

BUSHFIRE EMERGENCY EVACUATION PLAN

Prepared for: Proposed short term accommodation.

At: Lot 2654, Bayview Road, Gap Ridge

Client: -

Version: 1.0

Date: April 2024

To be reviewed annually.

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

DOCUMENT CONTROL

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Accredited Practitioner details:		
Name Nathan Peart	Signature 	Company Details EcoForm
 BPAD Bushfire Planning & Design Accredited Practitioner Level 3		

TABLE OF CONTENTS

EMERGENCY MANAGEMENT TEAM	4
BUSHFIRE RISK ANALYSIS.....	5
ROLES AND RESPONSIBILITIES.....	6
BUSHFIRE PREPARATION AND AWARENESS	7
PREPARATION	7
FIRE DANGER RATINGS.....	8
EMERGENCY WARNINGS	9
ADDITIONAL RESOURCES.....	9
PRE-EMPTIVE PROCEDURES.....	10
EVACUATION PROCEDURES (PRIMARY ACTION).....	11
ON-SITE ASSEMBLY POINT	11
OFF-SITE SAFE REFUGE AREAS.....	11
TRANSPORTATION ARRANGEMENTS	12
EVACUATION ROUTE	12
EVACUATION PROCEDURES	13
RECOVERY PROCEDURES (EVACUATION).....	14
SHELTER-IN-PLACE PROCEDURES (LAST RESORT ACTION ONLY).....	14
ON-SITE REFUGE	14
SHELTER-IN-PLACE PROCEDURES	15
RECOVERY PROCEDURES (SHELTER-IN-PLACE).....	16

LIST OF TABLES

TABLE 1: BUSHFIRE RISK ANALYSIS	5
TABLE 2: ROLES AND RESPONSIBILITIES	6
TABLE 3: EMERGENCY CONTACTS	6
TABLE 4: DFES PREPARATION AND AWARENESS PUBLICATIONS	9
TABLE 5: STAND-BY PROCEDURES	10
TABLE 6: DESIGNATED ON-SITE ASSEMBLY POINTS	11
TABLE 7: DESIGNATED OFF-SITE REFUGES	11
TABLE 8: TRANSPORTATION ARRANGEMENTS	12
TABLE 9: EVACUATION PROCEDURES	13
TABLE 10: RECOVERY PROCEDURES.....	14
TABLE 11: DESIGNATED ON-SITE REFUGE.....	14
TABLE 12: SHELTER-IN-PLACE PROCEDURES	15
TABLE 13: RECOVERY PROCEDURES.....	16

EMERGENCY MANAGEMENT TEAM

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

NAME	ORGANISATION	CONTACT DETAILS

The EMERGENCY MANAGEMENT TEAM is:

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

Bushfire Risk Analysis

Table 1 provides an assessment of the vulnerability of the development and location and extent of the bushfire hazard to understand how a bushfire may affect the facility and its occupants.

Table 1: Bushfire risk analysis

Bushfire risk element	Facility response
Type of facility	Short Term Accommodation
Type of occupants	Adult/youth/children/elderly/disabled
Needs of occupants	Occupants are transient tourists who may be unfamiliar with the area
Health considerations	Potential for occupants to have a disability, asthma, anxiety or to be intoxicated
Accessibility	There two different vehicle access routes that both connect to the public road network and provide access to two different destinations. The main access road is: To Dampier Highway via either Balmoral Road or Bathgate Road. Travel distance and direction to the nearest major public road / highway: 2.8 km (5 mins) west to Dampier Highway
Quality of roads	The access roads are paved and 6 metres or wider.
Bushfire prone vegetation adjacent to transport routes	Roads are bordered one side by a residential built-up area and the other side by grassland type vegetation. The vegetation may cause a smoke hazard during a bushfire event but would not cause the road to be blocked.
Building condition / construction	The buildings will be new and in good condition. The buildings will be constructed to the relevant BAL (BAL 12.5 or BAL – Low)
Defendable space	The driveway and carpark for the property runs around the perimeter between the building and the bushfire prone vegetation providing a defendable space.
Overall likely bushfire impact	Low The facility has the potential to house tourists who may be unfamiliar with the area and people who may be mobility impaired. The buildings will be well-maintained and surrounded by extensive areas of carparks and driveways and is located a considerable distance from vegetation likely to be involved in a bushfire. The facility is serviced by more than one access route. The public road network is in good condition and relatively clear of vegetation meaning access and egress is unlikely to be restricted by a bushfire occurring in the wider area.

Analysis of the bushfire risk assessment has determined that the Primary Action should be to Evacuate occupants early to another location (primary off-site refuge) away from the effects of a bushfire. However, in the event that there is insufficient time to conduct an evacuation, Shelter-in-place procedures are to be carried out as a last resort only.

Roles and responsibilities

Table 2 and Table 3 outline the people and organisations who are responsible for implementing the emergency procedures in the event of a bushfire.

Table 2: Roles and responsibilities

Position	Name of person	Phone number
Manager	Neal Guilmartin	0418 989 898
Assistant Manager	Daniel Campbell	0474 870 695

Table 3: Emergency contacts

Organisation	Office / contact	Information	Phone number / website
Local Fire Bridge	DFES Communications	Report a fire	000
Ambulance	Communications Centre	Report a medical emergency	000
Police	Communications Centre	Report other emergencies	000
Department of Fire and Emergency Services (DFES)	Communications Centre / website	Emergency warnings and incidents in local area	1300 657 209 www.emergency.wa.gov.au
Main Roads WA	Office / website	Road closures	138 138 www.mainroads.wa.gov.au
DFES State Emergency Service (SES)	Communications Centre	SES services	132 500

Bushfire preparation and awareness

Preparation

Preparation prior to and during the declared bushfire season is paramount to increasing a building and its occupants chance of surviving a bushfire event. The following provides a list of bushfire preparations that should be carried out within the facility prior to and during the bushfire season by the operator of the facility:

- Ensure compliance with the annual Local Government Area Fuel Hazard Reduction and Firebreak Notice.
- Ensure the APZ has been maintained to the requirements of the associated BMP for this facility. All vegetation within the APZ to be in accordance with the Standards for Asset Protection Zones (Schedule 1 Guidelines for planning in bushfire prone areas V1.4
- Check all buildings are compliant with Bushfire Building standards including no gaps greater than 2mm, no flammable materials are located within 3 metres of the building. All objects attached to the buildings are non-combustible or easily removable, and the removing mechanism is in working order
- Ensure that this BEEP is reviewed and updated annually
- Make preliminary arrangements with transport providers to ensure requirements can be met
- Practice evacuation and shelter-in-place procedures as outlined within this BEEP
- Ensure that an Evacuation Diagram is displayed within the facility and occupants are aware of the BEEP
- Test any firefighting equipment present within the facility (e.g. fire hose reels, sprinklers, smoke detectors)
- Ensure compliance with Total Fire Bans.

Fire Danger Ratings

Fire Danger Ratings (FDRs) are issued by Department of Fire and Emergency Services (DFES) and provide advice about how dangerous a fire would be if one started on a particular day. An FDR of Catastrophic or Extreme means that a bushfire that starts is likely to be so intense that even well-prepared, well-constructed and actively defended homes may not survive. Under these conditions, DFES advice is to evacuate in the days or hours before a bushfire might threaten to increase the chances of survival.

Understanding the FDR categories and what they mean to the facility will help facility management to make decisions about what to do if a bushfire starts.

It is recommended that facilities with an overall risk rating of High or Extreme (from Table 1) plan to spend the day in a low bushfire risk location (such as a townsite) on days with a Catastrophic or Extreme FDR.

The FDR for your local area can be checked on the following websites:

- Emergency WA website (DFES): <https://www.emergency.wa.gov.au/#firedangerratings>
- Bureau of Meteorology website: <http://www.bom.gov.au/wa/forecasts/fire-danger.shtml>

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

Emergency warnings

During a bushfire, DFES and the Department of Biodiversity, Conservation and Attractions (DBCA) will issue community alerts and warnings for bushfires that threaten lives and property.

The following warnings may be issued:

EMERGENCY WARNING
<i>An out of control fire is approaching very fast. You are in danger as your area will be impacted by fire. You need to take immediate action to survive. Listen carefully as you will be advised whether you can leave the area or if you must shelter where you are as the fire burns through your area. An emergency warning may be supported with a siren sound called the Standard Emergency Warning Signal (SEWS). These factors should be reviewed on a regular basis as they may change at any time and without notice.</i>
WATCH AND ACT
<i>A fire is approaching and is out of control. Put your plan into action. If your plan is to leave, make sure you leave early. Only stay if you are mentally, physically and emotionally prepared to defend your property and you have all the right equipment.</i>
ADVICE
<i>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</i>

Additional resources

Table 4 provides a list of publications that provide additional information relating to bushfire preparedness and awareness. It is recommended that facility management review these publications prior to and during the bushfire season.

Table 4: DFES preparation and awareness publications

Resource	Website
5 Minute Fire Chat online resource	https://www.dfes.wa.gov.au/firechat/Pages/default.htm
5 Minute Fire Chat publications	https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/publications.aspx
Bushfire Preparation Toolkit	https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Fire-Chat-Bushfire-Preparedness-Toolkit.pdf

Pre-emptive procedures

Pre-emptive procedures are triggered:

- When occupants of the facility are made aware that there is a bushfire in the surrounding area with the potential to impact the facility (DFES 'Advice' alert)
- On days with a Fire Danger Rating of Very High, Severe or Extreme - DFES recommends that residents seek information and be ready to leave if a bushfire starts on these days
- On days with a Fire Danger Rating of Catastrophic - DFES considers that the only safe place in these conditions is away from bushfire risk areas.

Table 5 lists the stand-by procedures to be followed when the threat of a bushfire is not immediate.

Table 5: Stand-by procedures

TRIGGER:	
On becoming aware that there is a bushfire in the surrounding area (DFES 'Advice' alert)	
On days with a Fire Danger Rating of Very High, Severe, Extreme or Catastrophic	
Action	Person responsible
Consult State emergency Alerts and Warnings website, DFES phone (1300 657 209) and local ABC radio (702 am) for fire situation and updates	Facility manager and/ or occupants
Appoint one of the occupants as a person in charge and ensure that they have a mobile phone and are contactable	Facility manager and/ or occupants
Inform occupants of the fire situation and account for all occupants	Person in charge or delegate
Advise DFES (000) that the centre is operating as a tourist accommodation facility	Person in charge or delegate
Make arrangements for transportation for possible evacuation	Person in charge or delegate

Evacuation procedures (primary action)

Evaluation of the safety of occupants has determined that it would be safer for all persons to evacuate to a designated off-site refuge, if time permits.

On-site assembly point

An on-site assembly point is an area within the premise where facility occupants are to meet on becoming aware that there is a bushfire in the area and before carrying out evacuation procedures. The assembly point is to be clearly marked to identify its location to evacuees. The designated on-site assembly point is identified in Table 6.

Table 6: Designated on-site assembly points

Assembly point
Restaurant

Off-site safe refuge areas

DFES and the City of Karratha will provide advice on the day as to the locations of the designated off-site safe refuge areas/welfare centres.

In the event that this information is not yet available, Table 7 lists two potential refuge areas that are to be considered during an evacuation. The refuges have been chosen based on:

- relative proximity to the facility
- relative safety of evacuation route (a secondary refuge may be designated if there is potential for the primary refuge to be inaccessible)
- whether the refuge is located away from the effects of a bushfire
- capacity to support the number of occupants in the facility
- capacity to support occupants with special needs.

Table 7: Designated off-site refuges

Primary off-site refuge	Karratha Leisureplex
Address	Dampier Highway, Karratha
Nearest cross-street	Broadhurst Road
Travel distance and time	Approximately 3.4 Km (5 minutes)
Phone number	08 9186 8556
Secondary off-site refuge	City of Karratha Administration Building
Address	1083 Welcome Rd, Karratha
Nearest cross-street	Searipple Road
Travel distance and time	Approximately 5.8 Km (7 minutes)
Phone number	08 9186 8555

Transportation arrangements

Table 8 details the transportation arrangements required for evacuation of the facility.

Table 8: Transportation arrangements

Transportation arrangements	
Number of vehicles required	Min. 250 self-driven cars or equivalent buses.
Type of vehicles	Private Vehicles, facility owned buses or charter buses.
Special transport required	None
Time required to organise transport	Immediate for private vehicles and facility owned buses 15-30 minutes for charter buses.
Time required to evacuate to off-site refuge	Approximately 90 minutes

Evacuation route

The Bushfire Evacuation Procedures diagram is displayed on the wall adjacent to door, or back of main door of each accommodation unit. The diagram depicts the safest evacuation route to the designated off-site refuge.

The primary evacuation route to Karratha Leisureplex is:

- Turn left onto Bayview Rd.
- Turn right onto Broadhurst Rd.
- At the roundabout, take the 1st exit.
- At the roundabout, take the 1st exit.
- Slight left
- Destination will be on the right.

Safety considerations while driving:

If there is a lot of smoke:

- slow down as there could be people, vehicles and livestock on the road
- turn your car headlights and hazard lights on
- close the windows and outside vents
- if you can't see clearly, pull over and wait until the smoke clears.

If you become trapped by a fire:

- park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- turn the engine off.
- close the car doors, windows and outside vents.
- call 000.
- stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke. If smoke enters the vehicle, toxic fumes are released from the interior of the vehicle.
- stay covered in woollen blankets, continue to drink water and wait for assistance.
- stay in the car until the fire front has passed and do not open windows or doors. Once the front has passed and the temperature has dropped, cautiously exit the vehicle. Internal parts may still be extremely hot.

Evacuation procedures

Evacuation procedures are triggered:

- When an approaching bushfire threatens to impact the facility (DFES 'Watch and Act' alert)
- In the situation where little warning has been received in relation to an approaching bushfire but there is still time to conduct a safe evacuation
- When advised by emergency services personnel that evacuation is necessary.

Table 9 lists the evacuation procedures to be followed during an evacuation of the facility.

Table 9: Evacuation procedures

TRIGGERS:	
<ul style="list-style-type: none"> • On becoming aware that an approaching bushfire threatens to impact the facility (DFES 'Watch and Act' alert) • When little warning of an approaching bushfire has been received but there is still time to perform a safe evacuation • When advised by emergency services that evacuation of the facility is necessary 	
Action	Person responsible
Inform all occupants of the bushfire risk and those with self-driven cars to evacuate the site.	Person in charge or delegate
Place staff member(s) on the gate to record all those who leave. Cross check with occupancy number once evacuation complete.	
Move all occupants who have additional transport requirements to the on-site assembly area	Person in charge or delegate
Ensure transport is enroute	Person in charge or delegate
Remain calm and explain evacuation procedures to occupants	Person in charge or delegate
Advise DFES (000) that the centre is operating as a tourist accommodation facility and is performing an evacuation (advise number of occupants and where they are going)	Person in charge or delegate
Arrange for vehicles to meet at designated assembly point to pick up evacuees	Person in charge or delegate
Ensure all doors and windows are closed and evaporative air conditioners turned off prior to leaving the facility	Person in charge or delegate
Notify fire brigade (000) if building is being impacted by fire	Person in charge or delegate
Contact refuge and inform them of impending arrival	Person in charge or delegate
All occupants to travel to the off-site refuge designated by local emergency services	Individual occupants
Ensure all persons are accounted for as they leave the facility	Person in charge or delegate
Once at the refuge, move all persons inside and ensure everyone is accounted for and safe	Person in charge or delegate
Report any unaccounted or injured persons to emergency services (000)	Person in charge or delegate
Maintain situational awareness through State emergency Alerts and Warnings website, DFES phone (13 3337) and local ABC radio 702 am (ABC North West)	Person in charge, delegate and individual occupants

Recovery procedures (evacuation)

Recovery procedures are triggered when emergency services have advised that the bushfire threat has passed and it is safe to return to the facility (DFES 'All Clear' alert). Table 10 lists the recovery procedures to be carried out during an evacuation of the facility.

Table 10: Recovery procedures

TRIGGER:	
On being informed by emergency services that the bushfire threat has passed and it is safe to return to the facility (DFES 'All Clear' alert)	
Action	Person responsible
Arrange for occupants to be moved back to the facility or to alternative accommodation	Person in charge or delegate
Ensure all occupants accounted for on return to facility	Person in charge or delegate
If the facility has been impacted by fire, ensure no persons re-enter the facility until emergency services have declared it as being safe	Person in charge or delegate

Shelter-in-place procedures (last resort action only)

Evaluation of the safety of occupants has determined that there is insufficient time to conduct a safe evacuation and it would be safer for all persons to shelter in a designated on-site refuge.

Shelter-in-place procedures may need to be carried out when a DFES 'Emergency Warning' has been issued for the location advising that it is no longer safe for occupants to evacuate and that you must shelter where you are.

Shelter-in-place procedures are to be carried out as a last resort only.

On-site refuge

An on-site refuge is a building within the property that is able to adequately accommodate all occupants ideally away from the effects of a bushfire.

The designated on-site refuge is identified in Table 11. The following criteria have been considered when choosing the most suitable on-site refuge:

- whether the building/room is situated away from the potential worst-case bushfire front and the possible effects of a bushfire
- whether the building/room has the capacity to house the maximum number of occupants
- whether the building/room has an easy escape route to the outside (e.g. door leading outside) and a water supply
- whether the building has been constructed to withstand bushfire attack and has an appropriate APZ.

Table 11: Designated on-site refuge

On-site refuge
Restaurant

Shelter-in-place procedures

Shelter-in-place procedures are triggered:

- in the situation where a bushfire threatens to impact the facility imminently and there is no time to perform a safe evacuation, and/or
- when advised by emergency services or a DFES 'Emergency Warning' that sheltering in place is necessary. Table 12 lists the procedures to be followed when sheltering-in-place is required as a last resort.

Table 12: Shelter-in-place procedures

TRIGGERS:	
<ul style="list-style-type: none"> • When a bushfire threatens to impact the facility imminently and there is no time to perform a safe evacuation • When advised by emergency services or a DFES 'Emergency Warning' that sheltering in place is necessary 	
Action	Person responsible
Ensure all doors and windows are closed and evaporative air conditioners turned off	Person in charge or delegate
Remain calm and explain shelter-in-place procedures to occupants	Person in charge or delegate
Move occupants to designated on-site refuge	Person in charge or delegate
Ensure all persons are accounted for	Person in charge or delegate
Advise DFES (000) that the centre is operating as a tourist accommodation facility and occupants are sheltering-in-place (advise number of occupants and what building / room they are sheltering in)	Person in charge or delegate
Maintain situational awareness through State emergency Alerts and Warnings website, DFES phone (13 3337) and local ABC radio (<i>684 am, 1152 am</i>)	Person in charge, delegate and individual occupants
Soak towels and rugs in water and lay them along the inside of external doorways. Soak wool blankets and keep them available for protection against radiant heat. Take down curtains and push furniture away from windows.	Person in charge, delegate and / or individual occupants
Occupants to get down low to limit exposure to smoke and drink plenty of water to avoid becoming dehydrated.	Person in charge, delegate and individual occupants
Two persons to regularly inspect building exterior and roof cavity through the internal manhole (wearing suitable protective clothing - at a minimum long sleeves, trousers and leather boots) to identify embers and extinguish where possible	Person in charge or delegate
Stay in the building while the fire front is passing, if the building catches fire and conditions inside become unbearable, leave through the door furthest from the approaching fire and go to an area that has already burnt	Person in charge, delegate and / or individual occupants
Notify fire brigade (000) if building is being impacted by fire	Person in charge or delegate

Recovery procedures (shelter-in-place)

Recovery procedures are triggered when emergency services have advised that the bushfire threat has passed and it is safe to return to the facility (DFES 'All Clear' alert). Table 13 lists the recovery procedures to be carried out when sheltering-in-place.

Table 13: Recovery procedures

TRIGGER:	
On being informed by emergency services that the bushfire threat has passed (DFES 'All Clear' alert)	
Action	Person responsible
Inform emergency services that all occupants are safe and accounted for within refuge	Person in charge or delegate
If the facility has been impacted by fire, ensure no persons re-enter the facility until emergency services have declared it as being safe	Person in charge or delegate
Decision made to either reopen facility or remain as closed	Person in charge or delegate
Arrange for occupants to be relocated to alternative accommodation if facility remains closed	Person in charge or delegate

BUSHFIRE EMERGENCY EVACUATION PROCEDURES



ADDRESS: Lot 2654 Bayview Road, Gap Ridge
BUSINESS HOURS PHONE: 0418 989 898
AFTER HOURS PHONE: 0418 989 898

Notes:

EVACUATION PROCEDURE

Refer to **Bushfire Emergency Evacuation Plan** located within information book for full evacuation procedures.

- Move to the designated assembly point on becoming aware that a bushfire is in the surrounding area.
- Call **000** and advise that the centre is operating as a tourist accommodation facility.
- **Evacuate when:**
 - a bushfire threatens to impact the property (DFES 'watch and act' alert), or
 - little warning of approaching bushfire has been given but there is time to perform a safe evacuation, or
 - emergency services have advised that evacuation is necessary.
- **Shelter-in-place is to be used as a last resort only when:**
 - a bushfire threatens to impact imminently and there is no time to perform a safe evacuation, or
 - advised by emergency services that shelter-in-place is necessary.

Sheltering-in-place is to be carried out as a last resort only.

EVACUATION ROUTE

Evacuate to the Karratha Leisureplex if safe to do so.

Follow direction:

- Turn left onto Bayview Rd.
- Turn right onto Broadhurst Rd.
- At the roundabout, take the 1st exit.
- At the roundabout, take the 1st exit.
- Slight left

Follow instructions from the Emergency Services Incident Controller



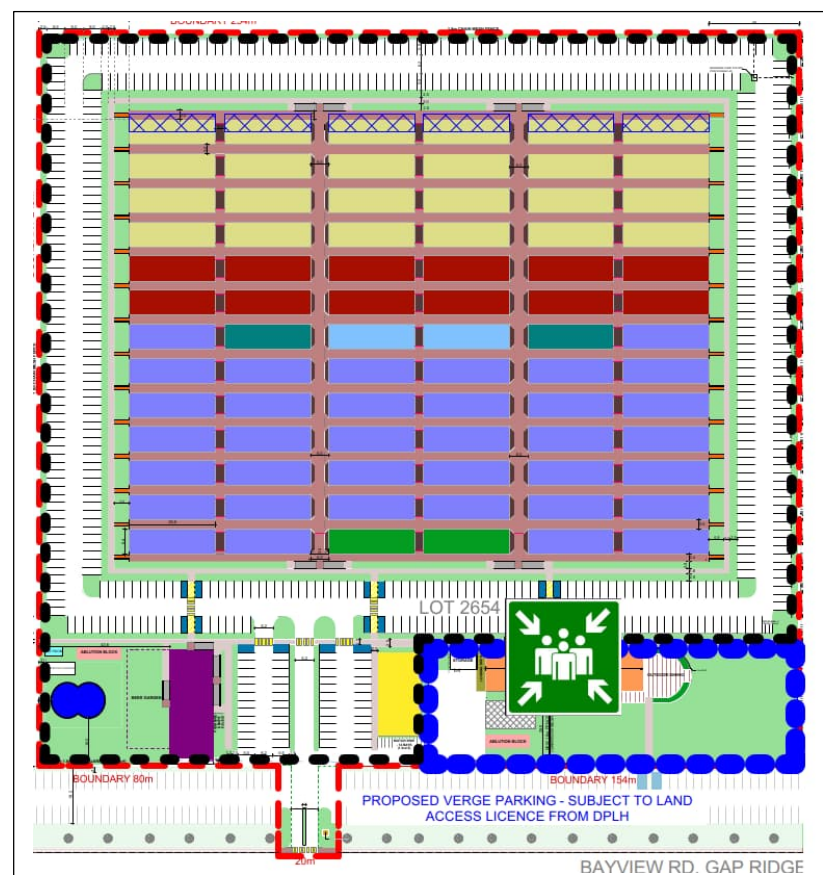
BUSHFIRE ASSEMBLY POINT & REFUGE AREAS

When advised to evacuate:

- Gather all occupants of your room/unit.
- Leave bulky personal belongings behind.
- Proceed to your vehicle. Inform staff you are leaving and how many people in your car/group, at gate as you exit
- Exit site and evacuate to Karratha Leisureplex or alternate location if advised.

If you do not have a vehicle:

- Proceed to restaurant.
- Listen to instructions from staff, which will organise you into car/bus groups ready for evacuation.



Bushfire Information and Updates:

DFES: DFES - 1300 657 209
www.emergency.wa.gov.au
 Radio Updates: 702 am (ABC North West)
 106.5 Hit 102.5 Triple M
 Fire Danger Ratings: www.dfes.wa.gov.au
www.bom.gov.au

The Australian Fire Danger Ratings (AFDRS) levels are:

