



MSWA, 33 Guttman Approach, Shenton Park

Bushfire Emergency Management Plan

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1.0 Purpose and Primary Emergency Action

This Plan has been designed to assist the property owner/facility manager (MSWA) of 33 Guttman Approach, Shenton Park to protect life and property in the event of a bushfire.

This Plan outlines procedures for Evacuation to enhance the protection of occupants from the threat of a bushfire, as well as Sheltering-in-place (remaining on site) as a last resort measure.

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

EVACUATE

SHELTER-IN-PLACE

- **Shelter-in-place procedures are to be carried out as a last resort only if it is unsafe to evacuate offsite.**
- **The safety and wellbeing of occupants (staff and residents) is, at all times, the main priority. Property protection is not considered a priority.**
- **Staff are not expected to fight bushfires.**

Information regarding the administration of the BEMP is provided in Appendix 1, including:

- Regulatory Framework and Reference Material
- BEMP Development and Implementation
- Emergency Management Team (EMT) and Emergency Response Team (ERT) roles and responsibilities
- BEMP Assumptions
- BEMP and Evacuation Plan Distribution
- Exercise Drills and Training
- Ongoing Review of BEMP

2.0 Facility details

2.1 Facility and Occupant Summary

Table 1 provides a brief summary of the facility and the anticipated occupants that could be onsite during a bushfire emergency.

Table 1: Facility and Occupant Summary

Address	33 Guttman Approach, Shenton Park
Contact person	TBC prior to occupation (Site manager etc)
Position / role of contact person	TBC prior to occupation
Phone number (before hours)	TBC prior to occupation
Phone number (after hours)	TBC prior to occupation
Type of facility	Supported accommodation facility
Number of buildings	One building (3 levels)
Number of employees	6
Maximum number of occupants	20
Vulnerable occupants	<p>Residents at the facility will include people with the support needs due to multiple sclerosis (MS).</p> <p>The residents will likely be physically impaired, and while they may have limited independent mobility, it is expected that they will need assistance to evacuate the building, either from trained staff or able-bodied visitors.</p> <p>The procedures outlined in this BEMP will assist staff and residents respond to a bushfire emergency in the local area by setting out evacuation procedures and routes, offsite locations and onsite shelter-in-place</p>
Communication Equipment	<ul style="list-style-type: none"> • Mobile phones • Two-way handheld radios/walkie talkies • Mobile loudspeakers • Onsite PA/Fire Occupant Warning systems • Battery powered radio to receive radio information • Noticeboards depicting emergency management map <ul style="list-style-type: none"> o Administration areas (TBC)
Fire fighting and other Emergency Equipment	<ul style="list-style-type: none"> • Fire hydrant system • Street hydrants throughout the residential areas • Fire hose reels • Portable fire extinguishers • Landscaping reticulation systems • First aid kits
Vehicular Access	<p>From the facility:</p> <ul style="list-style-type: none"> • Guttman Approach provides for travel either east along Orton Road or Muecke Way to Selby Street, or south to Seymour Avenue which heads east.



	<ul style="list-style-type: none"> • From Selby Street, travel is available to the north, east or south.
<p>Vegetation Management and Building Bushfire Construction</p>	<p>These main vegetation management and landscaping treatments around the site to reduce bushfire spread and impact on the building and people are as follows:</p> <ul style="list-style-type: none"> • Nominated Asset Protection Zones (APZs; highly modified low vegetation zone) to the west between buildings and unmanaged vegetation • Low threat vegetation throughout the facility, including internal garden beds. <p>The bushfire construction elements work in conjunction with the vegetation management measures above:</p> <ul style="list-style-type: none"> • The entire building is constructed to the bushfire standards of the assessed BAL rating

3.0 Emergency Contacts

3.1 Emergency Response Team (ERT)

The group of people responsible for directing and controlling the implementation of the BEMP in a bushfire emergency, with the ERT members for this facility nominated in Table 2. Further information on the ERT roles and responsibilities can be found in Appendix 1.

Table 2: Emergency Response Team members

Emergency Role	Name of person	Organisational Position	Phone number
Chief Fire Warden	TBC	e.g. Site Manager	TBC
Deputy Chief Fire Warden	TBC	TBC	TBC
First Aid Personnel	TBC	TBC	TBC
Traffic Warden	TBC	TBC	TBC
Communications Officer	TBC	TBC	TBC
Fire Warden/s	TBC	TBC	TBC
Fire Warden/s	TBC	TBC	TBC

3.2 Emergency Services and Other Organisations

Table 3 provides a summary of contacts for emergency services agencies and other organisations that may be useful in a bushfire emergency.

Table 3: Other emergency contacts

Organisation	Office /contact	Information	Contact details/website
Local Fire Brigade	DFES Communications	Report a fire/	000
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> Communications Centre Website Twitter 	Emergency warnings and incidents in local area	<ul style="list-style-type: none"> 13 DFES (133 337) www.dfes.wa.gov.au twitter.com/dfes.wa
Ambulance	Communications Centre	Report a medical emergency	000
Police	Communications Centre	Report other emergencies	000
EmergencyWA	Website	Emergency warnings and incidents in local area	www.emergency.wa.gov.au

Organisation	Office /contact	Information	Contact details/website
Bureau of Meteorology	Website	Forecast fire danger ratings and weather	www.bom.gov.au/wa/forecasts
Secondary contacts			
City of Nedlands	Administration Centre		(08) 9273 3500
Sir Charles Gairdner Hospital	Emergency Department	Emergency medical	Hospital Avenue, Nedlands (08) 6457 3333
DFES State Emergency Service (SES)	Communications Centre	SES services for building damage and rescue	132 500
Main Roads WA	<ul style="list-style-type: none"> • Office • Website 	Road closures	<ul style="list-style-type: none"> • 138 138 • www.mainroads.wa.gov.au
Western Power	Office	Electrical outages and damage	131 351

4.0 Bushfire Preparedness

4.1 Preparation – Ongoing year round

Tasks detailed in Table 4 are to be performed by property owner/facility manager throughout the year and specifically, prior to commencement of bushfire season (**nominated as 30 November on the City of Nedlands firebreak notice**).

Table 4: Preparation tasks/actions – Ongoing tasks throughout year

Task/Action
1. Comply with current City of Nedlands firebreak notice, including slashing of grass and removal of inflammable material (e.g. piles of timber, leaves, dead branches) on the property.
2. Ensure all management actions documented within the endorsed Bushfire Management Plan (supporting the development application) are undertaken, in particular ongoing maintenance of nominated onsite Asset Protection Zones and low threat landscaping.
3. Maintain and test any firefighting equipment present within the facility (e.g. fire extinguishers, hoses, hydrants, sprinklers) to ensure it is fit for purpose and is in good working order.
4. Maintain and test any onsite communication equipment required for bushfire emergencies (e.g., occupant warning or PA systems, radios) to ensure they are fit for purpose and is in good working order.
5. Ensure any landscaping reticulation systems are in good working order and providing sufficient coverage around the property, in particular vegetation near or adjacent to the building.
6. Ensure there is sufficient first aid equipment, and that it is available and in good working order. Ensure sufficient staff are trained in Senior First Aid.
7. Maintain all AS 3959 bushfire construction elements implemented on the building.
8. Clear all roofs, roof gutters and valleys of any leaf litter, debris or other combustible material.
9. Ensure nominated personnel in the Emergency Response Team are fully trained in the procedures outlined in this BEMP and conduct drills to practice evacuation procedures as outlined in Appendix 1.
10. Ensure appropriate members of the ERT know how to use any site communication systems.
11. Ensure sufficient staff are trained in first aid and first response firefighting (extinguishers, hose reels).
12. Ensure all other staff are aware of the procedures outlined within this BEMP
13. Review and update this Bushfire Emergency Management Plan including any required bushfire preparedness tasks, training and exercises and confirm listed site contacts.
14. Ensure this BEMP and evacuation procedures are readily accessible to staff and displayed in a prominent position in the building.
15. Comply with any forecast declared Total Fire Bans as outlined in Section 4.5

4.2 Preparation – Daily actions throughout bushfire season

Tasks detailed in Table 5 are to be performed daily by property owner/facility manager throughout bushfire season, on declared Total Fire Ban Days, or when conditions may otherwise support

significant bushfire behaviour.

Table 5: Preparation tasks/actions – Daily throughout bushfire season

Task/Action
1. Ensure all residents are advised of the bushfire emergency evacuation procedures and in particular the importance of evacuating early where possible, rather than sheltering in place.
2. Regularly check the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.
3. Regularly visually scan local area for signs of bushfire
4. Review forecast Fire Danger Rating, weather and Total Fire Bans and implement pre-emptive actions as required.
5. Ensure all required communication equipment is available, in good working order and ready for use. Ensure all mobile phones and any radio communication devices are fully charged.
6. Ensure sufficient first aid kits and other emergency resources are available and fit-for-purpose.
7. Ensure any internal personnel egress pathways onsite and within buildings, are also clear and available. Ensure any pedestrian egress gates are in in good working order, with keys available at all times to unlock any locked gates.
8. Ensure sufficient vehicles are at the facility to conduct offsite evacuation should it be required.
9. Check exterior of buildings and any decks, and remove/relocate combustible items (rubbish, wood piles, furniture etc that can ignite) that can be stored 10m from building and decks.
10. Ensure all objects attached to the buildings are non-combustible or can be easily removed in a bushfire event
11. Clear all roofs, roof gutters and valleys of any leaf litter, debris or other combustible material.
12. Ensure nominated assembly points and onsite safer places are appropriately maintained including and are available and fit-for-purpose.
13. Record the presence of all people using or visiting the site, and when they have left.

4.3 Additional resources

A list of publications that provide additional information relating to bushfire preparedness and awareness is provided below. It is recommended that property owner/facility management review these publications prior to and during the bushfire season.

DFES	• Bushfire 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
City of Nedlands	• Fire and Emergency Services	• https://www.nedlands.wa.gov.au/fire-safety-and-emergency-management-0

4.4 Fire Danger Ratings

Department of Fire and Emergency Services (DFES) uses Fire Danger Ratings (FDR) to provide advice on the level of bushfire threat on a particular day. Anyone working or living in bushfire prone areas should know the FDR is for their area, monitor local conditions and keep informed.

The relevant fire district for the forecast FDR is: **LOWER WEST COAST**

Information on forecast and current FDRs can be found on the Emergency WA website, with links to this also available from the following DFES and Bureau of Meteorology websites.

Bureau of Meteorology website (4-day forecast FDR)	http://www.bom.gov.au/wa/forecasts/fire-danger-ratings.shtml
Emergency WA website (current and next day forecast FDR)	https://www.emergency.wa.gov.au/index.html#firedangerratings

Understanding the FDR categories and what they mean will assist personnel in making decisions about what to do if a bushfire starts. The FDR is based on forecast weather conditions and gives advice about the level of bushfire threat on a particular day. When the rating is high, the threat of a bushfire increases. Fire Danger Ratings are explained in Plate 1.

FIRE DANGER RATING	
Category	Fire Danger Index
CATASTROPHIC (CODE RED)	100 +
EXTREME	75 – 99
SEVERE	50 – 74
VERY HIGH	25 – 49
HIGH	12 – 24
LOW – MODERATE	0 – 11

Plate 1: Fire Danger Ratings

4.5 Total Fire Ban days

A Total Fire Ban (TFB) is declared on days when fires are most likely to threaten lives and property. This is because of predicted extreme fire weather or when there are already widespread fires and firefighting resources are stretched. TFB days are often aligned with days with an elevated FDR, however they may be declared outside of a fire season due to other factors such as higher temperatures and expected strong winds preceding a storm front.

There are restrictions on what activities can be conducted on a TFB day, such as it being illegal to light an open-air fire or conduct any activity that could start a fire.

To determine if a TFB has been declared for the next day (evening after 6pm and prior to 8.15am), the following resources can be used:

Emergency WA website (current and next day forecast FDR)	https://www.emergency.wa.gov.au/#totalfirebans
Total Fire Ban Hotline	1800 709 355
DFES phone	13 3337
DFES Twitter	https://twitter.com/dfes_wa

4.6 DFES emergency warning system

During a bushfire, emergency services will provide information through the issuing of community alerts. The alert level changes to reflect the increasing risk to life and the decreasing amount of time until the fire arrives.

DFES issues the following warnings (see Plate 2 for further information):

- **Advice**
- **Watch and Act**
- **Emergency Warning**
- **All clear**

The best place to determine the current alert level is from the Emergency WA website, which shows the alert level as part of the Bushfire Advice note for each bushfire.

Emergency WA website: <https://www.emergency.wa.gov.au/>

BUSHFIRE WARNINGS: WHAT SHOULD YOU DO?		
ALERT LEVEL	WHEN WILL IT BE ISSUED?	WHAT SHOULD YOU DO?
ADVICE Be aware and keep up to date Issued at 11am and 4pm unless the situation changes	<ul style="list-style-type: none"> • When a fire has started but there is no immediate danger • There is no known threat to lives and homes • The fire is likely to be small and may be causing smoke near homes • Firefighters will be able to control the fire 	You need to be aware <ul style="list-style-type: none"> • Stay alert and monitor your surroundings by watching for signs of a bushfire, especially smoke and flames • Check the Fire Danger Rating for your area • Close all doors and windows • Turn off evaporative air conditioners but leave water running through the system if possible • Read through your bushfire survival plan. If you do not have one decide what you will do if the situation gets worse
WATCH AND ACT Put your preparations into action – do not wait and see Issued every two hours unless the situation changes	<ul style="list-style-type: none"> • When a fire is approaching and conditions are changing • There is a possible threat to lives and homes • The fire will be out of control. There may be smoke and embers around your home and roads • Firefighters will be working with machines to put in containment lines to stop the fire spreading 	You need to leave or get ready to defend <ul style="list-style-type: none"> • Put your bushfire survival plan into action • If you have decided to leave for a safer place, leave now and take your survival kit with you • Leave well before roads are closed and full of smoke • If you are not prepared for a bushfire the safest place is to be away from the fire • If you plan to stay and actively defend make final preparations now
EMERGENCY WARNING Take immediate action to survive – you will be impacted by fire Issued every hour unless the situation changes	<ul style="list-style-type: none"> • When there is immediate danger and the fire will impact your home • There is a threat to lives and homes • The fire will be out of control and moving very fast. This is the highest level of warning • Firefighters will find it difficult to control the fire and it will take significant firefighting resources and a change in conditions to bring it under control • A siren sound called the Standard Emergency Warning Signal (SEWS) may be used to get your attention on radio and television 	You need to act immediately to survive <ul style="list-style-type: none"> • If the way is clear leave immediately for your safer place and take your survival kit with you • If you have not prepared your home, it is too late to do it now. Your safest option is to leave for a safer place, if the way is clear • Do not relocate at the last minute in a vehicle or on foot as this is deadly, leave immediately if the way is clear • If you are unable to leave you need to get ready to take shelter in your home and actively defend it
ALL CLEAR Take care to avoid any dangers and keep up to date Issued when the threat has passed	<ul style="list-style-type: none"> • When the danger has passed and the fire is under control • Firefighters will be working to put the last bits of the fire out and make the area safe • It may still not be safe to return home. Emergency services will advise when you can go home 	You need to be careful <ul style="list-style-type: none"> • Remain vigilant in case the situation changes • When driving in the fire area you should take extreme caution and drive slowly • Dangers like smoke, fallen trees and downed power lines may be on roads and emergency services will still be working in the area

Plate 2: Bushfire Warning Levels

5.0 Awareness and pre-emptive procedures

This section outlines when and what monitoring actions are to be undertaken to ensure holiday home management maintain awareness of any forecast elevated bushfire weather days, and the associated pre-emptive procedures the facility can implement to respond to heightened risk. Property management are to undertake the following monitoring and pre-emptive actions based on the forecast Fire Danger Rating (FDR)

Maintaining a high level of situational awareness, including forecast conditions, will also assist with the rapid assessment of any bushfire emergency.

Monitoring the forecast FDR is to be conducted daily using the resources outlined in Section 4.4. The pre-emptive responses are detailed in Table 6.

Table 6: Forecast Fire Danger Rating Pre-Emptive Actions

FDR MONITORING TRIGGER (Refer Section 4.4 to determine FDR):						
<ul style="list-style-type: none"> On all days during bushfire season, if the FDR will be Very High or above, or any declared Total Fire Ban days On days outside bushfire season with when weather is hot, dry or windy or there has been recent bushfires in the area 						
Weather District: LOWER WEST COAST						
Action/Task	Fire Danger Rating					
	Low/Mod	High	Very High	Severe	Extreme	Catastrophic
Maintain situational awareness by monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.	<ul style="list-style-type: none"> Conduct checks if conditions are unusually warm and windy 		<ul style="list-style-type: none"> Conduct regular checks throughout the day. If a bushfire is detected initiate Evacuation to Offsite Evacuation response (if appropriate). 			<ul style="list-style-type: none"> Forecast FDR of Extreme or Catastrophic occur infrequently in this location, and staff should treat these days with great caution with potential for worst-case bushfire behaviour. Conduct hourly checks throughout the day, from sunrise to one hour after sunset including regular visual checks to north and west If a bushfire is detected initiate Evacuation to Offsite Evacuation response (if appropriate).
Update ERT and staff of the Fire Danger Rating	<ul style="list-style-type: none"> No specific requirements 		<ul style="list-style-type: none"> Advise ERT and relevant staff of the elevated bushfire risk. Recommend they be ready for potential bushfire response such as offsite evacuation or relocation of residents to onsite assembly point. 			
Conduct daily preparations (from Table 5)	<ul style="list-style-type: none"> Recommended, but no specific requirements 		<ul style="list-style-type: none"> Conduct daily preparations the day prior or in early morning 			
Conduct year-round preparation (from Table 4)	<ul style="list-style-type: none"> Conduct preparations on ongoing basis, with focus on prior to bushfire season 					

5.1 Forecast Total Fire Ban

Total Fire Ban (TFB) procedures are triggered on days when a Total Fire Ban is declared due to extreme fire weather, when widespread fires are stretching firefighting resources or even outside bushfire season due to higher temperatures or expected strong winds.

A TFB will be declared the evening before it is to take effect and the resources detailed in Section 4.5 can be used to determine the forecast and current TFB status.

There are restrictions on what activities can be conducted on a TFB day and Table 7 lists the procedures the required actions when a Total Fire Ban is declared.

Table 7: Total Fire Ban Actions

TFB MONITORING TRIGGER (Refer Section 4.5 for how to determine TFB day status):	
<ul style="list-style-type: none"> • On all days during bushfire season • On days outside bushfire season with when weather is hot, dry or windy or there has been recent bushfires in the area 	
Action	Person responsible
If a Total Fire Ban is declared, ensure all relevant staff and occupants are notified to ensure all relevant actions are undertaken.	Chief Fire Warden (or nominated delegate)
<p>Ensure the following actions are avoided if a Total Fire Ban is declared:</p> <ul style="list-style-type: none"> • no fire or flames allowed in the open air • no open fires for the purpose of cooking or camping are not allowed • no 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is allowed unless a formal exemption has been obtained • no use of chainsaws, plant or grass trimmers or lawn mowers in bushland areas • no other activities that may start a fire • ensure equipment or machinery is mechanically sound • ensure all reasonable precautions are taken to prevent a bushfire igniting, including postponing any activity that could result in a bushfire ignition. <p>Further information on prohibited activities can be found on the DFES website below</p>	Chief Fire Warden (or nominated delegate)
<p>Maintain situational awareness by:</p> <ul style="list-style-type: none"> • having nominated staff visually monitor land in the local area around the development for signs of bushfire (signs or smell of smoke etc) • monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information. • If a bushfire is detected, either visually or via website/radio/social media, obtain information on the fire location and direction and speed of travel <p>If a bushfire is detected, refer to Table 8.</p>	Nominated Fire Warden



The Department of Fire and Emergency Services advice is that chainsaws, plant or grass trimmers or lawn mowers can be used during a total fire ban in suburban or built up areas which are cleared of flammable material, but not in bushland or other areas where their use is likely to cause fire. Further information on TFB days and the prohibited activities can be found on the following DFES website <https://www.dfes.wa.gov.au/totalfirebans/#faqs>

Individuals could be fined up to \$25,000 or jailed for 12 months or both if the Total Fire Ban is ignored.

6.0 Bushfire Emergency Triggers and Decision making

The onsite ERT, in particular the Chief Fire Warden (or nominated delegate), must assume responsibility for assessing the bushfire situation, using the information available, and making a decision regarding the response occupants need to undertake to stay safe. While there are various sources of potential information available upon which to base decision making, in a bushfire emergency to timing and accuracy of the information is not always clear and if the bushfire is close to the development, onsite personnel may be the most aware of the current situation by being the closest. Additionally, when the bushfire is near the development or the evacuation routes, onsite personnel will need to exercise greater situational awareness, judgement and caution as the margin of safety is less.

There are two main response options for this facility to keep people safe:

- **Offsite Evacuation** – vehicular evacuation along the road network to an offsite location
- **Onsite Shelter-in-Place** – relocating occupants and public to an onsite location

In bushfires, people often plan to remain in place and become overwhelmed by the bushfire causing them to leave for a safer place too late. The key to a safe evacuation is leaving early, this means long before the development or evacuation roads come under bushfire attack. Driving is very dangerous during a bushfire with smoke making it hard to see, fallen trees over the road and power lines down can all trap vehicles on the road, and result in fatalities. Traffic on the roads can also hamper firefighting operations, especially when the bushfire is close.

Early detection of a bushfire's existence and location, provides the best opportunity to conduct early evacuation. Warning of a bushfire is often provided by emergency authorities (e.g. EmergencyWA, radio, SMS alert etc) however this can't be relied upon in all cases. Visual or olfactory cues or information from arriving visitors may also be other sources of information.

When assessing the bushfire situation, the Chief Fire Warden, or nominated delegate, should consider the following:

- the location and behaviour of the bushfire based on the following:
 - current bushfire warnings that have been issued
 - any available local knowledge (e.g. visual signs of bushfire, relayed information from occupants/visitors etc), which if the bushfire is close, can be more relevant for decision-making than the regional bushfire warnings
- the nature of the hazard between the current fire location and the development e.g. type of vegetation and slope
- the development layout and incorporated bushfire protection measures as a measure of bushfire resilience
- the evacuation network (roads, paths etc) including potential to be impacted by bushfire
- variations in the facility operational routines that can impact the amount of time required to commence and complete the evacuation procedure

Advice may be provided by emergency authorities to self-evacuate which greatly assists because it confirms the safety of evacuation routes and makes the process relatively straight forward.

While it is highly recommended that the specific direction/advice of authorised emergency services personnel is followed if they are onsite, however they may not be familiar with the development, so one should always use their judgement and all available information to balance advice and make the most informed assessment possible regarding potential impact to the occupants, the development and evacuation routes.

Table 8 provides a summary of likely information that will be available to make decisions during a bushfire emergency, complete with actions to be considered. The main sources of information include:

- DFES Bushfire Emergency Warnings
- Decision Zones where the bushfire location is known
 - From reputable website, radio etc
 - Physical cues (visual, olfactory) of fire
 - relayed information (from occupants, arriving visitors or adjacent land uses)

Table 8: Bushfire Triggers and Response Actions

Trigger	Action/Tasks
Bushfire Emergency Warnings (see Section 4.6 for where to obtain warnings)	
Advice	<ul style="list-style-type: none"> • Consider pre-emptive use of Offsite Evacuation procedures (depending on bushfire location and direction of spread) • Continue monitoring and re-evaluating situation
Watch and Act	<ul style="list-style-type: none"> • Commence or continue Offsite Evacuation procedures • Consider Onsite Shelter-in-Place response if unsafe to evacuate offsite • Continue monitoring and re-evaluating situation
Emergency	<ul style="list-style-type: none"> • Urgently commence or continue Offsite Evacuation procedures • Consider Onsite Shelter-in-Place response if unsafe to evacuate offsite • Continue monitoring and re-evaluating situation
All Clear	<ul style="list-style-type: none"> • Commence Recovery Procedures (Offsite Evacuation or Shelter-in-Place) • Continue monitoring and re-evaluating situation
Decision Zones – based on distance of bushfire from development (from reputable website, visual signs of bushfire, relayed information from occupants/visitors etc). Bushfire conditions can change rapidly and evidence of a nearby fire may precede any formal bushfire warning.	
Monitoring Zone <ul style="list-style-type: none"> • Distance from site: >10km 	<ul style="list-style-type: none"> • Consider pre-emptive use of Offsite Evacuation procedures (depending on bushfire location, direction of spread and potential impact on road network). • Continue monitoring and re-evaluating situation
Readiness Zone <ul style="list-style-type: none"> • Distance from site: 4 - 10km 	<ul style="list-style-type: none"> • Call 000 and advise DFES of the bushfire (and obtain any information) • Commence or continue Offsite Evacuation procedures • Consider Onsite Shelter-in-Place response if unsafe to evacuate offsite • Continue monitoring and re-evaluating situation
Response Zone <ul style="list-style-type: none"> • Distance from site: <4 km 	<ul style="list-style-type: none"> • Call 000 and advise DFES of the bushfire (and obtain any information) • Urgently commence or continue Offsite Evacuation procedures • Consider Onsite Shelter-in-Place response if unsafe to evacuate offsite

Trigger	Action/Tasks
	<ul style="list-style-type: none"> Continue monitoring and re-evaluating situation

7.0 Offsite Evacuation Response – Primary Action

Where the bushfire is close enough to the facility and/or egress routes to require rapid shutdown of the development, with the intention of getting occupants to a place of relative safety. Priority shall be on ensuring occupants are evacuated offsite to safety, with a focus on egress routes, however if this unsafe to conduct, they shall be relocated to the onsite location to shelter-in-place.

The decision to evacuate occupants to the off-site location will depend on the location and behaviour of the bushfire, and where possible, should always be conducted in consultation with the Emergency Services Incident Controller or authorised DFES personnel managing the bushfire emergency.

7.1 Emergency Onsite Assembly Point and Offsite Safer Locations

In the event that offsite evacuation is to be conducted, understanding where to assemble people onsite prior to evacuation, and the offsite locations available to safely send people, will be critical to ensure its success.

7.1.1 Designated on-site assembly point

An on-site assembly point is an area within the development where occupants are to meet on becoming aware that there is a bushfire in the area, to gather all residents and visitors and to obtain further status information and be advised of response actions. It is proposed that the designated on-site assembly point identified below in Table 9 and depicted in Appendix 2.

Table 9: Designated on-site assembly point

Designated assembly point
GROUND FLOOR – RECEPTION AND UNITS 1 & 2

7.1.2 Designated off-site locations

DFES and the City of Nedlands may provide advice on the day as to the locations of the designated off-site safer location/welfare centres.

In the event that this information is not yet available, Table 10 lists potential offsite location areas that are to be considered during an evacuation. The safer location/s have been chosen based on:

- nature of the residents and their needs
- relative safety of evacuation route
- whether the refuge is located away from the effects of a bushfire

Table 10 nominates when the various offsite locations should be considered, while also providing primary route to the location as well as estimated travel times during normal traffic. **Allowance needs to be made for increased travel times due to bushfire conditions (e.g. smoke) and traffic congestion on the road network.**

Table 10: Designated off-site safer location

Location and address	Route to location	Travel Distance and Time (normal travel)
MSWA Outreach Facilities 29 Parkhill Way, Wilson	Primary Route Guttman Approach – Muecke Way (L) – Dawes View (R) – Seymour Ave (L) – Nicholson Road (S) – Thomas Road (R) – Mounts Bay Rd (L) – Kwinana Freeway (S) – Manning Road (L) – Bungaree Road (R) – Teaguer Street (R) -Parkhill Way (R)	20 km (30 min drive)

7.2 Offsite Evacuation Procedures

Once the decision has been made to conduct offsite evacuation of the facility, lists the evacuation procedures to be followed.

Table 11: Offsite Evacuation Procedures

Action	Person responsible
<p>Chief Fire Warden to take charge and to assess the situation relating to level of bushfire threat and potential impact on the facility, occupants and the evacuation network through the following:</p> <ul style="list-style-type: none"> • Obtain the latest emergency, weather and road information • implementing the following procedure: <ul style="list-style-type: none"> ◦ obtain aerial photo ◦ plot where bushfire is located and whether it is moving toward the development. Wind direction is typically an indicator of fire direction ◦ obtain the Fire Danger Rating for the day from EmergencyWA website ◦ note temperature, wind direction and speed from live BoM observations from website. <p>Once the decision is made to evacuate offsite, use the available information to:</p> <ul style="list-style-type: none"> • Determine the preferred offsite location (pending advice from DFES or Emergency Services Incident Controller) • Determine the safest route to get to the offsite location that takes occupants as far from the fire as possible. • Arrange any required emergency transportation for priority evacuation to offsite safer location: <ul style="list-style-type: none"> ◦ Contact the other MSWA facilities to begin relocating vehicles to the site ◦ Contact any alternative transportation options ◦ Organise any vehicles that are currently onsite 	<p>Chief Fire Warden Communications Officer</p>
<p>Contact DFES (000) if not already undertaken:</p> <ul style="list-style-type: none"> • inform that the facility is operating and has vulnerable occupants and the number of occupants 	<p>Chief Fire Warden Communications Officer</p>

Action	Person responsible
<ul style="list-style-type: none"> • seek advice about the fire location, behaviour and likelihood of impacting the facility. Alternatively provide current bushfire observations if fire is close to facility or town. • seek instructions from DFES (preferably Emergency Services Incident Controller who is managing the fire) about what actions to take • determine Emergency Services Incident Controller/DFES point of contact (if any) • Determine where offsite safer locations or Welfare Centres are being designated (open). <ul style="list-style-type: none"> ◦ If this information is not possible to obtain, use the offsite safer location/s nominated in this BEMP on Table 10. • If decided, advise that offsite will be conducted, including the preferred offsite location and the route to be used. 	
<p>Ensure the following key actions are addressed:</p> <ul style="list-style-type: none"> • Assemble ERT and relevant staff • Update ERT and staff of the bushfire situation and the planned emergency management strategy. • Cease all operations including any functions and activities • Begin accounting for all occupants and staff using any registers • If not already commenced, arrange any required emergency transportation for priority evacuation to offsite safer location/s • Ensure all other firefighting and emergency communication equipment is available and ready for use. • Ensure all first aid equipment is available and ready for use. • Commence shutting down the facility buildings including: <ul style="list-style-type: none"> ◦ Close all windows and doors including roller and sliding doors ◦ Put away all external combustible items or put inside building/s ◦ Turn off air-conditioners especially evaporative cooler ◦ Turn on landscaping reticulation systems • Ensure all internal access routes are unlocked, and clear and available for use by staff, visitors and firefighters • If safe to do so, organise for regular patrols of the facility (if not easily observed through regular activities) to check for any signs of bushfire ignition. Those conducting the patrols are to wear appropriate PPE 	<p>Chief Fire Warden Deputy Chief Fire Warden All ERT members</p>
<p><i>Strongly consider commencing offsite evacuation while evacuation routes are open and unimpacted by smoke, embers or fire or congested with traffic</i></p> <p>Once decision is made to evacuate the site (following confirmation with the Emergency Services Incident Controller or authorised DFES personnel if possible), implement this broad process:</p> <ul style="list-style-type: none"> • Contact all residents and visitors (if not already undertaken) using site communication systems to organise occupants to gather at onsite assembly area: <ul style="list-style-type: none"> ◦ Direct staff to assist relocating residents to the assembly area starting with those on the second (2nd) floor first ◦ Direct any capable visitors to assist relocating residents 	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Fire Wardens</p>

Action	Person responsible
<ul style="list-style-type: none"> ○ Direct staff to bring vehicular transport to the front entrance (near Reception) ● Inform staff, residents and visitors of the following: <ul style="list-style-type: none"> ○ The current emergency warning and bushfire situation ○ The plan to evacuate offsite ○ Confirm the offsite safer location <ul style="list-style-type: none"> – if the Emergency Services Incident Controller or DFES representative do not advised of an off-site location, use the one nominated in this as per Table 10 ○ the evacuation route to travel to the off-site location ● Begin loading residents into vehicles and evacuating to offsite location 	
<ul style="list-style-type: none"> ● Instruct ERT to conduct the following (if not already undertaken) <ul style="list-style-type: none"> ○ use resident and visitor registers to monitor the evacuation as occupants leave the site and to confirm that all staff, residents and visitors are successfully relocated to the nominated offsite location ○ conduct a thorough check of the site, doing a walk-through of all buildings and areas, to confirm all persons have evacuated ○ Final evacuating staff are to travel in a group of no less than 2 people. ● If safe to do so, instruct ERT and relevant staff to shut down the facility buildings including: <ul style="list-style-type: none"> ○ Close all windows and doors including roller and sliding doors ○ Put away all external combustible items or put inside building/s ○ Turn off air-conditioners especially evaporative cooler ● If safe to do so, organise for regular patrols by ERT of the facility to check for any signs of bushfire ignition. 	Deputy Chief Fire Warden Fire Wardens
<p>If not previously conducted, advise Emergency Services Incident Controller or DFES if the facility is being impacted by bushfire (i.e. bushfire ignites on or adjacent to the site) and that the facility is performing an evacuation and advise number of occupants and where they are going.</p>	Chief Fire Warden Communications Officer
<p>Upon arrival of occupants at off-site safer location:</p> <ul style="list-style-type: none"> ● confirm all relocated occupants are accounted for and safe ● advise Emergency Services Incident Controller of relocation to off-site location and whether anyone is missing 	Chief Fire Warden First Aid Personnel Communications Officer
<ul style="list-style-type: none"> ● Continue monitoring and re-evaluating the bushfire scenario. ● Maintain situational awareness by: <ul style="list-style-type: none"> ○ having nominated staff visually monitor land in the local area around the development for signs of bushfire (signs or smell of smoke etc) ○ monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information. ● If a bushfire scenario is changing, obtain information on the new warning status, fire location and direction and speed of travel 	Chief Fire Warden and Communications Officer

Action	Person responsible
<ul style="list-style-type: none"> • Review Table 8 with new information to determine new response actions <ul style="list-style-type: none"> ◦ Where possible, undertake decision making process in consultation with Emergency Services Incident Controller/DFES point of contact ◦ Initiate Offsite Evacuation or Onsite Shelter-in-Place response procedures as required. 	

7.3 Recovery procedures following Offsite 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 12 lists the recovery procedures to be carried out following an evacuation of the facility,

Table 12: Recovery procedures (following Offsite Evacuation)

Action	Person responsible
<p>Following a bushfire, emergency services are required to confirm conditions within facility and local area are safe for people to return to including the vehicular access network and services (electricity, water, gas etc)</p> <p>If the facility has been impacted by fire, ensure no one returns or re-enters until Emergency Services have declared it as being safe.</p>	<p>Chief Fire Warden Fire Wardens</p>
<p>Liaise and take directions from Emergency Services Incident Controller or DFES regarding whether safe return is possible. If safe to do so, consider conducting a preliminary review of the site for obvious damaged or destroyed buildings.</p> <p>Based on this information make the decision whether to reopen and return to the facility or whether it shall remain closed. The first priority is to ensure the safety of all people including staff.</p> <p>If the decision is made to keep the facility closed, seek alternative accommodation if required for displaced persons.</p>	<p>Chief Fire Warden Communications Officer</p>
<p>Once decision is made to either reopen or relocate:</p> <ul style="list-style-type: none"> • arrange for occupants to be moved back to the facility or to alternative location (nominated by Emergency Services Incident Controller or DFES): • confirm all occupants are accounted for on their return to the facility (or have been otherwise safely relocated elsewhere) using the occupant/visitor register procedure used by the facility • advise Emergency Services Incident Controller of relocation to facility or alternative location and whether anyone is missing. 	<p>Chief Fire Warden All ERT members</p>

7.4 Transport Arrangements for Offsite Evacuation

As residents require a high level of support and are unlikely to have access to a vehicle, offsite evacuation from the development will need to be assisted. MSWA have access to the following vehicles:

- One (1) van on site capable of taking 2 residents in wheelchairs
- Six (6) vans capable of taking 2 residents in wheelchairs at each of the following MSWA facilities:
 - 29 Parkhill Way Wilson (18 km, 25 minute drive)
 - 146 Fern Road Wilson (19 km, 25 minute drive)
 - 68 Darwin Crescent Beechboro (20 km, 30 minute drive)
 - 59 Redmond Road Hamilton Hill (20 km, 30 minute drive)

Initially, 2 residents can be immediately evacuated offsite, with another 12 residents ideally evacuated approximately 30 mins following release of the vehicles from the other MSWA facilities. The evacuation of the final 6 residents would occur once the vehicles returned from the first trip, approximately 60-90 mins following release from the other MSWA facilities. The Chief Fire Warden should be aware that vehicles from other site would need to be requested to enable full evacuation of the facility, however where safe to conduct, should commence the evacuation with whatever vehicles are available to reduce occupant numbers onsite as much as possible.

7.4.1 Alternative Transport Arrangements

As there may be a need to pre-emptively relocate vulnerable occupants, and given there would be a wait time for MSWA vehicles to get to site, it is recommended that the ERT continually review whether there are any alternative transport arrangements closer to the facility, that would permit more rapid evacuation of all residents. This may take the form of other similar facilities nearby or use of a local transport company with suitable vehicles in the area. It is recommended that if a suitable alternative is found, there details are documented in Table 13, to provide the Chief Fire Warden with transport options to deal with any unforeseen circumstances.

Table 13: Alternative transport arrangements

Alternative Transportation Arrangements	
Name of organisation providing transportation	TBC
Contact phone number	TBC
Time required for transportation to arrive	TBC (but expect delays due to traffic, smoke etc)
Estimated travelling time to destination	TBC (but expect delays due to traffic, smoke etc)

7.4.2 Traffic Awareness and Management

Any vehicles used for offsite evacuation should be in good working order and should have sufficient fuel to travel at least 100 km, and if they are not considered appropriate for evacuation, alternative transport should be found for the occupants.

7.4.3 Potential Traffic and Congestion

Evacuation from the development to an off-site location, may occur simultaneously with occupant egress from nearby facilities and the local residential population of the area. On this basis, there is likely to be traffic congestion on the road network, that potentially worsens at time passes. On that basis, the following shall be considered:

- Initiating early evacuation will be critical to ensure all occupants are able to relocate off-site, and minimise the potential for disruption of the local road network, which could prevent timely egress or impact firefighter access.

- The request for the offsite vans should happen as early as possible to avoid unnecessary delays and also to minimise the chance of not being granted access to the site due to road blocks from nearby bushfire activity
- The Chief Fire Warden (or nominated delegate) who is managing the evacuation of the development, shall ensure they are cognisant of the traffic conditions to the off-site conditions, and react to any disruption to the road network (bushfire, congestion). Traffic congestion may be sufficient to require a change in evacuation destination to the secondary off-site location.
- Given the potential for traffic congestion, evacuation by foot shall be encouraged where safe to do so, to reduce vehicle traffic.

7.4.4 Safety considerations for evacuating by car:

While the intent of the Offsite Evacuation procedures is for early evacuation ahead of bushfire impact, including embers and smoke, or prior to any traffic congestion, there is always a chance the bushfire situation changes. Travel by vehicle through areas being impacted by bushfire, can present a significant risk to occupants, however occupants in this situation can improve their chances of survival through the following actions:

- **Before leaving**
 - Ensure there are fire blankets (or woollen blankets) and a water supply within the vehicle
 - Obtain a fire extinguisher if possible
 - Dress in protective clothing, preferably long-sleeved shirts and pants, and shoes.
 - Confirm there is sufficient fuel in the vehicle, and that it is roadworthy
 - If not, seek alternative transport or consider remaining onsite in well-prepared building
 - Ensure the vehicle headlights are on
- **If approaching bushfire on the road**
 - If there is considerable smoke
 - ensure headlights and hazard lights on
 - close windows and outside vents and put air-conditioning on recirculation
 - slow down as there could be people, vehicles and livestock on the road.
 - if you can't see clearly, pull over and wait until the smoke clears.
 - Carefully pull over and assess the situation.
 - It is a considerable risk to drive through smoke and flames. This is common cause of fatalities.
 - If safe, turn around and drive to safety in a different direction (if the option is available)
- **If you are trapped by bushfire**
 - Park and shelter within the vehicle.
 - Park off the road to avoid collisions with other vehicles
 - Park where there is the least vegetation (around, above and under the vehicle).
 - If possible, park behind a physical barrier (e.g. rock, earth mound) to minimise direct flame contact or radiant heat exposure
 - Face the vehicle towards the oncoming fire front as the front windscreen is generally thicker glass

- Do not park too close to other vehicles in case a vehicle catches alight.
- Inside the vehicle
 - As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers. Smoke will gradually get inside the vehicle and fumes will be released from interior plastics.
 - Stay in the vehicle (unless there is a well-protected building nearby).
 - Call 000 to inform of situation (if mobile reception available)
 - Close doors, windows and outside vents, keep headlights and hazard lights on and turn the engine off.
 - stay as close to the floor as possible to minimise exposure to radiant heat, preferably in the foot wells, and shelter under the blankets.
 - Cover mouth with moist cloth to minimise inhalation of smoke and toxic fumes being released from the interior of the vehicle
 - Continue to drink water to minimise dehydration.
 - Stay in the car until the fire front has passed and do not open windows or doors.
- **As fire front passes**
 - Parts of the car may be extremely hot. Tyres and external plastic body parts may catch alight and in more extreme cases the interior may catch on fire. Fuel tanks are unlikely to explode.
 - Stay in the vehicle, with windows and doors closed, until the fire front has passed, and the outside temperature has dropped sufficiently.
 - Stay covered by blankets, continue to drink water.
 - Once the fire front has passed cautiously exit the vehicle, move to a safe area such as an area of land already burnt or rocky outcrop.
 - Call 000 to inform of situation (if mobile reception available)
 - Wait for assistance

8.0 Onsite Shelter-in-Place Response – Last Resort Action Only

The alternative to offsite evacuation is for occupants to shelter-in-place within the MSWA building. Triggers for on-site shelter-in-place are:

- DFES Emergency Warning to stay in place
- if there is insufficient time to conduct a safe offsite evacuation or the risk associated with offsite evacuation is otherwise considered to be greater than sheltering in place on-site.

The building has compliant bushfire construction, and while it has a significant bushfire resilience, it is not specifically constructed for onsite refuge. If onsite shelter-in-place is required, it should be undertaken on the:

- **GROUND FLOOR – RECEPTION AND LOUNGE**
 - **or Eastern side of the Ground Floor as far from the approaching bushfire as possible.**

Onsite shelter-in-place is only to be conducted as a last resort action only.

If onsite shelter-in-place is required, the actions outlined in Table 14 should be implemented.

Table 14: Onsite Shelter-in-Place Procedures

Actions	Person responsible
<p>Chief Fire Warden to take charge and to assess the situation relating to level of bushfire threat and potential impact on the facility, occupants and the evacuation network through the following:</p> <ul style="list-style-type: none"> • Obtain the latest emergency, weather and road information • implementing the following procedure: <ul style="list-style-type: none"> ○ obtain aerial photo ○ plot where bushfire is located and whether it is moving toward the development. Wind direction is typically an indicator of fire direction ○ obtain the Fire Danger Rating for the day from EmergencyWA website ○ note temperature, wind direction and speed from live BoM observations from website. <p>Once the decision is made to shelter-in-place, use the available information to:</p> <ul style="list-style-type: none"> • Determine the preferred onsite location (pending advice from DFES or Emergency Services Incident Controller) 	<p>Chief Fire Warden</p>
<p>Contact DFES (000) if not already undertaken:</p> <ul style="list-style-type: none"> • inform that the facility is operating and has vulnerable occupants and the number of occupants • seek advice about the fire location, behaviour and likelihood of impacting the facility. Alternatively provide current bushfire observations if fire is close to facility or town. • seek instructions from DFES (preferably Emergency Services Incident Controller who is managing the fire) about what actions to take 	<p>Chief Fire Warden Communications Officer</p>

Actions	Person responsible
<ul style="list-style-type: none"> • determine Emergency Services Incident Controller/DFES point of contact (if any) • If decided, advise that onsite shelter-in-place procedures will be conducted. 	
<p>Ensure the following key actions are addressed:</p> <ul style="list-style-type: none"> • Assemble ERT and relevant staff • Update ERT and staff of the bushfire situation and the planned emergency management strategy. • Cease all operations including any functions and activities • Begin accounting for all occupants and staff using any registers • Contact all residents and visitors (if not already undertaken) using site communication systems to organise occupants to gather at onsite assembly area: <ul style="list-style-type: none"> ◦ Direct staff to assist relocating residents to the assembly area starting with those on the second (2nd) floor first ◦ Direct any capable visitors to assist relocating residents • Ensure all other firefighting and emergency communication equipment is available and ready for use. • Ensure all first aid equipment is available and ready for use. • Ensure all internal access routes are unlocked, and clear and available for use by staff, visitors and firefighters 	<p>Chief Fire Warden Deputy Chief Fire Warden All ERT members</p>
<p>If onsite shelter is being conducted within a building, the following actions should be implemented to improve building resilience:</p> <ul style="list-style-type: none"> • Close all doors and windows • Turn off any evaporative air-conditioners or if possible, keep the water running and turn off the fan. • Fill sinks, bath and buckets with water for putting out any fires that may start inside or soaking towels, blankets or clothes • Soak towels and rugs in water and lay them along the inside of external doorways or block any other gaps for embers or smoke • Take down curtains and push furniture away from windows • Obtain any firefighting equipment e.g. fire extinguishers, hose reels, garden hoses and determine area of coverage. • Turn on any landscaping reticulation for areas surrounding the building • Immediately before the fire arrives, wet down decks and landscaping close to the building • Ensure occupants to get down low to limit exposure to smoke and drink plenty of water to avoid becoming dehydrated • Nominate teams of no less than two persons to regularly inspect the condition of the building/s including regular inspection of the inside of the building, including the roof space for sparks and embers, and extinguish where possible and safe to do so. 	
<p>Stay inside while the fire front is passing. If the building catches fire and/or conditions inside become unbearable:</p>	<p>Chief Fire Warden Deputy Chief Fire Warden</p>

Actions	Person responsible
<ul style="list-style-type: none"> leave through the door furthest from the approaching fire relocate all staff, residents and visitors to residential area or a large open space to the east of the facility 	All ERT members

8.1 Recovery procedures following Onsite 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 12 lists the recovery procedures to be carried out following onsite shelter-in-place at the facility,

Table 15: Recovery procedures (following Onsite Shelter-in-Place)

Action	Person responsible
<p>Following a bushfire and if safe to do so, relocate all occupants outside the building if it has been impacted by fire.</p> <p>Emergency services are required to confirm conditions within facility and local area are safe for people to remain to including the vehicular access network and services (electricity, water, gas etc)</p> <p>If the facility has been impacted by fire, ensure no one remains or re-enters until Emergency Services have declared it as being safe.</p>	Chief Fire Warden Fire Wardens
<p>Liaise and take directions from Emergency Services Incident Controller or DFES regarding whether and when safe return is possible. If safe to do so, consider conducting a preliminary review of the site for obvious damaged or destroyed buildings.</p> <p>Based on this information make the decision whether to reopen and return to the facility or whether it shall remain closed. The first priority is to ensure the safety of all people including staff.</p> <p>If the decision is made to keep the facility closed, seek alternative accommodation if required for displaced persons.</p>	Chief Fire Warden Communications Officer
<p>Once decision is made to either reopen or relocate:</p> <ul style="list-style-type: none"> arrange for occupants to be moved back to the facility or to a suitable alternative location confirm all occupants are accounted for on their return to the facility (or have been otherwise safely relocated elsewhere) using the occupant/visitor register procedure used by the facility advise Emergency Services Incident Controller of relocation to facility or alternative location and whether anyone is missing. 	Chief Fire Warden All ERT members

Appendix 1: BEMP Administration Information

Regulatory Framework and Reference Material

The approved Bushfire Management Plan for the facility details the bushfire risk management measures designed to reduce the risk of bushfire impact to the site to tolerable levels, including such measures as vegetation management (Asset Protection Zones and low threat vegetation), bushfire construction and suitable vehicular access and bushfire fighting water

As the proposed development has been assessed as a “vulnerable land use” as per State Planning Policy 3.7 Planning in Bushfire-Prone Areas (SPP 3.7; WAPC 2015), this BEMP has been developed to address the requirements of Policy Measure 6.6 of SPP 3.7.

This BEMP details the emergency management procedures for proposed occupants to satisfy SPP 3.7 Policy Measure 6.6, and has been prepared to specifically consider bushfire in the context of the risk identified within the project Bushfire Management Plan (Linfire 2022) for the facility.

This BEMP was developed using reference and guidance from the following documents:

- The Guidelines for Planning in Bushfire Prone Areas (the Guidelines; WAPC 2022)
- A Guide to developing a Bushfire Emergency Evacuation Plan (WAPC 2019)
- Australian Standard 3745-2010, Planning for Emergencies in Facilities (Standards Australia 2010)
- Endorsed Bushfire Management Plan/s for the facility
 - 20220613217MSWA-BMP-001 Rev 0 dated 3 August 2022 (prepared by Linfire)

8.2 BEMP Development and Implementation

It is expected that the development will have an overall Emergency Management Plan, which identifies various hazards that could impact the facility (e.g building fires, explosion, floods, cyclones, bomb threats, armed threat/robbery etc.), and details the required response actions. Whilst this BEMP is presented as a standalone plan, this should be reference, or otherwise incorporated, into the overall Emergency Management Plan for the development, once it is produced

The BEMP will primarily be used by two groups of people at the facility:

8.2.1 Emergency Management Team (EMT)

- **The group of people responsible for the development, documentation, review and revision of the BEMP to enable its use in a bushfire emergency**
- Assigning appropriate personnel roles for the Emergency Response Team
- Responsible for overseeing the successful implementation of all Preparedness actions outlined in Section 4.0.
- The members of the ERT are nominated below in Table 16

Table 16: Emergency Management Team personnel

Name of person	Position/Organisation	Contact Details
TBC	TBC	TBC
TBC	TBC	TBC
TBC	TBC	TBC

8.2.2 Emergency Response Team (ERT)

- **The group of people responsible for directing and controlling the implementation of the BEMP in a bushfire emergency**
- Personnel should be trained and certified to conduct specific tasks in the event of a bushfire emergency including first aid, communication protocols and the operation of relevant firefighting equipment.
- The Emergency Response Team can be formed from the following positions (see Table 17 for further descriptions):
 - Chief Fire Warden
 - Deputy Chief Fire Warden
 - Fire Warden.
 - First Aid Personnel.
 - Traffic Warden.
 - Communications Officer.

Table 17: Emergency Response Team roles and responsibilities

Emergency Role	Responsibilities
Chief Fire Warden	<ul style="list-style-type: none"> • Reviewing the forecast FDR and ensuring the pre-emptive actions are undertaken based on the FDR. • Evaluating the available information to assess the bushfire emergency • Initiating, coordinating and supervising shutdown, offsite evacuation or onsite shelter-in-place actions. • Supervising the emergency response from the command centre. • Liaising with emergency authorities including advising when offsite evacuation or onsite shelter-in-place is underway • Re-evaluating the emergency response actions during the emergency based on situational updates during the emergency. • Supervising the recovery response and debriefing • Documenting the circumstances of the emergency, processes and outcome.
Deputy Chief Fire Warden	<ul style="list-style-type: none"> • Taking direction from and carrying out tasks allocated by the Chief Fire Warden. • Assume the Chief Fire Warden responsibilities if not available. • Ensuring all staff, residents and visitors have been alerted of the bushfire emergency • Once initiated, ensuring the shutdown, offsite evacuation or onsite shelter-in-place actions are being conducted correctly • Monitoring the bushfire emergency to provide situation reports of fire location or impact on buildings and potential danger to people. • Monitoring the response actions (shutdown, evacuation or shelter-in-place) and location of people to provide situation reports on any potential danger to people. • Maintaining communication with, and updating the Chief Fire Warden with situation reports. • Assisting oversee and contribute to the recovery response, debriefing and reporting.

Emergency Role	Responsibilities
First Aid Personnel	<ul style="list-style-type: none"> • Evaluating the extent of any injuries. • Administer first aid (only where safe to do so). • Assess if injured personnel can be evacuated safely.
Traffic Warden	<ul style="list-style-type: none"> • In collaboration with the Chief Fire Warden, arranging and coordinating additional offsite transport to come to the development to assist with offsite evacuation, if safe to do so. • Ensuring all onsite access control measures (gates, bollards etc) are unlocked and removed to enable full use of the onsite access network. • Coordinating and supervising the placement of Fire Wardens to nominated locations to coordinate vehicle movement and traffic flow oversee the orderly evacuation to offsite location, if the decision is made to evacuate the development. • Ensuring any Fire Wardens conducting traffic management have communication devices to enable them to provide and receive situation reports
Communications Officer	<ul style="list-style-type: none"> • Taking direction from and carrying out tasks allocated by the Chief Fire Warden. • Maintaining communication with, and updating the Chief Fire Warden and/or Deputy Chief Fire Warden with situation reports. • Providing situation updates (bushfire characteristics, emergency response update) to the Traffic Warden to enable them to update the Fire Warden conducting traffic management. • Receive traffic situation updates from the Traffic Warden and relay to the Chief Fire Warden and/or Deputy Chief Fire Warden • Liaise with external adjacent accommodation and residential properties to provide situation updates and receive information to relay to the Chief Fire Warden and/or Deputy Chief Fire Warden • Liaise with emergency agencies under the direction of the Chief Fire Warden • Assist the Chief Fire Warden collect any available information about the bushfire emergency
Fire Warden/s	<ul style="list-style-type: none"> • Taking direction from and carrying out tasks allocated by the Chief Fire Warden and/or Deputy Chief Fire Warden. • Assisting in alerting all staff, residents and visitors of the bushfire emergency • Assisting the initiation and implementation of shutdown, offsite evacuation or onsite shelter-in-place actions as directed by the Chief Fire Warden and/or Deputy Chief Fire Warden. • Monitoring the bushfire emergency to provide situation reports of fire location or impact on buildings and potential danger to people. • Monitoring the response actions (shutdown, evacuation or shelter-in-place) and location of people to provide situation reports on any potential danger to people. • Maintaining communication with, and updating the Chief Fire Warden, Deputy Chief Fire Warden and other relevant ERT members to provide situation reports. • Contribute to the recovery response, debriefing and reporting. • All permanent staff are to be trained in the role of Fire Warden.

8.3 BEMP Assumptions

The following are the assumptions upon which this BEMP is based:

- The facility will implement the management measures within the latest version of the approved Bushfire Management Plan, and are done so prior to occupancy (unless stated in the BMP).
- All management measures and bushfire construction measures are to be maintained for the life of the development, with a focus on compliance immediately prior to, and during, bushfire season.
- The facility will comply with all relevant requirements of the annual firebreak notice.
- Information not available at the time of preparation of this BEMP is noted as being to be confirmed “(TBC)”, and it to be updated prior to occupation by the Proponent.
- The facility is manned by staff at all times.
- Staff can see and smell smoke and can see a fire.
- Staff can read and understand the English language, or will be accompanied or guided by people who can.

Should any of the above assumptions no longer be accurate, the BEMP shall be reviewed, and amended as required.

8.4 BEMP and Evacuation Plan Distribution

The BEMP is an internal document, to be used by the facility to prepare for, and manage bushfire emergencies. The latest approved version of the BEMP is to be made available to all relevant occupants and also be provided at appropriate locations or communication mediums:

- Administration areas (TBC)
- Noticeboards (TBC)

The latest approved version of the Bushfire Emergency Management Map (see Appendix 2) is also to be displayed so it is readily visible and available to all occupants and also be provided on any relevant communication mediums:

- Administration areas (TBC)
- Noticeboards (TBC)

8.5 Exercise Drills and Training

Ensure nominated personnel in the facility forming the Emergency Response Team (see in Section 1.1) and any other relevant staff (preferably all staff) are fully conversant and trained in the procedures outlined in this BEMP.

Exercise drills covering evacuation and/or shelter-in-place procedures as outlined within this BEMP, shall be practiced on an annual basis, preferably in the month prior to bushfire season.

To ensure correct implementation of the BEMP, the drills and supplementary training, should include the following:

- understanding the bushfire warning system, where to access the Fire Danger Rating and Total Fire Ban day forecasts, and where to current emergency warning and road condition information.
- how to contact DFES, local fire brigade and any other emergency services personnel
- how to use the various communication methods

- how to safely operate the fire extinguishers and hose reels (where installed) and, when it is appropriate and safe to do so, to undertake firefighting activities. This would only be considered appropriate if the bushfire is very small. Liaise with the local fire brigade regarding this training.
- have a basic understanding of bushfire behaviour and how it threatens people and property. Liaise with the local fire brigade regarding this training.
- What critical actions are required to improve building resilience to bushfire impact including, but not limited to, closing doors, window, roof vents and other openings, turning off evaporative coolers, moving flammable items away from the building etc.
- It is recommended that sufficient staff are trained in senior first aid to enable first response care in any emergency. Facility management should ensure sufficient staff holding a current senior first aid certification are rostered on each day.

Prior to all exercise drills, staff should be briefed to discuss the process and objectives of the drill. Following drills, staff shall be debriefed to discuss any issues associated with implementing the BEMP. Staff debriefing should also occur following any bushfire event, and this information used to inform improvements to the BEMP as part of the review.

Understanding the BEMP should be incorporated into the staff induction process to ensure they know the ERT members, learn how it is to be implemented and have a broad knowledge regarding its proper application.

8.6 Ongoing Review of BEMP

Like all such plans, the BEMP is considered a “live” document, that will require ongoing review and amendment as required, to reflect changes to staff, occupants, the facility, vehicular access routes or the surrounding bushfire hazard including:

- Changes to staff, or their contact details, especially for members of the EMT and/or ERT
- Changes to emergency contacts or forecast or emergency information sources
- Ensure the off-site safer locations and nominated evacuation routes are current and still represent the best options, and confirm their availability for use during a bushfire emergency.
- Incorporate any changes building construction, extent or locations that could have implications for the BEMP.
- Incorporate any changes to occupant numbers that could have implications on the BEMP, especially impacting any response actions.

As a minimum, the BEP shall be reviewed:

- annually (prior to bushfire season)
- following any actual bushfire emergency requiring the plan to be implemented
- prior to habitation of any new or renovated buildings within the site
- should there be deviation from any nominated assumptions.

Ensure that any review of the BEMP incorporates any bushfire advice received from authorised personnel from Department of Fire and Emergency Services (DFES), Local Emergency Management Committee (LEMC), Community Emergency Services Manager (CESM); or external experts.



Appendix 2: Bushfire Emergency Evacuation Map

BUSHFIRE EMERGENCY MANAGEMENT MAP

MSWA, 33 Guttman Approach, Shenton Park

Emergency Response Team Contacts

Chief Fire Warden: [Joe Bloggs \(0400 000 000\)](tel:0400000000)
 Deputy Chief Fire Warden: [Joe Bloggs \(0400 000 000\)](tel:0400000000)
 First Aid Personnel: [Joe Bloggs \(0400 000 000\)](tel:0400000000)

Emergency Services Contacts

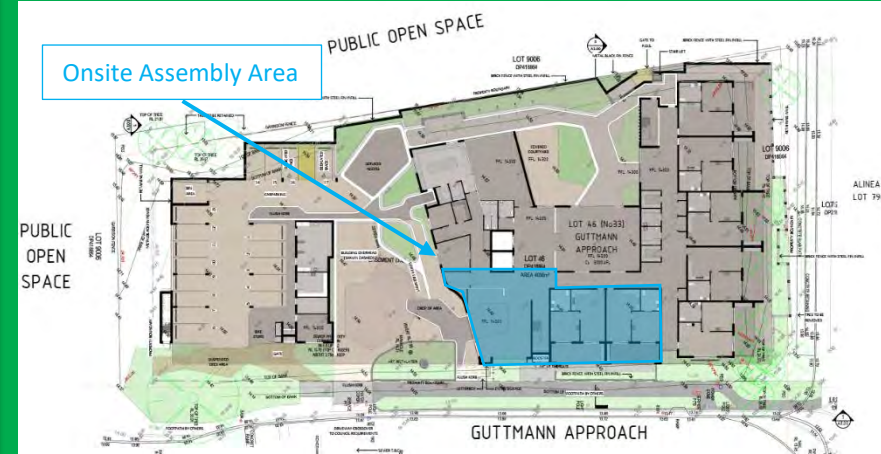
DFES/Ambulance/Police: 000
 DFES: 13 DFES (13 3337)

Bushfire Information and Updates:

EmergencyWA www.emergency.wa.gov.au
 DFES: 13 DFES (13 3337)
 Radio Updates: 720 AM (ABC Perth)
 Fire Danger Ratings: www.emergency.wa.gov.au
www.bom.gov.au

Bushfire Response Actions

- This facility has an Emergency Response Team (ERT) who are trained to deal with bushfire emergencies. Listen to their instructions
- If safe to do so**, offsite evacuation is considered the safest response action given the development is within a residential area.
- Evacuation will be safest when conducted early, prior to bushfire impact and disruption to the road network.**
- The offsite location may be advised by DFES or the City, however if none are nominated, relocate to **MSWA OUTREACH FACILITY (29 PARKHILL WAY, WILSON)**.
- If unsafe to evacuate offsite, relocate to the nominated onsite assembly area on the response table.
- Refer to response table on other side of sheet for further actions



Bushfire Awareness Actions (forecast FDR for LOWER WEST COAST)

FIRE DANGER RATING	ERT/Staff	Guests/Visitors
CATASTROPHIC 100+	<ul style="list-style-type: none"> Rare event with potential for worst bushfire behaviour. Update ERT and staff Monitor for bushfires hourly Conduct daily preparation tasks from BEMP to prepare all staff, systems, and procedures for offsite evacuation of onsite shelter-in-place, if there is a bushfire emergency 	<ul style="list-style-type: none"> Know where onsite assembly point and offsite safer location is located Be prepared for rapid offsite evacuation Listen to ERT instructions
EXTREME 75-99	<ul style="list-style-type: none"> Update ERT and staff as required Regularly monitor for bushfires Conduct daily preparation tasks from BEMP to prepare all staff, systems, and procedures for offsite evacuation of onsite shelter-in-place, if there is a bushfire emergency 	
SEVERE 50-74	<ul style="list-style-type: none"> Update ERT and staff as required Regularly monitor for bushfires Conduct daily preparation tasks from BEMP to prepare all staff, systems, and procedures for offsite evacuation of onsite shelter-in-place, if there is a bushfire emergency 	
VERY HIGH 32-49	<ul style="list-style-type: none"> Monitor for bushfires (if conditions are unusually warm and windy) 	
HIGH 12-31	<ul style="list-style-type: none"> Monitor for bushfires (if conditions are unusually warm and windy) 	<ul style="list-style-type: none"> Be aware of bushfires Listen to ERT instructions
LOW-MODERATE 0-11		

ERT are to refer to facility Bushfire Emergency Management Plan for further detail on pre-emptive actions



Bushfire Triggers and Response Actions

Trigger	ERT/Staff	Residents/Visitors
Bushfire Emergency Warnings		
Advice	<ul style="list-style-type: none"> Consider commencing Offsite Evacuation, including relocation of guests and staff to onsite assembly area Monitor & re-evaluate 	<ul style="list-style-type: none"> Listen to ERT instructions Know where onsite assembly area is located and begin relocating there if instructed
Watch and Act	<ul style="list-style-type: none"> Commence or continue Offsite Evacuation if safe. If not, conduct Onsite Shelter-in-Place Monitor & re-evaluate 	<ul style="list-style-type: none"> Be prepared for offsite evacuation
Emergency Warning	<ul style="list-style-type: none"> Urgently commence or continue Offsite Evacuation if safe. If not, conduct Onsite Shelter-in-Place Monitor & re-evaluate 	<ul style="list-style-type: none"> Relocate to onsite assembly area Listen to ERT instructions
All Clear	<ul style="list-style-type: none"> Recovery Procedures Monitor & re-evaluate 	<ul style="list-style-type: none"> Listen to ERT instructions
Bushfire Location (Decision Zones based on distance from site – use if no emergency services guidance)		
Monitoring Zone: >10km away	<ul style="list-style-type: none"> Consider commencing Offsite Evacuation (depending on fire location and road impact) Monitor & re-evaluate 	<ul style="list-style-type: none"> Listen to ERT instructions Monitor bushfire
Readiness Zone: 4km - 10km	<ul style="list-style-type: none"> Commence or continue Offsite Evacuation if safe. If not, conduct Onsite Shelter-in-Place Monitor & re-evaluate 	<ul style="list-style-type: none"> Listen to ERT instructions Know where onsite bushfire refuge is located
Response Zone: <4km	<ul style="list-style-type: none"> Urgently commence or continue Offsite Evacuation if safe. If not, conduct Onsite Shelter-in-Place Monitor & re-evaluate 	<ul style="list-style-type: none"> Be prepared for offsite evacuation or relocation to bushfire refuge

ERT are to refer to facility Bushfire Emergency Management Plan for detail on response actions

Onsite Assembly Area

- **GROUND FLOOR – RECEPTION AND UNITS 1 & 2**

Offsite Safer Location/s

- Use the designated welfare centres or nominated locations as advised by DFES
- **If this information is not available, the offsite safer location is to be MSWA OUTREACH FACILITY (29 PARKHILL WAY, WILSON)**

Driving in Bushfire

Before leaving

- Is car roadworthy and have sufficient fuel?
- Take fire blanket, extinguisher, maps, PPE, plenty of water

Approaching bushfire

- Headlights on; close windows; air-con on recirculation; slow down
- Pull over; assess situation; can you go to a safe place in other direction?

If trapped in car in bushfire

- Park off road in least vegetation or behind non-combustible barrier
- Face vehicle toward fire; don't park too close to other cars
- Close up car (windows; doors; vents); engine off; lights/hazards on
- Stay close to floor; shelter under blankets and wet cloth on mouth
- Drink water
- Stay in car until outside temperature has dropped; exit cautiously
- Call 000; wait for assistance

