

BUSHFIRE EMERGENCY PLANNING GUIDELINE

A guide to planning for bushfire
emergency

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Glossary

Assembly Area(s)

The designated place or places where people assemble during the course of an evacuation.

Bushfire Hazard Practitioner

A person accredited by the Chief Officer to prepare a bushfire hazard management plan or certify that there is insufficient risk from bushfire to warrant any specific protection measures.

Bushfire Hazard Report

A Bushfire Hazard Report is an investigation and assessment of bushfire risk to establish the level of bushfire threat, vulnerability, options for mitigation measures, and the residual risk if such measures are applied on the land for the purpose or activity described in the assessment.

Bushfire Emergency Plan

The written documentation of the emergency arrangements for a site, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Competent Person

A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

Emergency

An event that arises internally, or from external sources, which may adversely affect the occupants or visitors to a site, and which requires an immediate response.

Emergency Control Organization (ECO)

A person or persons appointed by the Emergency Planning Committee (EPC) to direct and control the implementation of the facility's emergency response procedures.

The ECO shall consist of a Chief Warden or equivalent as a minimum. The following positions shall be included if they are deemed necessary by the EPC:

- (a) Deputy Chief Warden.
- (b) Communications Officer and Deputy.
- (c) Floor/area Wardens and Deputies.
- (d) Wardens and Deputies.

Other ECO positions may be incorporated into the ECO, for example, Runners, Stair Wardens, Roll Call Wardens, Traffic wardens, Section Wardens.

Emergency Management Strategy

A document that broadly identifies the proposed emergency management arrangements that will be formed into a detailed Bushfire Emergency Plan, generally required for the purposes of a planning permit for Vulnerable Uses and Hazardous Uses.

Emergency planning committee (EPC)

Persons responsible for the documentation and maintenance of an emergency plan.

Evacuation

The orderly movement of people from a place of danger.

Evacuation Plan

A plan that provides for the orderly movement of people from a place of danger.

Facility

A building, structure or workplace that is, or may be, occupied by people (occupants).

Hazardous Use

means a use where:

- (a) the amount of hazardous chemicals used, handled, generated or stored on a site exceeds the manifest quantity as specified in the *Work Health and Safety Regulations 2012*; or
- (b) explosives are stored on a site and where classified as an explosives location or large explosives location as specified in the *Explosives Act 2012*.

Nearby Safer Place

A nearby safer place is a place of last resort for people during bushfire emergencies. It is somewhere close by you should be able to reach quickly and safely, and that gives shelter from radiant heat.

Normal Bushfire Conditions

A bushfire scenario including fire weather and fuel conditions that represents what is experienced on a more frequent basis. In many places in Tasmania, this is associated to a Fire Danger Index (FDI) of 50.

Occupant

A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

Shelter-in-place

An emergency response option that allows occupants and visitors to remain inside a facility (on-site) on the basis that evacuation to another location is likely to expose evacuated people to a greater level of danger.

TFS

Tasmania Fire Service

Tolerable Risk

means the lowest level of likely risk from the relevant hazard:

- (a) to secure the benefits of a use or development in a relevant hazard area; and
- (b) which can be managed through:
 - i. routine regulatory measures; or
 - ii. by specific hazard management measures for the intended life of each use or development.

Visitor Accommodation

means the use of an existing dwelling or residential premises to provide for short or medium term accommodation for persons away from their normal place of residence, where:

- (a) a fee is being charged or consideration made for the use of the premises; and
- (b) at no time is any person, other than the owner or occupier, to reside in the premise for any period exceeding three months within any 12 month period.

Vulnerable Use

means a use that is within one of the following Use Classes:

- (a) Custodial Facility;
- (b) Educational and Occasional Care;
- (c) Hospital Services;
- (d) Residential if for respite centre, residential aged care home, retirement home, and group home.

Workplace

Is defined by the *Work Health and Safety Act 2012* as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

1. Preface

Emergency plans are essential for the effective management of any emergency within facilities and other vulnerable sites. It is through appropriate emergency planning processes that site-specific procedures are identified and documented with the aim to prevent injuries and fatalities, reduce damage to assets, protect the environment and community, and maintain business continuity.

The emergency planning process will identify potential threats, and result in the development of emergency management strategies. It is therefore essential for the planning process to adequately consider the context of the hazard, as not all emergency management procedures will be appropriate across all hazards. For example; whilst building evacuation is a suitable strategy for internal building fire, the evacuation of occupants from inside a building to outside is much less safe in a bushfire scenario.



Planning for a bushfire emergency must account for the complexity and variability of bushfire threat, and therefore requires a tailored planning approach that includes careful consideration of factors such as the nature of the hazard, building and occupant vulnerability, emergency options analysis, and contingency planning. This will result in plans that often identify more than one emergency management strategy, incorporate a scaled response, and include procedures that account for various bushfire scenarios.

It is for these reasons that a hazard specific guideline is necessary to ensure emergency planning addresses the unique characteristics of bushfire threat.

2. Scope

The purpose of a Bushfire Emergency Plan is to provide for the safety of occupants and visitors of a site leading up to, during and following a bushfire emergency. The plan will identify appropriate procedures for occupants, visitors and site managers to follow in the event of a bushfire emergency.

This Guideline has been developed by Tasmania Fire Service to provide guidance for planning for bushfire emergency for a range of sites and uses located within bushfire-prone areas. This Guideline:

- Outlines emergency planning considerations and the minimum requirements for the establishment, validation and implementation of a Bushfire Emergency Plan;
- Provides a contextualised emergency planning framework for bushfire;
- Does not address all legislative requirements in providing for the safety of occupants and visitors in facilities and workplaces.

3. Application

This Guideline applies to buildings, structures, workplaces and sites occupied by people, with the exception of Class 1a buildings as defined in the *National Construction Code*, unless that dwelling is also used as a workplace or for visitor accommodation.

Homeowners should refer to the Tasmania Fire Service *Bushfire Survival Plan*, and *Community Protection Plans*, available at www.fire.tas.gov.au, for more specific guidance on preparing the home for bushfire.

This Guideline is applicable to the preparation of:

- a) An 'Emergency Management Strategy', as required for compliance with the *Land Use Planning & Approvals Act 1993*;
- b) A 'Bushfire Emergency Plan', as required for compliance with the *Building Act 2016*;
- c) An emergency plan for bushfire threat, as may apply to the *Work Health & Safety Act 2012*; and
- d) Bushfire Emergency Plans in general.

Relationship to other emergency and evacuation plans

Sites that require an emergency plan under the *Work Health & Safety Act 2012* or an evacuation plan under the *General Fire Regulations 2010* should address the requirements specified by those regulations, in addition to those referred to in this Guideline. Additional requirements may include compliance with AS 3745-2010 *Planning for emergencies in facilities*, and AS 4083-2010 *Planning for emergencies – Health care facilities*.

A Bushfire Emergency Plan should be integrated into an emergency plan developed for the purposes of the *Work Health & Safety Act 2012*, as should other hazard-specific emergency plans, and evacuation plans developed for the purposes of the *General Fire Regulations 2010* (refer: figure 1).

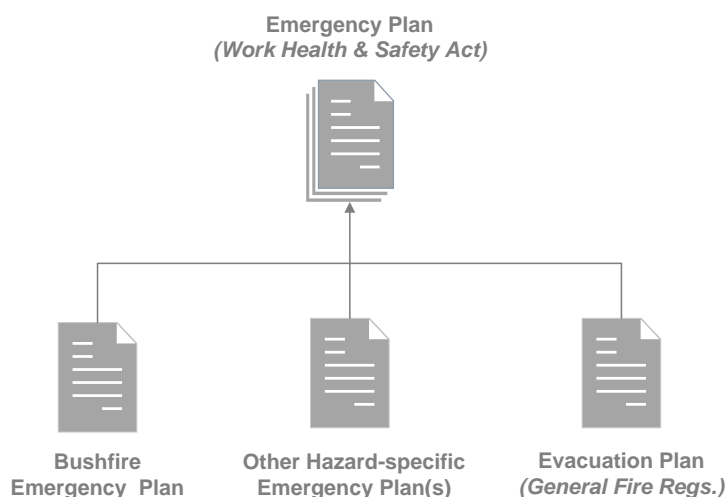


Figure 1: Relationship of Bushfire Emergency Plan to other emergency and evacuation plans.

4. Bushfire Emergency Planning

4.1 Legislative Basis for Emergency Planning

Certain facilities and uses may require emergency plans under the *Work Health and Safety Regulations 2012* and evacuation plans under the *General Fire Regulations 2010*.

In addition, Tasmanian planning and building laws require emergency planning be undertaken for vulnerable and hazardous uses. For these use classes, it is often the emergency management arrangements that are key to the mitigation of bushfire risk to a tolerable level.

In accordance with the *Bushfire-Prone Areas Code*, an emergency management strategy must be developed at the planning permit stage for vulnerable and hazardous uses.

The *Building Act 2016, Director's Determination – Requirements for Building in Bushfire-Prone Areas*, requires the provision of an approved Bushfire Emergency Plan at the building permit application stage for vulnerable and hazardous uses.

The emergency planning process must be compliant with the *Tasmania Fire Service Bushfire Emergency Planning Guideline* and plans must be approved by TFS or a Bushfire Hazard Practitioner accredited¹ to undertake emergency planning.

If a bushfire emergency management strategy was completed at the planning application stage, the features of the approved strategy should be incorporated into a Bushfire Emergency Plan.

4.2 Emergency Management Strategy

4.2.1 Requirements for planning permit applications (*Land Use Planning & Approvals Act 1993*)

It is not always practical to undertake the entire emergency planning process and complete a Bushfire Emergency Plan at the planning application stage, nor is the level of detail critical for the purposes of planning assessment. However, the priority placed on emergency planning to mitigate bushfire risk for vulnerable and hazardous use classes is significant. For this reason, it is important to demonstrate that a suitable emergency management strategy can be achieved at the planning approvals stage for certain vulnerable and hazardous uses. The *Bushfire-Prone Areas Code* accordingly requires submission of an approved 'emergency management strategy'.

The purpose of an emergency management strategy is to demonstrate how risk to occupants will be managed to a tolerable level through contextualised emergency procedures.

The emergency management strategy informs the more detailed Bushfire Emergency Plan, which is required at the building permit stage (refer: figure 2). Therefore, either an emergency management strategy or Bushfire Emergency Plan compliant with this Guideline may be provided at the planning application stage.

¹ Refer to the *Chief Officer's Scheme for the Accreditation of Bushfire Hazard Practitioners* for further information regarding accreditation – available at www.fire.tas.gov.au

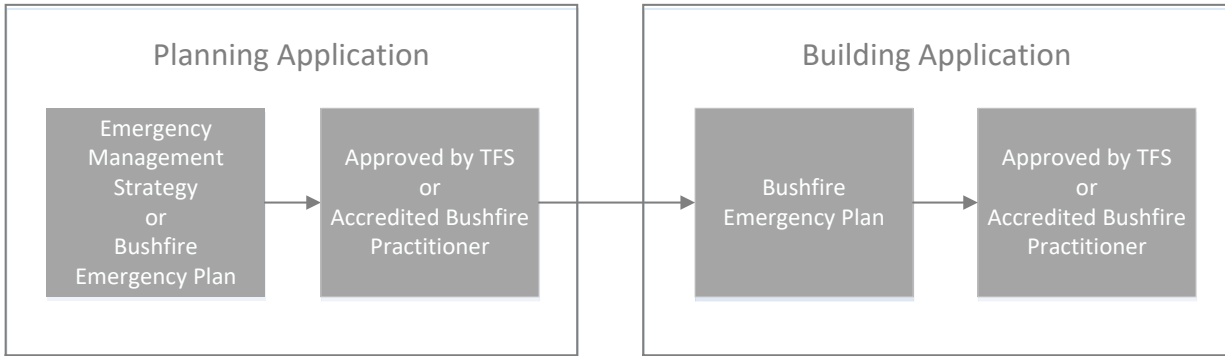


Figure 2: Relationship of Emergency Management Strategy & Bushfire Emergency Plan.

The emergency management strategy must be compliant with the *Tasmania Fire Service Bushfire Emergency Planning Guideline* and must be approved by TFS or a Bushfire Hazard Practitioner accredited to undertake emergency planning.

4.2.2 Emergency Management Strategy Requirements

The form of an emergency management strategy is not prescribed. The level of detail required will vary depending on the complexity of the site and the proposed use and development. The strategy must be clear and apply consistent emergency planning concepts and terminology to allow future translation into a Bushfire Emergency Plan.

The emergency management strategy may be incorporated into a Bushfire Hazard Report, however it must be clearly identified within the report as the Emergency Management Strategy.

The emergency management strategy must be compliant with this Guideline, and developed in accordance with the following process:

1. To the degree necessary or practical, follow the emergency planning process outlined in Section 5 of this Guideline;
2. Consider and where relevant detail the following:
 - a) Occupancy characteristics (e.g. number of occupants, age profile, disability, mobility and health considerations, communication constraints);
 - b) Emergency management structure and capability (e.g. characteristics and capacity of the Emergency Control Organisation (ECO), response and intervention teams);
 - c) The building(s) and/or site vulnerability (e.g. construction, design, access, firefighting water supply, proximity to hazard, landscaping);
 - d) Complementary bushfire protection strategies, proposed or existing (e.g. alert systems, suppression systems, training, hazard management);
 - e) Possible bushfire scenarios (e.g. nature of the hazard, fire weather, landscape fire risk, fire path, on-site ignition potential).
 - f) Primary and contingency bushfire safety options, proposed or existing (e.g. evacuation and shelter options analysis);
 - g) Firefighter access, firefighting services, and firefighter protection; and
 - h) Likelihood and consequence if hazardous materials or explosives are impacted by fire;
3. Undertake a risk analysis in accordance with Section 5 of this Guideline;
4. Determine suitable emergency management responses in accordance with 5 of this Guideline;
5. Document the rationale in support of the proposed emergency management strategy, including an evaluation of how a tolerable risk level of risk would be achieved.

4.3 Bushfire Emergency Plan

A Bushfire Emergency Plan is a written set of instructions that details what occupants and visitors to a site should do in preparation, response, and following a bushfire emergency.

4.3.1 Bushfire Emergency Plan Requirements

The Bushfire Emergency Plan must be developed in accordance with Section 5 of this Guideline, address prevention, preparedness and mitigation activities, and detail relevant emergency procedures, including:

- a) A scaled response to bushfire threat;
- b) Evacuation procedures;
- c) Shelter procedures;
- d) Emergency services notification;
- e) Means of communication between the Emergency Control Organisation (ECO) and others;
- f) Control and coordination arrangements;
- g) Roles and responsibilities of the ECO; and
- h) Response team procedures (where relevant).

A template Bushfire Emergency Plan is available on the TFS website at www.fire.tas.gov.au.

The template may be used or adapted to suit user requirements.

The Bushfire Emergency Plan should be set out so that the primary emergency action appears in the document before the secondary action.



4.4 Bushfire Action Plan

The Bushfire Action Plan is a single sheet diagram that provides occupants with essential emergency information, and is developed to complement the Bushfire Emergency Plan procedures.

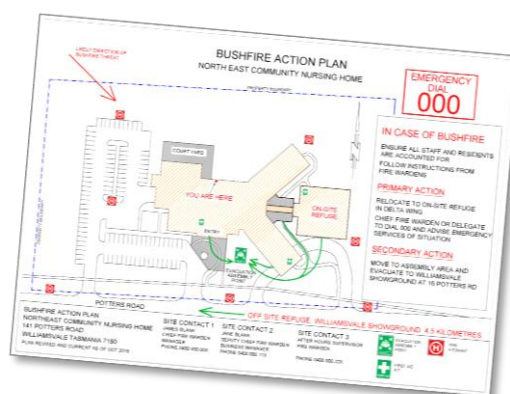
The Bushfire Action Plan must be compliant with this Guideline, and must include emergency information that is consistent with the Bushfire Emergency Plan.

A template Bushfire Action Plan in CAD digital format (.dwg) and example plans are available on the TFS website at www.fire.tas.gov.au.

4.4.1 Bushfire Action Plan Requirements

The Bushfire Action Plan must be:

1. Displayed prominently within the facility or site so that occupants and visitors are informed and able to respond safely during a bushfire emergency, including:
 - a) Displayed in each building, in locations where occupants and visitors are able to view the diagrams;



- b) Positioned with the bottom edge of the diagram at a height not less than 1200 mm or the top edge not more than 1600 mm above the plane of the finished floor;
- c) A minimum size of A4 (i.e. 210 mm x 297 mm);
- 2. Included as an appendix in the Bushfire Emergency Plan;
- 3. Contain the following elements:
 - a) The title 'BUSHFIRE ACTION PLAN';
 - b) A plan view of the building(s) and site, including external elements such as roads, carparks and paths;
 - c) The name of the facility or site;
 - d) The street address of the facility or site;
 - e) Date the Bushfire Action Plan was approved;
 - f) Details of the author of the Bushfire Action Plan;
 - g) The 'YOU ARE HERE' location (where necessary or appropriate);
 - h) Paths of travel, coloured green;
 - i) North arrow;
 - j) Direction and distance (in km) to nearest off-site refuge (indicated by arrow and title 'OFF-SITE REFUGE');
 - k) Location of assembly area(s), either stated in words or pictorially represented;
 - l) Emergency contact details;
 - m) Primary and Secondary emergency action (if applicable);
 - n) A legend, which shall reflect the symbols used;
 - o) The location of any hose reels, which shall be red;
 - p) The location of any hydrants, which shall be red;
 - q) The location of any water supplies (including tanks) for firefighting;
 - r) The location of any dangerous goods or hazardous chemicals;
 - s) Any first aid stations and kits (denoted by a white cross on a green background);
 - t) Any on-site refuges, identified by the title 'ON-SITE REFUGE';
- 4. The bushfire action plan is NOT to include irrelevant or extraneous construction or tother detail which has no meaning to the emergency management message which the plan is trying to convey. E.g. septic trenches, plumbing or electrical services, or contour lines (unless directly relevant).

5. Emergency Planning Process

The Emergency Planning Process is a sequence of steps by which a Bushfire Emergency Plan (or emergency strategy) is prepared or reviewed. The process of planning will result in:

- a) A definition of the purpose of the plan;
- b) A definition and understanding of roles and responsibilities;
- c) Clear control and coordination arrangements; and
- d) A simple written plan.

The development of an effective Bushfire Emergency Plan is reliant on the application of the following emergency planning process (refer Figure 3):

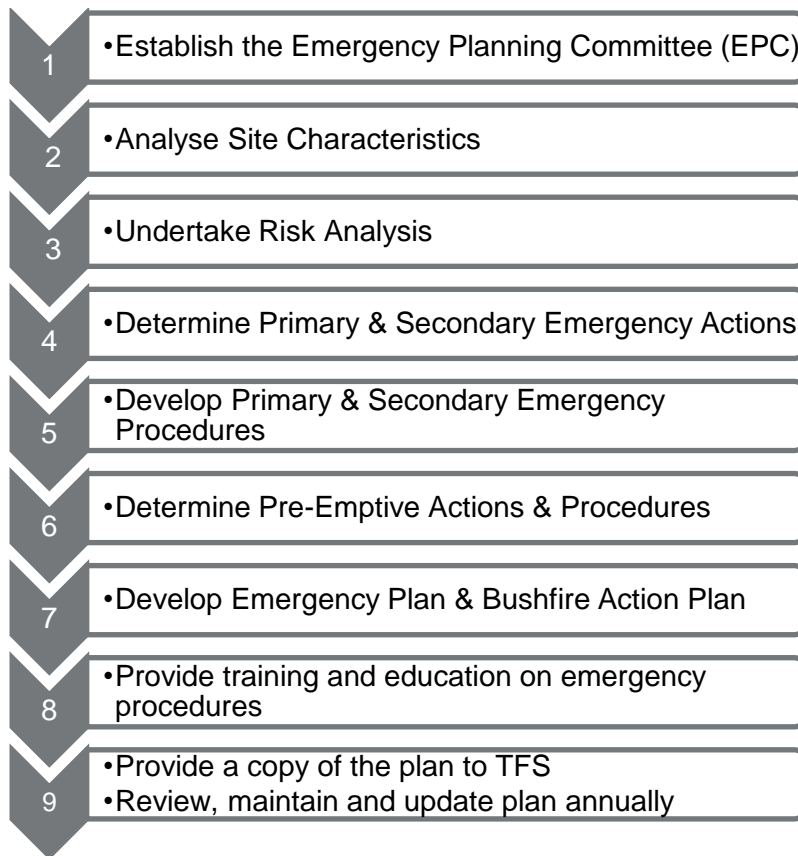


Figure 3: Emergency Planning Process

5.1 Establish the Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) is defined as the persons responsible for the documentation and maintenance of an emergency plan.

The EPC is a consultative group, responsible for:

- a) Establishing and implementing emergency plans and procedures;
- b) Identifying duties and responsibilities of positions;
- c) Formulating emergency procedures;
- d) Ensuring employees and other occupants are educated and trained on emergency procedures;
- e) Ensuring all occupants are aware of the emergency procedures for the site; and
- f) Regularly reviewing the plan to ensure it remains practical and current.

In accordance with AS 3745-2010 *Planning for emergencies in facilities*, an EPC for the bushfire planning process should be formed by the person or persons responsible for the facility or its occupants and visitors, and include representation or advice from a competent person.² In practice, the preparation of the Bushfire Emergency Plan may be delegated to the competent person.

The Bushfire Emergency Plan must be developed in accordance with this Guideline.

² In some cases a building or site may not yet be constructed or operating, yet an emergency plan may be required for the purposes of a building permit approval. In these circumstances the EPC shall comprise the competent person and other person(s) who has knowledge of the site, use and intended occupancy.

5.2 Analyse Site Characteristics

The characteristics of the site and its occupants must be identified, including:

- a) The occupancy characteristics (e.g. number of occupants, age profile, disability, mobility and health considerations, vulnerability, communication constraints, scale and capacity of ECO³);
- b) The building(s) and/or site vulnerability to bushfire (e.g. construction standards, design features, access, firefighting water supply, proximity to hazard, landscaping);
- c) Complementary bushfire protection strategies, proposed or existing (e.g. alert systems, suppression systems, training, hazard management);
- d) Possible bushfire scenarios (e.g. nature of the hazard, fire weather, landscape-scale fire risk, fire path, magnitude of fire);
- e) Availability of suitable on-site refuges;
- f) Availability of suitable off-site refuges that cater to the needs of occupants;
- g) Availability of safe evacuation route(s), including time and space; and
- h) Availability of evacuation transport.

5.3 Risk Analysis

A detailed and thorough risk analysis must be undertaken for the site or use, including an evaluation of how bushfire may affect the site and potential consequences for its occupants.

The risk analysis will determine the relative level of risk and characteristics of the risk for a range of bushfire scenarios.

The risk analysis may use qualitative, semi-quantitative or quantitative methods, and must include an assessment of:

- a) Potential bushfire scenarios;
- b) The likelihood of the identified bushfire scenarios;
- c) The possible consequences for occupants and assets;
- d) Any existing controls that modify the risk; and
- e) Scenario testing for both shelter and evacuation options across a range of bushfire scenarios.

The findings of the risk analysis will inform the determination of appropriate primary, secondary and pre-emptive emergency actions, and may identify the requirement for a scaled response across various bushfire scenarios.

5.4 Determine Primary & Secondary Emergency Actions

In response to bushfire threat, there is the choice of one of two primary emergency management actions:

1. *Shelter-in-place*

Shelter-in-place is the process of relocating people to a designated location on-site, which is within close vicinity of where they occupy, but provides sufficient protection from the effects of a bushfire. For example; moving school children from less safe classrooms to a safer gymnasium.

³ In some cases (e.g. short-term visitor accommodation) there may not be an ECO on site. In these scenarios, the Bushfire Emergency Plan must reflect the limitations of ECO capability or availability.

Lateral or horizontal evacuation into a smoke or fire compartment or from one compartment to another is considered to be a shelter-in-place arrangement.

Movement to a safer location, such as a beach or open space, is also considered to be a shelter-in-place arrangement where the shelter location is within immediate proximity and walking distance of the site.

When considering a shelter-in-place arrangement, the suitability of the on-site refuge(s) must be evaluated against the following criteria:

- a) Capacity to accommodate occupants & visitors;
- b) Adequacy of protection from the effects of bushfire; and
- c) Ease of accessibility and identifiable.

2. Evacuation

Evacuation is a risk mitigation strategy that involves the movement of people to a safer location. Evacuation planning must be correctly planned and executed for it to be effective, and in the context of bushfire must include understanding whether there is greater risk associated with evacuation or sheltering. For example; the risk of injury or mortality in evacuating a group of sick or elderly occupants.

There are five (5) stages of evacuation which must be considered:

- Deciding to evacuate;
- Warning;
- Withdrawing;
- Sheltering; and
- Returning.

In addition, when considering an evacuation arrangement, the suitability of the off-site refuge(s) must be evaluated, including the following criteria:

- a) Capacity to accommodate the maximum number of relocated occupants and visitors;
- b) Availability of services and amenities to accommodate the specific needs of occupants and visitors;
- c) Sufficient distance away from the effects of bushfire to be a safer location;
- d) Ease of access and identifiable; and
- e) Sufficient transportation and safe route(s) of evacuation.

Evacuation procedures may include more than one option, and may include evacuation to a safer location such as an urban area, or where time and space is limited, to a Nearby Safer Place within proximity to the site.

3. Decision to evacuate or shelter

The decision to evacuate or shelter-in-place is a fundamental consideration and integral to the Bushfire Emergency Plan. The decision must therefore be based on an informed analysis.

The context of the site, the use and the availability of an ECO will inform the most appropriate emergency management actions for inclusion in the Bushfire Emergency Plan. For example; at a facility like a nursing home or school, where there is on-site ECO, it may be appropriate to have a scaled emergency management procedure that includes both shelter and evacuation options in response to forecast fire danger

rating or emergency warnings. Whereas for holiday rental of visitor accommodation, where an ECO is not on site, it may be more realistic to identify a simplified emergency management action with a contingency option, which is conveyed via the Bushfire Action Plan. Consideration must be given to the fact that occupants of these sites, in most circumstances, will have to act independently, and therefore the emergency actions must be sufficiently clear and simple so that the occupants can respond independently.

Not only must the determination of the primary emergency action be based upon the risk analysis undertaken in 5.3, the possible consequences of evacuation must be evaluated against the option to shelter-in-place, and vice versa.

Of key importance to this analysis is the magnitude and context of the bushfire scenario for which the primary action is designed. In most cases, the primary action should reflect 'normal' bushfire conditions. In Tasmania 'normal' bushfire conditions relate to a Fire Danger Index of 50 (or Fire Danger Rating of Severe).

This may result in a scaled emergency management arrangement, particularly for sites that have an ECO, whereby under normal bushfire conditions it may be feasible to shelter-in-place (e.g. up to a threshold forecast Fire Danger Index), otherwise evacuation of the site may be the safer option.

A secondary (or contingency) emergency action should be developed in consideration of:

- a) Scaled emergency management arrangements;
- b) Contingency options if the primary action fails or cannot be actioned; and
- c) Alternative options when bushfire conditions exceed normal.

Where practical, the emergency plan should always identify procedures for both shelter-in-place and evacuation. However, it's acknowledged that in some circumstances there may only be one safe emergency action. For example; environmental tourism and recreation sites, due to the nature of the development, may not provide for a suitable shelter option. Therefore, emergency management procedures should account for early evacuation or site closure.

5.5 Develop Primary & Secondary Emergency Procedures

The formulation of emergency procedures must account for the capacity of the ECO to act, means of communication and warning systems, the characteristics of the site use and occupancy, and considerations of time and space. In addition, the emergency procedures must align with a trigger point that is based on various information inputs.

1. *Triggers (decision points)*

A trigger is a decision point that is informed by a discrete set of input information, and must specifically relate to an emergency management action. For example; the trigger to evacuate a holiday park may be on receipt of a Watch & Act alert relevant to the site.

Trigger points must be identified for every stage on the emergency management continuum – from preparation, through response, into recovery, and must relate to discrete, accessible and comprehensible information sources and sensory cues.

Wherever practical, and in addition to others, triggers should incorporate Tasmania Fire Service Bushfire Alert Levels (refer Table 1), Fire Danger Ratings (refer figure 4), and Bureau of Meteorology Fire Weather forecasts, warnings and observations.

Refer to www.fire.tas.gov.au for further information relating to Bushfire Alert Levels, Fire Danger Ratings, and additional bushfire safety information.

Refer to www.bom.gov.au for further information relating to fire weather forecasts.

Table 1: Bushfire Alert Levels




Symbol	Alert Level	Description
	Advice	An incident has started. People in the area should keep up to date with developments.
	Watch & Act	A heightened level of threat. Conditions are changing; you need to start taking action now to protect you and your family
	Emergency Warning	You may be in danger and need to take action immediately. Any delay now puts your life at risk.



Figure 4: Fire Danger Rating

2. Procedures

The emergency management plan must identify emergency procedures that speak to the ECO and detail actions relative to discrete trigger points. The procedures must be written concisely, using plain language, and be listed in a logical and sequential way.

The key considerations for inclusion in the emergency procedures include:

- a) After hours procedures;
- b) Communication, including:
 - i. Procedures for warning and communication;
 - ii. Procedures for communicating with service providers, off-site facilities, and emergency services; and
 - iii. Communications equipment
- c) Control and coordination;
- d) Emergency response equipment;
- e) Evacuation procedures, evacuation routes, assembly areas;

- f) Shelter in place procedures; and
- g) Occupants and visitors with a disability.

For further detail on emergency procedures, refer to AS 3745-2010 *Planning for emergencies in facilities*.

5.6 Identify & Develop Pre-Emptive Procedures

Pre-emptive procedures provide for a scaled response to bushfire threat, and may include closing a facility or site on days of heightened fire weather, or implementing other procedures or controls that minimise risk exposure.

Therefore, consideration must be given to the development of actions for when fire weather conditions are forecast to be beyond normal, or exceed the fire conditions for which the primary action is designed.

5.7 Develop Emergency Plan & Develop Bushfire Action Plan

The emergency procedures must be written into the Bushfire Emergency Plan. Appendix 1 of this Guideline provides a template emergency plan that may be used. The relevant details identified in this plan template should be addressed.

If an electronic format is used for the Bushfire Emergency Plan, at least one printed copy should be made available to the ECO.

In addition to the Bushfire Emergency Plan, a bushfire action plan must be produced. The bushfire action plan must be included as an appendix to the Bushfire Emergency Plan and must be displayed within the facility and/or on-site. Refer to Section 4.4 of this Guideline for the requirements of the bushfire action plan.

5.8 Provide training and education on emergency procedures

All ECO members must be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency procedures.

The training should address the following:

- a) Duties of the ECO as described in the emergency plan;
- b) Procedures contained in the emergency plan;
- c) Communication during bushfire emergency;
- d) The use of installed emergency response equipment;
- e) Human behaviour during emergencies; and
- f) The performance of the building and its installations during a bushfire.

Sufficient personnel must be trained in all ECO positions to allow for absences.

5.9 Provide the plan to TFS & review, maintain and update plan

For emergency plans to remain current and effective they must be reviewed and revised on a regular basis. For example:

- when there are changes to the workplace such as re-location or refurbishments;
- when there are changes in the number or composition of staff or occupants;
- when new activities have been introduced; and
- after the plan has been tested.

In accordance with the *Building Regulations 2016*, a Bushfire Emergency Plan for a Class 1b, 2, 3, 4, 5, 6, 7, 8, 9 or 10c building is a prescribed Essential Building Service.

Therefore the Bushfire Emergency Plan must be maintained in accordance with a schedule of maintenance, approved by a building surveyor.

TFS recommends Bushfire Emergency Plans be reviewed annually, prior to the bushfire season, the information within the plan is maintained, and key personnel review their responsibilities under the plan.

Once approved or updated, the Bushfire Emergency Plan should be provided to TFS via fire@fire.tas.gov.au.

Appendix 1: Emergency Plan Details

The following provides guidance for completing the Bushfire Emergency Plan Template.

Section	Details & Examples
Name of Site / Facility	Provide details of the site name.
Address of Site / Facility	Provide details of the site street address, or other locational information.
Plan Prepared By	Provide the name of the person(s) / EPC that prepared the Bushfire Emergency Plan.
Plan Approved By	Provide the name of the approval authority.
BFP No.	Provide the bushfire hazard practitioner accreditation number if the plan has been approved by an accredited person.
Date Approved	Provide the date when the Bushfire Emergency Plan was approved.
Plan Version	Provide the plan version details.
<u>Primary Emergency Management Action</u>	
	Select from either “Shelter-In-Place” or “Evacuate”, based on the preferred primary action under normal bushfire conditions.
<u>Facility / Site Primary Action, Contacts & Details</u>	
Facility / Site Emergency Contact(s)	
Primary contact	Provide details (name & title) of the person who will be the primary point of contact in an emergency. The primary contact, in most cases, will also be the Chief Warden.
Position / role	Provide details of the role that the primary contact will undertake within the emergency control organisation. <i>E.g. Chief Warden</i>
Phone Number (BH)	Provide the business hours contact number for the primary contact.
Phone Number (AH)	Provide the afterhours contact number for the primary contact.

Secondary contact	Provide details (name & title) of the person who will be the secondary point of contact in an emergency.
Site Details	
Type of facility / site	Provide details of the type of use at the site. <i>E.g. Aged Care</i>
Number of buildings	Provide details of the number of separate habitable buildings on the site.
Number of employees	Provide details of the maximum number of employees on-site.
Number of occupants	Provide details of the maximum number of occupants (including employees) on-site. This may relate to maximum occupancy capacity.
Number with support needs	Provide details of the number of occupants with support needs.
Description of support needs	Provide details of the type of support needs. <i>E.g. ambulatory impairment</i>
On-site bushfire protection measures	Provide details of the bushfire-protection measures available at the site. This may include both active and passive systems. <i>E.g. Bushfire water spray system</i>
<u>Roles & Responsibilities</u>	
	In the table, provide details of the ECO. <i>E.g. Area Warden, Joe Smith, A Block, 0412345678</i>
<u>Emergency Contacts</u>	
	In the table provided, list the details of relevant bushfire emergency contacts. Provide the name of the contact, details, and the means of contact.
<u>Preparations prior to bushfire season</u>	
Site Maintenance	Identify the preparatory tasks that must be undertaken to the site in the lead-up to the bushfire season. <i>E.g. Refer to Bushfire Hazard Management Plan, maintain hazard management area, check firefighting water supply, test firefighting equipment, and maintain clear firefighting access.</i>

Emergency Management	<p>Identify the preparatory tasks that must be undertaken in the lead-up to the bushfire season to support the emergency plan procedures.</p> <p><i>E.g. Review and update emergency plan, update contract details, confirm viability of off-site refuge arrangements.</i></p>
<u>Shelter-In-Place Procedures</u>	
On-Site Refuge(s)	<p>Identify the places within the site where occupants will shelter during a bushfire emergency. The on-site refuge must be capable of accommodating all occupants and must provide protection for occupants.</p> <p><i>E.g. Gymnasium</i></p>
Sheltering Procedures	<p>Identify the triggers and procedures to follow in the event of bushfire emergency (sheltering).</p> <p><i>E.g. Trigger: Bushfire Alert – Emergency Warning, Action: Advise TFS that people are sheltering on site.</i></p>
<u>Evacuation Procedures</u>	
Assembly Points	<p>Identify the evacuation assembly point(s) on the site.</p> <p><i>E.g. Gymnasium</i></p>
Off-Site Refuge(s)	<p>Identify the off-site refuge(s) where occupants will be transported to. Where necessary, two refuge options should be identified.</p>
Evacuation Transportation Arrangements	<p>Identify how occupants will be evacuated from the site, including a contingency arrangement where necessary.</p>
Evacuation Procedures	<p>Identify the triggers and procedures to follow in the event of bushfire emergency (evacuation).</p> <p><i>E.g. Trigger: Bushfire Alert – Emergency Warning, Action: Advise TFS that people are sheltering on site.</i></p>
<u>Procedures following bushfire</u>	
Shelter-In-Place	<p>Identify the actions that must be undertaken following bushfire emergency where occupants have sheltered-in-place.</p> <p><i>E.g. Ensure the safety of all occupants and seek medical assistance if required, Monitor the building and extinguish any spot fires.</i></p>

Evacuation	<p>Identify the actions that must be undertaken following bushfire emergency where occupants have evacuated the site.</p> <p><i>E.g. Seek advice from emergency services regarding return to site, Arrange alternative accommodation for occupants.</i></p>
<u>Pre-emptive Procedures</u>	
	<p>Identify the triggers and procedures to follow where forecast fire danger is outside of normal.</p> <p><i>E.g. Forecast fire danger rating is Extreme: Initiate procedures to close the facility.</i></p>
<u>Attachments</u>	
	<p>List relevant support forms and documents.</p> <p><i>E.g. Occupant Register, Bushfire Hazard Management Plan.</i></p>



Tasmania Fire Service



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