BLACKASH
BUSHFIRE CONSULTING

BUSHFIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

The New Primary School at Warnervale

75 Warnervale Road

RING

'000'

for all emergencies

Prepared for

Department of Education

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Document Tracking:

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2

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Contents

1. Plan Authorisation & Review

This document has been prepared by Blackash Bushfire Consulting for Department of Education and complies with the NSW Rural Fire Service requirements for bushfire evacuation.

Responsibility for enacting, testing and implementing the document rests with the sPrincipal. This document does not include evacuation arrangements for specific hazards (e.g. floods, storm, active shooter, internal structure fire etc).

This document is to be reviewed through consultation with stakeholders affected by this document:

- no less than every three years;
- following an emergency resulting in significant evacuations

The Principal is responsible for authorisation of the plan and review as per Table 1. The Plan is to be reviewed and signed by 1 August in each year, prior to the start of the Bushfire Danger Period on 1 October.

Table 1 Plan authorisation and review

Authorised by	Name	Signature	Date
2020	Principal		
2021			
2022			

The Principal is responsible for distributing a current 'Evacuation Plan' in August each year to the Local Emergency Management Committee (**LEMC** through Council), the Local Emergency Management Officer (**LEMO** through Council) and other appropriate authorities. (e.g. NSW Rural Fire Services, NSW Police, Fire and Rescue NSW).

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4

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2. Site Details

This plan has been developed for The New Primary School at Warnervale in the Warnervale suburb (Figure 1), Central Coast Council. The plan is designed to assist management to protect life and property in the event of a bushfire affecting the site.

This plan outlines procedures for both sheltering (remaining on site) and evacuation to enhance the protection of occupants from the threat of a bushfire.

The site is affected by bushfire prone land (Figure 2). Bushfire prone land is an area of land that can support a bushfire or is likely to be subject to bushfire attack (ember, flame contact, radiant heat).

The primary action to follow under normal bushfire conditions is to:

☐ Shelter   ☒ Evacuate

Type	Primary School, with students with special needs	
Contact Person	Principal	**Mobile:** **Email:**
On site shelter Location	Core 35 Hall	
Assembly point for off-site evacuation	Core 35 Hall	
Off-site evacuation to	TBC – Warnervale Public School, Warnervale Road	
Alternate off-site evacuation	TBC – Nearest NSP is intersection of Panorama Avenue and Restlea Avenue, Charmhaven	

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5

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3. Emergency Contacts

Organisation	Office	Phone Number
Emergency	General emergency number Fire/ Police/ Ambulance	000
NSW Police	22 Hely St, Wyong NSW 2259	(02) 4356 6099 000
NSW Rural Fire Service	105 Arizona Rd, Charmhaven NSW 2263	1300 060 807 000
NSW Rural Fire Service	Bushfire Information Line	1800 679 737
Fire and Rescue NSW	48 Minnesota Road, Hamlyn Terrace NSW 2259	(02) 4394 0328 000
Central Coast Council	Local Emergency Management Officer (LEMO) Maitland Police Station 3 Caroline Place, Maitland NSW 2320	0408 216 914

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6

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4. Role & Responsibilities

Position	Name of Person	Building/Area of Responsibility	Mobile Phone No.
Chief Warden (CW)	Principal	Site Controller responsible for co-ordination of response procedures and chief communicator with Emergency Services and DOE.	
Deputy Chief Warden	As identified by NSW Education		
Area Warden 1			
Area Warden 2			
Area Warden 3			
Area Warden 4			
Area Warden 5			
Area Warden 6			

5. People on site

Staff	20
Students	460
Occupants with support needs	TBC
Building No. (learning hubs)	**Support Needs**
2 X Special Ed	Likley
4 X Teaching Space (1)	
4 X Teaching Space (2)	
2 X Special Program	Likley
Core 21 Admin and Staff	

6. Transportation Requirements

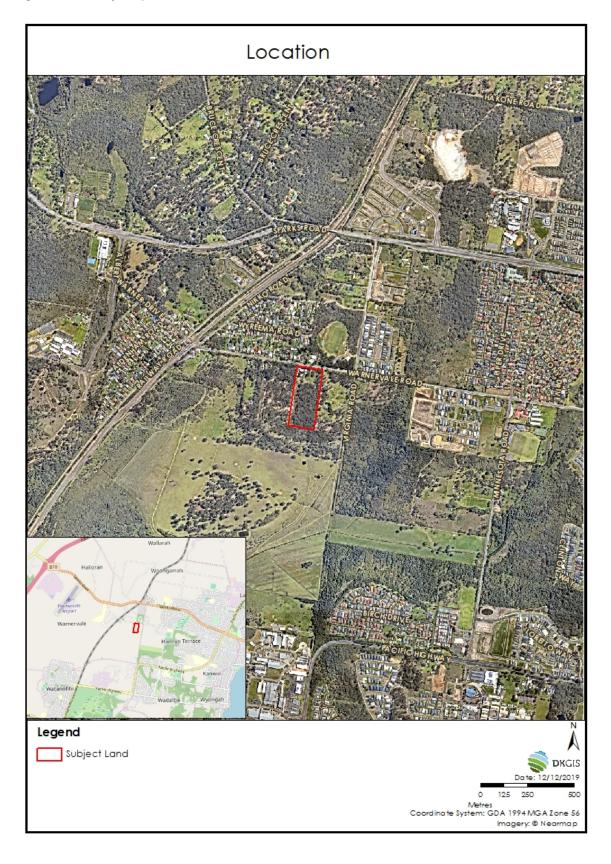|	
Number of persons likely requiring transport:	
Number of vehicles required:	
Designated assembly point for evacuation:	Bus bays designated
Name of organisation providing transportation:	
Contact phone number (Coordinator):	
If Coordinator is unavailable, contact:	
Time required to have transportation available:	1 hour
Estimated travelling time to destination:	5 minutes (Warnervale Public School) 20 minutes Charmhaven NSP

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8

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Figure 1 Locality Map

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9

Figure 2 Bushfire Prone Land

7. Introduction

The aim of this document is to inform and enhance emergency management arrangements during forecast bad fire weather and provide for evacuations during actual and or forecast bushfires.

The bushfire evacuation procedures have been completed in accordance with NSW Rural Fire Service *Guide to Developing A Bushfire Emergency Management Plan* and with consideration of Australian Standard AS 3745-2010 – *Planning for Emergencies in facilities* and NSW Government *Evacuation Management Guidelines (March 2014)*.

8. Bushfire Risk

Bushfire is a normal part of Australia's natural environment, particularly in eucalypt forests. However, the frequency and intensity of bushfires varies throughout the landscape and seasons. Bushfires are a common occurrence during drier parts of the year.

Climate change is expected to bring longer bushfire seasons to parts of Australia, an increasing number of extreme fire weather days, and increasing fire intensity.

Bushfires of low or moderate intensity often pose little threat to life, property and community assets, but the potential for changes in wind direction can be a significant hazard. However, bushfires that burn in heavy fuels, steep terrain or on hot, dry and windy days often spread rapidly, crown in forests, produce powerful convection columns and create extensive spot fires ahead of the fire front, often making their control impossible until weather conditions moderate.

As the fire danger reaches "extreme', bushfires are often described as firestorms and become impossible to control. When the fire danger reaches 'Catastrophic", the risk of serious injury or death to people in the path of a bushfire increases significantly, and many properties and other community infrastructure can become difficult or impossible to defend.

The intensity of a bushfire, which determines to a large extent how much damage it will do, is a product of the fuels burning (quantity, arrangement, size, moisture content), the weather at the time (temperature, wind speed and direction, relative humidity, atmospheric stability) and the topography of the land where the fire is burning (slope and aspect).

Vulnerability to bushfire risk is a combination of the physical location of the persons under threat and the understanding and ability that person has that enables them to deal with the risk.

It is the position of Australian fire agencies that the safest action to protect life is for people to be away from the bushfire or threat of bushfire as early as possible.

9. Primary School Development as Vulnerable Uses

In NSW, school developments are identified as Special Fire Protection Purpose (SFPP) development under section 100B of the *Rural Fires Act, 1997*. Occupants of SFPP developments require special care and are considered vulnerable uses.

The nature of SFPPs means that occupants may be more vulnerable to bushfire attack for one or more of the following reasons (Planning for Bushfire Protection 2006 p. 28):

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

Students within school facilities and those who care for them, are likely to need more time, resources, support and assistance to take the appropriate actions and or to evacuate safely.

The school will require early advice and or a decision to evacuate or close the school and may need to be evacuated prematurely due to the complexity of the process and the duty of care borne by the teachers. Due to the precautionary approach required to be taken with the school children, the evacuation point has been determined as the existing Warnervale Public School. Arrangements will need to be put in place by the Department of Education to provide for the evacuation if required.

School children can be particularly vulnerable to the effects of bushfire and are more likely to be adversely affected by smoke or heat and health related issues (such as stress, respiratory issues etc) while being evacuated.

Schools are particularly prone to traffic-generated congestion on roads at start and finish times. This is heightened when parents believe that their children are likely to be exposed to bushfire and in seeking to reach the school, cause road congestion and hamper the firefighting effort (PBP 2006 p. 29) and this plan has been developed to reduce risk to as low as reasonably practical. Students within school facilities and those who care for them, are likely to need more time, resources, support and assistance to take the appropriate actions and or to evacuate safely.

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12

9.1. The need for early action

The optimal action will avoid having students at the school during days of bushfire activity. The DoE has demonstrated its preferred action that schools in bushfire prone areas are closed on Catastrophic Fire Danger Days, or closed as directed when a potential bushfire is affecting a locality.

The Evacuation Plan has been completed such that it does not rely on the immediate availability of emergency service personnel to undertake the evacuation. As such, the decision to evacuate must be undertaken confidently and without hesitation by the sPrincipal.

9.2. Off-site evacuation

The off-site evacuation point has been determined as Warnervale Public School (Figure 3) which is located within 5 minutes to the east and outside Bushfire Prone Areas. The alternate location is Charmhaven NSP.

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Figure 3 Offsite evacuation point and route

10. Types of Evacuation

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return. The types of evacuation and alternatives to evacuation include[1]:

Immediate Evacuation This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Pre-Warned/Managed Evacuation This follows the receipt of sufficient and reliable information which prompts a decision to evacuate ahead of a potential hazard impact.

Self-Managed Evacuation/Relocation This is a spontaneous type of evacuation involving the self-initiated movement of people as individuals, families or community groups. This may include circumstances where residents are advised to leave early ahead of dangerous conditions

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals where evacuation cannot be initiated in a safe manner.

11. Authority to Evacuate

The DoE and Principal can initiate the emergency management or evacuation procedures.

Authority to evacuate can be directed by:

- Instructions from the NSW Police or Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW)

NSW Agencies with legislated authority to order an evacuation are:

a) Combat Agencies with appropriate legislation; and

b) the NSW Police Force.

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[1] NSW Evacuation Management Guidelines (March 2014)

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15

A Combat Agency generally issues an order to evacuate; consideration should be given to how affected people may respond to such an order. Police Officers generally enforce such orders.

NSW Police Force may issue an evacuation order under Section 60L State Emergency & Rescue Management Act 1989. A senior police officer may, if satisfied that there are reasonable grounds for doing so for the purpose of protecting persons from injury or death threatened by an actual or imminent emergency, direct, or authorise another police officer to direct, a person to do any or all of the following once a danger areas is declared:

(a) to leave any particular premises and to move outside the danger area,

(b) to take any children or adults present in any particular premises who are in the person's care and to move them outside the danger area,

(c) not to enter the danger area. A 'danger area' means the areas specified by a senior police officer as the area affected by an emergency.

Fire & Rescue NSW under Section 19 Fire Brigades Act 1989 through the officer in charge at a fire or hazardous material incident may cause to be removed any person, vehicle, vessel or thing the presence of whom or which at or near a fire or hazardous material incident might, in the officer's opinion, interfere with the work of any fire brigade or the exercise of any of the officer's functions.

NSW Rural Fire Service Section 22A of the Rural Fires Act 1997 provides that an officer of a rural fire brigade or group of rural fire brigades may cause to be removed any person, vehicle, vessel or thing the presence of whom or which at or near a fire, incident or other emergency might, in the officer's opinion, interfere with the work of any rural fire brigade or the exercise of any of the officer's function

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12.   Shelter in Place

Shelter in Place Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as being greater than that of sheltering in place or as an outcome of an immediate threat to individuals, or the school community where evacuation cannot be initiated in a safe manner.

One short term option has been provided to the Department of Education within the school that can be used as a last resort shelter in place option.

Corew35 School Hall (Figure 4) will have capacity to accommodate 1000 people for a short period of time. The hall is located at the greatest distance from bushfire prone vegetation and adjacent to the bus bays and access routes (for evacuation).

The primary objective of the assembly area is to provide temporary shelter to members of the school community who have not been able to evacuate the school/ local area prior to the impact or passage of a bushfire and consequently find themselves not able to safely evacuate due to bushfire attack.

Therefore; the fundamental priority of people within the school site must be to leave the area well before there is a risk of bushfire, either in the area, or along a route to an area not prone to bushfire attack.

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17

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Figure 4 Core35 School Hall - Emergency Assembly Area

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13. Preparation for bushfires

The official Bushfire Danger Period generally starts on 1 October and extends through to the following April. However, the fires season has been starting earlier and finishing latter. During this period, bushfires can occur at any time.

13.1. Before the commencement of the Bush Fire Danger Period

Before the commencement of the Bush Fire Danger Period, the Principal will:

- Review and update the Bushfire Emergency Management Plan and Evacuation Plan.
- Liaise with emergency service agencies about emergency procedures
- Ensure Landscape Management Program and Vegetation Management Plan have been completed prior to 1 October each year.
- Certification should be received prior to October that the work has been completed in accordance with RFS Standards for Asset Protection Zones to Inner Protection Zone standard.
- Communicate the sites bushfire preparedness arrangements with staff including their responsibilities at a staff meeting in September each year.
- Communicate the sites bushfire preparedness arrangements with the DoE and community.
- Test and verify fire protection systems (fire hydrants, evacuation alarms, fire extinguishers)
- Check emergency equipment and first aid resources are available and operational (battery radio, mobile telephone)
- Provide updated contact details including a mobile number for emergency contact.
- Conduct practice fire evacuation drills
- Contact transport suppliers to confirm potential use during a bushfire emergency
- Make the Evacuation Plan available to occupants of the school.

13.2. During the bushfire danger period

During the bushfire danger period including during periods of increased fire danger, the Principal will monitor information sources for bushfire conditions by:

- Listening to the local radio station, TV and/or monitoring the NSW Rural Fire Service website at www.rfs.nsw.gov.au for information on bushfire activity or fire danger ratings.
- Knowing the Fire Danger Ratings for the area
- Staying alert for warnings such as Bush Fire Alert Levels issued by the RFS
- Watching for signs of fire, especially smoke or the smell of smoke
- Calling the RFS Bush fire Information Line on 1800 NSW RFS (1800 679 737)
- Downloading the free iPhone application from NSW Rural Fire Service – Fires Near Me NSW and keeping aware of fire in the vicinity of the site.

13.3. Be aware of hazard reduction burning

Land managers will often undertake hazard reduction burns in the cooler months of the year. Hazard reduction burns are planned fires in specific areas.

Agencies undertaking planned hazard reduction burns near the site should notify the school. However, some hazard reduction burns will be undertaken that may cause smoke drift onto the site. Until it is confirmed that a hazard reduction burn is being undertaken, all fires should be considered as uncontrolled.

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20

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14. Fire Danger Ratings

The Bushfire Danger Ratings give an indication of the possible consequences of a fire, if one was to start. Bushfire Danger Ratings are based on predicted weather conditions such as temperature, humidity, wind and the dryness of the landscape. Bushfires are more likely to spread and cause damage on days when the weather is very hot, dry and windy. The higher the fire danger rating, the more dangerous the conditions. Figure 2 describes each of the Fire Danger Ratings.

Figure 5 Fire Danger Ratings and what they mean (Source AFAC www.fireandbiodiversity.org.au/_literature.../AFAC_Fire_Danger_Ratings_explained)

Fire Danger Rating	Description
CATASTROPHIC FDI 100+ (Code Red)	• Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. • People will die and be injured. Thousands of homes and businesses will be destroyed. • Well prepared, well constructed and defended homes may not be safe during the fire. Construction standards do not go beyond a Fire Danger Index of 100. • Thousands of embers will be blown around. • Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. **Leaving is the best option.**
EXTREME FDI 75-99	• Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. • People will die and be injured. Hundreds of homes and businesses will be destroyed. • Only well prepared, well constructed and actively defended houses are likely to offer safety during a fire. • Thousands of embers will be blown around. • Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. **Leaving is the safest option for your survival.**
SEVERE FDI 50-74	• Fires will be uncontrollable and move quickly– flames may be higher than roof tops. • There is a chance people may die and be injured. Some homes and businesses will be destroyed. • Well prepared and actively defended houses can offer safety during a fire. • Expect embers to be blown around. • Spot fires may occur up to 4 km ahead of the fire **Leaving is the safest option for your survival. Your home will only offer safety if it and you are well prepared and you can actively defend it during a fire.**
VERY HIGH FDI 25-49	• Fires can be difficult to control – flames may burn into the tree tops. • There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed. • Well prepared and actively defended houses can offer safety during a fire. • Embers may be blown ahead of the fire. • Spot fires may occur up to 2 km ahead of the fire. **Leaving is the safest option for your survival. Your home will only offer safety it is and you are well prepared and you can actively defend it during a fire.**
HIGH FDI 12-24	• Fires can be controlled • Loss of life is highly unlikely and damage to property will be limited • Well prepared and actively defended houses can offer safety during a fire. • Embers may be blown ahead of the fire. • Spot fires can occur close to the main fire. **Know where to get more information and monitor the situation for any changes**
LOW-MODERATE FDI 0-11	• Fires can be easily controlled • Little to no risk to life and property **Know where to get more information and monitor the situation for any changes**

The Rural Fire Service provides a map of the Fire Danger Ratings at: https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans. The site is within the North Coast Weather District.

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21

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Fire Danger Ratings give an indication of the consequences of a fire, if one was to start. The higher the fire danger, the more dangerous the conditions. The Fire Danger Ratings should act as a trigger to take action.

15.   Total Fire Ban and Extreme Fire Weather

- A TOBAN is a day of elevated bushfire danger potential.
- A TOBAN is declared by the RFS on days when fires are likely to spread rapidly and will be difficult to control.
- Fire Danger Ratings are updated twice daily by the RFS at 6.00am and 4pm.

Total Fire Bans are normally declared by 5pm on the day before a ban but can be declared or revoked at any time. Always check the RFS web page for latest information at:

http://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans

16.   Evacuation Process

The evacuation process has been adapted from NSW *Evacuation Management Guidelines* (March 2014).

The decision to advise or direct evacuation should be considered whenever there is a potential need to move people to a safer place. This process should be constantly reviewed in changing circumstances.

The decision to evacuate people who are at immediate risk during an emergency is not always straightforward, as it is often based on incomplete or unverified information in a rapidly developing and dynamic situation. Timing of the decision is a significant factor.

The Principal must consider whether the lead warning times they have available to them permit a safe evacuation of a location threatened by bushfire. If sufficient time is available, then properly planned and executed evacuation is the most effective strategy.

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22

17. Evacuation Procedures

17.1. Evacuation Preparedness

The Principal is responsible for implementing the following procedures to facilitate the objectives of this Plan:

- Ensure all staff are alerted of the Fire Danger Rating during the bushfire danger period;
- Ensure staff are trained and familiar with the Evacuation Plan necessary for their efficient and effective operation in an emergency;
- Ensure staff and clients are provided/shown the location of the written evacuation procedures;

17.2. Procedures for Evacuations

Evacuation involves relocating people to where they are safer and by a route that is relatively safe.

The action taken is largely determined by the nature of the fire threat, the people involved and their location. Welfare of evacuees following evacuation is also an important consideration. Such procedures require careful and timely consideration of all factors.

Every bushfire attack scenario will be different. The response to each must therefore be specific and include consideration of the following:

- Location of fire;
- Fire behaviour including;
- Rate and direction of spread;
- Ember affecting the area;
- Smoke affecting the area;
- Numbers of potential evacuees;
- Availability of access;
- Transport

The Principal, on becoming aware of a bushfire emergency, will take the following steps:

1. Ascertain the nature of the emergency or potential emergency situation and determine appropriate response using the Bushfire Emergency Management and Evacuation Plan;
2. Contact Emergency Services for advice and support;
3. Check triggers for evacuation off site (Section 17);
4. If safe, evacuate off site to designated evacuation centre;

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23

5. If unsafe to evacuate off site, seek refuge at the Core 35 School Hall.

Trigger	Action	Responsible Person
Preparation – bush fire is in the surrounding area and not directly affecting the site	Chief Warden (CW) is made aware of situation and contacts General Manager – Care and Community Services (GMCCS)	CW
	Consult the NSW RFS website or call NSW RFS for fire situation and updates	CW
	Chief Warden has charged mobile phone and is contactable	CW
	Arrange for fire situation to be communicated to staff and occupants	CW
	Request occupants consider relocating to refuge (Core 35 School Hall) or another safe place offsite. Advise occupants to close and secure all doors and windows to their units	CW
	Chief Warden to advise local emergency services that the site remains occupied and that it will need to be advised early in the event of a taking refuge	CW
	Make arrangements for transportation to the refuge if evacuation of units is likely	CW
	Arrange for refuge to be prepared for occupation ensuring there are adequate supplies of cool drinking water, amenities are clean and operational	CW

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24

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18. Triggers for Evacuation

The following is provided as a guide for evacuation. Evacuate only if safe to do so If fires are within the region, monitor resources for situational awareness.

Observation/ situation	Bushfire Danger Rating						
	Low/ Moderate	High	Very High		Severe	Extreme	Catastrophic
Out of control fire <1km from site	- Move to Core 35 School Hall	- Move to Core 35 School Hall - Seek instruction from emergency services	- Move to Core 35 School Hall - Seek instruction from emergency services	TOTAL Fire Ban Declared	- Move to Core 35 School Hall - Seek instruction from emergency services	- Move to Core 35 School Hall - Seek instruction from emergency services - To be escorted from site by emergency services	- Move to Core 35 School Hall - Seek instruction from emergency services - To be escorted from site by emergency services
Out of control fire within 20km of site	- Normal operation - Seek guidance from emergency services	- Seek instruction from emergency services	- Move to Core 35 School Hall - Seek instruction from emergency services		- Move to Core 35 School Hall - Situational awareness - Be ready to initiate evacuation to designated location - Seek instruction from emergency services	- Move to Core 35 School Hall - Situational awareness - Be ready to initiate evacuation to designated location - Seek instruction from emergency services	- Move to Core 35 School Hall - Seek instruction from emergency services - To be escorted from site by emergency services
Bushfires within region but not within Area of Concern	- Normal operation	- Normal operation - Situational awareness	- Normal operation - Situational awareness		- Situational awareness - Be ready to initiate evacuation	- Situational awareness - Be ready to initiate evacuation - Seek instruction from emergency services	- Situational awareness - Be ready to initiate evacuation - Seek instruction from emergency services
No Fires within Region	- Normal operation	- Normal operation - Situational awareness	- Normal operation - Situational awareness		- Normal operation - Situational awareness	- Normal operation - Situational awareness s	- Situational awareness - Be ready to initiate evacuation - Seek instruction from emergency services

Decreasing risk -   Increasing risk

19. Emergency Alerts

Emergency Alert is a national telephone warning system that aims to save lives by letting people know about threats such as bushfire as early as possible. When danger is imminent, authorised groups such as NSW Rural Fire Service, NSW Police or the NSW SES can send a warning message to residents in high risk areas.

Emergency Alerts are sent in the form of:

- recorded voice messages to landline numbers based on handset location
- text messages to mobile phones based on billing address

If the site receives an Emergency Alert, follow the instructions in the message.

20. Bushfire Alert Levels

During a bush fire, Alert Levels are used to give an indication of the level of threat from a fire.

Don't wait for a warning. Some fires start and spread quickly, there may not be time for a warning. If you get a Bush Fire Alert, you must take it seriously. Failure to take action can result in death or injury. There are three levels of Bush Fire Alerts:

Table 2 Bushfire Alert Levels

Advice
A fire has started. There is no immediate danger. Stay up to date in case the situation changes.

Watch and Act
There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect students, staff and visitors.

Emergency Warning
An Emergency Warning is the highest level of Bush Fire Alert. The site may be in danger and need to take action immediately. Any delay now puts the lives of students, staff and visitors at risk.

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26

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21. Post-bushfire Event Actions

The Principal decides when to re-open the site, in consultation with local emergency services and DoE based on review and confirmation of the safety of the site including:

- Confirm with NSW Fire and Rescue that utilities (water, electricity and gas) are safe to use;
- The air quality is safe and does not trigger health issues in residents or staff;
- A qualified arborist should check impacted (burnt) trees within the site to certify structural integrity and that they will not fail as a result of being impacted by fire. In some instances, areas can be marked as unsafe until specialist felling trees have made the area safe;
- All burnt areas and structures should be avoided until they have been checked for safety issues by a qualified person.

General housekeeping should include:

- Review buildings/structure integrity;
- Review tree integrity;
- Telecommunications/IT/equipment checks;
- Advise the school community of plans to recommence operations including community users (website, email);
- Implement procedures to resume workplace activities including providing counselling and support to those affected by the incident;
- Review Emergency Management and replenish First Aid stocks.

21.1. Debriefing

Debriefing after the event is critical to identify lessons learnt and to tighten procedures that will facilitate a better activation in future.

The aim of debriefing is to ensure that lessons learnt (both positive and negative) are applied for future bushfire events, not to lay blame on people for mistakes.

Debriefing should be conducted by an independent third party and should include key stakeholders activated during the event. The debrief should consider (at minimum):

- Fire behaviour and impact on the site and evacuation pathways;
- Activation procedures and trigger points
- Communications
- Implementation of the Evacuation Plan;
- Logistics

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- Performance of fire systems

- Identification of training needs

- Information that can enhance the lessons learnt

Debriefings should include a discussion of:

1. What you set out to do

2. What actually happened

3. Why things happened the why they did

4. What could be done better next time

5. What lessons can be applied across sites as a vulnerable community.

If the fire involved a critical incident, arrange for critical incident counselling.

Ensure injuries are recorded and reported.

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28

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Appendix 1 - Roles and Responsibilities

In accordance with Australian Standard AS 3745-2010, an Emergency Control Organisation (ECO) is to be established for the planning, preparation and implementation of the on-site evacuation and emergency procedures and is to consist of staff and or specialist providers with the following skills:

- Physical capability to perform the duties required
- Strong leadership qualities
- Maturity of judgement, good decision-making skills and capability to remain calm under pressure
- Sound knowledge of the local area
- Ability to be on site during the fire danger period; and
- Ability to complete the required training

The ECO does not have a 'statutory standing'. It is to follow any instructions or advice from authorised Emergency Service personnel related to evacuation.

Each person in the ECO shall have clearly defined duties and responsibilities.

Implementation of the Evacuation Plan is the responsibility of the Principal with assistance and support from staff and NSW RFS and Emergency Services when required. The Principal will ensure that:

- The evacuation plan is updated annually
- All staff are made aware of the existence of the Evacuation Plan and the Evacuation procedures to be adopted in the event of an emergency. Yearly training is to be provided for all staff in the implementation of the Evacuation Plan.
- The 'Evacuation Procedure' and map are displayed in strategic locations throughout site
- Evacuation procedures are tested regularly. Evacuation Drills conducted twice a year and recorded.
- Deficiencies in the Evacuation Plan/evacuation management systems are reviewed, and changes implemented to address these deficiencies
- Sirens (alarm system) on Fire units are tested and maintained on a regular basis
- A copy of the current plan is distributed to the local emergency management committee and emergency services.

The **Chief Warden (Principal)** is responsible for the following:

- Implementation of evacuation preparedness procedures

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- Management and overseeing of any evacuation; until relieved of this responsibility by the attending commanding officer of Emergency Services, or the Police

- Notification to the Health and Safety Directorate's Incident Report and Support Hotline (Option 1) when decisions are made to temporarily cease operations, evacuate or shelter in place.

- Supervision of the ECO

- Ensuring the ECO achieves its responsibilities

- Liaising with Emergency Services and maintaining the Emergency Service contact lists

- Maintaining and displaying a current list of contact telephone numbers

- Distributing a current 'Evacuation Plan' in August each year to the Local Emergency Management Committee (LEMC), the Local Emergency Management Officer (LEMO) and other appropriate authorities. (e.g. NSW Rural Fire Services, NSW Fire Brigade)

- Maintaining Chief Warden and Deputy Chief Wardens rosters

Deputy Chief Warden

The appointment of the Deputy is to ensure continuity of the Chief Warden's functions during absences. The selection of the Deputy should be consistent with the selection criteria for the Chief Warden. The deputy should be fully trained and prepared to take over the primary role of the Deputy Chief Warden.

The Deputy Chief Warden is responsible for the following:

- Assisting with the notification and implementation of the evacuation

- Assisting the Emergency Service personnel on their arrival, unless otherwise directed

- The Deputy Chief Warden will also be responsible for onsite evacuation and assembly areas, including setting up evacuee's registration system to check people into and out from Evacuation Areas.

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Appendix 2 - Glossary

assembly point	An area or building/structure that is used to assemble people for evacuation or that have evacuated from a site in an emergency situation.
Bushfire Attack	Attack by burning embers, radiant heat or flame generated by a bush fire.
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 Control Organisation (ECO)	The organisation formally responsible for managing a designated emergency or natural disaster incident
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.
Fire Danger Index (FDI)	The chance of a fire starting, its rate of spread, its intensity and the difficulty of its suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long- and short-term drought effects.
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**).

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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 bushfire. The site provides a temporary refuge point within the site. Off-site evacuation should always be the first option.
off-site evacuation point	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 bushfire.
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 juveniles who are dependent on others for their care and wellbeing.

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