**BUSHFIRE EMERGENCY PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Site / Facility** | | | | |
|  | | | | |
| Gumtrees Bed and Breakfast | | | | |
|  | | | | |
|  | | | | |
| **Address of Site / Facility** | | | | |
|  | | | | |
| 1234 Forest Road, Southport, Tasmania | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Plan Prepared By** | John Citizen | | |
|  | | | | |
| **Plan Approved By** |  | **BFP No.** | 000 |
|  | | | |
| **Date Approved** | 30 November, 2017 | **Plan Version** | V.1 |

The purpose of this plan is to identify procedures for occupants and site managers to follow in the event of bushfire emergency.

This plan is comprised of:

1. Bushfire Emergency Plan
2. Bushfire Action Plan

This plan must be reviewed annually, prior to the bushfire season.

Information within this plan must be maintained, and key personnel must review their responsibilities under this plan.

**REVIEW ANNUALLY**

**COPY TO TFS**

**fire@fire.tas.gov.au**

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**Document Control**

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| **Revision** | **Date** | **Details** |
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# Primary Emergency Management Action

The **Primary Action** to follow under **normal** bushfire conditions is to:

**EVACUATE**

**Refer to Pre-Emptive Procedures when forecast conditions exceed normal**

# Site Contact(s) & Details

## Site Emergency Contact(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary contact** | Jane Blank | | |
|  | | | |
| **Position / role** | Co-Owner/ Manager | | |
|  | | | |
| **Phone number (BH)** | 0400 000 00x | **Phone number (AH)** | As for BH |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary contact** | James Blank | | |
|  | | | |
| **Position / role** | Co-Owner Manager | | |
|  | | | |
| **Phone number (BH)** | 0400 000 0x0 | **Phone number (AH)** | As for BH |
|  | | | |

## Site Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of facility / site** | Air BNB Overnight Accommodation | | | |
|  | | | | |
| **Number of buildings** | 1 | **Number of employees** | | Nil |
|  | | | | |
| **Number of occupants** | 4 | **Number with support needs** | |  |
|  | | | | |
| **Description of support needs** | | |  | |
| The facility does cater for people with disabilities though the actual number will vary according | | | | |
| To the individual bookings. | | | | |
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# Roles & Responsibilities

The following table identifies the emergency control organisation (ECO) – the individuals responsible for implementing the emergency procedures in the event of a bushfire emergency.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Area of Responsibility** | **Mobile Phone No.** |
| Manager | Jane Blank | Fire Warden and Initial Contact | 0400 000 00x |
| Assistant Manager | James Blank | Deputy Warden | 0400 000 0x0 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Emergency Contacts

Dial ‘000’ for emergency assistance.

The following table identifies important contacts and information sources for bushfire emergency management purposes.

|  |  |  |
| --- | --- | --- |
| **Name / Organisation** | **Details** | **Phone No. / Website** |
| Fire, Police, Ambulance | Fire or Emergency | 000 |
| Tasmania Fire Service | Bushfire Hotline | 1800 000 699 |
| Tasmania Fire Service | Incident Information | www.fire.tas.gov.au |
| Bureau of Meteorology | Fire Weather Information | www.bom.gov.au |
| Tas Alert | Emergency Information | www.alert.tas.gov.au |
| Tas Police Community Alerts | Road Closures | www.police.tas.gov.au/  community•alerts/ |
| Local ABC Radio Station | Bushfire Alerts |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Preparations prior to bushfire season

## Site Maintenance

|  |
| --- |
| **Actions** |
| 1. Maintain the Hazard Management Area ensuring lawns and grassed areas are kept below 100 mm in height |
| 2. Check provision of onsite water supply for firefighting purposes, ensuring supply is adequate, available and accessible |
| 3. Ensure no hazards are present which would contribute to increased fire intensity, removing rubbish piles etc. |
| 4. Ensure lawns and grassed areas are kept green if water supply allows |
| 5. Ensure property access is kept clear and easily trafficable |
| 6. Ensure defendable spaces around buildings and assembly areas are maintained |
| 7. Ensure firefighting pumps, hoses and equipment are serviced and operational |
| 8. Ensure first aid kits, fire extinguishers, emergency lighting etc. are current and serviceable |
| 9. Ensure Roofs and gutters are free from leaf litter and debris |
| 10. |

## Emergency Management

|  |
| --- |
| **Actions** |
| 1. Review Bushfire Emergency Plan to ensure details, procedures and contact phone numbers are correct. |
| 2. Ensure Staff have been informed of, and are familiar with, the procedures laid out in the Bushfire Emergency Plan. |
| 3. Ensure revised and current versions of the Emergency Plan and Action Plan are available for review. |
| 4. Ensure nominated off-site shelter is still a safe choice, confirming contact details if appropriate. |
| 5. Make contact with management at off-site refuges if necessary confirming use during fire season. |
| 6. Place current version of emergency plan and action plan in premises in visible location |
| 7. Ensure the nominated escape route to shelter is still a viable choice. If not, update Action Plan |
| 8. Ensure adequate levels of drinking water are available. |
| 9. |
| 10. |

**EVACUATION**

# Evacuation Procedures

Evaluation of bushfire risk and the safety of employees and occupants has determined that the **PRIMARY** action to follow under normal bushfire conditions is to evacuate to a designated off-site refuge.

## Assembly Points

|  |
| --- |
| **Designated Evacuation Assembly Points** |
| 1. Assemble on lawn area immediately in front of cabin |
| 2. |
| 3. |
| 4. |

## Off-Site Refuge(s)

|  |  |
| --- | --- |
| **Primary Off-Site Refuge** | |
| Name of venue: | Southport Jetty |
| Address of venue: | Ladybird Rd, Southport |
| Nearest cross-street: | Huon Highway |
| Map reference: | GDA94 497914E, 5191216N |
| Venue phone number: | No phone number |
| Travel time to venue: | 5 minutes by car |

|  |  |
| --- | --- |
| **Secondary Off-Site Refuge** | |
| Name of venue: |  |
| Address of venue: |  |
| Nearest cross-street: |  |
| Map reference: |  |
| Venue phone number: |  |
| Travel time to venue: |  |

## Evacuation Transportation Arrangements

|  |  |
| --- | --- |
| **Primary Transportation Arrangements** | |
| Number & type of vehicles required: | Guests will be required to use own vehicles |
| Name of transport provider: |  |
| Phone number: |  |
| Time required before transport on-site: |  |

|  |  |
| --- | --- |
| **Secondary Transportation Arrangements** | |
| Number & type of vehicles required: | Managers will be available as an alternate |
| Name of transport provider: | James and Jane Blank |
| Phone number: | 0400 000 00x and 0400 000 0x0 |
| Time required before transport on-site: | 16 minutes |

## Evacuation Procedures

|  |  |
| --- | --- |
| **Trigger(s)** | **Actions** |
| 1. Watch and Act Bushfire Alert for Area; or | Fire Warden to direct evacuation and advise Emergency Services |
| 2. Emergency Warning Alert for Area; | Guests to Proceed to Evacuation Assembly point |
| 3. Direction to evacuate from TFS or TASPOL | All persons are to be accounted for. |
| 4. | Close all doors and windows in building. |
| 5. | Wear sturdy clothing and footwear if available. |
| 6. | Using Bushfire Action Plan Map, guests to evacuate to nominated Off-site Shelter |
| 7. | Do not drive through smoke or flame. If path is blocked, return to premises and shelter on site. |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |

**Once the threat has passed, refer to: *Procedures Following Bushfire*.**

**SHELTER-IN-PLACE**

# Shelter-In-Place Procedures

Evaluation of bushfire risk and the safety of occupants has determined that the **SECONDARY** action to follow under normal bushfire conditions is to shelter at a designated on-site refuge.

## On-Site Refuge(s)

|  |
| --- |
| **Designated On-Site Refuges** |
| 1. |
| 2. |
| 3. |
| 4. |

## Sheltering Procedures

|  |  |
| --- | --- |
| **Trigger(s)** | **Actions** |
| 1. Instructed by TFS/TAS Police; or | Advise TFS, 000 that people are sheltering at premises |
| 2. Prevented from Evacuation due to road closure etc; or | Take shelter in building/site protecting guests from radiant heat |
| 3. Fire in close proximity, considered too dangerous to leave. | Monitor building interior for outbreaks of fire within and extinguish if possible |
| 4. | Soak towels and place under doors to exclude embers |
| 5. | Wear sturdy clothing and footwear if available. |
| 6. | Ensure people can exit structure if it catches fire. |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| 11. |  |
| 12. |  |
| 13. |  |

**Once the threat has passed, refer to: *Procedures Following Bushfire*.**

# Procedures Following Bushfire

## Shelter-In-Place

|  |
| --- |
| **Actions** |
| 1. Ensure the safety of all people and seek medical assistance for those requiring it. |
| 2. Ensure TFS /TASPOL are aware of situation with staff and guests. (Sheltering, Safe/ injured etc.) |
| 3. Ensure all people drink plenty of water to avoid dehydration. |
| 4. Staff or owners to extinguish any spot fires still burning around premises if safe to do. |
| 5. Chief warden to seek information and ensure fire front has passed. |
| 6. No person should attempt to re-enter fire affected buildings or areas until safe and advised by TFS/TASPOL. |
| 7. Fire warden to arrange alternate accommodation for guests if required and if possible. |
| 8. Fire warden to establish through TFS that it is safe to leave the refuge and roads are clear. |
| 9. Chief Warden to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary. |
| 10. |

## Evacuate

|  |
| --- |
| **Actions** |
| 1. Ensure the safety of all people and seek medical assistance for those requiring it. |
| 2. Fire warden to establish through TFS that it is safe to leave the refuge and roads are clear. |
| 3. Fire warden to arrange alternate accommodation for guests if required and if possible. |
| 4. No person should attempt to re-enter fire affected buildings or areas until safe and advised by TFS/TASPOL |
| 5. Chief Warden to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

**PRE-EMPTIVE**

# Pre-emptive Procedures

Evaluation of bushfire risk and the safety of occupants has determined that the following pre-emptive measures should implemented outside of normal bushfire conditions.

|  |  |
| --- | --- |
| **Trigger(s)** | **Actions** |
| 1. Catastrophic Fire Conditions forecast | Consider closing facility and evacuating site. |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

# Attachments

□ Occupant/employee register

□ Parent/guardian contact register

□ Bushfire Action Plan

□ Off-Site refuge map

□

□

□