



# BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

Mirumiru Bubbly Pty Ltd

Address

57 Holleys Road Tenterfield NSW 2372

Prepared by:

Cathryn van der Walt, Director

Authorised by:

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Date: 2 July 2020

**TO BE REVIEWED ANNUALLY**

## Facility Details

This plan is for: Mirumiru Bubbletent Pty Ltd

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

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire. The Primary Action to follow under normal bush fire conditions is to:

**Shelter**

**Evacuate**

Contact person: Cathryn van der Walt

Position / role: Director

Phone number (BH): 0402 327 633 Phone number (AH): 0402 327 633

Type of facility: Primitive Camping Ground Number of buildings: 4 x Bubbletents

Number of employees: 1 Number of occupants: Maximum 12

Number of occupants with support needs: 0

Provide description of support needs:

## Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building / area of responsibility	Mobile phone number
Director	Cathryn van der Walt	Guest Services Communications/Fire Warden	0402 327 633
Company Secretary	Brad Middleton	Guest Services Communications/Fire Warden	0409 367 801
Onsite Fire Warden	Nominated Guest from each tent during each stay	Fire Warden	

## Emergency Contacts

Name of organisation	Office / contact	Phone Number
NSW Rural Fire Service	Local Fire Control Centre	(02) 6736 4150
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force	Tenterfield Office	02 6736 1144

## SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

Designated refuges

- a. Shed at the top of the property
- b. Farmhouse at the top of the property

Procedure for sheltering during a bush fire emergency

Trigger	Action
Bush Fire Advice/Declaration of a Total Fire Ban	An incident has started. Inform occupants of the fire station. Ensure all guests have access to a mobile phone and are contactable. Evacuate older and medically unfit guests to designated refuge/alternate accommodation. People in the area should keep up to date with developments via the RFS app and telephone with property manager. The role of Fire Warden for each tent is reiterated to all guests by the Guest Services Manager.
Watch and Act	Smoke or fire has been identified in the area. Inform occupants of the fire station. Ensure all guests have access to a mobile phone and are contactable. Guests are contacted by Property Management and ordered to evacuate and meet at the designated assembly area in Tenterfield village or Tenterfield Showgrounds if safe to do so. Onsite Fire Warden takes control of situation and ensures all guests leave the property.
Emergency	Fire has been identified in the area. Ensure all guests have access to a mobile phone and are contactable. Guests are contacted by Property Management and or Police/RFS and are ordered to evacuate. They are directed to meet at the designated assembly area in Tenterfield village or Tenterfield Showgrounds if safe to do so. Onsite Fire Warden takes control of situation and ensures all guests leave the property.
Shelter in Place	Whenever a direction to shelter in place is given from an emergency service authority guests who are unable to evacuate will shelter in place either in the farmhouse or shed at the top of the property. Ensure all guests have access to a mobile phone and are contactable.  A designated Fire Warden will take control of the situation. They will remain calm and explain the shelter in place instructions.  The Fire Warden will ensure everyone is accounted for and will advise the local emergency service (02) 6736 4150 that Mirumiru Bubbletent is sheltering in place and detail how many

	<p>people are there and where they are on site.</p> <p>They will be asked to prepare for potential fire. This will include storing water in baths, sinks and buckets; preparing the outside of the house/shed for fire – watering the roof, storing water in gutters and downpipes, removing any outdoor furniture; sheltering in a room on the opposite side of the house that the fire is approaching, ensuring they have an exit if required. Adequate drinking water will be provided.</p> <p>With all guests in the area of refuge, the Fire Warden or nominated staff will contact relevant family members. A team will be created to make regular exterior visual inspection of the farmhouse/shed and extinguish any embers or call 000 for assistance.</p>
<p>Road Closure or other hindrances</p>	<p>Whenever a direction to shelter in place is given from an emergency service authority guests who are unable to evacuate will shelter in place either in the farmhouse or shed at the top of the property. A designated Fire Warden will take control of the situation. They will remain calm and explain the shelter in place instructions.</p> <p>The Fire Warden will ensure everyone is accounted for and will advise the local emergency service (02) 6736 4150 that Mirumiru Bubbletent is sheltering in place and detail how many people are there and where they are on site.</p> <p>They will be asked to prepare for potential fire. This will include storing water in baths, sinks and buckets; preparing the outside of the house/shed for fire – watering the roof, storing water in gutters and downpipes, removing any outdoor furniture; sheltering in a room on the opposite side of the house that the fire is approaching, ensuring they have an exit if required. Adequate drinking water will be provided.</p> <p>With all guests in the area of refuge, the Fire Warden or nominated staff will contact relevant family members. A team will be created to make regular exterior visual inspection of the farmhouse/shed and extinguish any embers or call 000 for assistance.</p>
<p>Fire in close proximity and too dangerous to leave</p>	<p>If a fire is within 30 minutes from the Property it may be too dangerous to leave. Whenever a direction to shelter in place is given from an emergency service authority guests who are unable to evacuate will shelter in place either in the farmhouse or shed at the top of the property. A designated Fire Warden will take control of the situation. They will remain calm and explain the shelter in place instructions.</p> <p>The Fire Warden will ensure everyone is accounted for and will advise the local emergency service (02) 6736 4150 that</p>

	<p>Mirumiru Bubbletent is sheltering in place and detail how many people are there and where they are on site.</p> <p>They will be asked to prepare for potential fire. This will include storing water in baths, sinks and buckets; preparing the outside of the house/shed for fire – watering the roof, storing water in gutters and downpipes, removing any outdoor furniture; sheltering in a room on the opposite side of the house that the fire is approaching, ensuring they have an exit if required. Adequate drinking water will be provided.</p> <p>With all guests in the area of refuge, the Fire Warden or nominated staff will contact relevant family members. A team will be created to make regular exterior visual inspection of the farmhouse/shed and extinguish any embers or call 000 for assistance.</p>
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### After the bush fire emergency

- a) Ensure the safety of all people and seek medical assistance for those requiring it. No person should re-enter any evacuated building until it is deemed safe to do so (this may be advised by emergency services and power/gas supply technicians). Follow the directions of emergency services personnel at all times.
- b) The fire warden (or person responsible) to arrange the movement of occupants back to the site and/or their separate accommodation.
- c) All occupants are to be accounted for on their return. Checking the Australian Red Cross 'Register, Find, Reunite' register.
- d) Inform the police/emergency service of the return of persons to the facility.
- e) Review the Emergency Evacuation Plan for effectiveness, make note of weaknesses and amend as necessary.
- f) From a property management perspective check on roof spaces in the house or shed to confirm the bush fire is out. If not, put out any fires.
- g) Check on animals, guests and neighbours. Do a head count of all guests.
- h) Evacuate all guests outside of the bush fire area if possible and have them return to their homes

# EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

Designated assembly points

1. Federation Park, Petrie Street, Tenterfield Village
2. Tenterfield Showgrounds

Refuge (primary)

Name of venue (primary): **Federation Park, Petrie Street, Tenterfield Village**

Address of venue: Petrie Street

Nearest cross-street: Petrie and George Street

Map reference: <https://www.google.com/maps/place/Federation+Park/@-29.0469604,152.0163404,18.75z/data=!4m5!3m4!1s0x0:0xa3388ddfc57179d1!8m2!3d-29.0478749!4d152.0164899>

Phone number: [\(02\) 6736 5982](tel:0267365982)

Transportation arrangements

Number of vehicles required: Self-drive

Name of organisation providing transportation: Self-drive

Contact phone number: [\(02\) 6736 5982](tel:0267365982)

Time required to have transportation available: Self-driving and will have immediate access to own transport

Estimated travelling time to destination: 7 Minutes

Refuge (alternate)

Name of venue (alternate): Tenterfield Showgrounds

Address of venue: 75 High Street Tenterfield

Nearest cross-street: Miles Street.

Map reference: <https://www.google.com/maps/@-29.0567927,152.0155159,17z>.....

Transportation arrangements

Number of vehicles required: All guests and property manager

Name of organisation providing transportation: Self driving and will have immediate access to own transport

Contact phone number: [0499 885 386](tel:0499885386)

Time required to have transportation available: Self-driving

Estimated travelling time to destination: 5 minutes

Before and at the commencement of the Bush Fire Danger Period, we will:

- a) Review the Emergency Bushfire plan
- b) Ensure an APZ is maintained via an annual works program to minimise the exposure of buildings and people to bushfire attack.
- c) Ensure water tanks are full.
- d) Ensure the main driveway, emergency access way/roadway to Bubbletents and Fire Service Access Route meet necessary standards. This includes ensuring the emergency access way, turn around areas and driveway are identified as “no parking” zones at all times and there are no obstructions to access ways, water outlet fittings and fire fighting equipment.

Procedures for evacuation in the event of a bush fire

Trigger	Action
<p>Watch and Act</p>	<p>Smoke or fire has been identified in the area.</p> <p>Evacuate older and medically unfit guests to designated refuge/alternate accommodation</p> <p>Fire Warden (or person responsible) to liaise with the police/emergency service giving evacuation orders and provide them with the number of persons and any support needs that are to be considered for transportation (if no on-site transportation is available)</p> <p>Guests are contacted by Property Management and ordered to evacuate and meet at the designated assembly area in Tenterfield village if safe to do so.</p> <p>Onsite Fire Warden(s) ensures all guests leave the property.</p>









	<p>Arrange for vehicles to pick-up of guests and depart. Contact off-site location and inform them of pending arrival. Move all persons to the assembly point for evacuation. Ensure all persons are accounted for prior to departure (use listing of guests).</p> <p>Ensure all site buildings have all doors and windows closed prior to leaving the site (farmhouse/shed).</p> <p>Arrange for vehicles to pick-up of guests and depart. Contact off-site location and inform them of pending arrival.</p> <p>The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is evacuating due to police direction (include how many people and where they are going).</p> <p>Move all persons to the assembly point for evacuation. Ensure all persons are accounted for prior to departure (use listing of guests).</p> <p>At refuge, move all persons inside and ensure all persons are accounted for and safe.</p> <p>The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the all persons have been evacuated and are accounted for and safe at the refuge.</p> <p>After all the occupants are accounted for and safe at the refuge, nominated staff will commence contacting relevant families affected.</p> <p>Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.</p>
Emergency	<p>Fire has been identified in the area. Guests are contacted by Property Management and or Police/RFS and are ordered to evacuate. They are directed to meet at the designated assembly area in Tenterfield village or Tenterfield Showgrounds if safe to do so. Onsite Fire Warden(s) ensure(s) all guests leave the property.</p> <p>Ensure all site buildings have all doors and windows closed prior to leaving the site (farmhouse/shed).</p> <p>Arrange for vehicles to pick-up of guests and depart. Contact off-site location and inform them of pending arrival.</p> <p>The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that the centre is evacuating due to police direction (include how many people and where they are going).</p> <p>Move all persons to the assembly point for evacuation. Ensure</p>

	<p>all persons are accounted for prior to departure (use listing of guests).</p> <p>At refuge, move all persons inside and ensure all persons are accounted for and safe.</p> <p>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 refuge.</p> <p>After all the occupants are accounted for and safe at the refuge, nominated staff will commence contacting relevant families affected.</p> <p>Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.</p>
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### After the bush fire event

- a) When the bush fire threat has passed and the area is deemed safe by emergency services:
- b) ➤ No person should re-enter any evacuated building until advised by the emergency service.
- c) ➤ The Fire Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation.
- d) ➤ All occupants are to be accounted for on their return.
- e) ➤ Inform the police/emergency service of the return of persons to the premises.

### Attachments

-   Occupant/employee listing
-  Contact details for parents/guardians 
- Site Layout of Premises