least once every 2 years, and after each Emergency.

Appendix A: Emergency Contact List

EMERGENCY SERVICES	
Emergency (Fire, ambulance, police)	Emergency – 000
Fire & Rescue NSW / Rural Fire Service	<p>Emergency – 000</p> <p>Fire & Rescue Pollution Notification Line – 1300 729 579</p> <p>Nearest fire station is Kariong Fire Station (Pacific Highway, Kariong NSW 2250)</p>
Environment Protection Authority	131 555
Health NSW	<p>Central Coast Public Health Unit</p> <p>Business hours: (02) 4320 9730</p> <p>After hours: 02) 4320 2111 (Gosford Hospital) - ask for Public Health Officer on call</p>
SafeWork NSW	131 050
Central Coast Council	(02) 4325 8222

Kariong Sand and Soil Supplies: Emergency Plan

Notification of neighbouring properties		
Premises	Address	Contact
Residence	242 Debenham Rd South, Somersby	Door knocking
Residence	12 Acacia Rd, Somersby	Door knocking
Residence	16 Acacia Rd, Somersby	Door knocking
Residence	32 Acacia Rd, Somersby	Door knocking
Central Coast Riding School for the Disabled	1A Central Coast Hwy, Kariong Off Kangoo Rd, Somersby	(02) 4340 0388
Frank Baxter Juvenile Justice Centre	3 Central Coast Hwy, Kariong	(02) 4340 3800
Borg Manufacturing	2 Wella Way, Somersby	(02) 4340 9800
3S Lighting	2 Wella Way, Somersby	(02) 4340 4300
Hunter Lasertek	2 Wella Way, Somersby	(02) 4954 2200
Inovar Pty Ltd	2 Wella Way, Somersby	1300 466 827
Symonite	2 Wella Way, Somersby	1300 300 641
Ausgrid	33 Kangoo Rd, Somersby	13 13 88

Appendix B: List of Safety Equipment

Equipment	Location
Spill kits	3 x 120L spill kits <ul style="list-style-type: none"> 1 x waste receiving area 1 x office/weighbridge area 1 x secondary processing building (near fuel & chemical storage area)
Safety Data Sheets (SDS)	Office
First Aid Kit	Office
Personal Protective Equipment	Worn by staff, spares in office
Traffic bollards and traffic cones	Office
Fire extinguishers	Fire extinguishers: <ul style="list-style-type: none"> 1 x main office 5 x secondary processing building 2 x processing area 1 x waste receiving area 1 x mulching building 1 x crusher building 1 x each mobile equipment (e.g. front end loader)
Fire hoses	Fire hoses: <ul style="list-style-type: none"> 2 x inside Secondary Processing Building 2 x adjacent to landscape storage area 2 x adjacent to the Tip and Spread building
Fire Hydrants	Fire hydrants: <ul style="list-style-type: none"> 1 x fire hydrant adjacent to the pump house near the site entrance 2 x adjacent to weighbridge 1 x adjacent to waste receiving area 1 x adjacent to waste storage area 1 x adjacent to mulching building and timber storage
Fire sprinkler system (Fire drencher)	Manual fire sprinklers located on timber storage bays.
Fire detection system	Automated flame, smoke and infrared detectors fitted multiple points in Secondary Processing Warehouse and Tip and Spread Building. Alarms will be audible and visual, and will activate automatically. Portable infra-red detection devices for checking stockpiles. Stored in office.

Appendix C: Telephone Threat Checklist

Kariong Sand and Soil Supplies: Emergency Plan

TELEPHONE THREAT CHECKLIST AND RECORDING SHEET

KEEP CALM

Recipient name:
Telephone number:
Signature:

General questions to ask:

1. What is it?
2. When is the bomb going to explode? OR When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

Chemical / biological threat questions:

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

Bomb threat questions:

1. What type of bomb is in it?
2. What is in the bomb?
3. What will make the bomb explode?

Exact wording of the threat:

CALLER'S VOICE

Accent:
Any impediment:
Voice (loud, soft, etc.):
Speech (fast, slow):
Diction (clear, muffled, slurred):
Manner (calm, emotional, etc.):
Did you recognize the caller?
If so, who do you think it is?
Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:

NOTES

OTHER

Sex of caller: Estimated age:

CALL TAKEN

Date: Time: Duration:
Number called:

ACTION TAKEN

Call reported to:
Phone number:

Appendix D: Bushfire Emergency Plan



NSW RURAL FIRE SERVICE



DEVELOPMENT PLANNING

A guide to developing a
Bush Fire Emergency Management and
Evacuation Plan

PREPARE.

ACT.

SURVIVE.

© State of New South Wales through the NSW
RURAL FIRE SERVICE 2014

The NSW RURAL FIRE SERVICE (NSW RFS) encourages the availability, dissemination and exchange of public information. You may copy, distribute, display, download and otherwise freely deal with this material for personal, in-house or non-commercial use, on the condition that you include the copyright notice © State of New South Wales through the NSW RURAL FIRE SERVICE 2014 on all such uses. In the event that you wish to copy, distribute, display, download, store, or use this material for a purpose other than personal, in-house or non-commercial use, you must obtain permission from the NSW RFS by writing to the following address:

Commissioner
NSW RURAL FIRE SERVICE
Locked Mail Bag 17
Granville NSW 2142

You must also obtain permission from the NSW RFS if you wish to:

- charge others for access to the work (other than at cost);
- include all or part of the work in advertising or a product for sale;
- modify the material; or
- use any trade mark from this publication, including the NSW RURAL FIRE SERVICE Crest.

DISCLAIMER STATEMENT

While the material within this publication is current at the time of writing changes in circumstances after the time of publication may impact on the accuracy of the material. Individuals are responsible for ensuring they have the most current version of this publication

The information and material contained herein is general in nature and is intended for your use and information. The NSW RURAL FIRE SERVICE (NSW RFS) disclaims, to the extent permitted by law, all warranties, representations or endorsements, express or implied, with regard to the material contained herein. The NSW RFS does not warrant or represent that the material contained herein is free from errors or omissions, or that it is exhaustive. Users should exercise their own skill and care with respect to its uses. You must not assume that this material will be suitable for the particular purpose that you had in mind when using it.

The NSW RFS disclaims any liability (including but not limited to liability by reason of negligence) to the users of the material for any loss, damage, cost or expense whether direct, indirect, consequential or special, incurred by, or arising by reason of, any person using or relying on the material and whether caused by reason of, any error, omission or misrepresentation in the material or otherwise. Users of the Website will be responsible for making their own assessment of the material and should verify all relevant representations, statements and information with their own professional advisers.

Prepared by NSW Rural Fire Service –December 2014

Table of Contents

Preface	4
What is an at risk development?	5
Why develop a Plan?	5
What if I already have an Emergency Plan?	6
STEPS TO PRODUCE A PLAN	7
STEP 1: Establish an Emergency Planning Committee	8
STEP 2: Analyse site characteristics	9
STEP 3: Decide Primary Action	13
Analyse the bush fire situation	13
STEP 4: Analyse requirements for Sheltering and Evacuation	14
Identify a refuge (sheltering)	15
Identify a refuge (evacuation)	16
Determining transportation to refuge (evacuation)	17
STEP 5: Develop emergency procedures	18
Bush Fire Action Statements	18
Factors to be considered for Action Statements	19
Occupant/employee listing	20
Contact details of family members	20
Site layout	21
STEP 6: Training of staff/occupants	22
Additional Awareness Training	22
TEMPLATE	
Bush Fire Emergency Management and Evacuation Plan	
APPENDIX 1: Example Bush Fire Action Statements and Triggers	
APPENDIX 2: Example of a Site Layout	



Preface

This guide is aimed at assisting representatives for at risk developments to prepare a Bush Fire Emergency Management and Evacuation Plan (Plan).

For new developments in bush fire prone areas, conditions of consent may also require the preparation of a Plan.

The guide will assist in filling out the Bush Fire Emergency Management and Evacuation Plan Template provided in this document.

The guide outlines a step-by-step process to address factors that are to be considered when developing a Plan. There are six steps in the process. As each step is completed, details should be recorded in the template.

Where a Plan is required to meet a development consent condition, a copy is likely to be required by the certifying authority.

You should also consider providing a copy to the local Fire Service to assist in their pre-incident planning.

Individuals wanting to consider their bush fire emergency management should refer to the Bush Fire Survival Plan available at www.rfs.nsw.gov.au.

If you would like more information on emergency management planning for bush fires, please contact:

NSW Rural Fire Service
Locked Mail Bag 17
GRANVILLE NSW 2142
1800 NSW RFS
(1800 679 737)
www.rfs.nsw.gov.au

What is an at risk development?

At risk developments are facilities that regularly have a large number of occupants that may rely on others for their wellbeing or be unfamiliar with the local area. As such a greater degree of planning and coordination is required to ensure occupants safety. In the event of a bush fire, a Bush Fire Emergency Management and Evacuation Plan (Plan) will outline what actions are to occur and arrangements for relocation.

The Environmental Planning & Assessment Act (1979) and the *Rural Fires Act (1997)* provides for developments on Bush Fire Prone Land to incorporate bush fire protection measures to reduce the impacts of a bush fire. This legislation, along with the NSW RFS publication, Planning for Bush Fire Protection, refers to Special Fire Protection Purposes (SFPP).

An at risk development includes, but is not limited to, those facilities that are often referred to as SFPP development. Typically, a SFPP development includes the following:

- a school
- a child care centre
- a hospital
- a hotel, motel or other tourist accommodation
- a building wholly or principally used as a home or other establishment for mentally incapacitated persons
- seniors housing within the meaning of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004
- a group home within the meaning of State Environmental Planning Policy No 9—Group Homes
- a retirement village.

Other development types that may need to consider a Bush Fire Emergency Management and Evacuation Plan include commercial/industrial, multiple occupancy (land sharing) and community title estates.

Why develop a Plan?

Bush fires are a part of the Australian environment, with NSW being one of the more bush fire prone areas in the world. As the population increases, development encroaches further into bush land areas, increasing the number of persons and property potentially affected by bush fires.

Bush fire attack essentially takes five forms:

Wind: Strong winds resulting from severe bush fires will drive embers into vulnerable areas of a building, preheat and dry fuel ahead of a fire, lift roofing and extend flames along a more horizontal plane closer to building elements.

Smoke: While smoke will cause minimal damage to property, it can severely affect the health of residents. Smoke is a significant factor in at risk developments, particularly where residents are susceptible to respiratory disorders. Smoke can also reduce visibility during evacuation or shelter situations.

Embers: Ember attack is responsible for most bush fire related building fires. Embers can also cause spotting in advance of the bush fire and ignite building elements.

Radiant heat: Radiant heat can severely impair the health of residents and the integrity of building elements. Radiant heat can prevent emergency services personnel assisting occupants of at risk developments.

Flame: Flame attack will severely restrict fire fighting operations, resulting in the ignition of building elements and a threat to the health of residents and their capacity to evacuate the area.

The preparation of a Plan aims to improve the preparedness of at risk developments from bush fire attack. The plan should identify the steps to be followed in the event of a bush fire.

What if I already have an Emergency Plan?

Many facilities have procedures to facilitate the safe movement and assist in the evacuation of occupants. These procedures are normally referred to as an Emergency Plan as outlined in Australian Standard AS3745 Planning for emergencies in facilities 2010 and AS4083 Planning for emergencies – Health care facilities 2010.

An Emergency Plan provided by these standards, has occupants evacuate buildings to an assembly point in the event of an emergency. However for bush fires, these procedures may not adequately address the safety of occupants and other related issues that may result from a bush fire emergency. For example occupants may be relocated out into the open, exposing them to the heat and smoke from a bush fire.

A Bush Fire Emergency Management and Evacuation Plan will identify appropriate procedures for occupants to follow in the event of a bush fire and is to contain the following minimum requirements:

- Name and address of facility
- Contact details (including phone number)

- Number of employees/occupants
 - Number of occupants with support needs
 - Primary Action: (evacuate or shelter)
 - Details of location or address of Primary Action
 - Details of location or address of back-up/ pre-emptive procedures
 - Procedures for Primary Action and back-up actions
 - Assembly point(s) and transportation arrangements (evacuation only)
 - Action Statements (before, during and after a bush fire)
 - Site layout of facility
- Attachments will be dependent upon the type of facility and other associated factors. These attachments may include;
- Occupant/employee listing
 - Contact details for parents/guardians

The NSW RFS recommends the use of the template provided in Appendix 1 as it provides the basis of a Plan and addresses the above requirements.



STEPS to produce a plan

- STEP 1 >** Establish an Emergency Planning Committee (EPC)
- STEP 2 >** Analyse site characteristics
- STEP 3 >** Decide Primary Action (evacuation or sheltering)
- STEP 4 >** Analyse the requirements for evacuation and sheltering
- STEP 5 >** Develop emergency procedures -Bush Fire Action statements
- STEP 6 >** Training staff and occupants

STEP 1 >

Establish an Emergency Planning Committee

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

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

The role of the EPC is to actively participate in the planning process and identify 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
- > ensure employees and other occupants are educated and trained on emergency procedures
- > ensure all occupants are aware of the emergency procedures for the development
- > Regularly review the plan to ensure it remains practical and current

Roles and responsibilities associated with a Plan will need to be assigned to staff including:

- > coordinating and arranging transport
- > physically relocating occupants from one place to another
- > ensuring all buildings are properly prepared to limit the impact of a bush fire
- > initiating any bush fire protection measures such as sprinkler systems
- > liaising with emergency services.

If there is an existing EPC, it is likely that there is an existing Emergency Plan, with roles and responsibilities. The Emergency Plan should be cross referenced for bush fire emergencies.

For information on chief warden and warden positions, refer to Australian Standards AS3745 Planning for emergencies in facilities 2010 and AS4083 Planning for emergencies – Health care facilities 2010.

STEP 2 >

Analyse site characteristics

To prepare an appropriate Plan you should consider the characteristics of a site such as:

- > the type of facility
- > where is the facility located
- > how it may be affected by a bush fire
- > how many occupants there are and if any occupants have 'support needs' that need to be considered.

Preparing a Plan requires an understanding of how a bush fire may affect a site and the consequences on its occupants. For a better understanding of the bush fire situation of a particular area, consider consulting with the NSW RFS and other emergency services.

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 make you aware of any situations that may affect your pre-planning.

To assist in working through potential issues for a site, a range of questions to help in understanding the bush fire situation and how it may affect the facility and the occupants are available on the following pages.

Bush fire prone area is land that can support a bush fire or is likely to be affected by bush fire attack. It is not determined by the frequency in which bush fires may have occurred in the past. Facilities that are within proximity of bush fire prone land should prepare a Bush Fire Emergency Management and Evacuation Plan.

Contact details for emergency service agencies are to be included in the Bush Fire Emergency Management and Evacuation Plan

Is the facility in a bush fire area?

Yes ☐ No ☐

➤ Contact your local council to determine if you are bush fire prone.

What type of facility is the Plan for?

- ☐ School
- ☐ Hospital
- ☐ Child care centre
- ☐ Commercial buildings
- ☐ Seniors Living
- ☐ Industrial buildings
- ☐ Group Home (SEPP 9)
- ☐ Tourist (hotel or motel)
- ☐ Mental health facility
- ☐ Other tourist accommodation (eg. caravan park or camping)
- ☐ Retirement Village
- ☐ Other

The logistical arrangements for the numbers of occupants within the facility may be complicated and you may need to consider alternate accommodation, transport, health care, food supplies and staffing ratios.

How many occupants within the facility?

.....

How many occupants reside within the facility?

.....

How many staff work within the facility?

.....

What is the staff/occupant ratio?

.....

How many potential temporary occupants (tourists, school students, visitors etc.)

.....

Are any of the following occupants types at the facility and if so how many?

- _____ Children (under five years of age)
- _____ Tourists (caravan/camping)
- _____ Children (primary school)
- _____ Tourists (motel/resort)
- _____ Children (high school)
- _____ Day time only employees
- _____ Dependent aged
- _____ Independent aged
- _____ Mentally/physically disabled
- _____ Other _____

- The type and number of occupants may influence where these occupants should take refuge during a bush fire emergency.
- The type of occupants may influence Action Statements.
- With tourists, for example, you may need to consider whether they know the local area and have bush fire awareness.
- Older persons may have restricted mobility and require assistance if relocated.
- Children require supervision and their age will determine the level of supervision.

Are there occupants who suffer from asthma or other medical conditions where smoke or anxiety may exacerbate their illness or condition?

Yes ☐ No ☐

- If yes, it may be more appropriate to move these people from the facility to a location away from the effects of a bush fire well in advance.

Asset Protection Zones (APZ) provide space for fire fighters and other emergency service personnel to support or evacuate occupants and reduce the impacts of radiant heat, smoke and embers on them whilst this is occurring.

Is there an APZ in place that will limit a bush fire spreading to a building or a bush fire starting around a building?

Yes ☐ No ☐

- You should consult with the NSW RFS to determine if APZs are suitable.
- Refer to Standards for Asset Protection Zones for maintenance requirements of an APZ
- If yes, the facility may be suitable for occupants to remain on-site and indoors away from the effects of a bush fire as a Primary Action (on-site refuge).
- If no, consider a plan with Primary Action to evacuate occupants early to another location away from the effects of a bush fire (off-site refuge).

Safe access arrangements for residents to evacuate an area whilst emergency service personnel are accessing the same area to suppress a bush fire are essential. Alternative access/way out routes will also assist if part of the road system is cut by bush fire.

How accessible is the property within the local area?

- ☐ Multiple roads in and out of the property
- ☐ One road in and out
- Multiple roads provide alternative routes to transport occupants to an off-site refuge.
- A single road accessing the site may cause traffic problems. Early departure, well before fire fighting units arrive, is recommended.

Does the transport route go through or near potential bush fire areas?

Yes ☐ No ☐

- It is not appropriate to move occupants through an area where a bush fire may be burning or is 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 poorly maintained buildings are more vulnerable to bush fire attack, especially embers.
- Gardens adjacent to buildings are a source of fuel for a fire.

Are the buildings constructed against bush fire attack?

Yes ☐ No ☐ Unknown ☐

- Australian Standard AS3959 Construction of buildings in bush fire prone areas outlines building standards.
- Windows and doors are vulnerable to bush fire attack and provide possible entry points into the building for embers.

Appropriately prepared and constructed buildings can offer protection during a bush fire reducing the likelihood of bush fire related injury and fatality.

STEP 3 >

Decide Primary Action (sheltering or evacuation)

The decision to evacuate or shelter under general bush fire 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 bush fire.

What is the difference between sheltering and evacuation?

Sheltering is the process of moving people to a location that is within close vicinity of where they occupy, but away from the effects of a bush fire (eg. moving school children to a gymnasium, or moving occupants to a common room).

- > Sheltering requires an on-site refuge which is a building within the property that is able to adequately accommodate the occupants that has adequate protection from the effects of bush fire.

Evacuation is the process of moving people from where they are staying to another location some distance away from the effects of a bush fire, to a safer location.

- > Evacuating requires an off-site refuge which is a building or location some distance away from the property and from the effects of bush fire that is able to accommodate all the occupants being evacuated.

Analyse the bush fire situation

Analysing the bush fire situation should provide an understanding of how a bush fire may affect the site and its occupants. The following questions have been provided to assist in deciding whether the Primary Action should be to evacuate or to shelter.

Is the facility likely to be affected by radiant heat and or direct flames?

Yes ☐ No ☐

If yes, safe evacuation is more appropriate

Are there occupants that could be susceptible to smoke who should be moved to another location due to medical conditions?

Yes ☐ No ☐

If yes, safe evacuation is more appropriate

Are there buildings with adequate Asset Protection Zones and building standards located away from a direct bush fire threat?

Yes ☐ No ☐

If yes, sheltering may be appropriate

STEP 4 >

Analyse requirements for sheltering and evacuation

Procedures for both sheltering and evacuation are to be developed, with one identified as the Primary Action to be followed during a bush fire. This is to ensure that if for any reason the Primary Action is not achievable, the facility is not left without procedures to follow.

- > Facilities with sheltering as their Primary Action will have evacuation procedures in case they can no longer shelter or emergency services call for a pre-emptive evacuation due to catastrophic or extreme bush fire conditions.
- > Facilities with evacuation as their Primary Action will have sheltering procedures to implement in case a bush fire occurs and there is insufficient time to evacuate.

While it may be appropriate to plan to shelter if there is a bush fire emergency, this may not always be feasible particularly during extreme or catastrophic conditions. Emergency services may decide to evacuate areas for public safety. For this reason procedures to evacuate to a refuge are required to ensure the necessary planning and coordination arrangements are in place.

Work through both the evacuation and sheltering steps when developing your Plan – no matter which is identified as your Primary Action.

An important factor when planning for emergency procedures is that under intense conditions it is common for people to behave irrationally and this may increase the time taken to move people.

Identify an on-site refuge

A refuge is required when sheltering and should be a building within the site that is able to accommodate all occupants away from the effects of the bush fire.

Sheltering is generally used where the facility includes buildings that are away from a direct threat of a bush fire during general bush fire conditions. Remember that emergency services may call for a pre-emptive evacuation of the facility for public safety.

Sheltering procedures are also important as a back up option. Bush fires can start within close proximity to the property, leaving insufficient time for evacuation. In these circumstances occupants are more likely to be safer remaining in an on-site refuge on site rather than trying to evacuate.

When identifying a refuge, 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 Standards for Asset Protection Zones (NSW RFS publication) for further advice.

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

Yes ☐ No ☐

- Consider a common room, gymnasium, meeting room or hall for occupants to relocate to.
- Consider the potential for any adjoining structures, vegetation or combustibles to ignite and impact on the building.
- For facilities where occupants are located in numerous buildings or rooms, it may be appropriate to remain in those rooms under supervision.

Is the building constructed in such a manner that minimises bush fire attack with appropriate Asset Protection Zones?

Yes ☐ No ☐

- To determine standards of construction consult Australian Standard AS3959 Construction for buildings in bush fire prone areas.

Is there access to amenities (away from the effects of a bush fire)?

Yes ☐ No ☐

Is there sufficient supervision of occupants to manage the situation?

Yes ☐ No ☐

Identify an off-site refuge (evacuation)

When identifying an off-site refuge, a number of factors will need to be considered, such as location of the refuge, transportation arrangements to the refuge, size and capacity of the refuge and the availability of a facility in the nearby area.

Do you have occupants with support needs that require a similar facility to support them?

Yes ☐ No ☐

- Occupants with support needs are people with physical, intellectual, visual, or auditory disability or impairment, either temporary or permanent. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.

Is the refuge in an area away from the effects of a bush fire?

Yes ☐ No ☐

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

Are there amenities (toilets etc.) available at the refuge?

Yes ☐ No ☐

Can the refuge accommodate the number of occupants?

Yes ☐ No ☐

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

Is the route to the refuge such that it does not require transporting through bush fire affected areas or areas that may be affected by an approaching bush fire?

Yes ☐ No ☐

Depending on the extent of bush areas around the facility, the location of a bush fire and the safest route from the property, there may be a need to have two or three refuges,

Details should include street name and suburb, map reference, refuge name, and the possible route to be taken.

Determining transportation to off-site refuge (evacuation)

Part of the planning of an evacuation is how people are going to be transported to a refuge. The following may assist in the planning of 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?

Have occupants with support needs been considered when determining transportation type?

Yes ☐ No ☐

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

Do you require ambulances?

Yes ☐ No ☐

- If relying on ambulances, Ambulance NSW 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 ☐

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

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

STEP 5 >

Develop emergency procedures-Bush Fire Action Statements

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

There are three key periods of bush fire attack to consider as an approaching bush fire impacts on properties over many hours:

1. As the bush fire approaches: This period can last from 30 minutes to several hours, dependant on the speed and intensity of the fire. Some embers may start to fall around the property, igniting spot fires. The more intense the fire, the earlier the ember attack will start.
2. As the fire front impacts: During this period, which can last from 10 minutes to over an hour, the property will be exposed to ember attack, radiant heat, and the fire front itself. Wind damage may expose parts of a building for embers to enter.
3. After the fire front has passed: For several hours after the fire front has passed, the property will be exposed to ongoing ember attack and spot fires.

Bush Fire Action Statements

Bush Fire Action Statements outline duties and actions required to be undertaken before, during and after a bush fire emergency, stating clearly who is to do what, and when. They can be separated into three categories; preparation, response and recovery. A trigger is a timeframe, scenario or some other factor that initiates an action. Appendix 1 includes examples of Bush Fire Action Statements and triggers.

Triggers are to be determined and aligned with the appropriate action. Factors to be considered in determining triggers include the decision to evacuate or shelter as this will influence the timeframe required for certain actions to be undertaken.

An example may be if the decision is to evacuate and transport is required and then a timeframe to move occupants would have to be established. This should be used as a trigger to ensure there is adequate time, well before a bush fire approaches, to evacuate these people to an off-site refuge.

STAGE	ACTION	TRIGGER
PREPARATION	What to do in preparation for a bush fire.	When the Bush Fire Season is declared.
RESPONSE	What to do when a bush fire emergency is in the vicinity.	An example may be when the fire is one, four, eight, 12 hours away or one, five 10 kilometres away.
RECOVERY	What to do when a bush fire emergency has passed.	An example may be when advised to return by emergency services.

Factors to be considered for Bush Fire Action Statements

Bush Fire Action Statements outline duties and actions required to be undertaken in a bush fire emergency. Consideration needs to be made for aspects such as who will coordinate the actions of others, what are people to do, and how will they know where to go. The following are some factors to consider in developing appropriate action statements.

Do you have an emergency assembly point/area?

Yes ☐ No ☐

- Emergency assembly points are locations within the property where person meet before they are given further instructions.
- These locations should be located such that 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 suitable marking to clearly identify the location to evacuees.

Is security required during a bush fire emergency?

Yes ☐ No ☐

- When the property is evacuated or occupants are moved to the on-site refuge, personal belongings are left behind and they may be vulnerable to theft and vandalism.
- To reduce the possibility of these crimes, consider security for the facility.

Below are some suggested procedures where security is required:

1. Consult with the police on the availability of resources that may be utilised for security.
2. Consult with a security company to engage a security officer (possibly at short notice), only if safe to do so.
3. Have an employee remain and monitor the facility, only if safe to do so.

Note: The use of security personnel and employees would generally be required where damage has been sustained and the occupants are unable to return. Safety of any persons attending the site is paramount.

Do you have a procedure to inform occupants and/or visitors of emergency procedures for a bush fire emergency?

Yes ☐ No ☐

Employees

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

Permanent/regular occupants

- Have a community meeting with occupants.
- Provide a site layout showing where the refuge or assembly point(s) are.

Temporary occupants

- Have information flyers available during the Bush Fire Season outlining emergency management procedures and bush fire protection measures.
- Have a site layout with designated assembly points or refuge locations posted in each room.

Occupant/employee listing

When relocating people, it is necessary to know if all occupants are safe.

Do you have a procedure to account for occupants during a bush fire emergency?

Yes ☐ No ☐

The accounting of occupants should occur:

- At the emergency assembly area prior to any departure from the property
- At the on-site or off-site refuge, and
- On the return to the facility after the bush fire event.

As part of the accounting procedures, a list is required of all persons and visitors that occupy the facility. The list should include:

- name of person
- the building the person occupies, and
- any support needs of persons during the evacuation.

Contact details of family members

Contacting the family of the occupants should be included in any Plan. For many places such as schools and child care facilities, parents become very concerned about the wellbeing and safety of their children during times of bush fires.

Do you have a procedure for contacting occupant's family an during a bush fire emergency?

Yes ☐ No ☐

- 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 bush fire, it may not be possible due to road closures that will 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 considerations, as mentioned previously should be made.
- A contact person/s may be included on the resident listing form. This will allow any contact to be made after the evacuation at the refuge location.

Site layout

A site layout is a diagram of the site that shows the locations of buildings, refuge area and other items such as firefighting equipment. Site layouts need to show a number of different features depending upon the size and complexity of the facility. The following features are to be included in the Plan (where applicable):

- Site boundaries
- Internal roadways
- Buildings
- Locations of dangerous goods and any other significant hazardous materials
- Emergency vehicular and pedestrian entrances and exits
- Assembly areas (for evacuations) and address of off-site refuge
- Location of on-site refuge (for Sheltering)
- Fire services (eg. hydrants, boosters, sprinklers, hose reels, deluge valve stations)
- Town mains water supplies and/or on site water tanks
- Location of electrical supply isolation points
- Location of gas supply locations and isolation valve points.

Have you prepared a site layout of the facility that shows the relevant information?

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 and emergency service personnel.

STEP 6 >

Training of staff/occupants

For the procedures of this plan to be followed in an orderly manner during an emergency, it is very 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 the facility to have education on procedures, roles and responsibilities and to undertake exercises to test the emergency procedures.

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

The exercises should test the arrangements and procedures that form the Bush Fire Emergency Management and Evacuation Plan, and include the following:

- > Decision to evacuate or shelter
- > What and where are the evacuation routes and refuges?
- > What are the Bush Fire Action Statements?
- > Who has responsibility and for what?
- > What specific arrangements have been made for transportation and accommodation (if required)?
- > A drill for each scenario should be undertaken each year prior to the Bush Fire Season to make sure everyone understands their roles in an emergency.

Additional awareness training

Where the decision is to shelter, it is beneficial for occupants to undergo bush fire awareness training to provide an understanding of a bush fire emergency. Where staff members would be required to monitor the building for fire activity (burning embers etc.), it is recommended that they are provided with bush fire awareness/basic firefighting training. Contact your local NSW RFS Fire Control Centre who may be able to assist with this.

For additional information on the education and training of occupants, refer to AS3745 Planning for emergencies in facilities 2010.

Glossary

assembly point	The designated place or places where people assemble during the course of an evacuation.
District Emergency Management Officer (DEMO)	For emergency management purposes, NSW is divided into emergency management districts. Each Emergency Management District has a District Emergency Management Committee. The Committee is chaired by the District Emergency Operations Controller (DEOCON), supported by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on emergency management matters.
emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency warning and intercommunication system (EWI)	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.
evacuation	The orderly movement of people from a place of danger.
Local Emergency Management Officer (LEMO)	The State is divided into Local Government areas with a Local Emergency Management Committee for each area. This Committee is chaired by a senior representative of the council, and is supported by a Council appointed Local Emergency Management Officer (LEMO).
occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor
on-site refuge	A building within the premises that is able to accommodate the people that will shelter. The place is not under threat from a bush fire.
off-site refuge	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 a bush fire.
relocation	Movement of persons and/or organisations to an alternate area
State Environmental Planning Policy (SEPP)	State Environmental Planning Policy (SEPP) is a legislated policy that deals with issues significant to the state and people of New South Wales.
sheltering	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
support needs	People with physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent who require support. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.



BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

.....
.....

Address

.....
.....

Prepared by:

.....

Authorised by:

.....

Date:

TO BE REVIEWED ANNUALLY

Facility Details

This plan is for:
Name of facility

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

This Plan outlines procedures for both **sheltering** (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 ☐ **Evacuate** ☐

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 support needs:

Provide description of support needs:

Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building / area of responsibility	Mobile phone number

Emergency Contacts

Name of organisation	Office / contact	Phone Number
NSW Rural Fire Service	Local Fire Control Centre	
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
NSW Police Force		



SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

Designated refuges

- a.
- b.
- c.
- d.

Procedure for sheltering during a bush fire emergency

Trigger	Action
a.	a.
b.	b.
c.	c.
d.	d.

After the bush fire emergency

- a.
- b.
- c.
- d.

EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

Designated assembly points

1.
2.
3.
4.

Refuge (primary)

Name of venue (primary):

Address of venue:

Nearest cross-street:.....

Map reference:.....

Phone number:.....

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:.....

Refuge (alternate)

Name of venue (alternate):

Address of venue:

Nearest cross-street:.....

Map reference:.....

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:.....

Before and at the commencement of the Bush Fire Danger Period, we will:

- a.
- b.
- c.
- d.

Procedures for evacuation in the event of a bush fire




Trigger	Action
a.	a.
b.	b.
c.	c.
d.	d.

After the bush fire event

- a.
- b.
- c.
- d.



Attachments

-  Occupant/employee listing
-  Contact details for parents/guardians
-  Site Layout of Premises

APPENDIX 1

Example Bush Fire Action Statements and triggers

The following are examples of some actions statements and when they should occur (triggers). You may identify additional statements and triggers relevant to your situation.

Before and at the commencement of the Bush Fire Danger Period:

- Ensure that the staff are prepared in accordance with the Bush Fire Emergency Management and Evacuation Plan.
- Ensure that all persons are informed of the evacuation/shelter-in-place procedures.
- 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 and child care centres etc).
- Ensure building and areas around buildings are prepared and maintained.
- Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- Update contact details of staff and occupants.
- Contact and update emergency services with the premises' contact details.
- Contact refuges for potential use during a bush fire emergency.
- Contact transport suppliers for potential use during a bush fire emergency.

In the event of a bush fire in the surrounding area, occupants of the premises shall follow the procedure outlined below:

When aware of the bush fire in the local area:

- Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates.
- Inform staff and occupants of the fire situation.
- Ensure that the person in charge, ie. 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 an approaching bush fire threatening the premises within X hours, the primary action to evacuate/shelter will take place, staff and occupants of the premises shall follow the procedure outlined below:

- Designated Fire Warden will take control of the situation.
- Remain calm and explain to the occupants what is happening.
- Staff to ensure all doors and windows closed within the premises.
- Sheltering
- Move all persons to the designated refuge.
- Ensure all persons are accounted for (use listing of occupants and visitors register).
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is sheltering-in-place (include how many people and which building on site).
- After all the occupants have been relocated to refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.
- Two persons to make regular exterior visual inspection (wearing appropriate protection from bush fire) of the refuge for embers and extinguish where possible or call 000 for assistance.

Evacuation

- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is being evacuated (include how many people and where they are going).

- Arrange for vehicles to meet at designated assembly point for pick up of persons.
- Contact refuge and inform them of pending arrival.
- Move all persons to the assembly point for evacuation.
- Ensure all persons are accounted for prior to departure (use listing of occupants).
- Ensure all site buildings have all doors and windows closed prior to leaving site.
- At refuge, move all persons inside and ensure all persons are accounted for and safe.
- The Fire Warden (or person responsible) to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the designated refuge.
- After all the occupants are accounted for and safe at the designated refuge nominated staff will commence contacting families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

Forced evacuation – as a result of bush fire in the surrounding area and due to its severity, fire authorities require occupants to be evacuated to a refuge.

- Fire Warden (or person responsible) to liaise with the police/emergency service giving evacuation orders and provide them with the number of persons and any support needs that are to be considered for transportation (if no on-site transportation is available).
- Arrange for vehicles to meet at designated assembly point for pick up of persons.

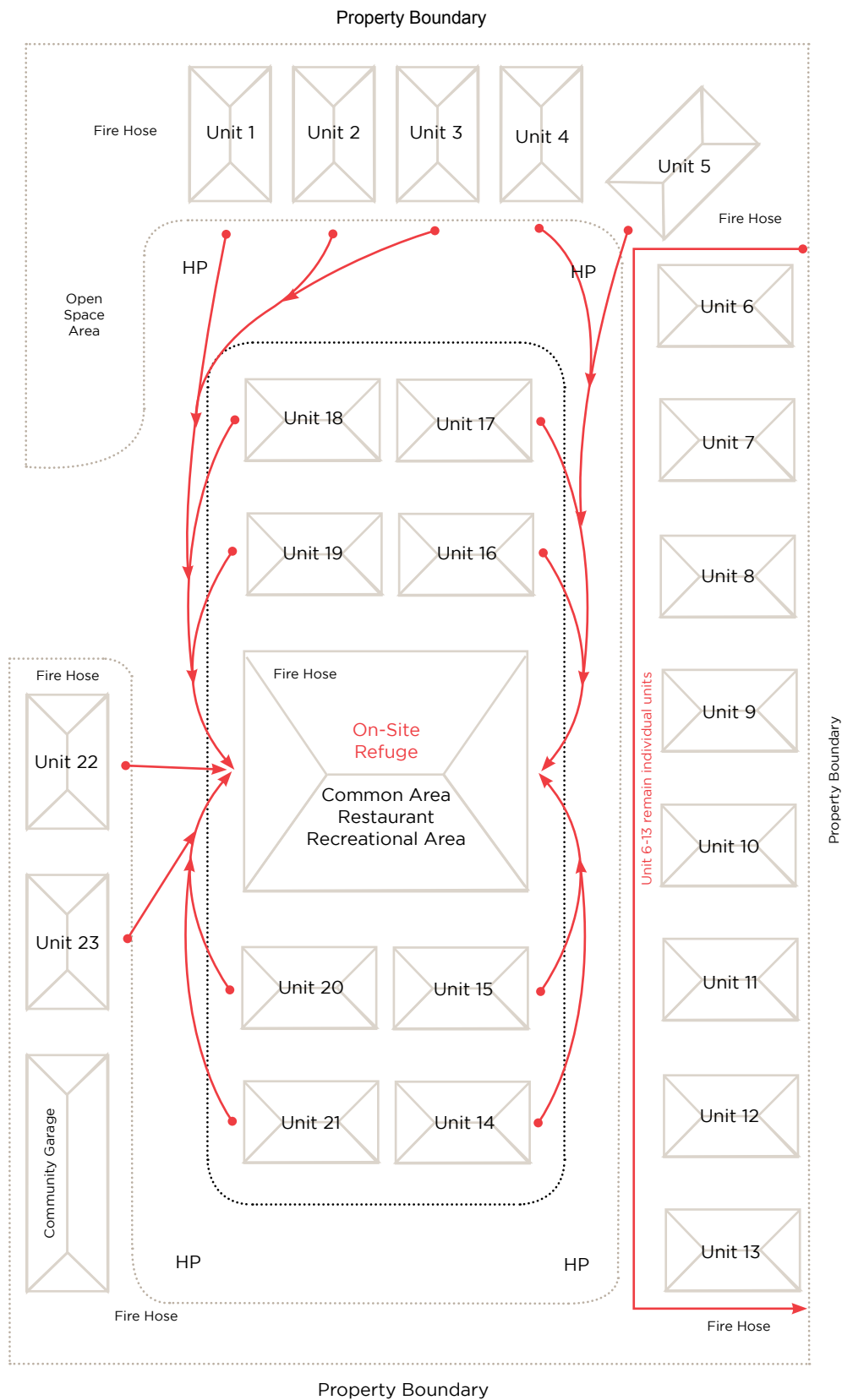
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is evacuating due to police direction (include how many people and where they are going).
- Move all persons to the assembly point for evacuation
- Ensure all persons are accounted for prior to departure (use listing of occupants).
- At refuge, move all persons inside and ensure all persons are accounted for and safe.
- The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the refuge.
- After all the occupants are accounted for and safe at the refuge, nominated staff will commence contacting relevant families affected.
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

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

- No person should re-enter any evacuated building until advised by the emergency service.
- The Fire Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.
- All occupants are to be accounted for on their return.
- Inform the police/emergency service of the return of persons to the premises.

Appendix 2

Example of a Site Layout



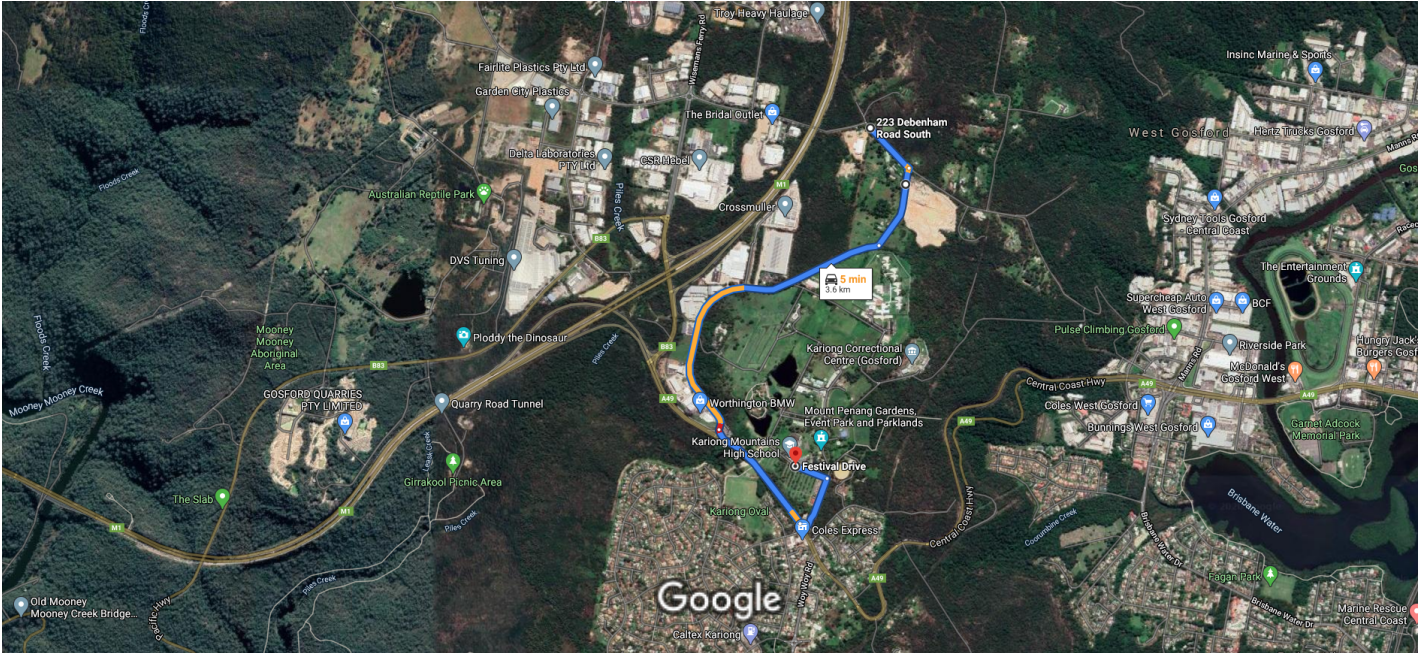
Bush Fire Emergency Management and Evacuation Plan Site Layout Western Hills Retirement Village 321 Olden Road, Summerville
Decision: Shelter / Contact No: 02 4433 1234

Google Maps

223 Debenham Rd S, Somersby NSW 2250 to Festival Dr, Kariong NSW 2250

Drive 3.6 km, 5 min

Route Option 1



Imagery ©2020 CNES / Airbus, Maxar Technologies, Sinclair Knight Merz, Map data ©2020 Google 200 m

via Kangoo Rd

4 min without traffic

5 min

3.6 km

Explore Festival Dr

- Groceries
- Hotels
- Gas stations
- Parking Lots
- More

Google Maps

223 Debenham Rd S, Somersby NSW 2250 to Festival Dr, Kariong NSW 2250

Drive 4.1 km, 6 min

Route Option 2



Imagery ©2020 CNES / Airbus, Maxar Technologies, Sinclair Knight Merz, Map data ©2020 Google 200 m

via Central Coast Hwy/A49

5 min without traffic

6 min

4.1 km

Explore Festival Dr

Groceries

Hotels

Gas stations

Parking Lots

More

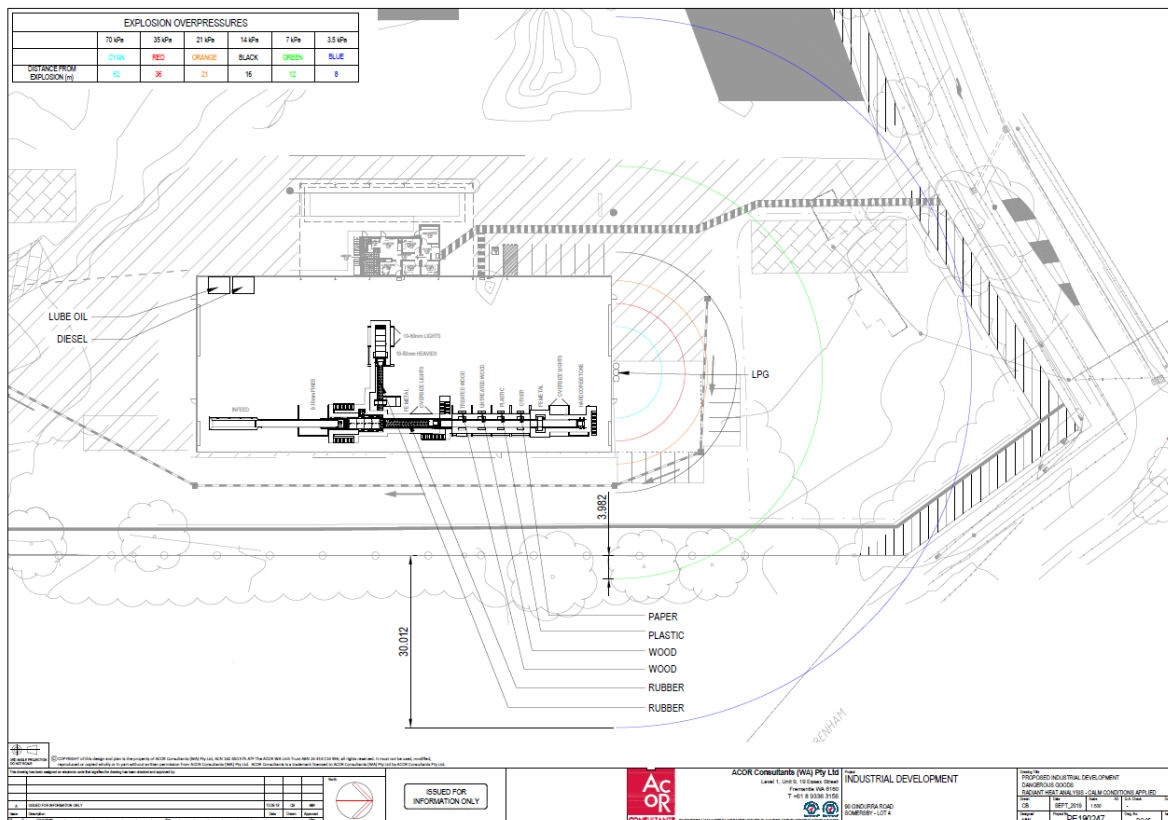
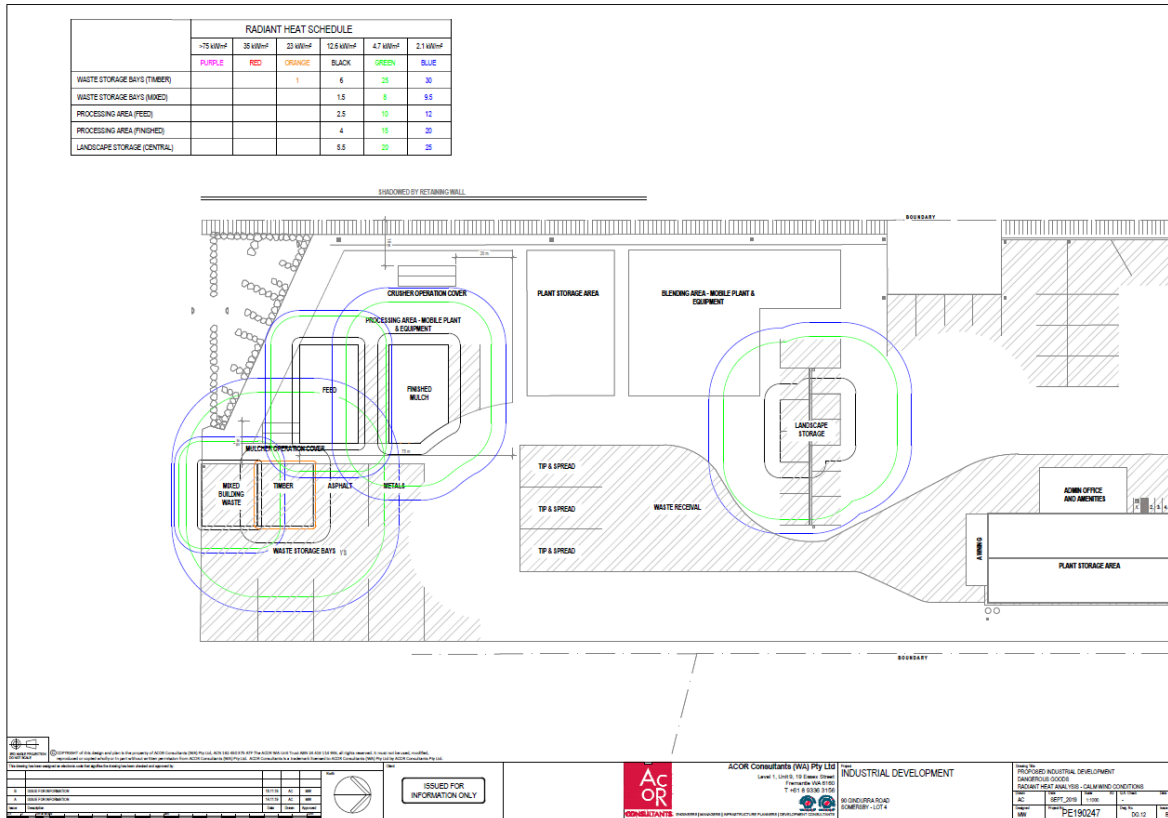
Appendix E: Emergency Services Information Package

Key site contact: Eric Davis, mobile: 0414 632 252

Potentially Hazardous Material Stored On-site

Potential hazard	Storage location	Maximum quantity on site
Hydraulic oil	Secondary Processing Building	1,000 Litres
Engine oil	Secondary Processing Building	1,000 Litres
Gear oil	Secondary Processing Building	1,000 Litres
Transmission oil	Secondary Processing Building	1,000 Litres
Degreaser	Secondary Processing Building	1,000 Litres
Brake fluid	Secondary Processing Building	500 Litres
Grease drum cartridges	Secondary Processing Building	100 Litres
Diesel	Secondary Processing Building	5,000 Litres
LPG (gas)	Secondary Processing Building	1,000 Kg
Waste plastic, paper, cardboard, timber	Secondary Processing Building	≈ 200 kg
Waste sorting rubber conveyors	Secondary Processing Building	137 metres x 1.26m x 28mm (5,740 kilograms)
Wood waste	Waste storage area	≈ 900 tonnes
Incoming waste (≈ 10% timber)	Tip and Spread building	≈ 80 tonnes
Wood waste and mulched timber	Mulching building storage areas	≈ 450 tonnes
Mulched timber	Landscape supplies storage area (4 bays)	≈ 895 tonnes

Location of stored materials on-site (Source: Fire Safety Study, 2019)



Evacuation diagram, showing firefighting equipment on-site

