



Department of Planning,
Lands and Heritage

ACTIVE
IN FORCE

Guidance for the Preparation of an
EMERGENCY EVACUATION PLAN for
TOURISM DEVELOPMENTS
on the Dampier Peninsula

FEBRUARY 2022



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INTRODUCTION TO GUIDANCE NOTE

This document is designed to provide guidance in the creation of a bushfire emergency evacuation plan (EEP) for tourism developments on the Dampier Peninsula. It provides practical advice on how to create a plan with the key priority to ensure the safety of staff and guests before, during and after a bushfire event, in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas and the Associated Guidelines.

The purpose of a EEP is to outline the required preparations before the bushfire season, and those immediate actions to be followed to achieve the orderly movement of people, as far as practicable, during a bushfire emergency and the recovery actions afterwards. The EEP should be simple and easy to follow.

The primary consideration of the EEP is life safety. All the measures outlined must contribute directly to keeping staff and visitors safe.

The EEP for the site should comprise several different elements (See Attachment 1 for a Bushfire Emergency Evacuation Plan template), discussed further in this guidance note, including:

- Purpose
- Facility details
- Responsibilities
- Emergency contacts
- Preparedness
- Awareness and pre-emptive procedures
- Emergency procedure location and transport details
- Emergency response
- Recovery and
- a simplified graphical evacuation diagram (site layout map) for occupants.

Ideally, the EEP will be created in concert with the bushfire management plan (BMP) for the site. Bushfire protection measures **MUST** be designed into the development from the very beginning; the layout of the site, the way that buildings are clustered together, the type of vegetation and landscaping, improvements to vehicular access, are all key elements of improving a facility's resilience to bushfire.

It is highly recommended that an accredited Level 3 bushfire planning practitioner prepare or certify the BMP and EEP. It is also recommended that consultation

with the Shire of Broome occurs to ensure that the proposed evacuation planning is consistent with the local emergency management planning for the region as established by the Local Emergency Management Committee. This will also ensure that emergency services are aware of the development and the emergency plans in place, in the event of a bushfire.

For additional guidance on preparing EEPs please also see '*A Guide to Developing a Bushfire Emergency Evacuation Plan*' (WAPC, 2019) available at www.dplh.wa.gov.au.

PURPOSE

Briefly state the purpose of the EEP. It is important that the plan clearly states that its primary intent is to protect lives of staff and guests. Consultation with the proponent should be undertaken to determine if there are elements of the development that require protection, such as built assets or culturally or environmentally significant sites.

FACILITY DETAILS

The facility details section provides a simple outline of the nature of the facility and its intended use. In following the template at **Attachment 1** it is recommended to include:

- the type of use that the facility is designed for
- the number of visitors or guests likely to be present and the number of staff available to help coordinate a response
- the types of tourists, for example, tourist buses, caravans and campers, four-wheel drives
- contact details for the facility and support services
- the emergency procedures that will apply in the event of a bushfire, for example, evacuation procedures and/or shelter-on-site and
- any relevant previously endorsed BMPs and EEPs.

It is important to note that risk profiles will be different for the day-use facilities as compared to facilities that provide accommodation.

Day-use visitors are generally more mobile and can be moved quickly, however consideration will need to be given to the expected visitors and mode of transport. Where tourist buses are envisaged, vehicular access will need to provide for suitable turn-around areas and suitable vehicular access and egress to the site.

Accommodation sites vary depending on the type of accommodation available. Hotel/motel style accommodation may provide shelter-on-site options, whereas camping sites may offer protection through an open space area, such as a beach, or no protection, so early evacuation will be important. Additionally, campers may need to be discouraged from delaying evacuation by packing up and moving their caravan or tent well in advance of a bushfire emergency.

PREPAREDNESS

Preparation prior to and during the declared bushfire season is paramount to increasing the protection of a facility from a bushfire. Some examples of bushfire preparations that can be carried out by facility management prior to and during the bushfire season may include, but are not limited to:

- ongoing review of the EEP and training of staff in its implementation
- placing current version of site layout map in visible location(s)
- ensuring the nominated shelter-on-site and off-site location and routes to both are still a safe option
- undertaking all required management measures from applicable Bushfire Management Plans, such as establishing and maintaining Asset Protection Zones to the standard and dimensions stated within the endorsed BMP
- ensuring compliance with the Shire of Broome annual firebreak notice
- testing the site occupant warning system within the facility at regular intervals
- testing any firefighting equipment within the facility at regular intervals
- ensuring on-site assembly areas are prepared
- ensuring compliance with total fire bans
- ensuring roof and gutters are free from leaf litter and debris

- removing hazards (for example, rubbish piles) that could contribute to increased fire intensity
- ensuring property access is kept clear and easily trafficable and
- ensuring first aid kits, fire extinguishers, emergency lighting and other emergency resources are current, serviceable, and accessible.

AWARENESS AND PRE-EMPTIVE PROCEDURES

This section outlines actions that need to be undertaken to ensure the facility's staff maintain situational awareness of a possible bushfire approaching and pre-emptive procedures, such as closing a facility on days of heightened fire weather, if applicable. This will assist with the assessment of the bushfire situation and whether the triggers identified in the evacuation/sheltering-on-site procedures have occurred.

It is recommended that necessary actions are listed for each fire danger rating day forecast and when an alert has been issued by an emergency service authority.

Generally, actions are recommended to cover:

- staying informed of the current fire danger ratings, total fire bans and official warnings by emergency services agencies; this may be through visually monitoring land around the site for signs of smoke or bushfire, or monitoring information such as the Emergency WA website, Bureau of Meteorology website, <https://bushfire.io/> and/or local government fire danger rating signs
- the staff member nominated to undertake the situational awareness action and
- the frequency of when the action should occur.
- Examples of actions to maintain situational awareness and to be prepared for a possible bushfire approaching may include, but are not limited to:
 - maintain situational awareness through a range of information sources including local ABC radio, the Emergency WA website (emergency.wa.gov.au), DFES Facebook or Twitter, 13 DFES (13 33 37) information line and local emergency services
 - look outside for any signs of smoke or fire in the area
 - staff to carry two-way radio and spare battery and ensure that they are charged

- inform occupants of the fire situation
- ensure that the person in charge (such as the Chief Warden) has a mobile phone and is contactable
- advise the local government Chief Bushfire Control Officer or Community Emergency Services Manager that the centre is operating and that it will need to be advised early if an evacuation is necessary and
- confirm all staff, guests and visitors have access to vehicular transportation and appropriate fuel for their party.

On Extreme or Catastrophic Fire Danger Rating days, or Total Fire Ban Days consideration should be given whether to pre-emptively evacuate to a safer destination, reduce numbers of occupants at the facility for part of the day, cancel day visits to sites where communication may be more difficult or encourage guests to spend the day near one of the identified neighbourhood safer places or evacuation centres based on:

- advice from emergency services
- current weather forecast and FDR ratings
- current bushfire activity in the local area and
- potential risk to staff and guests and visitors.

EMERGENCY WARNINGS ON THE DAMPIER PENINSULA

DFES and the Department of Biodiversity, Conservation and Attractions (DBCA) will issue community alerts and warning for bushfires that threaten lives and property on the Dampier Peninsula.

Warnings that may be issued include:



Advice – A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.



Watch and Act — There is a possible threat to lives and homes. Conditions are changing, you need to leave the area or prepare to actively defend. Do not wait and see.



Emergency Warning – You are in danger and need to take immediate action to survive. There is a threat to lives or homes.



All Clear – Take care to avoid any dangers and keep up to date.

ADDITIONAL RESOURCES

The below table identifies additional resources relating to bushfire preparedness and awareness that may be useful to facility management prior to and during the bushfire season.

AGENCY	RESOURCE	WEBSITE
Department of Fire and Emergency Services	Emergency WA	www.emergency.wa.gov.au
Department of Fire and Emergency Services	My bushfire plan	www.mybushfireplan.wa.gov.au
Shire of Broome	Bushfire Control	www.Broome.wa.gov.au/community-information/ranger-services/bushfire-control
Bureau of Meteorology	Weather	bom.gov.au

EMERGENCY PROCEDURE LOCATION AND TRANSPORT DETAILS

This section outlines the designated evacuation assembly point(s), primary and secondary off-site locations for evacuation, primary and secondary transport arrangements as well as designated shelter-on-site location/s.

ON-SITE ASSEMBLY POINT(S)

As part of any emergency planning, an on-site assembly point should be clearly identified within the facility. The purpose of an on-site assembly point is to ensure there is an area within the facility where occupants can easily and quickly meet after becoming aware of a bushfire in the area and before carrying out evacuation procedures. The assembly point is to be clearly marked on a site layout map and preferably sign-posted.

OFF-SITE LOCATIONS

DFES and the Shire of Broome can provide advice on the day of a bushfire emergency as to the off-site location(s) to evacuate to. However, the bushfire EEP should still identify multiple off-site locations to evacuate to under different bushfire approach scenarios and how access to the off-site locations is achieved. This is to ensure that if a designated off-site location, or access to it, is impacted by bushfire, there are alternative options for safe evacuation identified.

When identifying an off-site location, several factors will need to be considered, such as distance, size/capacity and vehicular access. Consult with the local government and local emergency management committee and refer to the 'neighbourhood safer places' identified in the Dampier Peninsula Strategic Bushfire Management Plan when identifying a suitable off-site location.

The document Strategic Guidance for the Preparation of Bushfire Management Plans for Tourism Proposal on the Dampier Peninsula has identified some potential neighbourhood 'safer-places' across the Dampier Peninsula where people may shelter during 1 in 200-year bushfire event (refer to the Strategic Guidance document for more detail on sites). However, if an off-site location is being considered then the agreement of the relevant land/property owner must be sought in advance.

Note what transport is required to get to the location as well as the approximate distance and travel time. Also, clearly note under different bushfire scenarios that may impact the facility, which off-site location is suitable, for example, a bushfire coming from a northern direction may require evacuation to an off-site location located south of the facility.

TRANSPORTATION ARRANGEMENTS ON THE DAMPIER PENINSULA

Given that development on the Dampier Peninsula will be remote, it is expected that all occupants, including staff, guests and visitors would have access to their own transportation to evacuate the facility.

Arrangements should be set in place for occupants who do not have their own vehicle, or if mechanical problems arise, so that transportation can be provided to all evacuating occupants.

This section of the EEP should stipulate the responsibility for nominated staff (for example, fire wardens) to confirm transportation arrangements with all staff, guests, and visitors and whether they have access to a vehicle. If not, alternative transport should be organised and confirmed, if an evacuation is required. All vehicles should have enough fuel to travel at least 100km. All evacuation measures should be conducted in a convoy.

CONSIDERATIONS FOR DRIVING ON THE DAMPIER PENINSULA IN BUSHFIRE CONDITIONS

Travelling during a bushfire can be very dangerous. Information on the Department of Fire and Emergency Services website regarding travelling during a bushfire should be made available to staff, guests and visitors (<https://www.dfes.wa.gov.au/firechat/documents/downloads/travelling-during-a-bushfire-dfes-bushfire-fact-sheet.pdf>). This could also be an addendum to the bushfire emergency evacuation plan that can be handed to guests and visitors and/or placed in visible locations in the facility with the site layout map.

SHELTER-ON-SITE

It is important for people to understand that sheltering on-site in a designated building or an open space area, does not guarantee their safety, and where possible, evacuation to an alternative safer destination should be the first option, unless the EEP identifies reasons why it is safer to remain on-site.

The Guidelines for Planning in Bushfire Prone Areas establishes that for tourism land uses that provide no built structures that could be utilised for on-site shelter, an open space area such as a beach, can be identified as a shelter-on-site. The separation distance from the predominant bushfire prone vegetation should avoid exposure to a radiant heat flux exceeding $2\text{kW}/\text{m}^2$.

The Strategic Guidance for Preparation of Bushfire Management Plans for Tourism proposals on the Dampier Peninsula should be reviewed to determine whether suitable on-site shelters have been identified within safe walking distance from the proposal.

EMERGENCY RESPONSE

This section should clearly identify the procedure to follow for evacuation and shelter-on-site and identify whether the primary (preferred) action is evacuation or shelter-on-site. This section should be easy to follow, with clear triggers, actions and responsibilities. Versions of the EEP containing tailored information (relevant components) should be made available to both guests and staff.

It is recommended procedures for both evacuation and shelter on-site are developed to ensure that if for any reason the primary action is not achievable, the facility is not left without a procedure to follow. The decision needs to be based upon a good understanding of the location, occupants and the effects of the bushfire as well as information contained in official warnings issued by emergency services.

Early evacuation is usually the primary action; staff, guests and visitors should never 'wait and see what happens'.

The decision to evacuate will depend on the location and behaviour of the bushfire (especially the direction and speed of bushfire spread) and should always be conducted in consultation with the Emergency Services Incident Controller or authorised DFES personnel managing the bushfire emergency as well as the Department of Communities, the Department of Communities determines the number and location

of evacuation centres. It is important that evacuation messaging for people in individual tourism developments is consistent with the State's community warning messaging.

Any actions that are undertaken to evacuate a facility should not go against any recommendations or directions from the incident controller, who should be advised of any actions undertaken.

Sheltering on-site during a bushfire is generally identified as the secondary option, when the plan to evacuate is no longer viable, and occupants are unable to leave due to insufficient time; or emergency services advise, through official warnings, that sheltering on-site is the safest option.

For each option, the process, including triggers, actions and people responsible for each action, should be outlined.

Below are example action statements that may be considered for inclusion within emergency response section.

Triggers which may lead to necessary emergency response action statements:

- 'Advice', 'Watch and Act' or 'Emergency Warning' alert from the Department of Fire and Emergency Services or Department of Biodiversity, Conservation and Attractions
- direction to evacuate/shelter-on-site from an emergency service authority
- prevented from evacuation due to road closure or other hinderances
- fire in proximity and considered too dangerous to leave and
- smoke or fire has been identified in the area.

Evacuation:

- arrange for vehicles to meet at designated assembly point for pick-up of occupants who do not have their own vehicles
- contact off-site location and inform them of pending arrival
- direct and move all persons to the assembly point for evacuation
- ensure all persons are accounted for prior to departure (use listing of occupants and visitor register)
- ensure all site buildings have all doors and windows closed prior to leaving the site

- at the designated off-site location, move all persons inside and ensure all persons are accounted for and safe
- the fire warden (or person responsible) is to advise the local emergency service (include phone number) that all persons have been evacuated and are accounted for and safe at the designated off-site location
- after all the occupants are accounted for and safe at the designated off-site location, nominated employees will commence contacting families affected and
- maintain situational awareness through a range of information sources including local ABC radio, the Emergency WVA website (emergency.wa.gov.au), DFES Facebook or Twitter, 13 DFES (13 33 37) information line and local emergency services.

Shelter on-site:

- designated fire warden will take control of the situation
- ensure all doors and windows close within the facility
- move all persons to the designated on-site building
- ensure all persons are accounted for (use listing of occupants and visitors register)
- the fire warden (or person responsible) is to call '000' for assistance and advise DFES (include phone number) that the facility's occupants are sheltering-in-place (include how many people and which building on-site)
- maintain situational awareness through a range of information sources including local ABC radio, the Emergency WVA website (emergency.wa.gov.au), DFES Facebook or Twitter, 13 DFES (13 33 37) information line and local emergency services and
- two persons to make regular exterior visual inspection (wearing appropriate protection from bushfire) of the on-site building for embers and extinguish where possible (only if appropriate protective clothing is available).

RECOVERY

It is important to identify the actions that should be undertaken after a bushfire emergency has taken place and the bushfire front has passed. Once staff, guests and visitors are safe, they must be kept informed of what is happening, and kept at the evacuation or on-site location until it is safe to leave.

The recovery procedure must be scenario-based, set out trigger points, actions and responsibilities (usually Chief Fire Warden and delegated staff members). Scenarios refer to whether the emergency procedure was evacuation or shelter on-site.

Recovery procedures should be triggered when emergency services have advised that the bushfire threat has passed, and the area is deemed safe (DFES 'All Clear' Alert).

The recovery procedure should address arranging for staff/guests/visitors to be moved either back to the facility, or to an alternative location (nominated by the Emergency Services Incident Controller or DFES).

Guests should not be allowed to move until the tracks have been checked to ensure they are safe to travel.

If damage has occurred, guests may wish to check their belongings to see if anything can be salvaged, however this must be managed closely to ensure their safety and should only occur once emergency services have declared it as being safe.

A decision will also need to be made to either reopen the facility or for it to remain closed.

Example action statements may include, but are not limited to:

- following direction of emergency services regarding whether to re-enter the evacuated building or site
- the fire warden (or person responsible) to arrange the movement of occupants back to the site and/or their separate accommodation
- all occupants are to be accounted for on their return
- checking the Australian Red Cross 'Register, Find, Reunite' register and
- reviewing the bushfire EEP for effectiveness, make note of weaknesses and amend as necessary.

SITE LAYOUT MAP

A site layout and a separate map displaying the off-site location(s) and primary and secondary evacuation routes to the off-site location(s) should be developed. A site layout is a single sheet diagram of the site that shows the locations of buildings, assembly points and other items such as firefighting equipment. The following features are to be included in the site layout plan, where applicable:

- site boundaries
- internal roadways
- buildings
- locations of dangerous goods and any other significant hazardous materials
- emergency vehicular and pedestrian entrances and exits
- assembly points (for evacuation)
- address and directions to off-site location(s)
- location of on-site building or on-site open space areas (for sheltering on-site)
- fire services (for example, hydrants, boosters, sprinklers, hose reels, deluge valve stations)
- town mains water supplies and/or on-site water tanks
- location of electrical supply isolation points
- location of gas supply locations and isolation valve points and
- indication of current location on the map (for example, "You are here").

The hard copy site layout and off-site location(s) map should be:

- A3 size
- provided as an attachment to the bushfire emergency evacuation plan
- laminated or framed and posted in conspicuous locations throughout the facility (in each building) and
- be readily accessible by ALL occupants, visitors and emergency service personnel.

Refer to Appendix 2 for an example of a site layout.



APPENDIX 1 – BUSHFIRE EMERGENCY EVACUATION PLAN TEMPLATE

EMERGENCY EVACUATION PLAN

Name of facility:

Address:

Prepared by: (Bushfire planning practitioner)

Owner/operator:

Date: (date/month/year)

 / /

Plan version:

Document Control

Version	Date	Details	Undertaken by

Emergency Management Team

Name	Organisation	Contact details

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FACILITY DETAILS

This plan is for: (Insert name of facility)

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

This plan outlines procedures for both **evacuation** and **shelter-in-place** to enhance the protection of occupants from the threat of a bushfire.

The primary action to follow in a bushfire emergency is to (tick which is applicable):

EVACUATE

SHELTER-IN-PLACE

Name of on-site contact person:

Position/role of contact person:

Phone number:

Type of facility:

Number of buildings:

Number of employees:

Number of occupants:

Number of occupants with support needs:

Provide description of support needs:

RESPONSIBILITIES

The following outlines who has responsibility for implementing the emergency procedures in the event of a bushfire.

Position	Name of person	Building/area of responsibility	Responsibilities	Mobile phone number
Example: <i>Manager</i>	<i>John Blank</i>	<i>Fire warden and initial contact</i>	<ul style="list-style-type: none"> • Respond and take control as appropriate • Determine the nature of the emergency and implement appropriate action. 	<i>0400 000 000</i>

EMERGENCY CONTACTS

Name or organisation	Office/contact	Contact details
Fire, Police, Ambulance	Fire or Emergency	000
Department of Fire & Emergency Services	Emergency information	13 DFES (13 33 37)
EmergencyWA	Warnings and incidents	www.emergency.wa.gov.au

Secondary Contacts

Name or organisation	Office/contact	Contact details

PREPAREDNESS

Ongoing, just prior and during the bushfire season

Bushfire season: (date/month) / to /

Actions	Frequency	Responsible person
Ongoing		
1.		
2.		
3.		
To be completed just prior to the bushfire season by: (date/month) <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
To be completed during the bushfire season between: (date/month) <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(Note: Add or delete rows as required)

AWARENESS AND PRE-EMPTIVE PROCEDURES

The following table outlines actions to be undertaken to ensure the facility maintains situational awareness of a possible bushfire approaching and pre-emptive procedures (if applicable). This will assist with the assessment of the bushfire situation and whether the triggers identified in the evacuation/sheltering-in-place procedures have occurred.

Actions	Frequency	Responsible person
Days forecast Very High or Severe Fire Danger rating		
1.		
2.		
3.		
Days forecast Extreme Fire Danger rating		
1.		
2.		
3.		
Days forecast Catastrophic Fire Danger rating		
1.		
2.		
3.		
An 'Advice,' 'Watch and Act' or 'Emergency Warning' alert or other communication has been issued by an emergency service authority		
1.		
2.		
3.		

(Note: The above break downs by the different types of fire danger rating day forecasts is included as an example of how different actions may want to be shown and can be amended to suit your facility. It is recommended that if actions under the example breakdown headings are the same, to combine the breakdown headings as one rather than repeating the same information under two separate breakdown headings. Ensure the Emergency Evacuation Plan is concise and not repetitive.)

EMERGENCY PROCEDURE LOCATION AND TRANSPORT DETAILS

Evacuation

Designated evacuation assembly point(s):

1.
2.
3.

Primary off-site location

Name of venue:

Address of venue:

Nearest cross-street: Map references:

Venue phone number:

Primary route to location: (e.g. via north on xx Highway)

Secondary route to location: (e.g. via xx Road)

Primary transportation arrangements

Number of vehicles required:

Name of organisation providing transportation:

Contact phone number:

Time required for transportation to arrive:

Estimated travelling time to destination:

Secondary off-site location

Name of venue:

Address of venue:

Nearest cross-street: Map references:

Venue phone number:

Primary route to location:

Secondary route to location:

Secondary transportation arrangements

Number of vehicles required:

Name of organisation providing transportation:

Contact phone number:

Time required for transportation to arrive:

Estimated travelling time to destination:

Shelter-in-place

Designated on-site building:

1.

EMERGENCY RESPONSE

Procedures for evacuation and shelter-in-place in the event of a bushfire.

(Note: Early evacuation should always be the primary action – you should never ‘wait and see what happens’. Sheltering-in-place during a bushfire should be a last option when there is insufficient time to evacuate. In some limited circumstances such as in remote locations or facilities with people with morbidity issues, early evacuation may be difficult to implement and sheltering-in-place may be the safest action).

The **primary action** to follow with an imminent bushfire threat is to (tick which is applicable):

EVACUATE

SHELTER-IN-PLACE

Trigger	Action	Responsible person
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

RECOVERY

Procedures following the bushfire if EVACUATED

Actions	Responsible person
1.	
2.	
3.	
4.	
5.	
6.	

Procedures following the bushfire if SHELTERED-IN-PLACE

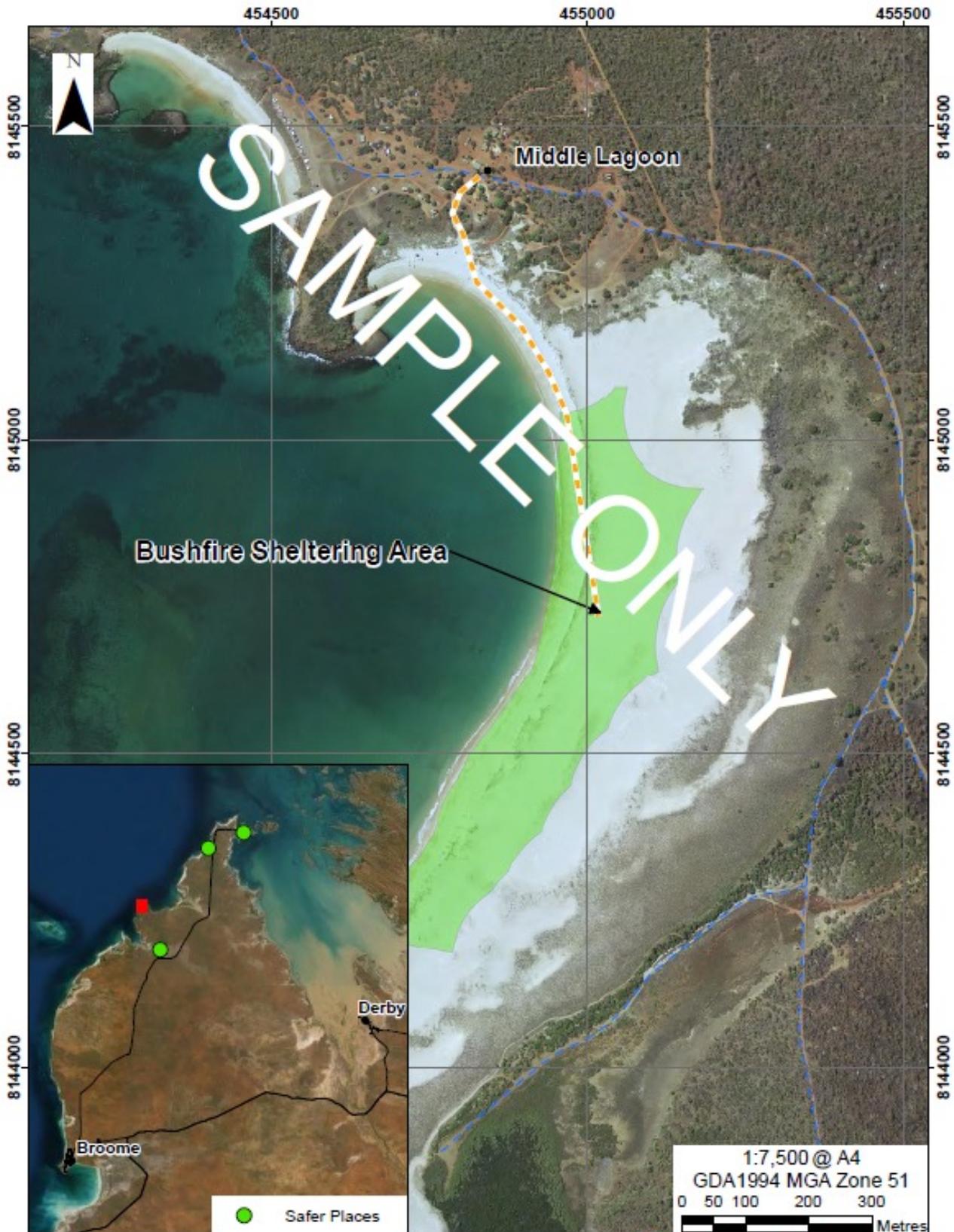
Actions	Responsible person
1.	
2.	
3.	
4.	
5.	
6.	

Attachments

- Occupants/employee register
- Parent/guardian contact register
- Site layout of premise



APPENDIX 2 – EXAMPLE SITE LAYOUT AND LOCATION EVACUATION MAPS



**Middle Lagoon
Evacuation Plan**
R1SK
Business / People / Risks

- - - Track
- - - 4WD and Foot Access to Sheltering Area
- Bushfire Sheltering Area

1:7,500 @ A4
GDA1994 MGA Zone 51
0 50 100 200 300
Metres

**DO NOT WAIT UNTIL YOU SEE FIRE
TO ATTEMPT AN EVACUATION**
**FOLLOW INSTRUCTIONS FROM STAFF
AND MOVE QUICKLY AND CALMLY TO
THE NOMINATED EVACUATION POINT**
IN CASE OF EMERGENCY
CALL 000 THEN 0412 325 678