

Smiths 2014 Pty Ltd (Smiths 2014)  
Bushfire Emergency Management Plan

Smiths 2014 Development  
Lot 4131 Smiths Beach Road, Yallingup

6 December 2021

59550/ 137,926 (Rev 1)

JBS&G Australia Pty Ltd T/A Strategen-JBS&G

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## 1. Bushfire Emergency Action Summary

This Bushfire Emergency Management Plan (BEMP) provides information for planning for, and responding to, bushfire emergencies.

This section provides a quick reference for the Emergency Response Team, or other onsite personnel, when there is an imminent bushfire threat to the facility and/or the surrounding vehicular access network, and they need to rapidly access response procedures.

The Bushfire Emergency Management Map in Appendix A also provides a quick reference map and summary of awareness procedures and response actions.

This BEMP applies to the entire **Smiths 2014 Development**

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

**EVACUATE** ☒

**SHELTER-IN-PLACE** ☐

- While shelter-in-place procedures are the last resort response, given there is a community bushfire refuge onsite, it should be used any time offsite evacuation is unsafe.
- The safety and wellbeing of occupants (staff, homeowners, guests and visitors) is, at all times, the main priority. Property protection is not considered a priority, other than those buildings forming the onsite community bushfire refuge.
- Staff are not expected to fight bushfires other than spot fires around the refuge

For quick reference where the bushfire threat to the facility is imminent, including the surrounding vehicular access network:

Section No.	Page No.	Information
<b>Appendix A</b>	N/A	• Emergency Management Map including Offsite Evacuation Routes
<b>Section 3</b>	Page 12	• Facility details and occupant details
<b>Section 4</b>	Page 19	• Emergency Contacts including ERT, Emergency Services and utility agencies details
<b>Section 5</b>	Page 20	• Bushfire Emergency Warnings, Fire Danger Rating and Total Fire Ban information
<b>Section 7</b>	Page 28	• Awareness and Pre-emptive Procedures (based on forecast FDR and TFB)
<b>Section 8</b>	Page 30	• Bushfire decision-making tool (based on warnings, location and visual cues)
<b>Section 9</b>	Page 35	• Standby/Controlled Shutdown Procedures (when sufficient time to react)
<b>Section 10</b>	Page 40	• Offsite Evacuation Procedures (when evacuation routes are safe to use)
<b>Section 11</b>	Page 55	• Onsite Shelter-in-Place (last resort action when unsafe to evacuate offsite)

Key information to know to use this BEMP:

- How to find contact details for the ERT, emergency services and utility agency (see Section 4)
- How to determine the forecast Fire Danger Rating, Total Fire Ban and current Emergency Warnings and bushfire status (see Section 5).
- How to use the decision- making tool to make an informed assessment of bushfire situation and the required course of action, especially whether offsite evacuation is safe to conduct (see Section 8)
- How to implement offsite evacuation procedures including the nominated offsite locations (see Section 10) or onsite shelter-in-place (see Section 11) based on the bushfire situation.

## 2. Purpose of the Bushfire Emergency Management Plan

This bushfire emergency management plan (BEMP) aims to provide guidance regarding:

- ***Preparedness prior to, and during, bushfire season***
  - to ensure the facility and the occupants are well prepared for a bushfire emergency, which is a critical element of effective emergency managements
- ***Awareness and pre-emptive actions during bushfire season***
  - to promote awareness of forecast high-risk bushfire conditions, and enable pre-emptive actions to reduce exposure of people to this elevated risk
- ***Actions to be undertaken during, and following, a bushfire emergency***
  - to provide the relevant personnel with the emergency management plan to effectively control and coordinate all occupants, and liaise with relevant agencies, during a bushfire emergency

This document is the current BEMP for the Smiths 2014 Development and is a “live” document, that will require ongoing review.

### 2.1 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 detail the emergency management procedures for proposed occupants in order to satisfy the requirements of Policy Measure 6.6 of SPP 3.7. It has been prepared to specifically consider bushfire in the context of the risk identified within the project Bushfire Management Plan (Strategen-JBS&G 2021) for the facility.

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

- Section 5.5.2 from the Guidelines for Planning in Bushfire Prone Areas (the Guidelines; WAPC 2017)
- 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
  - 59550-137925 R01 Rev 1 dated 6 December 2021 (prepared by Strategen-JBS&G)

### 2.2 BEMP Development and Implementation

It is expected that the development will have an overarching Emergency Management Plan, which identifies various hazards that could affect 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 referenced, 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:

### 2.2.1 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*
- *The EMT is expected to be comprised mainly of senior staff from the Hotel, but may also include holiday home owners if they are living onsite.*
- Assigning appropriate personnel roles for the Emergency Response Team
- Responsible for overseeing the successful implementation of all Preparedness actions outlined in Section 6.
- This is the same entity as the Emergency Planning Committee referenced in AS 3745
- The members of the ERT are nominated below in Table 1.

**Table 1: Emergency Management Team personnel**

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

### 2.2.2 Emergency Response Team (ERT)

- *The group of people responsible for directing and controlling the implementation of the BEMP in a bushfire emergency*
- *The ERT is expected to be comprised mainly of staff from the Hotel, although holiday home owners may also be included if they are living onsite. The Chief Fire Warden is likely to be a senior staff member at the hotel.*
- *The ERT members are nominated in Table 3 in Section 4.1*
- 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 ERT can be formed from the following positions (see Appendix B for further descriptions):
  - Chief Fire Warden
  - Deputy Fire Chief Warden
  - First Aid Personnel.
  - Traffic Warden.
  - Communications Officer.
  - Fire Warden/s
- This is the same entity as the Emergency Control Organisation referenced in AS 3745

## 2.3 BEMP Assumptions

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

- The Community Corporation will oversee, audit and enforce the bushfire risk management measures and implementation of this BEMP, including:

- 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 which is to be confirmed is annotated as “(TBC)”,
  - This information is to be updated prior to occupation by the Proponent, Community Corporation or other relevant entity or person/s.
- Guests can see and smell smoke and can see a fire.
- Guests can read and understand the English language, or will be accompanied or assisted by people who can.
- A vehicle/s with capacity for all guests and licenced driver will always be available in case offsite evacuation is required, although some direction has been provided should this not be the case (see Section 10.2 for further information)
- The hotel is manned by staff at all times (24/7), however where the holiday homes are used for short-term accommodation, they will likely be unhosted.

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

## 2.4 BEMP and Evacuation Plan Distribution

The BEMP is an internal document, to be used by the facility to prepare for, and to manage, bushfire emergencies. The latest approved version of the BEMP is to be made available to all relevant people or parties, and also be made available at the locations nominated below:

- Hotel website on the page for bushfire forecast and emergency update information
- Internal communications to staff
- Issued to any adjacent accommodation facilities and landowners in the local area, if they want to have a copy
- Final locations TBC

The latest approved version of the Bushfire Emergency Management Map (see Appendix A) is also to be displayed so it is readily visible and available to all occupants and also made available at the locations nominated below:

- Hotel website on the page for bushfire forecast and emergency update information
- Onsite Noticeboards (final locations TBC)
  - Hotel Arrival and public areas
  - Hotel suites and eco-suites
  - Community Hub
  - Campground
  - Within each holiday home (on or near front door)



- Internal communications to staff
- Within each holiday home, ideally behind the front door or adjacent to the front entrance
- Issued to any adjacent accommodation facilities and home owners in the local area, if they want to have a copy
- Offsite noticeboards (TBC pending review and agreement with City of Busselton)
  - Smiths Beach carpark
  - Canal Rocks carpark
  - Kathleen's Seat carpark
  - Along the Cape-to Cape track (at Foreshore Reserve driveway cul-de-sac head at Smiths Point)

Information at offsite noticeboards may need to be altered to reflect the public nature of these locations, but should highlight the availability of the community bushfire refuge.

The above may also be used for displaying forecast bushfire weather information and advice.

## 2.5 Exercise Drills and Training

Ensure nominated personnel in the facility forming the Emergency Response Team (see Table 3 in Section 4.1) 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 occur **annually, 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 (see Section 3.2)
- How to safely operate fire extinguishers and fire hose reels 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.
- Having 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.
- Having sufficient staff trained in senior first aid to enable first response care in any emergency. Hotel 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.

The staff induction process should include being made aware of the BEMP including knowing the ERT members, learning how it is to be implemented and have a broad knowledge regarding its proper application.

Implementing the BEMP may also relate to, or impact, occupants in surrounding land uses. ***It is recommended, where possible,*** that any interested residents and members of the public in the local area, or facility managers and staff in adjacent developments, and any other relevant parties, are also invited to any training to ensure they are broadly familiar with the BEMP procedures and how it may relate or include them

## 2.6 Ongoing Review of BEMP

Like all such plans, the BEMP is 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 details relating to emergency contacts, obtaining forecast conditions or current emergency warnings
- Ensure the off-site safer locations and nominated evacuation routes are current and still represent the best options. Confirm their availability for use during a bushfire emergency.
- Ensure any nominated off-site transportation suppliers have continued availability and capability to enable their use during a bushfire emergency.
- Incorporate any changes in 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 the bushfire refuge size and evacuation.

As a minimum, the BEMP 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 assumptions in Section 2.3 or significant changes as outlined above.

Ensure that any review of the BEMP considers 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)
- external experts

It is recommended that any feedback from experienced personnel from local fire brigades or the local residents or farmers is also considered as part of the review process.

Ensure that any review of the BEMP following a bushfire event considers:

- what worked and what didn't?
- was anything overlooked?

- what could you and your staff do better next time?
- should roles change?
- if changes are made, incorporate them into the formal plan and advise the appropriate parties including staff and other authorities
- share the knowledge with other facilities (if relevant)
- test the revised bushfire management plan and procedures.

Ensure that following any amendments to the BEMP and/or the Evacuation Plan, these are replaced in the locations specified in Section 2.4.

## 2.7 Definitions

Term	Definition
<b>Adjacent land uses</b>	Adjacent or nearby accommodation, residential, commercial uses
<b>ERT</b>	Emergency Response Team (team responsible for managing emergencies)
<b>EMT</b>	Emergency Management Team (team responsible for developing BEMP)
<b>Guests</b>	Guests staying at overnight accommodation (hotel, campground, holiday homes)
<b>Holiday home owners</b>	Owners of the 61 holiday homes
<b>Occupants</b>	All people at the development – holiday home owners, guests, visitors, public, staff
<b>Public</b>	Public not visiting the development to use the facilities
<b>Staff:</b>	All onsite staff, typically not those in the ERT
<b>Visitors</b>	Public visiting the development to use facilities

### 3. Facility and Occupant Details

This BEMP is for the entire **Smiths 2014 Development** and has been designed to assist management to protect life and property in the event of a bushfire. Table 2 provides a brief summary of the facility and the expected occupants that could be onsite during a bushfire emergency. The subsequent subsections provide further detailed information.

**Table 2: Facility and Occupant Summary**

<b>Address</b>	Lot 4131 on Deposited Plan 61991, Smiths Beach Road, Yallingup
<b>Onsite contact person</b>	TBC prior to occupation
<b>Position / role of contact person</b>	TBC prior to occupation
<b>Phone number (Before hours)</b>	TBC prior to occupation
<b>Phone number (After hours)</b>	TBC prior to occupation
<b>Type of facility</b>	Community Hub, Hotel, Campground, Holiday Homes (Recreation, short-term accommodation and holiday homes)
<b>Number of buildings</b>	<p>The number of onsite buildings includes:</p> <ul style="list-style-type: none"> <li>Community Hub (Cape-to-Cape Welcome Centre, Surf Life Saving Club and Café and General Store/Bakery and Reception Hall)</li> <li>Hotel public areas building (with lobby, restaurant, communal lounge and bar, and back-of-house facilities)</li> <li>Wellness Centre comprising the spa and gym buildings</li> <li>59 hotel suites across 12 buildings</li> <li>6 eco-suites across 3 buildings</li> <li>Campground communal building</li> <li>Campground amenity and maintenance building</li> <li>61 holiday homes located either side of the "Cape Arrival" main entrance road <ul style="list-style-type: none"> <li>15 Western holiday homes</li> <li>46 Eastern holiday homes</li> </ul> </li> <li>Water Treatment Facility (WTP) and Waste Water Treatment (WWTP) building/sheds/enclosures</li> </ul>
<b>Number of employees</b>	<ul style="list-style-type: none"> <li>67 onsite staff consisting of a site manager, senior management and full-time and part-time employees.</li> </ul>
<b>Maximum number of occupants</b>	<ul style="list-style-type: none"> <li>130 guests at the hotel</li> <li>144 guests at the campground</li> <li>244 holiday homes owners or guests in Western and Eastern holiday homes</li> <li>284 additional visitors (i.e. not staying overnight) to use the hotel and community facilities.</li> </ul> <p>Up to <u>1168 additional people (public)</u> from adjacent accommodation, beaches and residences (outside this development) could also use the community bushfire refuge in an emergency</p>
<b>Number of occupants with support needs</b>	Yes. Guest, visitors and holiday home owners will be a representative of the general population
<b>Description of support needs</b>	<p>Support needs could include a range of physical or mental impairments that are found throughout the general population.</p> <p>If anyone has special needs, it is expected an able-bodied adult will accompany them, and that assistance will be provided by the accompanying adult or other adult guests or staff if required.</p>

#### 3.1 Vulnerable Occupants

For the purposes of these procedures, people are considered to be vulnerable if they cannot relocate without assistance, or if their time to relocate would be much greater than the average person. The reasons for this could be:

- Mental or physical impairment

- Very young children or the elderly
- Pre-existing conditions such as respiratory issues
- Sickness, illness or injured,
- People unfamiliar with surroundings

While vulnerable occupants would typically be accompanied by an able-bodied adult, who can provide assistance, if this is not the case and another able-bodied adult is not able to assist, then this would be the responsibility of the Chief Fire Warden (or delegate) to arrange for a staff member or another responsible guest or visitor, to assist the vulnerable occupant/s throughout the bushfire emergency.

With sickness or injury, there may be a need for an ambulance to render professional medical attention. The ability to get an ambulance during a bushfire emergency will be variable depending on the nature and extent of the bushfire. It may be possible to evacuate these occupant/s to a hospital depending on the nature sickness or injury and the bushfire. The pre-emptive relocation of such vulnerable occupants should be a primary consideration during a bushfire emergency.

Being unfamiliar with the facility and the emergency management procedures is also another aspect of occupant vulnerability. There will be a significant number of people onsite that are unfamiliar with the site and bushfire emergency responses especially in the tourism and community areas, however there will typically be tourists in the holiday homes. Some home owners may also be absentee landowners who use the holiday homes for extended stays, but lack familiarity with the site and emergency response actions during a bushfire. **On this basis, the ERT will be responsible for ensuring all people within the development are managed during a bushfire emergency.**

Finally, the extent of vulnerable people extends out of the development to Smiths Beach, Canal Rocks, the Aquarium and along the Cape-to-Cape track. While outside the formal responsibility of the development, the ERT will make all reasonable efforts to advise people in these areas there is a bushfire emergency, and what their response options are including use of the community bushfire refuge, **provided it is safe for onsite personnel to attend these locations to advise the public.**

### **3.2 Communication Equipment and Strategy**

Communication systems are critical to enable the onsite ERT to relay status and actions to occupants during a bushfire in order to manage the emergency and the recovery, as well as communicate with offsite emergency services.

The following communication systems are expected to be available for use during a bushfire emergency:

- Mobile phones (to permit individuals to be contacted or use by SMS messaging alert service)
  - within the development
    - all staff and home owners to be registered
    - any registered guests and visitors as part of booking processes
  - outside the development
    - any participating adjacent tourism accommodation facilities
    - any participating residents or commercial in local area
- Two-way handheld radios/walkie talkies
- Satellite telephone (for use by Chief Fire Warden)

- Mobile loudspeakers
- Onsite SMS messaging alert service
  - to enable the ERT to send SMS messages to all staff, home owners (and registered guests and visitors)
  - will also enable communication with any participating adjacent tourism facilities, residences if they elect to be included
- Onsite PA/Fire Occupant Warning systems
  - within Hotel public area and Community Hub buildings (also the community bushfire refuge building)
  - External warning to the external parts of the hotel and the campground.
- Internet and VOIP (internet-based landline telephone)
  - Hotel website – specific page on website for bushfire forecast and emergency update information
  - VOIP phone
    - for external communication if mobile phones are down
    - for internal communication with holiday homes
- Battery powered radio to receive radio information
- Noticeboards depicting emergency management map and daily bushfire advice
  - Onsite Noticeboards (final locations TBC)
    - Hotel Arrival and public areas
    - Hotel suites and eco-suites
    - Community Hub
    - Campground
    - Within each holiday home (on or near front door)
  - Offsite noticeboards (TBC pending review and agreement with City of Busselton)
    - Smiths Beach carpark
    - Canal Rocks carpark
    - Kathleen's Seat carpark
    - Along the Cape-to Cape track (at Foreshore Reserve driveway cul-de-sac head at Smiths Point)

It is expected that almost all occupants will have their mobile phones (or landline phones) recognised by with the Emergency Alert national telephone warning system due to the location, and will receive those alerts separate of the development bushfire emergency response.

It is recommended that any permanent holiday home owners also have the following:

- A mobile phone
- Battery powered radio
- Internet access to visit the hotel website (bushfire section),

- use VOIP to contact the ERT by landline. A VOIP phone will be required at the residence to have this option.

### **3.3 Vehicular Access**

#### **3.3.1 Local Area (outside development)**

The primary vehicular access to the local area is via Caves Road, which extends:

- north to Yallingup and Dunsborough
- south to Gracetown, Cowaramup and Margaret River.
- inland from Caves Road to Bussell Highway along Wildwood Road.

There is only one public access route to the development from Caves Road, which is via Canal Rocks Road and Smiths Beach Road (approximately 1.75 km to new “Cape Arrival” entrance road and 2.5 km to Smiths Beach Road cul-de-sac). Canal Rocks Road extends further west to the Canal Rocks Road carpark, with total travel distance of 3.4 km from Caves Road.

From the intersection of Canal Rocks Road and Caves Road, the following travel options exist:

- North on Caves Road to Yallingup (4.5 km), Dunsborough (12 km) or Busselton (33 km)
- South on Caves Road to Gracetown (28 km), Cowaramup (26 km) or Margaret River (40 km)
- East on Wildwood Road (approx. 350m south of Caves Road) to Busselton (33 km)

All existing public roads (Caves Road, Canal Rocks Road and Smiths Beach Road) are all fully paved to a width of approximately six metres with narrow gravel shoulders. All existing access routes are considered suitable for two-way traffic.

#### **3.3.2 Within development**

The internal road network is as follows:

- internal 6 m wide roads throughout the development providing public access to holiday homes areas, campground and along the foreshore
- two access-controlled roads within the holiday home precincts for emergency purposes only, to enable occupants and firefighters to traverse the development to Smiths Beach Road, without using the central access driveway and “Leeuwin Way” road, thereby limiting exposure to the southern bushfire hazard.
  - These have lockable, removable bollards to prevent everyday use that must be removed in a bushfire emergency
- An access-controlled driveway provided solely for fire appliance access along the western and northern interfaces of the development, enables fire appliances to travel from the Western Residences, to the Foreshore Reserve driveway and back to Smiths Beach Road.
  - These have lockable, removable bollards to prevent everyday use that must be removed in a bushfire emergency
- An access-controlled driveway (“Smiths Common”), connects the turnaround on the main campground driveway (“Smiths Lane”) with the Smiths Beach Road turning circle, to form a loop road for emergency situations.
- Keys for all access control bollards will be available to the ERT and local fire brigades, to enable them to be unlocked in a bushfire emergency.

### 3.4 Onsite Community Bushfire Refuge

Because of the single access, an on-site community bushfire refuge is required to enable last-resort shelter-in-place, when off-site evacuation is not possible.

The community bushfire refuge building is depicted in Appendix C, and includes:

- the Hotel public areas building/s including:
  - Ground Floor restaurant and back-of-house areas
  - Level 1 hotel arrival lobby and office, lounge, bar, meeting rooms and kitchen
  - Level 1 gym and spa buildings
- Community Hub building
  - Lower Ground café, general store/bakery, SLSC, boat shed and back-of-house areas
  - Ground Floor reception hall, AR studio and meeting room and back-of-house areas

There is sufficient space for the expected peak occupant load of **2037 people** from within the development and adjacent areas (see Table 3 in BMP).

The overall capacity of the refuge building/s has been divided as follows, and has capacity for up to 2600 people in total, if required:

- **Command Centre**                      **100 people**
- **Primary refuge area**                      **1940 people**
- **Overflow/Surge areas**                      **600 people**

The capacity of the Command Centre and Primary refuge area is sufficient for the expected peak occupant load, with the overflow/surge providing additional space if required. The occupant-area allocations above are a guide only, with the ERT able to spread occupants throughout the refuge as best suits the emergency, noting that a lesser number of people in the Command Centre may be desirable to enable effective management of the emergency.

The Command Centre is to contain all required communication equipment, internet access and reticulation controls required to manage the emergency. It is recommended that access should be restricted to the ERT and authorised personnel, to enable focus on emergency management.

Two first aid posts have been nominated at the First Aid room in the Community Hub, with another proposed at the Spa, given the access to beds at the Treatment Rooms.

The refuge buildings are in an area of low bushfire impact, and have sufficient construction measures and systems to withstand bushfire impact including:

- BAL-12.5 construction measures
- External fire hose reel coverage around the perimeter of the refuge
- Dedicated reticulation zone/s to wet landscaping around the refuge building (to be activated prior to ember attack)
- Emergency power supply

### 3.5 Firefighting Equipment

The development has the following onsite firefighting equipment available for use by emergency personnel:



### 3.5.1 Fire water systems and bushfire water supplies

- Water Treatment Plant and balance tank/s (approx. 200 kL when full)
  - Street hydrants throughout the holiday home areas
  - Hydrants at WTP/WWTP enclosure
- Dedicated bushfire water tank adjacent WTP (approx. 50 kL)
- Dedicated fire hydrant and hose reel system at the Community Hub and Hotel public area buildings (approx. 225 kL firewater tanks)
  - Fire hydrant coverage of both buildings and the hotel precinct
  - External perimeter fire hose reel coverage of the onsite community bushfire refuge building
  - Tank suction connection in booster cabinet
  - Fire hydrants around hotel precinct and community hub
- Portable fire extinguishers.

### 3.5.2 Emergency equipment

- Communication equipment nominated in Section 3.2
- First aid kits
- Sufficient battery powered torches

### 3.5.3 Holiday Homes

While it is not considered appropriate that holiday home owners, guests or staff fight fires at the holiday homes, the following is expected to be provided:

- A battery-powered radio for news and updates in the event of a bushfire.
- First aid kit
- Battery powered torches

All equipment detailed in this section should be maintained annually (as a minimum) in accordance with equipment specifications and the relevant Australian standards.

## 3.6 Vegetation Management and Building Bushfire Construction

These main vegetation management and landscaping treatments around the site are as follows:

- Asset Protection Zones (APZs; highly modified low vegetation zone) along the key interfaces to significantly reduce bushfire behaviour
  - Surrounding the community bushfire refuge
  - The perimeter APZ around the habitable building extent
  - The APZ around the Water Treatment Facility
- APZ-Modified areas of modified landscaping around the holiday homes and hotel suites within the perimeter APZ
- ***Note that APZs will not completely stop a bushfire, with their aim to significantly reduce its behaviour to enable bushfire construction to withstand the bushfire impact.***

- Low threat vegetation further from buildings within the park spine and campground, prioritising tree retention but highly managed and fragmented to reduce bushfire spread and impact on buildings.

All proposed buildings are to be constructed in accordance with the BAL ratings nominated in the BMP, with no building being less than BAL-12.5 to ensure protection against ember attack. The BAL ratings are depicted on the plan in Appendix D, which also shows the onsite community bushfire refuge building, internal vehicular access, onsite firefighting systems and water, and the vegetation management extent.

## 4. Emergency Contacts

### 4.1 Onsite Emergency Response Team

Table 3 outline the people within the ***Emergency Response Team who are responsible for implementing the emergency procedures in the event of a bushfire.*** Guidance on the roles and responsibilities associated with each position, is provided in Appendix B.

**Table 3: Emergency Response Team members**

ERT Role	Name of person	Organisational Position	Phone number
Chief Fire Warden	TBC	e.g. General 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	TBC	TBC	TBC
Fire Warden	TBC	TBC	TBC

### 4.2 Emergency Services and Other Organisations

Table 4 summarises the contacts for emergency services agencies and other organisations that may be useful in a bushfire emergency. Information relating to bushfire emergency warning and status are provided in Section 5.

**Table 4: Emergency contacts**

Organisation	Office /contact	Information	Phone number / website
Local Fire Brigade	DFES Communications	Report a fire	000
Department of Fire and Emergency Services (DFES)	Communications Centre	Emergency warnings and incidents in local area	13 DFES (133 337)
Ambulance	Communications Centre	Report a medical emergency	000
Police	Communications Centre	Report other emergencies	000
Department of Fire and Emergency Services (DFES)	Website	Emergency warnings and incidents in local area	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> <a href="https://twitter.com/dfes.wa">twitter.com/dfes.wa</a>
EmergencyWA	Website	Emergency warnings and incidents in local area	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
Bureau of Meteorology	Website	Forecast fire danger ratings and weather	<a href="http://www.bom.gov.au/wa/forecasts">www.bom.gov.au/wa/forecasts</a>
Parks and Wildlife Services	Website	Emergency warnings and prescribed burning in national parks	<a href="http://www.dpaw.wa.gov.au">www.dpaw.wa.gov.au</a>
<b>Secondary contacts</b>			
City of Busselton	Customer Service Centre	City related matters	(08) 9781 0444
Hospitals	Busselton Health Campus	Emergency medical	(08) 9753 6000
	Margaret River Hospital	Emergency medical	(08) 9757 0400
DFES State Emergency Service (SES)	Communications Centre	SES services for building damage and rescue	132 500
Main Roads WA	Office / website	Road closures	138 138 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>
Western Power		Electrical outages and damage	131 351

## 5. Bushfire Emergency Warnings and Forecast Bushfire Information

### 5.1 Bushfire emergency status information

In order to best understand the bushfire situation and the scale of response, information is available from the following sources:

- **Emergency WA website:** <https://www.emergency.wa.gov.au/>
  - the website is a map-based display with the best available emergency information across Western Australia
- **DFES website:** <https://www.dfes.wa.gov.au/newsandmedia/Pages/NewsHome.aspx>
  - which will redirect to Emergency WA website
- **DFES emergency information telephone:** 13 DFES (13 3337)
- **DFES Twitter:** [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
- **DFES Facebook:** <https://facebook.com/dfeswa/>
- **Emergency Alert national telephone warning system:** <http://www.emergencyalert.gov.au/>
  - one of the ways emergency services (police, fire and emergency services etc) can warn a community of a likely or actual emergency
  - Emergency Alert is not used in all circumstances. Whether emergency services decide to issue telephone warnings through Emergency Alert will depend on the incident
  - the warning system sends voice messages to landline telephones and text messages to mobile telephones within a specific area defined by the emergency service organisation issuing the warning message about likely or actual emergencies such as fire, flood, or extreme weather events
- **Emergency WA RSS and CAP AU feeds:** <https://www.emergency.wa.gov.au/#cap-rss>
  - RSS and CAP AU feeds allow you to receive updates of emergency information from official sources, including summaries and web content with links to any other available information
  - CAP AU is a standard web format that allows consistent and easy to understand emergency warning messages to be broadcast across a variety of communication systems. Specific feed readers are required to access these services.
  - DFES has provided further information on RSS feeds on the following website: <https://www.dfes.wa.gov.au/pages/rss.aspx>
- **ABC Local Radio** or local radio news bulletins
- **Main Roads Travel Map (road status):** <https://travelmap.mainroads.wa.gov.au/Home/Map>
  - the website is a map-based display with the road status information across WA
- **Bureau of Meteorology:** <http://www.bom.gov.au/wa/index.shtml>
  - Current and forecast weather
- **Bushfire IO:** <https://bushfire.io/>
  - This website integrates information from a variety of sources and provides in a single configurable map. It provides good visuals on fire locations, emergency warnings, weather and prevailing wind directions, and road hazards.

- While this a good visual tool, it's run by a private organisation and should be used with care and corroborated with the other sources above.
- Emergency Services personnel
- local knowledge and being alert and aware of your surroundings.

## 5.2 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 (see Plate 1). Anyone working or living in bushfire prone area should know the FDR is for their area, monitor local conditions and keep informed.

Information on forecast and current FDRs can be found on the Emergency WA website, with links to this also available from the 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>

The relevant weather district for the forecast FDR is: **GEOGRAPHE**

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**

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.

## 5.3 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, because of other factors such as higher temperatures and expected strong winds preceding a storm front.

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](https://twitter.com/dfes_wa)

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. Further information is provided regarding these activities in Section 7.2

#### 5.4 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. Further information on the warnings and what they mean are provided below.

DFES issues the following warnings (see Plate 2 or 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?
<b>ADVICE</b> Be aware and keep up to date Issued at 11am and 4pm unless the situation changes	<ul style="list-style-type: none"> <li>When a fire has started but there is no immediate danger</li> <li>There is no known threat to lives and homes</li> <li>The fire is likely to be small and may be causing smoke near homes</li> <li>Firefighters will be able to control the fire</li> </ul>	<b>You need to be aware</b> <ul style="list-style-type: none"> <li>Stay alert and monitor your surroundings by watching for signs of a bushfire, especially smoke and flames</li> <li>Check the Fire Danger Rating for your area</li> <li>Close all doors and windows</li> <li>Turn off evaporative air conditioners but leave water running through the system if possible</li> <li>Read through your bushfire survival plan. If you do not have one decide what you will do if the situation gets worse</li> </ul>
<b>WATCH AND ACT</b> Put your preparations into action – do not wait and see Issued every two hours unless the situation changes	<ul style="list-style-type: none"> <li>When a fire is approaching and conditions are changing</li> <li>There is a possible threat to lives and homes</li> <li>The fire will be out of control. There may be smoke and embers around your home and roads</li> <li>Firefighters will be working with machines to put in containment lines to stop the fire spreading</li> </ul>	<b>You need to leave or get ready to defend</b> <ul style="list-style-type: none"> <li>Put your bushfire survival plan into action</li> <li>If you have decided to leave for a safer place, leave now and take your survival kit with you</li> <li>Leave well before roads are closed and full of smoke</li> <li>If you are not prepared for a bushfire the safest place is to be away from the fire</li> <li>If you plan to stay and actively defend make final preparations now</li> </ul>
<b>EMERGENCY WARNING</b> Take immediate action to survive – you will be impacted by fire Issued every hour unless the situation changes	<ul style="list-style-type: none"> <li>When there is immediate danger and the fire will impact your home</li> <li>There is a threat to lives and homes</li> <li>The fire will be out of control and moving very fast. This is the highest level of warning</li> <li>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</li> <li>A siren sound called the Standard Emergency Warning Signal (SEWS) may be used to get your attention on radio and television</li> </ul>	<b>You need to act immediately to survive</b> <ul style="list-style-type: none"> <li>If the way is clear leave immediately for your safer place and take your survival kit with you</li> <li>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</li> <li>Do not relocate at the last minute in a vehicle or on foot as this is deadly, leave immediately if the way is clear</li> <li>If you are unable to leave you need to get ready to take shelter in your home and actively defend it</li> </ul>
<b>ALL CLEAR</b> Take care to avoid any dangers and keep up to date Issued when the threat has passed	<ul style="list-style-type: none"> <li>When the danger has passed and the fire is under control</li> <li>Firefighters will be working to put the last bits of the fire out and make the area safe</li> <li>It may still not be safe to return home. Emergency services will advise when you can go home</li> </ul>	<b>You need to be careful</b> <ul style="list-style-type: none"> <li>Remain vigilant in case the situation changes</li> <li>When driving in the fire area you should take extreme caution and drive slowly</li> <li>Dangers like smoke, fallen trees and downed power lines may be on roads and emergency services will still be working in the area</li> </ul>

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Plate 2: Bushfire Warning Levels

## 6. Preparedness

Preparation prior to, and during, the declared bushfire season is paramount to increasing the chances of occupants surviving a bushfire, including the resilience of buildings to withstand bushfire impact. These actions focus on management of onsite combustible material, maintenance of buildings, access routes and fire and emergency systems and ensuring emergency management preparedness, to not only reduce the intensity of bushfire impact but also to maximise the chance for successful occupant evacuation or refuge (as per the project BMP).

<b>Bushfire Season:</b> (as nominated on City of Busselton firebreak notice 2020/2021)	<b><u>Compliance Dates</u></b> <b>15 November 2020 to 12 May 2021</b>
	<b><u>Prohibited Burning Time</u></b> <b>1 December 2020 to 28 February 2021</b>
	<b><u>Restricted Burning Times</u></b> <b>15 October 2020 to 30 November 2020 and 1 March 2021 to 31 May 2021 (inclusive)</b>

Below is a summary of the bushfire preparations that should be carried out within the facility throughout the year, and specifically prior to and during the bushfire season. While this list of tasks is comprehensive, throughout the life of the facility there may be other actions that become necessary to improve bushfire resilience. It is requirement that this is reviewed as part of the annual BEMP review by the Emergency Management Team, and amended as required.

### 6.1 Preparation – Ongoing year-round

Refer to the endorsed Bushfire Management Plan to ensure that the measures detailed in Table 5 are current and accurate.

**Table 5: Preparation tasks/actions – Ongoing tasks throughout the year**

<b>Task/Action</b>	<b>Timing/Frequency</b>
<b>Emergency Response Team</b>	
Comply with current City of Busselton firebreak notice, including any approved variations, including prohibited and restricted burning times.	Ongoing; regularly with attention prior to, and during, bushfire season
Ensure all restrictions relating to any outdoor fires throughout the development are complied with, including no fires in the open during the prohibited burning season or on days with an FDR of Very High or above	
Ensure all ongoing management actions documented within any endorsed Bushfire Management Plans (supporting planning applications) are undertaken.	Ongoing; regularly with attention prior to, and during, bushfire season
This includes, but is not limited to, all commitments relating to onsite landscaping, access, building and infrastructure construction, firewater, communication systems and bushfire emergency management procedures	
Maintain the nominated onsite refuge buildings including: <ul style="list-style-type: none"> <li>A bushfire consultant or fire engineer shall undertake annual testing and provide a compliance certificate to the local government, at least one month prior to fire season commencing.</li> <li>Any requirements detailed in the BMP</li> <li>Ensure the Hotel arrival can be used as a command centre, complete with all required communication services from that location</li> </ul>	Ongoing; at least an annual basis at least one month prior to bushfire season
Maintain and test all fire and emergency systems in good working order, ensure it is available for use and is clear of obstructions including the following (as applicable to the facility):	Ongoing; regularly with attention prior to, and during, bushfire season

Task/Action	Timing/Frequency
<ul style="list-style-type: none"> <li>Firewater systems including static firewater tanks and suction connections, fire hydrant and hose reel systems <ul style="list-style-type: none"> <li>Ensure suction connections and hydrants are clear of obstructions</li> <li>Ensure all firewater tanks are full</li> </ul> </li> <li>Fire detection and alarm systems including occupant warning systems</li> <li>Portable fire extinguishers</li> <li>Emergency lighting</li> <li>Backup power and generators, including fuel storage</li> <li>Any other services, systems or equipment that would be required before, during and following in a bushfire emergency</li> </ul>	
Maintain and test any onsite communication equipment required for bushfire emergencies (see Section 3.2) in good working order, and ensure it is available for use.	Ongoing; regularly with attention prior to, and during, bushfire season
Ensure there is sufficient first aid equipment, and that it is available and in good working order.	Ongoing; regularly with attention prior to, and during, bushfire season
Ensure sufficient staff are trained in Senior First Aid.	
Maintain and test the landscaping reticulation system around the community bushfire refuge, to ensure it is compliant with the BMP, in good working order and providing sufficient coverage.	Ongoing; regularly with attention prior to, and during, bushfire season
Ensure all buildings throughout the site with AS 3959 bushfire construction, especially the community bushfire refuge, are routinely maintained to ensure ongoing compliance with those standards.	Ongoing; at least an annual basis with attention prior to, and during, bushfire season
Update contact details of the Emergency Response Team in the BEMP.	Ongoing; regularly with attention prior to, and during, bushfire season
Establish register of contact details for all holiday home owners, and update regularly	Ongoing; regularly with attention prior to, and during, bushfire season
Ensure the current version of the BEMP and map are issued to relevant ERT members, staff and other occupants as detailed in Section 2.4.	Ongoing; regularly with attention prior to, and during, bushfire season
Ensure bushfire emergency management plan is displayed in locations nominated in Section 2.4, to ensure all occupants (home owners, guest, visitors and staff) have a quick reference in an emergency.	Ongoing; regularly with attention during bushfire season
<p>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 Section 2.5.</p> <p>Ensure members of the ERT know how to use any site communication systems. Ensure any required ERT and staff mobile phones have their correct address with their mobile provider to ensure they have the optimal chance of being contacted by the Emergency Alert system.</p> <p>Ensure sufficient staff are trained in first aid and first response firefighting (extinguishers, hose reels).</p> <p>Ensure all other staff are made aware of the procedures outlined within this BEMP as part of the induction.</p>	Ongoing; regularly with attention prior to, and during, bushfire season
<p>Review and update this Bushfire Emergency Management Plan as outlined in Section 2.6, including any required bushfire preparedness tasks, training and exercises.</p> <p>Review Additional Resources in Section 6.3 for any other preparedness actions to include in the BEMP</p>	Ongoing; at least an annual basis with attention prior to, and during, bushfire season
<p>Ensure guest and visitor registers are established, correctly used and readily available for use in an emergency (for facilities which require these registers).</p> <p>As a minimum collect the following information</p>	Ongoing; regularly with attention prior to, and during, bushfire season



Task/Action	Timing/Frequency
<ul style="list-style-type: none"> <li>Name of guest, staff, visitor, contractor etc.</li> <li>Mobile phone contact number</li> <li>Time in and out</li> <li>Number of persons in the party.</li> <li>Any mobility impaired persons that would require assistance.</li> <li>Vehicle registration number.</li> <li>Room Number (if applicable)</li> </ul> <p>Clearly assign responsibility for maintaining the record to appropriate staff.</p>	
Ensure transportation arrangements (if required) and traffic management procedures are in place, as outlined in Section 10.2	Ongoing; at least an annual basis with attention prior to, and during, bushfire season
Comply with any forecast declared Total Fire Bans as outlined in Section 7.2	Total Fire Ban days
<b>Holiday home owners (Western and Eastern Precincts)</b>	
Provide updated contact information to ERT or Community Corporation if it changes	Ongoing; regularly with attention during bushfire season
Ensure vegetation and flammable material within the lot complies with the dimensions and standards detailed in the BMP	Ongoing; regularly with attention during bushfire season
Ensure building construction complies with AS 3959 for the constructed BAL rating as detailed in the BMP	Ongoing; regularly with attention during bushfire season
Ensure any gas bottles within the lot comply with the siting and restraint requirements detailed in the BMP	Ongoing; regularly with attention during bushfire season
Ensure all communication systems are maintained and tested and available and in good working order, to enable contact with the ERT and emergency agencies	Ongoing; regularly with attention during bushfire season
Ensure fire extinguishers, garden hoses, first aid equipment, torches etc. are maintained and tested and available and in good working order	Ongoing; regularly with attention during bushfire season
Ensure the bushfire emergency management plan is displayed near the front door, to ensure all occupants (home owners, guest, visitors) have a quick reference in an emergency.	Ongoing; regularly with attention during bushfire season
Where installed, ensure evaporative air coolers are either constructed to a BAL rating or fitted with an appropriate metal ember screen with maximum aperture of 2mm.	Ongoing; regularly with attention during bushfire season

## 6.2 Preparation – Daily during bushfire season

Tasks detailed in Table 6 shall be performed during bushfire season to ensure sufficient preparedness during the time of year with highest bushfire risk to the facility.

**Table 6: Preparation tasks/actions – daily during bushfire season**

Task/Action	Timing/Frequency
<b>Emergency Response Team</b>	
Review forecast Fire Danger Rating, weather and for Total Fire Bans as outlined in Section 7 and implement pre-emptive actions as required.	Daily
Post forecast bushfire weather and warnings on nominated noticeboards (see Section 2.4), onsite SMS messaging alert service and facility website	
Advise all staff and occupants of the forecast FDR or TFB status as required.	
Ensure all vehicular access/egress routes are clear of any obstructions and have the appropriate vertical and horizontal clearances to ensure they are in good traversable condition.	Daily
Ensure any gates along egress routes are in good working order, with keys available at all times to unlock any locked gates.	
Ensure any internal personnel egress pathways onsite and within buildings, are also clear and available.	Daily
Ensure any pedestrian egress gates are in in good working order, with keys available at all times to unlock any locked gates.	

Task/Action	Timing/Frequency
<p>Ensure the nominated onsite community bushfire refuge is appropriately maintained including first aid kits, protective clothing, fire extinguishers, emergency lighting and other emergency resources are available and fit-for-purpose.</p> <p>Check exterior of refuge building and any decks, and remove/relocate combustible items 10m from building and decks or ensure it can be easily removed/relocated in a bushfire event.</p> <p>Clear all roofs and gutters of any leaf litter, debris or other combustible material.</p>	Daily
<p>Check exterior of all other buildings and decks (other than refuge building), and</p> <ul style="list-style-type: none"> <li>remove/relocate combustible items 10m from building and decks, or that is can be easily removed/relocated in a bushfire event.</li> <li>Ensure all objects attached to the buildings are non-combustible or can be easily removed in a bushfire event</li> <li>Roofs and gutters are clear of leaf litter, debris or other combustible material</li> </ul>	Daily
<p>Ensure all required communication equipment is available, in good working order and ready for use.</p> <p>Ensure all mobile phones and any radio communication devices are fully charged.</p> <p>Ensure site has access to a battery-operated radio.</p>	Daily
<p>Ensure the relevant ERT members and other staff have access to communication methods (mobile phones, radio's etc)</p>	Daily
<p>Record all people using or visiting the site, and when they have left</p>	Daily
<p>Regularly check the monitor the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</p> <p>Regularly visually scan local area for signs of bushfire</p>	Regularly throughout the day
<b>Holiday home owners (Western and Eastern Precincts)</b>	
<p>Regularly check the monitor the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</p> <p>Be aware of signs of bushfire in the local area.</p>	
<p>Check exterior of all other buildings and decks (other than refuge building), and</p> <ul style="list-style-type: none"> <li>remove/relocate combustible items 10m from building and decks or ensure it can be easily removed/relocated in a bushfire event</li> <li>confirm nearby landscaping is tidy with any dead material removed</li> <li>any gas bottles within the lot comply with the siting and restraint requirements detailed in the BMP</li> <li>Roofs and gutters are clear of leaf litter, debris or other combustible material</li> </ul>	
<p>Ensure all the fire and emergency measures are ready for use:</p> <ul style="list-style-type: none"> <li>all communication devices are charged and in good working order</li> <li>fire extinguishers and garden hoses</li> <li>first aid equipment and torches</li> <li>bushfire emergency management plan is displayed near the front door</li> </ul>	

### 6.3 Additional resources

Table 7 provides a list of publications that provide additional information relating to bushfire preparedness and awareness. It is recommended that EMT review these publications prior to and during the bushfire season, especially as these resources are revised from time to time.

**Table 7: Preparation and awareness publications**

Source	Type of resource	Website
	My Bushfire Plan	<a href="https://mybushfireplan.wa.gov.au/">https://mybushfireplan.wa.gov.au/</a> <b>Choose the Leave Early Option</b>

Source	Type of resource	Website
Department of Fire and Emergency Services (DFES)	5 Minute Fire Chat publications	<a href="https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Fire-Chat-Bushfire-Preparedness-Toolkit.pdf">https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Fire-Chat-Bushfire-Preparedness-Toolkit.pdf</a>
	Homeowner Survival Plan	<a href="https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES_Bushfire-Homeowners_Survival_Manual.pdf">https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES_Bushfire-Homeowners_Survival_Manual.pdf</a>
City of Busselton	Bushfire for developments	<a href="https://www.busselton.wa.gov.au/develop/bushfire-and-my-development.aspx">https://www.busselton.wa.gov.au/develop/bushfire-and-my-development.aspx</a>
Yallingup Bushfire Ready	Bushfire preparedness information	<a href="https://yrvbfb.com/public-notice/bushfire-ready/">https://yrvbfb.com/public-notice/bushfire-ready/</a>

## 7. Awareness and Pre-Emptive Procedures

This section outlines when and what monitoring actions are to be undertaken to ensure the facility maintains awareness of any forecast elevated bushfire weather days, and the associated pre-emptive procedures the facility can implement to respond to heightened risk. The ERT, or nominated staff, shall ensure they undertake the following monitoring and pre-emptive actions based on:

- the forecast Fire Danger Rating (FDR)
- declared Total Fire Ban days

Maintaining a high level of situational awareness, including forecast conditions, will also assist with the rapid assessment of any bushfire emergency, as outlined in Section 8.

### 7.1 Forecast Fire Danger Rating

Monitoring the forecast FDR is to be conducted daily using the resources outlined in Section 5.2. The pre-emptive responses are detailed in Table 8.

**Table 8: Forecast Fire Danger Rating Pre-Emptive Actions**

FDR MONITORING TRIGGER (refer to Section 5.2 for FDR sources): <ul style="list-style-type: none"><li>On all days during bushfire season, if the FDR will be Very High or above, or any declared Total Fire Ban days</li><li>On days outside bushfire season with when weather is hot, dry or windy or there has been recent bushfires in the area</li></ul> Weather District: GEOGRAPHE						
Action/Task	Fire Danger Rating					
	Low/Mod	High	Very High	Severe	Extreme	Catastrophic
Maintain situational awareness by: <ul style="list-style-type: none"><li>having nominated staff visually monitor land in the local area around the development for signs of bushfire</li><li>monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</li></ul>	Conduct checks if conditions are unusually warm and windy or there is potential for bushfire activity		Conduct regular checks throughout the day, at the following times as a minimum: <ul style="list-style-type: none"><li>8am</li><li>11am</li><li>2pm</li><li>5pm</li></ul> If a bushfire is detected, go to Table 10		Based on historical review, it would be extremely rare that a forecast FDR would be Extreme or Catastrophic in this location, the development should treat this a once in a generational event.  Conduct hourly checks throughout the day, from sunrise to 1 hour after sunset. If a bushfire is detected, go to Table 10	
Contact DFES or City of Busselton CESM to discuss the next days operation	No specific requirements		No specific need to contact DFES or the or City of Busselton CESM for this forecast FDR unless there are specific circumstances resulting in high visitation to the area or existing bushfire activity along the Capes, that may be cause for concern.		Advise the Chief Fire Warden ASAP. They are to contact DFES or City of Busselton CESM as soon as the forecast FDR of Extreme or Catastrophic is identified (which may be several days in advance) and determine what pre-emptive actions can be undertaken including: <ul style="list-style-type: none"><li>reduce visitation to the development (public visitors, functions etc)</li><li>rostering additional staff to handle an emergency</li><li>review whether a local brigade appliance is able to be in the local area</li></ul>	
Advise the ERT and relevant staff and review staffing numbers	No specific requirements		Ensure all ERT and relevant staff are notified of the elevated bushfire risk and ensure they conduct all daily preparations from Table 6 Consider rostering additional staff on days of high visitation, to ensure sufficient staff to manage a bushfire emergency			
Update guests and visitors of the Fire Danger Rating	No specific requirements		Advise guests and visitors of the elevated bushfire risk: <ul style="list-style-type: none"><li>Post forecast bushfire weather and warnings on nominated noticeboards (see Section 2.4), onsite SMS messaging alert service and webpage</li><li>Recommend they remain at the development and be ready for potential bushfire response such as evacuation or onsite shelter-in-place</li><li>Recommend if they leave the development, they should go to areas with low bushfire risk areas (e.g. a town centre) during the hottest part of the day (e.g. 10 am to 4pm).</li></ul>			
Advise adjacent tourism accommodation facilities and nearby offsite residents	No specific requirements		Phone adjacent tourism facilities and post on onsite SMS messaging alert service and webpage to advise of elevated bushfire risk			
Notify any contractors and offsite suppliers travelling to the site	No specific requirements		Make phone or SMS text contact and advise of elevated bushfire risk and to be vigilant while traveling to and from site, and to contact staff immediately upon arriving.			
Check the community bushfire refuge to ensure it is ready and available for use in a bushfire emergency	No specific requirements other than ongoing preparedness		Conduct the refuge check the day prior or in early morning			
Ensure any communication systems are ready and available for use including being charged	No specific requirements other than ongoing preparedness		Conduct communication system check the day prior or in early morning			
Ensure all firewater systems are ready for use including fire tanks and fire hose reels	No specific requirements other than ongoing preparedness		Conduct the firewater system check the day prior or in early morning			
Open air fires/Campfires/Cooking fires	Can be conducted in accordance with City of Busselton firebreak notice, and provided conditions are benign		Prohibited on these days in accordance with City of Busselton firebreak notice			
Conduct daily preparations from Table 6	Recommended, but no specific requirements		Conduct daily preparations the day prior or in early morning			
Conduct year-round preparation from Table 5.	Conduct preparations on ongoing basis. with focus on prior to bushfire season					

## 7.2 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 because of 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 5.3 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 9 lists the procedures the required actions when a Total Fire Ban is declared.

**Table 9: Total Fire Ban procedures**

<b>TFB MONITORING TRIGGER:</b> <ul style="list-style-type: none"> <li>On all days during bushfire season</li> <li>On days outside bushfire season with when weather is hot, dry or windy or there has been recent bushfires in the area</li> </ul>	
<b>TFB MONITORING RESOURCES:</b> <ul style="list-style-type: none"> <li>Consult Emergency WA website, DFES phone (13 3337), Total Fire Ban Hotline (1800 709 355) or DFES Twitter to determine if a Total Fire Ban has been declared (evening after 6pm and prior to 8.15am).</li> </ul>	
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)
Ensure the following actions are avoided if a Total Fire Ban is declared: <ul style="list-style-type: none"> <li>no fire or flames allowed in the open air</li> <li>no open fires for the purpose of cooking or camping are not allowed</li> <li>no 'hot work' such as metal work, grinding, welding, soldering, gas cutting or similar is allowed unless a formal exemption has been obtained</li> <li>no use of chainsaws, plant or grass trimmers or lawn mowers in bushland areas</li> <li>no other activities that may start a fire</li> <li>ensure equipment or machinery is mechanically sound</li> <li>ensure all reasonable precautions are taken to prevent a bushfire igniting, including postponing any activity that could result in a bushfire ignition.</li> </ul> Further information on prohibited activities can be found on the DFES website below	Chief Fire Warden (or nominated delegate)
Maintain situational awareness by: <ul style="list-style-type: none"> <li>having nominated staff visually monitor land in the local area around the development for signs of bushfire (signs or smell of smoke etc)</li> <li>monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</li> <li>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</li> </ul> <b>If a bushfire is detected, refer to Table 10.</b>	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.

## 8. 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 deciding 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. 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 the community bushfire refuge

Prior to the two main response actions, there will be two other actions:

- **Standby and Controlled Shutdown** – shutdown tasks where there is adequate time for controlled preparation for safe offsite evacuation or onsite shelter-in-place
- **Emergency Shutdown** - – shutdown tasks where the bushfire impact to the site or roads will occur shortly and rapid shutdown is required with the intention of getting occupants to a place of relative safety. ***Given the limited time to conduct these, they have been incorporated into the Offsite Evacuation and Onsite Shelter-in-place procedures.***

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***, which 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 hinder firefighting operations, especially when the bushfire is close.

The decision to evacuate or shelter-in-place onsite, must be continually evaluated based on informed analysis of current bushfire and road conditions and information to determine if offsite evacuation is safe to conduct, supplemented by advice from emergency authorities. There may be insufficient time to begin and fully complete the safe offsite evacuation, depending on the location of the bushfire in relation to the development site and evacuation routes as well as the direction and rate of spread of the fire, noting bushfire situations can change rapidly and without warning. While safe offsite evacuation of the entire development may not always be possible, evacuation of a proportion of occupants may be a desirable outcome, especially vulnerable occupants, with the remaining people to shelter in the onsite refuge. The reduction in onsite occupants required to shelter can also be advantageous in improving the effectiveness of the onsite shelter response.

Early detection of a bushfire's existence, location and speed of travel, provides the best opportunity to conduct early evacuation. This information is generally from 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 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
- the evacuation network (roads, paths etc) including potential to be affected by bushfire
- variations in the facility operational routines that can affect the time required to commence and complete the evacuation procedure

Advice may be provided by emergency authorities to self-evacuate which assists because it confirms the safety of evacuation routes and offsite location/s. While it is highly recommended that the specific direction/advice of authorised emergency services personnel is followed if they are onsite, 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 10 summarises information that will likely 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 a reputable website, radio etc
  - Physical cues (visual, olfactory) of fire
  - relayed information (from occupants, arriving visitors or adjacent land uses)

Section 8.1 provides a summary of the onsite refuge and offsite safer locations.

Section 8.2 summarises the anticipated bushfire behaviour considerations to inform decision making.

**Table 10: Bushfire Triggers and Response Actions**

Trigger	Action/Tasks
<b>Bushfire Emergency Warnings (see Section 5.1 for where to obtain warnings)</b>	
<b>Advice</b>	<ul style="list-style-type: none"> <li>Commence Standby/Controlled Shutdown Procedures</li> <li>Consider pre-emptive use of Offsite Evacuation procedures (depending on location and if bushfire is moving toward facility)</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>Watch and Act</b>	<ul style="list-style-type: none"> <li>Commence or continue Offsite Evacuation procedures (if safe to do so – consider bushfire impact on evacuation routes)</li> <li>Change to Onsite Shelter-in-Place if bushfire situation makes offsite evacuation no longer safe to conduct</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>Emergency</b>	<ul style="list-style-type: none"> <li>Commence to Onsite Shelter-in-Place assuming offsite evacuation no longer safe to conduct</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>All Clear</b>	<ul style="list-style-type: none"> <li>Commence Recovery Procedures (Offsite Evacuation or Shelter-in-Place)</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>Decision Zones – based on distance of bushfire from development or evacuation routes (from reputable website, visual signs of bushfire, relayed information from occupants/visitors etc)</b> <b>Bushfire conditions can change rapidly and evidence of a nearby fire may precede any formal bushfire warning.</b> <b>Use Anticipated Bushfire Characteristics (see Section 8.2) for estimate of rate of spread and ember attack</b>	
<b>Monitoring Zone</b> <ul style="list-style-type: none"> <li>Estimated distance from site: &gt;30km</li> <li>Estimated time for bushfire to impact site: &gt;10 hours</li> </ul>	<ul style="list-style-type: none"> <li>Call 000 and advise DFES of the bushfire (and obtain any information)</li> <li>Consider commencing Standby/Controlled Shutdown Procedures (if bushfire is moving toward facility)</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>Readiness Zone</b> <ul style="list-style-type: none"> <li>Estimated distance from site: 20 -30km</li> <li>Estimated time for bushfire to impact site: 6.5 - 10 hours</li> </ul>	<ul style="list-style-type: none"> <li>Call 000 and advise DFES of the bushfire (and obtain any information)</li> <li>Commence or continue Standby/Controlled Shutdown Procedures</li> <li>Consider pre-emptive use of Offsite Evacuation procedures (depending on location and if bushfire is moving toward facility)</li> <li>Consider pre-emptive use of Onsite Shelter-in-Place (priority relocation of sick/injured or otherwise vulnerable occupants; occupants at high-risk interfaces or in campground)</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>Response Zone – Offsite Evacuation</b> <ul style="list-style-type: none"> <li>Estimated distance from site: 10 -20km</li> <li>Estimated time for bushfire to impact site: 3.1 - 6.5 hours</li> </ul>	<ul style="list-style-type: none"> <li>Call 000 and advise DFES of the bushfire (and obtain any information)</li> <li>Commence or continue Offsite Evacuation procedures (if safe evacuation is possible)</li> <li>Consider commencing Onsite Shelter-in-Place (if safe evacuation no longer possible; priority relocation of sick/injured or otherwise vulnerable occupants; occupants at high-risk interfaces or in campground)</li> <li>Continue monitoring and re-evaluating situation</li> </ul>
<b>Response Zone – Onsite Shelter-in-Place</b> <ul style="list-style-type: none"> <li>Estimated distance from site: &lt;10km</li> <li>Estimated time for bushfire to impact site: &lt;3.1 hours</li> </ul>	<ul style="list-style-type: none"> <li>Call 000 and advise DFES of the bushfire (and obtain any information)</li> <li>Commence or continue to Onsite Shelter-in-Place (if safe evacuation no longer possible)</li> <li>Continue monitoring and re-evaluating situation</li> </ul>



## 8.1 Summary of onsite refuge and offsite safer locations

Below in Table 11 is a quick reference summary of potential offsite safer locations and the onsite refuge location.

**Table 11: Onsite and offsite safer locations**

Use	Location
<b>Onsite Shelter-in-Place Location</b>	
Community Bushfire Refuge Building	<ul style="list-style-type: none"> <li>• <b>Hotel public area, Spa and Gym Buildings and the Community Hub Building</b> <ul style="list-style-type: none"> <li>◦ Use Hotel Reception as command centre</li> </ul> </li> </ul>
<b>Offsite Locations</b>	
Nominated Welfare Centres (from CoB Local Emergency Management Plan)	<ul style="list-style-type: none"> <li>• <b><u>Busselton (Primary Welfare Centres)</u></b> <ul style="list-style-type: none"> <li>◦ <b>Geographe Leisure Centre</b> (1 Recreation Lane, West Busselton)</li> <li>◦ <b>Baptist Community Centre</b> (2 Recreation Lane, West Busselton)</li> <li>◦ <b>Cornerstone Church</b> (1 Grace Court, West Busselton)</li> <li>◦ <b>Georgiana Molloy Anglican School</b> (2 Hawker Approach, Yalyalup)</li> </ul> </li> <li>• <b><u>Dunsborough (Secondary Welfare Centres)</u></b> <ul style="list-style-type: none"> <li>◦ <b>Naturaliste Community Centre</b> (21 Dunsborough Lakes Drive, Dunsborough)</li> <li>◦ <b>Naturaliste Sports Club Pavillion</b> (Dunsborough Lakes)</li> </ul> </li> </ul>
Alternative nominated locations in this BEMP	<ul style="list-style-type: none"> <li>• <b><u>Gracetown</u></b> <ul style="list-style-type: none"> <li>◦ <b>Gracetown Community Hall</b> (Salter Street, Gracetown)</li> </ul> </li> <li>• <b><u>Cowaramup</u></b> <ul style="list-style-type: none"> <li>◦ <b>Cowaramup Community Hall</b> (Hall Road, Cowaramup)</li> </ul> </li> <li>• <b><u>Margaret River</u></b> <ul style="list-style-type: none"> <li>◦ <b>Margaret River Recreation Centre</b> (51 Walcliffe Road, Margaret River)</li> </ul> </li> </ul>

## 8.2 Anticipated Bushfire Characteristics

Understanding the anticipated bushfire behaviour will assist decision making regarding how and when a bushfire might impact on the development, as well as evacuation routes. This information may be critical in assessing the bushfire and the response actions.

***This information is indicative only, and is to be used to guide situational assessment in the absence of DFES Emergency Warnings. The bushfire behaviour on the day should be determined using all available information (see Section 5.1), including any information from your immediate surroundings.***

The main factors affecting bushfire behaviour that are to be considered are outlined below.

### 8.2.1 Fire Danger Rating

- This can be determined from the EmergencyWA or BOM websites
- FDR of **Very High or Severe** – elevated bushfire weather that will support fully-developed bushfire
- FDR of **Extreme or Catastrophic** – occur very infrequently at this location, if ever, and would be considered conditions that will support a major and uncontrollable bushfire, with behaviour outside anticipated parameters.

### 8.2.2 Wind speed and direction

- This can be determined from the BOM or Bushfire IO websites
- Wind direction is typically the direction of bushfire spread

- Wind speed will affect the rate of spread especially in grassland and coastal shrubland and scrub vegetation. High wind speed will increase the rate of spread

### 8.2.3 Vegetation and Fire Runs

- The vegetation will affect the rate of spread, the flame height and intensity
- The length of fire run affects the ability of the fire to get to fully-developed behaviour
- Bushfire in grassland and coastal shrubland and scrub tend to move fast, especially in grassland, but be less intense (but still fatal to people and unprotected buildings)
- Bushfire in forest vegetation moves slower but can be more intense with larger flames
- The type of vegetation can also affect potential for spotting and spotting distance, with forest vegetation typically producing most embers

### 8.2.4 Slope

- Bushfire moves faster up a slope. For every 10 degrees, the forward rate of spread will typically double.

### 8.2.5 Summary

The following can be advised regarding anticipated bushfire characteristics:

- Bushfire impact on the development will typically occur as follows:
  - begin with ember attack preceding the main bushfire front
  - a gradual increase in radiant heat as the front approaches, peaking as it impacts the development, followed by a gradual decay as front passes.
    - The peak radiant heat impact will typically last between two to five minutes.
    - Direct flame contact may occur during this time as well
  - Burning trees or secondary fires in structures pose a longer duration of hazard after the front passes, and can continue to produce significant radiant heat and embers until extinguished.
- **Ember attack distance:** up to 2 km in front of the bushfire
- **Rate of Spread:** will move at different speeds through different vegetation (and slopes) with the following providing an ***estimated rate of spread for Very High to Severe FDR:***
  - Grassland: 10-20 km/hr
  - Coastal shrubland/scrub: 3 km/hr
  - Forest: 1-2 km/hr
- **Wind Direction:** will generally align with the direction of the bushfire spread.
  - ***Change in wind direction can change the bushfire characteristics with the flank of the fire becoming the new fire front. This has resulted in fatalities in bushfires, especially trapping evacuating occupants, and should be taken very seriously.***
- **Wind Speed:** typically affects the speed of fire in shorter vegetation (e.g. grassland and coastal vegetation)
  - Change in wind speed will often increase or decrease the bushfire speed

## 9. Standby and Controlled Shutdown Procedures

Where the bushfire is sufficiently far away that it is not clear whether it will impact the facility or vehicular access routes, but is close enough to trigger a heightened level of awareness by occupants which may also include commencing a shutdown response by the facility. There is still considered adequate time for shutdown to be conducted in a controlled way in preparation for safe offsite evacuation or onsite shelter-in-place.

The Standby and Controlled Shutdown procedures are documented in Table 12.

**Bushfire situations can change rapidly**, so where the bushfire is close enough to the facility and/or evacuation routes to require rapid shutdown of the development, with the priority to get occupants to a place of relative safety, emergency shutdown may need to be triggered during a controlled shutdown. Given the limited time to conduct emergency shutdown actions when the bushfire is close, these actions have been incorporated into the Offsite Evacuation and Onsite Shelter-in-place procedures.

**Table 12: Standby and Controlled Shutdown Procedures**

Action	Person responsible
<b><u>Assess the Situation</u></b> 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: <ul style="list-style-type: none"> <li>• using latest emergency, weather and road information obtained from Section 5</li> <li>• implementing the following procedure:               <ul style="list-style-type: none"> <li>◦ obtain aerial photo</li> <li>◦ plot where bushfire is located and whether it is moving toward the development. Wind direction is typically an indicator of fire direction</li> <li>◦ obtain the Fire Danger Rating for the day from EmergencyWA website</li> <li>◦ note temperature, wind direction and speed from live BoM observations from website.</li> </ul> </li> </ul>	Chief Fire Warden
<b><u>Contact Emergency Services personnel or point of contact</u></b> Contact DFES (000) if not already undertaken: <ul style="list-style-type: none"> <li>• inform that the facility is operating and has vulnerable occupants</li> <li>• seek advice about the fire location, behaviour and likelihood of impacting the facility. Alternatively provide current bushfire observations if fire is close to facility</li> <li>• seek instructions from DFES about what actions to take</li> <li>• determine authorised Emergency Services point of contact (if any)</li> <li>• determine where offsite safer locations or Welfare Centres are being designated (open).               <ul style="list-style-type: none"> <li>◦ If this information is not known, use the offsite locations nominated in this BEMP (Table 11 in Section 8.1).</li> </ul> </li> </ul>	Chief Fire Warden Communications Officer
<b><u>Assemble/Brief ERT</u></b> Assemble ERT (and available staff), or establish contact with them, and: <ul style="list-style-type: none"> <li>• Ensure all ERT members remain contactable with mobile phone</li> <li>• Allocate two-way radios and satellite phone/s to relevant ERT members</li> <li>• Update ERT and staff of the bushfire situation and the planned emergency management strategy (if known)</li> <li>• Specifically contact any staff located outside the main development such as:               <ul style="list-style-type: none"> <li>◦ Water Treatment Facility area</li> <li>◦ Activities on the beach or National Park</li> <li>◦ Nature based activities outside the main development</li> </ul> </li> </ul>	Chief Fire Warden All ERT members All staff (if possible)
<b><u>Establish ERT Command Centre to manage the bushfire emergency</u></b> Setup the ERT command centre at Hotel Reception including <ul style="list-style-type: none"> <li>• Ensure all communications systems are available for use at that location</li> </ul>	Deputy Chief Fire Warden Fire Wardens
<b><u>Prepare Community Bushfire Refuge</u></b> Commence preparing the onsite community bushfire refuge buildings for use in a bushfire emergency	Deputy Chief Fire Warden Fire Wardens Staff

Action	Person responsible
<ul style="list-style-type: none"> <li>If required, advise guests and visitors that these buildings may be used for onsite refuge in a bushfire emergency</li> <li>Check the perimeter of the refuge and put away all external combustible items and any loose items that could be projectiles</li> <li>ensure all internal access routes within the refuge are open to enable people move to the refuge spaces</li> <li>Begin storing water for drinking (in containers) and review food stores</li> <li>Consider collecting any blankets and fire extinguishers from other buildings</li> <li>Check the backup generator</li> <li>Test communication systems in the buildings</li> <li>Test FHR around the perimeter</li> <li>Test the refuge reticulation zone operates correctly</li> </ul>	Guests (if possible)
<b><u>Prepare Communication Equipment</u></b> Ensure all other emergency communication equipment around the site is available and ready for use (e.g. connected, batteries charged etc)	Communications Officer Fire Wardens
<b><u>Prepare First Aid Equipment</u></b> Ensure all first aid equipment is available and ready for use.	First Aid Personnel
<b><u>Prepare Occupant Registers</u></b> Begin arranging any guest and visitor registers and information to create a current and collated register enable accounting for all known occupants (staff, guests, visitors and home owners) as possible <ul style="list-style-type: none"> <li>Begin accounting for all occupants and staff,</li> <li>Begin identifying any known vulnerable people that may require pre-emptive evacuation or relocation to the onsite refuge</li> </ul>	Deputy Chief Fire Warden Fire Wardens
<b><u>Notify all Occupants within Development (Guests, Visitors, Home Owners)</u></b> Contact all home owners, guests and visitors as per the communication strategy detailed in Section 3.2: <ul style="list-style-type: none"> <li>advise guests, visitors and home owners within the development using:               <ul style="list-style-type: none"> <li>PA system/Fire OWS - for Hotel public area and Community Hub Buildings)</li> <li>Onsite siren system – for external areas including the campground</li> <li>SMS messaging alert service and webpage – all guests, visitors and home owners with mobile numbers on system</li> <li>Staff with mobile loudspeakers – external areas within the development</li> </ul> </li> <li>advise residents and facility management in adjacent land uses outside the development:               <ul style="list-style-type: none"> <li>Phone call – adjacent resorts</li> <li>SMS messaging alert service and webpage – adjacent resort management, adjacent external residents (who have elected to be part of this)</li> </ul> </li> </ul> Inform home owners, guests and visitors of the following: <ul style="list-style-type: none"> <li>The current emergency warning and bushfire situation</li> <li>The expected response actions (offsite evacuation or onsite shelter-in-place)</li> <li>Confirm the location of the onsite community bushfire refuge and travel there is by walking</li> <li>Indicate potential offsite locations, and that evacuation would be by vehicle</li> <li>Ensure occupants have access to a vehicle and identify those that don't</li> <li>Identify any vulnerable occupants (young, elderly, impaired, sick, injured, respiratory or other illness etc) who may require pre-emptive offsite evacuation or relocation to the onsite refuge</li> </ul> <p><b><i>Some occupants, especially home owners, may have phones on the Emergency Alert Telephone warning system and receive warnings and advice to evacuate if the location is considered to be under imminent threat from a bushfire.</i></b></p> <p><b><i>These official warnings cover a wide range of circumstances and occupants at this development must be advised that onsite shelter-in-place is viable option at the refuge, which may not be the same elsewhere. The bushfire emergency needs to be assessed, to ensure offsite evacuation is safe to conduct before it commenced</i></b></p>	Chief Fire Warden Communications Officer Fire Wardens Staff
<b><u>Notify Occupants Outside Development</u></b> Where safe for staff to leave site, send staff with mobile loudspeakers (in buggies or cars) to provide notification to public at the following locations, and by leaving message on the noticeboards ( <b>only if safe to leave development</b> ): <ul style="list-style-type: none"> <li>Smiths Beach -carpark and beach</li> </ul>	Communications Officer

Action	Person responsible
<ul style="list-style-type: none"> <li>○ The Aquarium – swimming area, lookout and carpark</li> <li>○ Cape-to-Cape track – only areas accessible by golf buggy or car</li> <li>○ Canal Rocks – swimming area, bridge, carpark and public toilet</li> <li>○ Kathleens Seat - carpark and lookout</li> </ul> <p>Advise public of bushfire situation and to considered pre-emptively evacuating or relocate to the onsite bushfire refuge.</p>	
<p><b><u>Notify Adjacent Tourism Developments</u></b></p> <p>Advise adjacent tourism developments as follows:</p> <ul style="list-style-type: none"> <li>● Detail the current bushfire situation</li> <li>● Consider pre-emptively evacuating to the offsite location if safe to do so</li> <li>● Consider pre-emptively relocating to the onsite bushfire refuge, if offsite evacuation is not possible.</li> </ul>	Communications Officer
<p><b><u>Notify Contractors, Suppliers Travelling to Site</u></b></p> <p>Advise any contractors, suppliers etc., travelling to or from the site (if contactable) of the bushfire situation, and the best option. This will depend on:</p> <ul style="list-style-type: none"> <li>● The location of the vehicle</li> <li>● The bushfire situation, location and direction and speed of travel.</li> </ul> <p>Either advise to travel to offsite location away from bushfire or come the onsite community bushfire refuge</p>	Communications Officer
<p><b><u>Arrange Emergency or Medical Transportation</u></b></p> <p>Consider arranging any required emergency transportation:</p> <ul style="list-style-type: none"> <li>● If there is a significant number of occupants that don't have access to a vehicle</li> <li>● To relocate any vulnerable occupants offsite (this may need to be an ambulance)</li> </ul>	Deputy Chief Fire Warden Communications Officer Traffic Warden
<p><b><u>Review all non-essential onsite activities and operations</u></b></p> <p>Consider ceasing some or all non-essential operations</p> <p>Consider ceasing activities with guests, visitors and public, including functions</p> <p><b><i>NOTE: This is a consideration only and should be based on current bushfire situation, including location, discussion with authorised Emergency Services personnel, and the nature of the activity. A remote offsite activity poses a greater risk than onsite indoor activities.</i></b></p>	Chief Fire Warden
<p><b><u>Pre-emptive shutdown actions – Tourism facilities</u></b></p> <p>Where appropriate, request guests and visitors within the development (hotel, campground, holiday home areas):</p> <ul style="list-style-type: none"> <li>● Begin gathering their belongings and packing to be ready for offsite evacuation or onsite sheltering <ul style="list-style-type: none"> <li>○ Should onsite shelter-in-place be required, occupants will be limited to a small bag with mobile phones, wallets/purses, medicines and other health/mobility aids and water. They shall not bring bulky luggage.</li> <li>○ If offsite evacuation is likely, obtain a copy of the Bushfire Emergency Management Map (see Appendix A) and gather extinguisher, fire blankets, plenty of water and long protective clothing, where possible</li> </ul> </li> <li>● Advise they close any doors or doors.</li> <li>● Move any flammable material outside (furniture etc), into the building</li> <li>● Leave on adequate lighting including points of entry lighting.</li> <li>● Guests in the campground to begin packing tents and other belongs away into car</li> <li>● Confirm all occupants have access to vehicular transportation for their party. <ul style="list-style-type: none"> <li>○ If not, arrange for alternative transportation should offsite evacuation be required. Vehicles are to be in good working order and to have sufficient fuel to travel at least 100 km</li> </ul> </li> </ul> <p>Where required, encourage vulnerable occupants (sick, disabled or impaired) to pre-emptively evacuate offsite or relocate to onsite refuge.</p>	Guests and visitors
<p><b><u>Pre-emptive shutdown actions – Buildings</u></b></p> <p>Where appropriate, commence shutting down the facility buildings</p> <ul style="list-style-type: none"> <li>● Hotel and campground buildings (other than the refuge) <ul style="list-style-type: none"> <li>○ Closing all windows and doors including roller and sliding doors</li> <li>○ Put away all external combustible items or put inside building/s</li> <li>○ Turn off air-conditioners especially evaporative coolers</li> </ul> </li> </ul> <p>Leave on adequate lighting including points of entry lighting</p>	Deputy Chief Fire Warden Fire Wardens Staff Guests (if possible)

Action	Person responsible
<p><b><u>Pre-emptive shutdown actions – Holiday Homes</u></b></p> <p>Where appropriate, request home owners commence undertaking shutdown of their own houses including:</p> <ul style="list-style-type: none"> <li>• Begin gathering their belongings and packing to be ready for offsite evacuation or onsite sheltering <ul style="list-style-type: none"> <li>◦ Should onsite shelter-in-place be required, occupants will be limited to a small bag with mobile phones, wallets/purses, medicines and other health/mobility aids and water. They shall not bring bulky luggage.</li> <li>◦ If offsite evacuation is likely, obtain a copy of the Bushfire Emergency Management Map at front door (see Appendix A) and gather extinguisher, fire blankets, plenty of water and long protective clothing, where possible</li> </ul> </li> <li>• Closing all windows and doors including roller and sliding doors</li> <li>• Put away all external combustible items or put inside building/s</li> <li>• Turn off air-conditioners especially evaporative coolers</li> <li>• Shut off gas at the bottles if gas is plumbed into the building and ensure they are adequately restrained</li> <li>• Leave on adequate lighting including points of entry lighting.</li> </ul> <p>Where required, encourage them pre-emptively evacuate or relocate to the onsite refuge to limit chance of exposure to bushfire</p>	Home owners
<p><b><u>Occupant Notification Check</u></b></p> <p>Dispatch ERT or staff to conduct a thorough check of the site, doing a walk-through of all buildings and areas, to confirm all persons have been notified of the bushfire situation.</p>	Deputy Chief Fire Warden Fire Wardens
<p><b><u>WTP/WWTP Preparation</u></b></p> <p>Either contact staff at the Water Treatment Plant, or send staff there, to prepare it for potential bushfire impact including:</p> <ul style="list-style-type: none"> <li>• Closing all windows and doors including roller and sliding doors</li> <li>• Put away all external combustible items or put inside building/s</li> <li>• Ensuring sufficient access to suction connections for fire appliances</li> </ul> <p>Any staff working at the WTP are to relocate to the main development ASAP</p>	Fire Wardens Staff, in particular maintenance personnel familiar with the WTP operation
<p><b><u>Internal Road and Path Check</u></b></p> <p>Ensure all internal emergency vehicular access routes are to be unlocked (including removal of bollards), and clear and available for use including:</p> <ul style="list-style-type: none"> <li>• Two emergency roads in holiday home areas (unlock and remove bollards in 4 locations)</li> <li>• The north-western firefighting driveway from Western Residences to Foreshore Reserve (unlock and remove bollards in 2 locations)</li> <li>• Internal service driveway (“Smiths Common”) between campground cul-de-sac (“Smiths Lane”) and the Smiths Beach cul-de-sac (unlock any access control)</li> </ul> <p>See Appendix E for location of access control and bollards.</p>	Traffic Warden Fire Wardens
<p><b><u>Internal Firefighting System Check</u></b></p> <p>Check access is clear to all firefighting water supplies including:</p> <ul style="list-style-type: none"> <li>• Booster connection adjacent to the Community Hub building</li> <li>• Hydrants around the hotel precinct</li> <li>• Street hydrants in the holiday home areas</li> <li>• Hydrants at Water Treatment Plant</li> <li>• Suction connection from the bushfire water tank at the Water Treatment Plant</li> </ul>	Traffic Warden Fire Wardens
<p><b><u>Traffic Management Preparation</u></b></p> <p>Ensure preparations are made for any traffic management for offsite evacuation (vehicles leaving) or onsite shelter-in-place (vehicles arriving from offsite) including:</p> <ul style="list-style-type: none"> <li>• Stationing staff at key locations (TBC) to manage traffic flow <ul style="list-style-type: none"> <li>◦ The “Leeuwin Way” road intersection with Smiths Beach Road</li> <li>◦ The campground road (“Smiths Lane”) intersection with Smiths Beach Road</li> <li>◦ The Canal Rocks Road and Smiths Beach Road intersection,</li> <li>◦ At the Smiths Beach Road cul-de-sac and existing resorts</li> <li>◦ Near the Canal Rocks Road and Caves Road intersection to monitor for congestion.</li> </ul> </li> </ul>	Traffic Warden Fire Wardens

Action	Person responsible
<p><b><u>Site Check/Patrolling</u></b></p> <p>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> <p><b><i>Strongly consider commencing offsite evacuation while evacuation routes are open and unimpacted by smoke, embers or fire or congested with traffic</i></b></p>	<p>Deputy Chief Fire Warden Fire Wardens</p>
<p><b><u>Ongoing Situation Assessment and Evaluation</u></b></p> <ul style="list-style-type: none"> <li>• Continue monitoring and re-evaluating the bushfire scenario.</li> <li>• Maintain situational awareness by: <ul style="list-style-type: none"> <li>◦ having nominated staff visually monitor land in the local area around the development for signs of bushfire (signs or smell of smoke etc)</li> <li>◦ monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</li> </ul> </li> <li>• If a bushfire scenario is changing, obtain information on the new warning status, fire location and direction and speed of travel</li> <li>• Review Table 10 with new information to determine new response actions <ul style="list-style-type: none"> <li>◦ Where possible, undertake decision making process in consultation with authorised Emergency Services personnel</li> <li>◦ Initiate Offsite Evacuation or Onsite Shelter-in-Place response procedures as required.</li> </ul> </li> </ul>	<p>Chief Fire Warden Communications Officer</p>



## 10. Offsite Evacuation Response

Offsite evacuation conducted early, while evacuation routes are open and unimpacted by smoke, embers, fire or blocked or congested with traffic, is the safest response in a bushfire event.

Late evacuation is a very dangerous action that has historically resulted in a significant number of fatalities. Occupants at far greater risk being in a vehicle impacted by bushfire than remaining or relocating to a well-prepared building.

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

Typically, the ability to conduct safe offsite evacuation means the fire is likely still some distance from the development, and that controlled shutdown of the facility is still possible, while progressing evacuation. **Bushfire situations can change rapidly**, and should the bushfire be close enough to affect the facility and/or evacuation routes, initiation of onsite shelter-in-place procedures will be required.

### 10.1 Emergency Onsite Assembly Point and Offsite Safer Locations

If 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.

#### 10.1.1 Designated on-site assembly bushfire refuge

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 get further status information and be advised of response actions.

Although the communication strategy for the facility aims to avoid the need for onsite assembly, there may be instances where on-site assembly is required. It is proposed that the designated on-site assembly point the community refuge building as identified below in Table 13 and depicted in Appendix A and Appendix C. This ensures that staff and occupants are at a safe location should bushfire conditions change, and onsite shelter-in-place be required.

**Table 13: Designated on-site assembly point**

Designated assembly point
The Hotel Public Area buildings and the Community Hub building (Community Bushfire Refuge)

#### 10.1.1.1 Designated off-site locations

DFES and the City of Busselton may provide advice on the day as to the locations of the designated off-site safe refuge areas/welfare centres.

**If this information is not yet available**, Table 14 lists potential offsite location areas that are to be considered during an evacuation. The refuge has been chosen based on:

- relative proximity to the facility
- relative safety of evacuation route
- whether the refuge is located away from the effects of a bushfire
- capacity to support the number of occupants in the facility.



Table 14 nominates when the various offsite locations should be considered, while also providing primary and alternative routes 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 14: Designated off-site locations**

Location and address	Route to location	Travel Distance and Time (normal travel)
<b>Busselton - to be considered when Bushfire is approaching from the south or south-east</b>		
<b>Geographe Leisure Centre</b> (1 Recreation Lane, West Busselton)	<b>Primary Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Caves Road at Yallingup (R) – Bussell Highway (R) – Busselton Bypass (R) – Queen Elizabeth Ave (L) – Recreation Lane (R)  <b>Alternative Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Gunyulgup Valley Drive (R) – Koorabin Drive (L) – Marrinnup Drive (R) – Commonage Rd (L) – Hayes Road (R) – Vasse-Yallingup Siding Road (L) – Vasse Bypass (L) – Busselton Bypass (S) – Queen Elizabeth Ave (L) – Recreation Lane (R)	36 km (31 mins)
<b>Baptist Community Centre</b> (2 Recreation Lane, West Busselton)		
<b>Cornerstone Church</b> (1 Grace Court, West Busselton)	<b>Primary Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Caves Road at Yallingup (R) – Bussell Highway (R) – Busselton Bypass (R) – Queen Elizabeth Ave (L) – Grace Court (L)  <b>Alternative Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Gunyulgup Valley Drive (R) – Koorabin Drive (L) – Marrinnup Drive (R) – Commonage Rd (L) – Hayes Road (R) – Vasse-Yallingup Siding Road (L) – Vasse Bypass (L) – Busselton Bypass (S) – Queen Elizabeth Ave (L) – Grace Court (L)	36 km (31 mins)
<b>Georgiana Molloy Anglican School</b> (2 Hawker Approach, Yalyalup)	<b>Primary Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Gunyulgup Valley Drive (R) – Koorabin Drive (L) – Marrinnup Drive (R) – Commonage Rd (L) – Hayes Road (R) – Vasse-Yallingup Siding Road (L) – Vasse Bypass (L) – Busselton Bypass (S) – Bussell Highway (S) – Joseph Drive (R) – Hawker Approach (R)  <b>Alternative Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Caves Road at Yallingup (R) – Bussell Highway (R) – Busselton Bypass (R) – Bussell Highway (S) – Joseph Drive (R) – Hawker Approach (R)	42 km (36 mins)
<b>Dunsborough- to be considered when Bushfire is approaching from the south or south-east</b>		
<b>Naturaliste Community Centre</b> (21 Dunsborough Lakes Drive, Dunsborough)	<b>Primary Route</b>	15 km (18 mins)

Location and address	Route to location	Travel Distance and Time (normal travel)
<b>Naturaliste Sports Club Pavillion</b> (Dunsborough Lakes)	Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (L) – Dunsborough Lakes Road (L)	
<b>Gracetown- to be considered when Bushfire is approaching from the north or north-east</b>		
<b>Gracetown Community Hall</b> (Salter Street, Gracetown)	<b>Primary Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (R) – Cowaramup Bay Road (R) – Bayview Drive (S) – Salter Street (S)	30 km (27 mins)
<b>Cowaramup- to be considered when Bushfire is approaching from the north or north-east</b>		
<b>Cowaramup Community Hall</b> (Hall Road, Cowaramup)	<b>Primary Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (R) – Tom Cullity Drive (L) – Miamup Road (R) – Memorial Drive (L) – Bussell Hwy (L) – Hall Road (R)  <b>Alternative Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (R) – Cowaramup Bay Road (L) – Bussell Hwy (L) – Hall Road (R)	30 km (27 mins)
<b>Margaret River- to be considered when Bushfire is approaching from the north or north-east</b>		
<b>Margaret River Recreation Centre</b> (51 Walcliffe Road, Margaret River)	<b>Primary Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (R) – Walcliffe Road (L)  <b>Alternative Route</b> Smiths Beach Rd – Canal Rocks Road (L) – Caves Road (R) – Carters Road (L) – Bussell Hwy (R) – Walcliffe Road (R)	43 km (35 mins)

(R) – Right hand turn; (L) – Left hand turn; (S) – Straight through

## 10.2 Transport Arrangements for Offsite Evacuation

Given the location of the development, it is likely that all home owners and other occupants, whether guests, visitors, public or staff, will have access to their own vehicular transportation to evacuate the site. Staff should confirm this, and should an occupant not have their own vehicle, or have mechanical problems with a vehicle while onsite, it is expected that alternative transportation can be provided by other evacuating occupants. Alternatively, relocation to the onsite community bushfire refuge is always an option.

While it is not expected that alternative transport arrangements will be required to facilitate offsite evacuation, it is recommended that the ERT negotiate with a local transport company to pre-arrange to use their vehicles to evacuate occupants offsite, should it be required. It is recommended this alternative is at least in place prior to bushfire season, to provide the Chief Fire Warden with transport options to deal with any unforeseen circumstances.

<b>Alternative Transportation Arrangements</b>	
<b>To be used should there be enough people onsite without transportation</b>	
<b>Name of organisation providing transportation</b>	TBC (arrange with local transportation company)
<b>Contact phone number</b>	TBC
<b>Time required for transportation to arrive</b>	TBC (but expect delays due to traffic, smoke etc)

Alternative Transportation Arrangements	
To be used should there be enough people onsite without transportation	
Estimated travelling time to destination	TBC (but expect delays due to traffic, smoke etc)

Any offsite evacuation from the development should be by vehicle, because a vehicle will provide an inherent level of protection and minimises exposure if occupants are encounter a bushfire, however historically many people have being caught bushfires inside vehicles. **Offsite evacuation should only be conducted when safe to do so to avoid the need to shelter inside a vehicle.** If this is required, information is provided in Section 10.3.1 to improve the chance of surviving being trapped in a vehicle by bushfire.

### 10.2.1 Ambulances or Medical Transport

As noted in Section 3.1, there may be a need to pre-emptively move vulnerable occupants using ambulances or medical transport. Additionally it may be necessary to evacuate these occupants during the bushfire emergency, depending on the nature sickness or injury.

It is recommended that the ERT make contact with the relevant agencies and transport providers in the local area to discuss the access and extraction options available to them, prior to, during and following a bushfire emergency, so the Chief Fire Warden is clear on how to contact these services, and what the options are likely to be.

### 10.2.2 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. Carpooling should be encouraged as much as possible to reduce vehicle loads on the road. All off-site evacuation should be conducted in convoy to ensure mechanical issues while evacuating can be overcome by having other vehicles able to accommodate the occupants.

### 10.2.3 Potential Traffic and Congestion

Evacuation from the development to an off-site location, will likely occur simultaneously with occupant egress from nearby tourism facilities and the local residential population of the area. On this basis, there is likely to be traffic congestion on the road network, especially Caves Road, 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 to one of the nominated off-site locations, and minimise the potential for experiencing elevated traffic on Caves Road or the local road network, which could prevent timely egress or impact firefighter access.
- 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 location, and react to any disruption to the road network (bushfire, congestion). Significant vehicle queues or traffic congestion is sufficient reason to reassess off-site evacuation, and either stage the release of vehicles or cease the evacuation altogether in favour of sheltering onsite at the refuge. It is recommended that staff are posted at the following locations to manage traffic flow and report on traffic conditions to the ERT, through the Traffic Warden.
  - The "Leeuwin Way" road intersection with Smiths Beach Road
  - The campground road ("Smiths Lane") intersection with Smiths Beach Road
  - The Canal Rocks Road and Smiths Beach Road intersection,

- At the Smiths Beach Road cul-de-sac and existing resorts
- At the Canal Rocks Road and Caves Road intersection to monitor for congestion.
- Given the potential for traffic congestion, carpooling shall be encouraged as much as possible to reduce vehicle traffic.

### 10.3 Offsite Evacuation Procedures

Once the decision has been made to conduct offsite evacuation of the facility, Table 15 lists the evacuation procedures to be followed.

**Table 15: Evacuation procedures**

Action	Person responsible
<p><b><u>Assess the Situation</u></b></p> <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"> <li>● using latest emergency, weather and road information obtained from Section 5</li> <li>● implementing the following procedure: <ul style="list-style-type: none"> <li>○ obtain aerial photo</li> <li>○ plot where bushfire is located and whether it is moving toward the development. Wind direction is typically an indicator of fire direction</li> <li>○ obtain the Fire Danger Rating for the day from EmergencyWA website</li> <li>○ note temperature, wind direction and speed from live BoM observations from website.</li> </ul> </li> </ul> <p>Prior to deciding to conduct offsite evacuation, obtain any information regarding traffic conditions and congestion outside the site:</p> <ul style="list-style-type: none"> <li>● From the facility to Caves Road</li> <li>● From Caves Road to the offsite location</li> </ul> <p>There may be a need to send ERT or staff to Canal Rocks Road and Caves Road (if safe do so), to get sufficient information on the road conditions to inform this decision.</p>	Chief Fire Warden
<p><b><u>Contact Emergency Services personnel or point of contact</u></b></p> <p>Contact DFES (000) if not already undertaken:</p> <ul style="list-style-type: none"> <li>● inform that the facility is operating and has vulnerable occupants</li> <li>● seek advice about the fire location, behaviour and likelihood of impacting the facility. Alternatively provide current bushfire observations if fire is close to facility</li> <li>● seek instructions from DFES about what actions to take</li> <li>● determine Emergency Services point of contact (if any)</li> <li>● determine where offsite safer locations or Welfare Centres are being designated (open).</li> </ul>	Chief Fire Warden Communications Officer
<p><b><u>Assemble/Brief ERT</u></b></p> <p>Assemble ERT (and available staff), or establish contact with them, and:</p> <ul style="list-style-type: none"> <li>● Ensure all ERT members remain contactable with mobile phone</li> <li>● Allocate two-way radios and satellite phone/s to relevant ERT members</li> <li>● Specifically contact any staff located outside the main development such as: <ul style="list-style-type: none"> <li>○ Water Treatment Facility area</li> <li>○ Activities on the beach or National Park</li> <li>○ Nature based activities outside the main development</li> </ul> </li> </ul>	
<p><b><u>Decision to conduct Offsite Evacuation (ideally with Emergency Service Incident Controller or DFES)</u></b></p> <p>Use the available information regarding the bushfire situation, road conditions, traffic congestion etc, to make the decision is made to evacuate offsite, and to:</p> <ul style="list-style-type: none"> <li>● Determine the preferred offsite location (pending advice from authorised Emergency Services personnel) <ul style="list-style-type: none"> <li>○ If a preferred offsite location is not nominated, select the most appropriate of the offsite refuges nominated in this BEMP (Table 11 in Section 8.1).</li> </ul> </li> </ul>	Chief Fire Warden Deputy Chief Fire Warden

Action	Person responsible
<ul style="list-style-type: none"> <li>Determine the safest route to get to the offsite location that takes occupants as far from the bushfire as possible.</li> </ul> <p>Consider whether adding further traffic to the local road network will significantly contribute to congestion, in which case offsite evacuation should be avoided.</p>	
<p><b>Initial Response Actions for ERT and Staff</b></p> <p>Update ERT and staff of the following:</p> <ul style="list-style-type: none"> <li>The current bushfire situation (location, direction and speed of travel; weather conditions and forecast)</li> <li>Road conditions (closures etc)</li> <li>the decision to initiate offsite evacuation</li> <li>the nominated offsite location/s and travel route</li> <li>how the evacuation will be staged and who are the priority evacuees</li> </ul> <p>Instruct ERT and staff to conduct the following:</p> <ul style="list-style-type: none"> <li>arrange any guest and visitor registers and information to create a current and collated register enable accounting for all known occupants (staff, guests, visitors and home owners) as possible</li> <li>use guest and visitor registers to monitor the evacuation as occupants leave the site and to confirm that all staff, guests and visitors are successfully relocated to the nominated offsite location</li> <li>Identify any known vulnerable people that may require priority offsite evacuation or relocation to the onsite refuge</li> <li>arrange for emergency transport to relocate any vulnerable occupants offsite (this may need to be an ambulance)</li> <li>arrange alternative transport for occupants that don't have access to a vehicle</li> <li>all internal emergency vehicular access routes are to be unlocked (including removal of bollards), and clear and available for use including: <ul style="list-style-type: none"> <li>Two emergency roads in holiday home areas (unlock and remove bollards in 4 locations)</li> <li>The north-western firefighting driveway from Western Residences to Foreshore Reserve (unlock and remove bollards in 2 locations)</li> <li>Internal service driveway between campground cul-de-sac and the Smiths Beach cul-de-sac (unlock any access control)</li> </ul> </li> <li>Either contact staff at the Water Treatment Plant, or send staff there, to prepare it for potential bushfire impact including: <ul style="list-style-type: none"> <li>Closing all windows and doors including roller and sliding doors</li> <li>Put away all external combustible items or put inside building/s</li> <li>Ensuring sufficient access to suction connections for fire appliances</li> </ul> </li> <li>Check access is clear to all firefighting water supplies including: <ul style="list-style-type: none"> <li>Booster connection adjacent to the Community Hub building</li> <li>Hydrants around the hotel precinct</li> <li>Street hydrants in the holiday home areas</li> <li>Hydrants at Water Treatment Plant</li> <li>Suction connection from the bushfire water tank at the Water Treatment Plant</li> </ul> </li> <li>Ensure preparations are made for any traffic management for offsite evacuation (vehicles leaving) or onsite shelter-in-place (vehicles arriving from offsite) including stationing staff at key locations (TBC) to manage traffic flow <ul style="list-style-type: none"> <li>The "Leeuwin Way" road intersection with Smiths Beach Road</li> <li>The campground road ("Smiths Lane) intersection with Smiths Beach Road</li> <li>The Canal Rocks Road and Smiths Beach Road intersection,</li> <li>At the Smiths Beach Road cul-de-sac and existing resorts</li> <li>Near the Canal Rocks Road and Caves Road intersection to monitor for congestion.</li> </ul> </li> <li><b>Ensure sufficient staff are available to assist with the evacuation of home owners, guest and visitors from the development, and the contacting of adjacent facilities and public outside the development, in the local area. These actions are outlined below in sections in this table.</b></li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff</p>

Action	Person responsible
<p><b><u>Establish ERT Command Centre to manage the bushfire emergency</u></b></p> <p>Setup the ERT command centre at Hotel arrival including</p> <ul style="list-style-type: none"> <li>Set aside specific area in the Hotel arrival for command centre operations, <ul style="list-style-type: none"> <li>Ensure it is away from the public areas, or clear out all guests and visitors to enable the ERT to manage the emergency uninterrupted</li> </ul> </li> <li>Ensure all communications systems are available at the command centre, for use to notify all staff and occupants, and communicate with the ERT and staff responding to the emergency: <ul style="list-style-type: none"> <li>mobile phone, two-way radio, mobile loudspeakers</li> <li>satellite phone,</li> <li>VOIP, internet access</li> <li>SMS messaging alert system</li> <li>PA/Fire occupant warning systems</li> <li>External siren system</li> </ul> </li> </ul>	<p>Deputy Chief Fire Warden Communications Officer Fire Wardens</p>
<p><b><u>Offsite Evacuation Process</u></b></p> <p>Once decision is made to evacuate the site (following confirmation with authorised Emergency Services personnel if possible), implement this broad process (<b>further information on these tasks is provided in sections of the table below</b>):</p> <ul style="list-style-type: none"> <li>Contacting and assembling the ERT and staff, and instructing them to conduct the initial actions</li> <li>Contact home owners, guest and visitors at the facility and instruct them of the commencement of offsite evacuation <ul style="list-style-type: none"> <li><b><i>If the evacuation requires staging due to the number of people onsite or traffic congestion, consider prioritising the evacuation of the following occupants first which also minimises congestion of internal and local roads:</i></b> <ul style="list-style-type: none"> <li><b><i>any vulnerable occupant (elderly, respiratory problems, sick/injured)</i></b></li> <li><b><i>occupants along parts of the facility likely to be impacted by bushfire first</i></b></li> </ul> </li> <li>Staging will need to respond to the traffic conditions and congestion, and will also dictate the order in which people need to be contacted and notified.</li> </ul> </li> <li>Contact adjacent land uses and the public outside the facility. <ul style="list-style-type: none"> <li>The aim is to only inform people of the bushfire situation, the <b>recommended</b> response actions and the location of the community bushfire refuge at the development. <ul style="list-style-type: none"> <li>The ERT has no responsibility for the actions of people not within the development or the refuge.</li> </ul> </li> </ul> </li> <li>Contact and inform contractors and suppliers travelling to/from the facility</li> <li>Deploy staff to accessible parts of the Cape-to-Cape walking track to find any hikers <ul style="list-style-type: none"> <li>Advise walkers of the bushfire situation, the <b>recommended</b> response actions and the location of the community bushfire refuge at the development.</li> <li>Bring any walkers back to the development if they want extraction.</li> </ul> </li> <li>Conducting the final evacuation of non-essential staff</li> <li>Opening and preparing the community bushfire refuge</li> <li>Shutting down the hotel and campground buildings to improve resilience, if safe to do so.</li> <li>Monitoring the occupants leaving the site and arriving at the offsite safer location, as part of the offsite evacuation</li> </ul> <p><b>Having staff leave the development should only be conducted if it safe to do so and if they have a reliable means of communication with the command centre</b></p>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff</p>
<p><b><u>Stop all non-essential onsite activities and operations</u></b></p> <p>Cease any other onsite activities involving guests, visitors and the public</p> <ul style="list-style-type: none"> <li>Recall any guests and visitors back to the development if offsite (beach, National Park etc)</li> </ul> <p>Cease all non-essential operations immediately</p> <ul style="list-style-type: none"> <li>Recall any staff (and guests) back to the development from offsite locations <ul style="list-style-type: none"> <li>Activities on the beach or National Park</li> </ul> </li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Fire Wardens Staff</p>

Action	Person responsible
<ul style="list-style-type: none"> <li>○ Nature based activities outside the main development</li> <li>● Recall any staff from the WTP, after they have closed down the building as outlined in section in table below</li> </ul>	
<p><b>Evacuating Guests and Visitors from the Hotel and Campground</b></p> <p>Urgently contact all guests and visitors as per the communication strategy detailed in Section 3.2:</p> <ul style="list-style-type: none"> <li>● Consider the staging of the offsite evacuation before contacting guests and visitors, prioritising those occupants who need to evacuate first.</li> <li>● contact guests and visitors within the development using: <ul style="list-style-type: none"> <li>○ PA system/Fire OWS - for Hotel public area and Community Hub Buildings)</li> <li>○ Onsite siren system – for external areas including the campground</li> <li>○ SMS messaging alert service and webpage – all guests and visitors with mobile numbers on system</li> <li>○ Staff with mobile loudspeakers – external areas within the development</li> </ul> </li> <li>● deploy any spare ERT or staff (on foot or golf cart) to conduct a thorough check of the site, to confirm all persons have been notified of the bushfire situation.</li> </ul> <p>Inform guests and visitors of the following:</p> <ul style="list-style-type: none"> <li>● The current emergency warning and bushfire situation <ul style="list-style-type: none"> <li>○ location, direction and speed of bushfire approach</li> <li>○ prevailing and forecast wind conditions</li> </ul> </li> <li>● The plan to conduct offsite evacuation by vehicle</li> <li>● Ensure occupants have access to a vehicle and identify those that don't</li> <li>● Confirm the location of the nominated offsite safer location and the evacuation route to travel to that safer location <ul style="list-style-type: none"> <li>○ if the authorised Emergency Services personnel do not advised of an off-site location, use one from Table 14</li> <li>○ advise of any road closures (e.g. bushfire related or those already in place for maintenance, construction etc)</li> </ul> </li> <li>● Identify any vulnerable occupants (young, elderly, impaired, sick, injured, respiratory or other illness etc) who may require priority offsite evacuation or relocation to the onsite refuge</li> <li>● Confirm whether guests and visitors have access to vehicular transportation for their party. <ul style="list-style-type: none"> <li>○ vehicles are to be in good working order and to have sufficient fuel to travel at least 100 km.</li> <li>○ encourage carpooling if possible to reduce traffic, especially for occupants without access to a vehicle</li> <li>○ arrange for alternative transportation for any occupants who don't have a vehicle.</li> </ul> </li> <li>● Instruct guests and visitors to quickly gather their belongings and pack vehicles ready for offsite evacuation <ul style="list-style-type: none"> <li>○ obtain a copy of the Bushfire Emergency Management Map (see Appendix A)</li> <li>○ they should also gather extinguisher, fire blankets, plenty of water and long protective clothing, where possible</li> <li>○ guests in the campground to pack their tents if there is sufficient time</li> </ul> </li> <li>● Instruct to close up their accommodation building if there is sufficient time: <ul style="list-style-type: none"> <li>○ close any doors or windows.</li> <li>○ move any external flammable material (furniture etc) into the building</li> <li>○ leave on adequate lighting including points of entry lighting.</li> </ul> </li> <li>● Instruct to either: <ul style="list-style-type: none"> <li>○ Wait for further instruction to evacuate (if evacuation is staged)</li> <li>○ Commence evacuation to the offsite location when ready to depart</li> </ul> </li> <li>● where possible, send occupants to the off-site refuge in convoy (not in single cars), to ensure any mechanical failures don't leave anyone stranded</li> <li>● Make it clear to evacuating guests and visitors that the facility has a community bushfire refuge, and that returning to the facility is an available option if the road is impacted by bushfire or congested.</li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff</p>



Action	Person responsible
<p><i>Some occupants, especially home owners, may have phones on the Emergency Alert Telephone warning system and receive warnings and advice to evacuate if the location is considered to be under imminent threat from a bushfire.</i></p> <p><i>These official warnings cover a wide range of circumstances and occupants at this development must be advised that onsite shelter-in-place is viable option at the refuge, which may not be the same elsewhere. The bushfire emergency needs to be assessed, to ensure offsite evacuation is safe to conduct before it commenced.</i></p> <p>Monitor and record evacuating occupants as they leave the facility.</p>	
<p><b>Evacuating Home owners and Guests from the Eastern and Western Residences</b></p> <p>Urgently contact all home owners and guests in the holiday home areas as per the communication strategy detailed in Section 3.2:</p> <ul style="list-style-type: none"> <li>contact home owners and guests within the development using the following: <ul style="list-style-type: none"> <li>Onsite siren system – for external areas including the campground</li> <li>SMS messaging alert service and webpage – all guests and visitors with mobile numbers on system</li> <li>Staff with mobile loudspeakers – external areas within the development</li> </ul> </li> <li>deploy any spare ERT or staff (on foot or golf cart) to conduct a thorough check of the site, to confirm all persons have been notified of the bushfire situation.</li> <li><b>Consider the staging of the offsite evacuation before contacting home owners and guests, then prioritise those occupants who need to evacuate first.</b></li> </ul> <p>Inform home owners and guests of the following:</p> <ul style="list-style-type: none"> <li>The current emergency warning and bushfire situation <ul style="list-style-type: none"> <li>location, direction and speed of bushfire approach</li> <li>prevailing and forecast wind conditions</li> </ul> </li> <li>The plan to conduct offsite evacuation by vehicle</li> <li>Ensure occupants have access to a vehicle and identify those that don't</li> <li>Confirm the location of the nominated offsite safer location and the evacuation route to travel to that safer location <ul style="list-style-type: none"> <li>if the authorised Emergency Services personnel do not advised of an off-site location, use one from Table 14</li> <li>advise of any road closures (e.g. bushfire related or those already in place for maintenance, construction etc)</li> </ul> </li> <li>Identify any vulnerable occupants (young, elderly, impaired, sick, injured, respiratory or other illness etc) who may require priority offsite evacuation or relocation to the onsite refuge</li> <li>Confirm whether home owners and guests have access to vehicular transportation for their party. <ul style="list-style-type: none"> <li>vehicles are to be in good working order and to have sufficient fuel to travel at least 100 km.</li> <li>encourage carpooling if possible to reduce traffic, especially for occupants without access to a vehicle</li> <li>arrange for alternative transportation for any occupants who don't have a vehicle.</li> </ul> </li> <li>Instruct home owners and guests to quickly gather their belongings and pack vehicles ready for offsite evacuation <ul style="list-style-type: none"> <li>obtain a copy of the Bushfire Emergency Management Map from front door (see Appendix A)</li> <li>they should also gather extinguisher, fire blankets, plenty of water and long protective clothing, where possible</li> </ul> </li> <li>Instruct to shutdown their dwelling/accommodation if there is sufficient time: <ul style="list-style-type: none"> <li>close any doors or windows.</li> <li>move any external flammable material (furniture etc) into the building</li> <li>Turn off air-conditioners especially evaporative coolers</li> <li>Shut off gas at the bottles if gas is plumbed into the building and ensure they are adequately restrained</li> <li>leave on adequate lighting including points of entry lighting.</li> </ul> </li> <li>Instruct to either:</li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Fire Wardens First Aid Personnel Staff Home owners</p>



Action	Person responsible
<ul style="list-style-type: none"> <li>Wait for further instruction to evacuate (if evacuation is staged)</li> <li>Commence evacuation to the offsite location when ready to depart</li> <li>where possible, send occupants to the off-site refuge in convoy (not in single cars), to ensure any mechanical failures don't leave anyone stranded</li> <li>Make it clear to evacuating guests and visitors that the facility has a community bushfire refuge, and that returning to the facility is an available option if the road is impacted by bushfire or congested.</li> </ul> <p><b><i>Some occupants, especially home owners, may have phones on the Emergency Alert Telephone warning system and receive warnings and advice to evacuate if the location is considered to be under imminent threat from a bushfire. These official warnings cover a wide range of circumstances and occupants at this development must be advised that onsite shelter-in-place is viable option at the refuge, which may not be the same elsewhere. The bushfire emergency needs to be assessed, to ensure offsite evacuation is safe to conduct before it commenced.</i></b></p> <p>Monitor and record evacuating occupants as they leave the facility.</p>	
<p><b><u>Traffic Management and Congestion Reporting</u></b></p> <ul style="list-style-type: none"> <li>The Chief Fire Warden is to determine how the development evacuation is to be conducted considering the following: <ul style="list-style-type: none"> <li>Priority evacuation of any vulnerable occupants or those occupants along parts of the facility likely to be impacted by bushfire first</li> <li>Staging the evacuation to drip-feed vehicles onto the public road network to minimise congestion</li> </ul> </li> <li>Staff should be stationed at the following key locations (TBC) to manage traffic flow and report on any significant congestion or delays: <ul style="list-style-type: none"> <li>The "Leeuwin Way" road intersection with Smiths Beach Road</li> <li>The campground road ("Smiths Lane) intersection with Smiths Beach Road</li> <li>The Canal Rocks Road and Smiths Beach Road intersection,</li> <li>At the Smiths Beach Road cul-de-sac and existing resorts</li> <li>Near the Canal Rocks Road and Caves Road intersection to monitor for congestion.</li> </ul> </li> <li>The stationed staff should be in regular contact with the Traffic Warden to ensure they are managing the traffic in accordance with the overall evacuation strategy and reporting on congestion</li> <li>If unsure about safety or timeliness of evacuation, staff should always recommend occupants return to the development and the bushfire refuge, rather than continuing with offsite evacuation.</li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens Staff
<p><b><u>Notifying people outside the development (adjacent tourism, Smiths Beach, Canal Rocks etc)</u></b></p> <p>Contact and advise facility managers and residents in adjacent land uses outside the development:</p> <ul style="list-style-type: none"> <li>Phone call – adjacent tourism resorts</li> <li>SMS messaging alert service and webpage – adjacent resort management, adjacent eternal residents (who have elected to be part of this)</li> </ul> <p>Where safe for staff to leave site, send staff with mobile loudspeakers (in buggies or cars) to provide notification to public including use of the message boards, at the following locations, <b>(only if safe to leave development)</b>:</p> <ul style="list-style-type: none"> <li>Smiths Beach -carpark and beach</li> <li>The Aquarium – swimming area, lookout and carpark</li> <li>Cape-to-Cape track – only areas accessible by golf buggy or car</li> <li>Canal Rocks – swimming area, bridge, carpark and public toilet</li> <li>Kathleens Seat - carpark and lookout</li> </ul> <p>Advise adjacent tourism developments and public at Smiths Beach and Canal Rock:</p> <ul style="list-style-type: none"> <li>Detail the current bushfire situation <ul style="list-style-type: none"> <li>location, direction and speed of bushfire approach</li> </ul> </li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens Staff

Action	Person responsible
<ul style="list-style-type: none"> <li>○ prevailing and forecast wind conditions</li> <li>• Outline the facility is conducting offsite evacuation by vehicle and the nominated offsite location and evacuation route</li> <li>• Indicate that the facility is a community bushfire refuge if onsite shelter-in-place is required.</li> <li>• <b><i>Any advice provided to the people who are not residents, guests or visitors to this development is courtesy for their information only, and these people are still to make their own response decision. Staff are not considered responsible for these people.</i></b></li> </ul>	
<p><b><u>Notify Contractors, Suppliers Travelling to Site</u></b></p> <p>Contact any contractors, suppliers etc., travelling to or from the site (if contactable) and:</p> <ul style="list-style-type: none"> <li>• Detail the current bushfire situation <ul style="list-style-type: none"> <li>○ location, direction and speed of bushfire approach</li> <li>○ prevailing and forecast wind conditions</li> </ul> </li> <li>• Outline the facility is conducting offsite evacuation by vehicle and the nominated offsite location and evacuation route</li> <li>• Indicate that the facility is a community bushfire refuge if onsite shelter-in-place is required.</li> <li>• Help them identify the most appropriate offsite location away from bushfire depending on their location and that of the bushfire. Alternatively, they may return to the facility if that is appropriate.</li> <li>• <b><i>Any advice provided to the people who are not residents, guests or visitors to this development is courtesy for their information only, and these people are still to make their own response decision.</i></b></li> </ul>	Deputy Chief Fire Warden Communications Officer
<p><b><u>Notifying and extracting Cape-to-Cape hikers</u></b></p> <p>If safe to do so, deploy staff on golf carts or vehicles to the parts of the Cape-to Cape track in the local area that are easily accessible. The preference is to use vehicles rather than cart, however if using golf carts, staff should go in pairs to ensure that if a cart malfunctions, there is a backup.</p> <p>Advise walkers as follows:</p> <ul style="list-style-type: none"> <li>• Detail the current bushfire situation <ul style="list-style-type: none"> <li>○ location, direction and speed of bushfire approach</li> <li>○ prevailing and forecast wind conditions</li> </ul> </li> <li>• Outline the facility is conducting offsite evacuation by vehicle and the nominated offsite location and evacuation route</li> <li>• Indicate that the facility is a community bushfire refuge if onsite shelter-in-place is required.</li> <li>• Bring any walkers back to the community bushfire refuge who wish to return</li> <li>• Aim to find vehicular transportation for them to evacuate, if possible.</li> <li>• <b><i>Any advice provided to the people who are not residents, guests or visitors to this development is courtesy for their information only, and these people are still to make their own response decision. Staff are not considered responsible for these people.</i></b></li> </ul>	Deputy Chief Fire Warden Fire Wardens Staff
<p><b><u>Staff numbers for the Refuge and Evacuating Staff from the Development</u></b></p> <p><b>An appropriate number of staff shall remain at the community bushfire refuge to enable it to continue to operate and defend the refuge buildings. The community bushfire refuge shall never be closed during a bushfire.</b></p> <ul style="list-style-type: none"> <li>• Always maintain at least 15 staff members (preferably ERT) at the refuge</li> <li>• The number of staff to remain will depend on the number of people expected to be using (or potentially using) the community bushfire refuge. A full refuge will require a significant number of staff to manage the occupants.</li> </ul> <p>Any staff not essential for manning the refuge or managing the bushfire emergency should also be evacuated from site. Consider the following as part of their evacuation:</p>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff

Action	Person responsible
<ul style="list-style-type: none"> <li>• Sending staff members progressively throughout the offsite evacuation to help any guest or visitors and also to report back to the ERT regarding road conditions</li> <li>• Send the final evacuating staff members after all home owners, guests and visitors known to be evacuating have left.</li> <li>• Final evacuating staff are               <ul style="list-style-type: none"> <li>◦ to be advised of the latest bushfire situation and road conditions</li> <li>◦ to be advised of the nominated offsite safer location and alternative if it is required</li> <li>◦ to travel in no less than 2 roadworthy vehicles with fuel for 100 km of travel</li> <li>◦ to maintain regular contact with the ERT if possible, during the trip</li> </ul> </li> </ul> <p><b>The final evacuation staff are to contact and advise the ERT upon safe arrival at the offsite safer location</b></p>	
<p><b><u>Monitoring Offsite Evacuation</u></b></p> <ul style="list-style-type: none"> <li>• use visitor register to monitor the evacuation as occupants leave the site and to confirm that all staff, home owners, guests and visitors are successfully relocated to the nominated offsite location</li> <li>• It may be necessary to have staff stationed at the vehicular exit points from the facility, at Smiths Beach Road</li> <li>• Several staff should be sent ahead of any evacuation to the nominated offsite location.</li> <li>• Upon arrival of occupants at off-site safer location confirm all relocated occupants are accounted for and safe</li> <li>• advise relevant Emergency Services personnel of relocation to off-site location and whether anyone is missing</li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens Staff
<p><b><u>Ongoing Emergency Services Liaison</u></b></p> <p>If not previously conducted, advise relevant Emergency Services personnel that the facility is performing an evacuation and advise number of occupants and where they are going.</p>	Chief Fire Warden Communications Officer
<p><b><u>Hotel and Campground Shutdown</u></b></p> <p>If safe to conduct and sufficient time, commence shutting down any other buildings in the hotel and campground (other than the refuge) to increase their resilience to bushfire:</p> <ul style="list-style-type: none"> <li>• Closing all windows and doors including roller and sliding doors</li> <li>• Put away all external combustible items or put inside building/s</li> <li>• Turn off air-conditioners especially evaporative coolers</li> <li>• Leave on adequate lighting including points of entry lighting.</li> </ul>	Deputy Chief Fire Warden Fire Wardens Staff
<p><b><u>Opening and Preparing the Community Bushfire Refuge</u></b></p> <p>Prepare the onsite community bushfire refuge buildings for use as assembly point or for onsite shelter-in-place if required.</p> <ul style="list-style-type: none"> <li>• Advise guests and visitors there is a bushfire emergency and that these buildings are to be used for onsite assembly, and if required, shelter-in-place</li> <li>• Check the perimeter of the refuge and put away all external combustible items and any loose items that could be projectiles</li> <li>• ensure all internal access routes within the refuge are open to enable people move to the refuge spaces</li> <li>• Begin storing water for drinking (in containers) and review food stores</li> <li>• Consider collecting any blankets and fire extinguishers from other buildings</li> <li>• Ensure all first aid equipment is available and ready for use</li> <li>• Check the backup generator operates and is filled with fuel</li> <li>• If time permits, test communication systems, fire hose reels and reticulation zones (around the refuge buildings)</li> <li>• Secure any valuable items, money, business information etc, given the public will potentially be throughout the entire building.</li> </ul>	Deputy Chief Fire Warden Fire Wardens First Aid Personnel Staff

Action	Person responsible
<b>Site Check/Patrolling</b> 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	Deputy Chief Fire Warden Fire Wardens
<b>Ongoing Situation Assessment and Evaluation</b> <ul style="list-style-type: none"> <li>Continue monitoring and re-evaluating the bushfire scenario.</li> <li>Maintain situational awareness by:               <ul style="list-style-type: none"> <li>having nominated staff visually monitor land in the local area around the development for signs of bushfire (signs or smell of smoke etc)</li> <li>monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</li> </ul> </li> <li>If a bushfire scenario is changing, obtain information on the new warning status, fire location and direction and speed of travel</li> <li>Review Table 10 with new information to assess whether the bushfire situation requires a change to Onsite Shelter-in-Place response procedures (see Section 11)               <ul style="list-style-type: none"> <li>Where possible, undertake decision making process in consultation with authorised Emergency Services personnel.</li> </ul> </li> </ul>	Chief Fire Warden Communications Officer

### 10.3.1 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

#### **10.4 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 16 lists the recovery procedures to be carried out following an offsite evacuation of the facility.

**Table 16: 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 Deputy Chief Fire Warden Fire Wardens</p>
<p>Liaise and take directions from authorised Emergency Services personnel 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"> <li>• arrange for occupants to be moved back to the facility or to alternative location (nominated by authorised Emergency Services personnel):</li> <li>• 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</li> <li>• advise relevant Emergency Services personnel of relocation to facility or alternative location and whether anyone is missing.</li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Fire Wardens</p>

## 11. Onsite Shelter-in-Place Response (Last Resort Action Only)

The alternative to offsite evacuation is for occupants to shelter-in-place within the onsite community bushfire refuge. This would be expected to occur if there is insufficient time to conduct a safe evacuation or the risk associated with offsite evacuation otherwise considered to be greater than sheltering in place in the designated on-site refuge.

**Shelter-in-place procedures are to be carried out as a last resort only. The decision to evacuate off-site or remain onsite to shelter-in-place will depend on the location and behaviour of the bushfire, and, where possible, should always be conducted in consultation with authorised Emergency Services personnel managing the bushfire emergency.**

### 11.1 On-site refuge

An on-site refuge is a combination of buildings and/or open space within the property that is able to adequately accommodate all occupants and protect them from the effects of a bushfire. Table 17 nominates the designated on-site refuge, which has been prepared for bushfire emergencies and will accommodate all persons normally at the facility. The onsite refuge is also the on-site assembly area should it be required. Further information on the refuge is contained in Section 3.4.

**Table 17: Designated on-site refuge**

Designated onsite refuge
<b>Hotel and Community Hub Buildings (Community Bushfire Refuge)</b>

### 11.2 Shelter-in-place procedures

Once the decision has been made to shelter-in-place onsite within the development, Table 18 lists the evacuation procedures to be followed.

**Table 18: Shelter-in-place procedures**

Action	Person responsible
<p><b><u>Assess the Situation</u></b></p> <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"> <li>• using latest emergency, weather and road information obtained from Section 5</li> <li>• implementing the following procedure: <ul style="list-style-type: none"> <li>◦ obtain aerial photo</li> <li>◦ plot where bushfire is located and whether it is moving toward the development. Wind direction is typically an indicator of fire direction</li> <li>◦ obtain the Fire Danger Rating for the day from EmergencyWA website</li> <li>◦ note temperature, wind direction and speed from live BoM observations from website.</li> </ul> </li> </ul> <p>Prior to making the decision about whether to conduct offsite evacuation or onsite shelter-in-place, ensure any information regarding traffic conditions and congestion outside the site is obtained:</p> <ul style="list-style-type: none"> <li>• From the facility to Caves Road</li> <li>• From Caves Road to the offsite location</li> </ul> <p>There may be a need to send ERT or staff to Canal Rocks Road and Caves Road, to get sufficient information on the road conditions to inform this decision.</p>	Chief Fire Warden
<p><b><u>Contact Emergency Services incident Controller/DFES</u></b></p> <p>Contact DFES (000) if not already undertaken:</p> <ul style="list-style-type: none"> <li>• inform that the facility is operating and has vulnerable occupants</li> <li>• seek advice about the fire location, behaviour and likelihood of impacting the facility. Alternatively provide current bushfire observations if fire is close to facility</li> </ul>	Chief Fire Warden Communications Officer

Action	Person responsible
<ul style="list-style-type: none"> <li>seek instructions from DFES about what actions to take</li> <li>determine Emergency Services point of contact (if any)</li> <li>determine where offsite safer locations or Welfare Centres are being designated (open). This may not be necessary if decision to shelter in the refuge has been made.</li> </ul>	
<p><b><u>Assemble/Brief ERT</u></b></p> <p>Assemble ERT (and available staff), or establish contact with them, and:</p> <ul style="list-style-type: none"> <li>Ensure all ERT members remain contactable with mobile phone</li> <li>Allocate two-way radios and satellite phone/s to relevant ERT members</li> <li>Specifically contact any staff located outside the main development such as: <ul style="list-style-type: none"> <li>Water Treatment Facility area</li> <li>Activities on the beach or National Park</li> <li>Nature based activities outside the main development</li> </ul> </li> </ul>	
<p><b><u>Make decision to conduct Onsite shelter-in-place (ideally with authorised Emergency Services personnel)</u></b></p> <p>Use the available information regarding the bushfire situation, road conditions, traffic congestion etc, to make the decision whether sheltering-in-place onsite within the community bushfire refuge is the safest option.</p> <p>Consider whether adding further traffic to the local road network will significantly contribute to congestion, in which case offsite evacuation should be avoided.</p>	<p>Chief Fire Warden Deputy Chief Fire Warden</p>
<p><b><u>Initial Actions for ERT and Staff</u></b></p> <p>Update ERT and staff of the following:</p> <ul style="list-style-type: none"> <li>The current bushfire situation (location, direction and speed of travel; weather conditions and forecast)</li> <li>Road conditions (closures etc)</li> <li>the decision to initiate onsite shelter-in-place at the community bushfire refuge</li> <li>how the relocation of all onsite occupants to the refuge is to be conducted, whether it will be staged and who are the priority people to relocate.</li> </ul> <p>Instruct ERT and staff to conduct the following:</p> <ul style="list-style-type: none"> <li>arrange any guest and visitor registers and information to create a current and collated register enable accounting for all known occupants (staff, guests, visitors and home owners) as possible</li> <li>use guest and visitor registers to monitor the relocation of occupants to the refuge and to confirm that all are successfully at the refuge</li> <li>Identify any known vulnerable people that may require priority relocation to the onsite refuge, or assistance to relocate (i.e. vehicle or golf buggy)</li> <li>arrange vehicle or buggy transport for occupants require assisted relocation</li> <li>all internal emergency vehicular access routes are to be unlocked (including removal of bollards), and clear and available for use including: <ul style="list-style-type: none"> <li>Two emergency roads in holiday home areas (unlock and remove bollards in 4 locations)</li> <li>The north-western firefighting driveway from Western Residences to Foreshore Reserve (unlock and remove bollards in 2 locations)</li> <li>Internal service driveway between campground cul-de-sac and the Smiths Beach cul-de-sac (unlock any access control)</li> </ul> </li> <li>Either contact staff at the Water Treatment Plant, or send staff there <b>(if safe to do do)</b>, to prepare it for potential bushfire impact including: <ul style="list-style-type: none"> <li>Closing all windows and doors including roller and sliding doors</li> <li>Put away all external combustible items or put inside building/s</li> <li>Ensuring sufficient access to suction connections for fire appliances</li> </ul> </li> <li>Check access is clear to firefighting water supplies around the refuge including: <ul style="list-style-type: none"> <li>Booster connection adjacent to the Community Hub building</li> <li>Hydrants around the hotel precinct</li> </ul> </li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff</p>



Action	Person responsible
<ul style="list-style-type: none"> <li>Ensure preparations are made for any traffic management for vehicles arriving at the refuge for onsite shelter-in-place including stationing staff at key locations (TBC) to manage traffic flow: <ul style="list-style-type: none"> <li>The "Leeuwin Way" road intersection with Smiths Beach Road</li> <li>The campground road ("Smiths Lane) intersection with Smiths Beach Road</li> <li>At the Smiths Beach Road cul-de-sac and existing resorts</li> </ul> </li> <li><b>Ensure sufficient staff are available remain at the refuge to assist with the arrival and management of home owners, guest and visitors from the development, and any public from adjacent facilities outside the development. These actions are outlined below in sections in this table.</b></li> </ul>	
<p><b><u>Establish ERT Command Centre to manage the bushfire emergency</u></b></p> <p>Setup the ERT command centre at Hotel arrival including</p> <ul style="list-style-type: none"> <li>Set aside specific area in the Hotel arrival for command centre operations, <ul style="list-style-type: none"> <li>Ensure it is away from the public areas, or clear out all guests and visitors to enable the ERT to manage the emergency uninterrupted</li> </ul> </li> <li>Ensure all communications systems are available at the command centre, for use to notify all staff and occupants, and communicate with the ERT and staff responding to the emergency: <ul style="list-style-type: none"> <li>mobile phone, two-way radio, mobile loudspeakers</li> <li>satellite phone,</li> <li>VOIP, internet access</li> <li>SMS messaging alert system</li> <li>PA/Fire occupant warning systems</li> <li>External siren system</li> </ul> </li> </ul>	Deputy Chief Fire Warden Communications Officer Fire Wardens
<p><b><u>Opening and Preparing the Community Bushfire Refuge</u></b></p> <p>Prepare the onsite community bushfire refuge buildings for use sheltering-in-place.</p> <ul style="list-style-type: none"> <li>Advise guests and visitors there is a bushfire emergency and that these buildings are to be used for onsite assembly, and if required, shelter-in-place</li> <li>Check the perimeter of the refuge and put away all external combustible items and any loose items that could be projectiles</li> <li>ensure all internal access routes within the refuge are open to enable people move to the refuge spaces</li> <li>Begin storing water for drinking (in containers) and review food stores</li> <li>Consider collecting any blankets and fire extinguishers from other buildings</li> <li>Ensure all first aid equipment is available and ready for use <ul style="list-style-type: none"> <li>Establish the First Aid post at the First Aid room in the Community Hub. The Spa building is also another location for first aid post if required.</li> </ul> </li> <li>Check the backup generator</li> </ul> <p>If time permits, test communication systems, fire hose reels and reticulation zones (around the refuge buildings)</p>	Deputy Chief Fire Warden Fire Wardens First Aid Personnel Staff
<p><b><u>Onsite Shelter-in-Place Process</u></b></p> <p>Once decision is made to remain onsite to shelter-in-place (following confirmation with the authorised Emergency Services personnel if possible), implement this broad process (<b>further information on these tasks is provided in sections of the table below</b>):</p> <ul style="list-style-type: none"> <li>Contacting and assembling the ERT and staff, and instructing them to conduct the initial actions</li> <li>Opening and preparing the community bushfire refuge for sheltering</li> <li>Contact home owners, guest and visitors at the facility and instruct them of the commencement of onsite shelter-in-place at the community bushfire refuge <ul style="list-style-type: none"> <li><b>Priority relocation to the refuge should be conducted of the following:</b> <ul style="list-style-type: none"> <li><b>any vulnerable occupant (elderly, respiratory problems, sick/injured)</b></li> <li><b>occupants along parts of the facility likely to be impacted by bushfire first</b></li> <li><b>any home owners or guests in the holiday home precincts</b></li> </ul> </li> <li>Relocation to the refuge is to be on foot, and not by vehicle unless required for occupants that have reduced mobility, illness, injury etc</li> </ul> </li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff

Action	Person responsible
<ul style="list-style-type: none"> <li>• Contact adjacent land uses and the public outside the facility <b>(if safe to do)</b>. <ul style="list-style-type: none"> <li>◦ The objective is to only inform people of the bushfire situation, the <b>recommended</b> response actions and the location of the community bushfire refuge at the development. <ul style="list-style-type: none"> <li>– The ERT has no responsibility for the actions of people not within the development or the refuge.</li> </ul> </li> </ul> </li> <li>• Contact and inform contractors and suppliers travelling to/from the facility</li> <li>• Deploy staff to accessible parts of the Cape-to-Cape walking track to find any hikers <b>(if safe to do so)</b> <ul style="list-style-type: none"> <li>◦ Advise walkers of the bushfire situation, the <b>recommended</b> response actions and the location of the community bushfire refuge at the development.</li> <li>◦ Bring any walkers back to the development if they want extraction.</li> </ul> </li> <li>• Ensure successful relocation of all staff to the refuge</li> <li>• Shut down the hotel and campground buildings to improve resilience, if safe to do so.</li> <li>• Monitoring the occupants arriving to the refuge</li> <li>• Defend the refuge and assist occupants until the bushfire front has passed.</li> </ul> <p>Onsite shelter-in-place may be either due to the bushfire being located close to the development or because offsite evacuation will either be dangerous or contribute to congestion, which will affect the timing available relocate to the shelter.</p> <p><b>If the bushfire is close to the development, the focus should be on the rapid setup of the refuge for sheltering, and rapid notification and relocation of all onsite occupants to the refuge.</b></p> <p><b>Having staff leave the development should only be conducted if it safe to do so and if they have a reliable means of communication with the command centre</b></p>	
<p><b><u>Stop all non-essential onsite activities and operations</u></b></p> <p>Cease any other onsite activities involving guests, visitors and the public</p> <ul style="list-style-type: none"> <li>• Recall any guests and visitors back to the development if offsite (beach, National Park etc)</li> </ul> <p>Cease all non-essential operations immediately</p> <ul style="list-style-type: none"> <li>• Recall any staff (and guests) back to the development from offsite locations <ul style="list-style-type: none"> <li>◦ Activities on the beach or National Park</li> <li>◦ Nature based activities outside the main development</li> </ul> </li> <li>• Recall any staff from the WTP, after they have closed down the building as outlined in section in table below</li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Fire Wardens Staff
<p><b><u>Relocating Guests and Visitors from the Hotel and Campground</u></b></p> <p>Urgently contact all guests and visitors as per the communication strategy detailed in Section 3.2:</p> <ul style="list-style-type: none"> <li>• Consider the which occupants will need to relocate to the refuge as a priority before contacting home owners and guests. <ul style="list-style-type: none"> <li>◦ Priority relocation should be conducted of guests in the campground</li> </ul> </li> <li>• contact guests and visitors within the development using the following: <ul style="list-style-type: none"> <li>◦ PA system/Fire OWS - for Hotel public area and Community Hub Buildings)</li> <li>◦ Onsite siren system – for external areas including the campground</li> <li>◦ SMS messaging alert service and webpage – all guests and visitors with mobile numbers on system</li> <li>◦ Staff with mobile loudspeakers – external areas within the development</li> </ul> </li> <li>• deploy any spare ERT or staff (on foot or golf cart) to conduct a thorough check of the site, to confirm all persons have been notified of the bushfire situation.</li> </ul> <p>Inform guests and visitors of the following:</p> <ul style="list-style-type: none"> <li>• The current emergency warning and bushfire situation <ul style="list-style-type: none"> <li>◦ location, direction and speed of bushfire approach</li> <li>◦ prevailing and forecast wind conditions</li> </ul> </li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff

Action	Person responsible
<ul style="list-style-type: none"> <li>The decision to initiate onsite shelter-in-place at the refuge <ul style="list-style-type: none"> <li>Confirm the location of the community bushfire refuge</li> <li>Confirm that they are to relocate on foot, rather than by vehicle</li> </ul> </li> <li>Identify any vulnerable occupants (young, elderly, impaired, sick, injured, respiratory or other illness etc) who may require priority relocation to the onsite refuge or a vehicle to transport them</li> <li>Instruct guests and visitors to quickly gather their belongings prior to relocation to the refuge: <ul style="list-style-type: none"> <li>They shall not bring bulky luggage, only a small bag.</li> <li>Belongings are to be limited to mobile phone or other communication devices, wallets/purses, medicines and other health/mobility aids, food and water.</li> </ul> </li> <li>Instruct guests and visitors to close up their accommodation building if there is sufficient time: <ul style="list-style-type: none"> <li>close any doors or windows.</li> <li>move any external flammable material (furniture etc) into the building</li> <li>leave on adequate lighting including points of entry lighting.</li> <li>guests in the campground to pack their tents if there is sufficient time</li> </ul> </li> <li>Instruct to relocate to the refuge building early <ul style="list-style-type: none"> <li>where possible, ensure occupants travel in parties of multiple people</li> </ul> </li> </ul> <p><b><i>Some occupants, especially home owners, may have phones on the Emergency Alert Telephone warning system and receive warnings and advice to evacuate if the location is considered to be under imminent threat from a bushfire. These official warnings cover a wide range of circumstances and occupants at this development must be advised that onsite shelter-in-place is viable option at the refuge, which may not be the same elsewhere. The bushfire emergency needs to be assessed, to ensure offsite evacuation is safe to conduct before it commenced.</i></b></p>	
<p><b><u>Relocating Home owners and Guests from the Eastern and Western Residences</u></b></p> <p>Urgently contact all home owners and guests in the holiday home areas as per the communication strategy detailed in Section 3.2:</p> <ul style="list-style-type: none"> <li>Consider the which occupants will need to relocate to the refuge as a priority before contacting home owners and guests. <ul style="list-style-type: none"> <li>Priority relocation of occupants in the southern most residences and those likely to be impacted by bushfire first is a key consideration</li> </ul> </li> <li>contact home owners and guests within the development using the following: <ul style="list-style-type: none"> <li>Onsite siren system – for external areas</li> <li>SMS messaging alert service and webpage – all guests and visitors with mobile numbers on system</li> <li>Staff with mobile loudspeakers – external areas within the development</li> </ul> </li> <li>deploy any spare ERT or staff (on foot or golf cart) to conduct a thorough check of the site, to confirm all persons have been notified of the bushfire situation.</li> </ul> <p>Inform home owners and guests of the following:</p> <ul style="list-style-type: none"> <li>The current emergency warning and bushfire situation <ul style="list-style-type: none"> <li>location, direction and speed of bushfire approach</li> <li>prevailing and forecast wind conditions</li> </ul> </li> <li>The decision to initiate onsite shelter-in-place at the refuge <ul style="list-style-type: none"> <li>Confirm the location of the community bushfire refuge</li> <li>Confirm that they are to relocate on foot, rather than by vehicle</li> </ul> </li> <li>Identify any vulnerable occupants (young, elderly, impaired, sick, injured, respiratory or other illness etc) who may require priority relocation to the onsite refuge or a vehicle to transport them</li> <li>Instruct home owners and guests to quickly gather their belongings prior to relocation to the refuge: <ul style="list-style-type: none"> <li>They shall not bring bulky luggage, only a small bag.</li> <li>Belongings are to be limited to mobile phone or other communication devices, wallets/purses, medicines and other health/mobility aids, food and water.</li> </ul> </li> <li>Instruct home owners and guests to close up their dwelling/accommodation if there is sufficient time:</li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Fire Wardens First Aid Personnel Staff Home owners</p>

Action	Person responsible
<ul style="list-style-type: none"> <li>close any doors or windows.</li> <li>move any external flammable material (furniture etc) into the building</li> <li>turn off air-conditioners especially evaporative coolers</li> <li>shut off gas at the bottles if gas is plumbed into the building and ensure they are adequately restrained</li> <li>leave on adequate lighting including points of entry lighting.</li> <li>Instruct to relocate to the refuge building early <ul style="list-style-type: none"> <li>where possible, ensure occupants travel in parties of multiple people</li> </ul> </li> </ul> <p><b><i>Some occupants, especially home owners, may have phones on the Emergency Alert Telephone warning system and receive warnings and advice to evacuate if the location is considered to be under imminent threat from a bushfire. These official warnings cover a wide range of circumstances and occupants at this development must be advised that onsite shelter-in-place is viable option at the refuge, which may not be the same elsewhere. The bushfire emergency needs to be assessed, to ensure offsite evacuation is safe to conduct before it commenced.</i></b></p>	
<p><b><u>Contacting people outside the development (adjacent tourism, Smiths Beach, Canal Rocks etc)</u></b></p> <p>Contact and advise facility managers and residents in adjacent land uses outside the development:</p> <ul style="list-style-type: none"> <li>Phone call – adjacent tourism resorts</li> <li>SMS messaging alert service and webpage – adjacent resort management, adjacent external residents (who have elected to be part of this)</li> </ul> <p>Where safe for staff to leave site, send staff with mobile loudspeakers (in buggies or cars) to provide notification to public including use of the message boards, at the following locations, <b>(only if safe to leave development)</b>:</p> <ul style="list-style-type: none"> <li>Smiths Beach -carpark and beach</li> <li>The Aquarium – swimming area, lookout and carpark</li> <li>Cape-to-Cape track – only areas accessible by golf buggy or car</li> <li>Canal Rocks – swimming area, bridge, carpark and public toilet</li> <li>Kathleens Seat - carpark and lookout</li> </ul> <p>Advise adjacent tourism developments and public at Smiths Beach and Canal Rock as follows:</p> <ul style="list-style-type: none"> <li>Detail the current bushfire situation <ul style="list-style-type: none"> <li>location, direction and speed of bushfire approach</li> <li>prevailing and forecast wind conditions</li> </ul> </li> <li>Outline the facility is conducting onsite shelter-in-place at the community bushfire refuge.</li> <li>There is sufficient space at the refuge for the community, if they want to relocate to the refuge <ul style="list-style-type: none"> <li>Occupants from adjacent tourism accommodation and Smiths Beach should relocate early and by foot.</li> </ul> </li> <li><b><i>Any advice provided to the people who are not home owners, guests or visitors to this development is courtesy for their information only, and these people are still to make their own response decision. Staff are not considered responsible for these people.</i></b></li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens Staff</p>
<p><b><u>Contacting Contractor, Suppliers etc traveling to/from the Development</u></b></p> <p>Contact any contractors, suppliers etc., travelling to or from the site (if contactable) and:</p> <ul style="list-style-type: none"> <li>Detail the current bushfire situation <ul style="list-style-type: none"> <li>location, direction and speed of bushfire approach</li> <li>prevailing and forecast wind conditions</li> </ul> </li> <li>Outline the facility is conducting onsite shelter-in-place at the community bushfire refuge.</li> </ul>	<p>Deputy Chief Fire Warden Communications Officer</p>

Action	Person responsible
<ul style="list-style-type: none"> <li>Help them identify the most appropriate offsite location away from bushfire depending on their location and that of the bushfire. Alternatively, they may return to the facility if that is appropriate.</li> <li><b>Any advice provided to the people who are not home owners, guests or visitors to this development is courtesy for their information only, and these people are still to make their own response decision. Staff are not considered responsible for these people.</b></li> </ul>	
<p><b>Contacting and extracting Cape-to-Cape hikers</b></p> <p>If safe to do so, deploy staff on golf carts or vehicles to the parts of the Cape-to Cape track in the local area that are easily accessible. The preference is to use vehicles rather than cart, however if using golf carts, staff should go in pairs to ensure that if a cart malfunctions, there is a backup.</p> <p>Advise walkers as follows:</p> <ul style="list-style-type: none"> <li>Detail the current bushfire situation <ul style="list-style-type: none"> <li>location, direction and speed of bushfire approach</li> <li>prevailing and forecast wind conditions</li> </ul> </li> <li>Outline the facility is conducting onsite shelter-in-place at the community bushfire refuge</li> <li>Bring any walkers back to the community bushfire refuge who wish to return</li> <li><b>Any advice provided to the people who are not home owners, guests or visitors to this development is courtesy for their information only, and these people are still to make their own response decision. Staff are not considered responsible for these people.</b></li> </ul>	Deputy Chief Fire Warden Fire Wardens Staff
<p><b>Relocation of Staff to the Refuge</b></p> <p>Given staff will be away from the refuge assisting home owners, guests, visitors and the community to relocate to the refuge, and they may be the last people to return to the refuge, it is critical that their whereabouts and their successful arrival to the refuge is monitored.</p> <p>Always maintain at least 15 staff members at the refuge to manage people although the number of staff to remain will depend on the number of people expected to be using the community bushfire refuge. A full refuge will require a significant number of staff to manage the occupants.</p>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens First Aid Personnel Staff
<p><b>Monitoring Onsite Shelter-in-Place</b></p> <ul style="list-style-type: none"> <li>use visitor register to monitor the relocation of occupants to the onsite community bushfire refuge, including their successful arrival.</li> <li>If safe to do so, also try to monitor any occupants who choose to conduct offsite evacuation. It may be necessary to have staff stationed at the vehicular exit points from the facility, at Smiths Beach Road.</li> <li>advise relevant Emergency Services personnel whether anyone is missing.</li> </ul>	Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens Staff
<p><b>Advising Emergency Services personnel of Onsite Shelter-in-Place</b></p> <p>If not previously conducted, advise relevant Emergency Services personnel if the facility is being impacted by bushfire (i.e. bushfire ignites on or adjacent to the site) and that the facility is performing shelter-in-place onsite and advise number of occupants and where they are going.</p>	Chief Fire Warden Communications Officer
<p><b>Hotel and Campground Shutdown</b></p> <p>If safe to conduct and sufficient time, commence shutting down any other buildings in the hotel and campground (other than the refuge) to increase their resilience to bushfire:</p> <ul style="list-style-type: none"> <li>Closing all windows and doors including roller and sliding doors</li> <li>Put away all external combustible items or put inside building/s</li> <li>Turn off air-conditioners especially evaporative coolers</li> <li>Leave on adequate lighting including points of entry lighting.</li> </ul>	Deputy Chief Fire Warden Fire Wardens Staff

Action	Person responsible
<p><b><u>Managing Occupants and Defending the Refuge during a Bushfire</u></b></p> <p>Conduct the following to improve resilience of community bushfire refuge and ensure the safety of the occupants:</p> <ul style="list-style-type: none"> <li>• Check the perimeter of the refuge and put away all external combustible items and any loose items that could be projectiles</li> <li>• Consider collecting any blankets and fire extinguishers from other buildings</li> <li>• Ensure the first aid post is established in the Community Hub and/or Spa building, as required.</li> <li>• Check the backup generator operates and is filled with fuel</li> <li>• close all doors and windows and limit the entrances used to admit arriving occupants if possible</li> <li>• ensure all internal access routes within the refuge building are clear and available for use by occupants and that any locked doors or gate are unlocked and opened. <ul style="list-style-type: none"> <li>◦ Ensure occupants are able to move from the Hotel public area building to the Community Hub building through the back-of-house, if required in a bushfire emergency.</li> </ul> </li> <li>• fill sinks, bath and buckets with water for putting out any fires that may start inside or soaking towels, blankets or clothes</li> <li>• soak towels and blankets in water and lay them along the inside of external doorways or block any other gaps for embers or smoke</li> <li>• soak towels and blankets and keep them available for protection against radiant heat</li> <li>• take down curtains and push furniture away from windows</li> <li>• obtain any firefighting equipment e.g. fire extinguishers, hose reels, garden hoses. <ul style="list-style-type: none"> <li>◦ Extend all external fire hose reels, and any internal hose reels, and ensure they are working.</li> <li>◦ Collect and evenly distribute fire extinguishers throughout the refuge</li> </ul> </li> <li>• Identify any significant roof spaces exposed to outside (if any) and erect ladders next to manholes to enable inspection for spot fires.</li> <li>• activate on the landscaping reticulation for following areas around the refuge: <ul style="list-style-type: none"> <li>◦ the green roof</li> <li>◦ the production garden</li> <li>◦ all landscaping surrounding the refuge</li> </ul> <p>This should activated upon any sign of ember attack which should be well ahead of the fire front arriving.</p> </li> <li>• immediately before the fire arrives, wet down any decks and landscaping close to the building with the fire hose reels and garden hoses</li> <li>• run any air-conditioners as long as possible, but turn off if it is dragging smoke or embers into the refuge building.</li> <li>• where safe to do so, nominate teams of no less than two persons to regularly inspect building exterior and roof cavity (wearing suitable protective clothing - at a minimum long sleeves, trousers and leather boots) to inspect building exterior for embers and fire ignitions, and extinguish where possible</li> <li>• Monitor 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.</li> </ul> <p>Regarding the management of people in the refuge</p> <ul style="list-style-type: none"> <li>• Ensure occupants remain calm and manage movements as much as possible.</li> <li>• Fire Wardens are to have nominated areas to manage and are to look after the occupants in this area, and alert the command centre of any issues</li> <li>• Provide occupants with regular updates on the bushfire situation using the PA/Fire Warning System in the refuge building</li> <li>• Direct any people with health issues, mobility impairments or injuries to the first aid posts (First Aid Room in Hub or Spa building).</li> <li>• Prior to any evidence of ember attack or smoke, people may find it more comfortable to wait outside.</li> <li>• As the bushfire approaches, all occupants are to be moved inside the building. It will take time to relocate everyone inside the building, so this should not be left until the last moment.</li> </ul>	

Action	Person responsible
<ul style="list-style-type: none"> <li>○ All occupants, other any nominated Fire Wardens, are to remain inside of buildings until the immediate fire threat passes</li> <li>● Ensure occupants to get down low to limit exposure to smoke and drink plenty of water to avoid becoming dehydrated</li> <li>● Fire Wardens are to monitor the health of occupants, and if required, relocate anyone seriously sick to the First Aid post/s.</li> </ul> <p>Unless building is on fire, all occupants to remain inside the refuge until the immediate fire threat passes.</p> <p>If the refuge catches fire and/or conditions inside become untenable (heat, smoke etc):</p> <ul style="list-style-type: none"> <li>● Advise occupants in the refuge where the fire or tenability issue is, and calmly move occupants as follows: <ul style="list-style-type: none"> <li>○ to an unaffected part of the building (if smoke or radiant heat impacting comfort and close down that section of the building)</li> <li>○ if the refuge is on fire, move occupants through the door furthest from the approaching fire and go to: <ul style="list-style-type: none"> <li>– another unaffected building onsite or</li> <li>– an area that has already burnt, or</li> <li>– a large open space (such as Smith Beach)</li> </ul> </li> </ul> </li> </ul> <p>Once the fire has passed, Fire Wardens will need to regularly inspect the inside and outside of the refuge for several hours.</p> <ul style="list-style-type: none"> <li>● Staff are to extinguish any fires on the building or in adjacent landscaping</li> <li>● Occupants are to shelter in the refuge as long as possible, but once the threat of bushfire has passed, occupants can be moved outside</li> </ul>	
<p><b>Site Check/Patrolling</b></p> <p>If safe to do so, organise for regular patrols of the area around the hotel and campground (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>	Deputy Chief Fire Warden Fire Wardens
<p><b>Ongoing Situation Assessment and Evaluation</b></p> <ul style="list-style-type: none"> <li>● Continue monitoring and re-evaluating the bushfire scenario.</li> <li>● Maintain situational awareness by: <ul style="list-style-type: none"> <li>○ having nominated staff visually monitor land in the local area around the development for signs of bushfire (signs or smell of smoke etc)</li> <li>○ monitoring the Emergency WA website, DFES phone (13 3337), DFES Twitter and local ABC radio for current emergency warning status and bushfire information.</li> </ul> </li> <li>● If a bushfire scenario is changing, obtain information on the new warning status, fire location and direction and speed of travel</li> </ul>	Chief Fire Warden Communications Officer

### 11.3 Defending Buildings

***Holiday home owners staying to defend their home is never considered appropriate at this development,*** however if they exercise their right to defend, the following advice is provided to guide their actions:

- **Before the bushfire arrives (including ember attack)**
  - put on appropriate clothing (at a minimum long sleeves, trousers and leather boots) and have drinking water.
  - check available communication devices and systems including mobile phone (make sure it is charged), two-way radio, VOIP, internet and battery powered radio.
  - confirm access to torches, batteries and first aid kits.



- close all doors and windows
- move any external flammable material (furniture etc) into the building
- ensure all internal access routes are clear and available for use
- shut off gas at the bottles if gas is plumbed into the building and ensure they are adequately restrained
- leave on adequate lighting including points of entry lighting.
- 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 blankets in water and lay them along the inside of external doorways or block any other gaps for embers or smoke. Keep others available for protection against radiant heat
- take down curtains and push furniture away from windows
- obtain any firefighting equipment e.g. fire extinguishers, garden hoses and determine area of coverage.
- turn off any evaporative air-conditioners, or if possible, keep the water running and turn off the fan.
- erect ladder next to roof space manholes to enable inspection for spot fires.
- where possible, turn on any garden reticulation for areas surrounding the dwelling
- **Immediately before the fire arrives, and during the fire**
  - wet down decks and landscaping close to the building, and any combustibile material on the roof. Do not stand on the roof with a hose as this can result in falls and injuries.
  - ensure occupants to get down low to limit exposure to smoke and drink plenty of water to avoid becoming dehydrated
  - where safe to do so, patrol the outside of the building with no less than two people to regularly inspect building exterior and roof cavity for embers and fire ignitions, and extinguish where possible. Once the bushfire front arrives, occupants should remain inside the building.
  - monitor 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.
  - Call 000 immediately if your life is at risk
- **Once the bushfire has passed**
  - regularly inspect the inside and outside of the dwelling for several hours.
  - extinguish any fires on the building or in adjacent landscaping
  - Occupants are to shelter in the refuge as long as possible, but once the threat of bushfire has passed, occupants can be moved outside
  - Contact the ERT to advise your safety and requirements.

#### **11.4 Recovery procedures following sheltering-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 19 lists the recovery procedures to be carried out following sheltering-in-place.



**Table 19: Recovery procedures (following sheltering in place)**

Action	Person responsible
<p>Following the passing of the bushfire front,</p> <ul style="list-style-type: none"> <li>• If the building ignites, relocate to a building that is away from the bushfire impact, or an area that is already burnt</li> <li>• ERT to inspect building and immediate surrounds for signs of fire or gaps that may be susceptible to ember ingress. Use any available fire hose reels, fire extinguishers or garden hoses to extinguish and wet any parts of building or site as required.</li> <li>• If building has been used for sheltering consider cautiously opening windows and doors to maintain tenable conditions inside.</li> <li>• Seek medical assistance for those requiring it e.g. burns, smoke inhalation</li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden First Aid Personnel Fire Wardens</p>
<p>Following a bushfire, emergency services are required to confirm conditions within facility and local area are safe for people to remain or return to including the vehicular access network and services (electricity, water, gas etc). If the facility has been impacted by fire, ensure no one returns or re-enters unsafe buildings until Emergency Services have declared it as being safe.</p>	<p>Chief Fire Warden Deputy Chief Fire Warden</p>
<p>Liaise and take directions from authorised Emergency Services personnel regarding whether it is safe to remain or for occupants to return. Based on this information make the decision whether to remain at and reopen the facility or whether it shall remain closed. If the decision is made to keep the facility closed, seek alternative accommodation if required for displace persons.</p>	<p>Chief Fire Warden</p>
<p>Once decision is made to either reopen or to close:</p> <ul style="list-style-type: none"> <li>• arrange for occupants who have sheltered to be relocated to alternative location if the decision is to close the facility</li> <li>• arrange for occupants who have evacuated to be moved back to the facility or to alternative location (nominated by authorised Emergency Services personnel):</li> <li>• 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</li> <li>• advise relevant Emergency Services personnel of relocation to facility or alternative location and whether anyone is missing.</li> </ul>	<p>Chief Fire Warden Deputy Chief Fire Warden Communications Officer Traffic Warden Fire Wardens</p>

## **12. Limitations**

### **Scope of services**

This report ("the report") has been prepared by Strategen-JBS&G in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Strategen-JBS&G. In some circumstances, a range of factors such as time, budget, access and/or site disturbance constraints may have limited the scope of services. This report is strictly limited to the matters stated in it and is not to be read as extending, by implication, to any other matter in connection with the matters addressed in it.

### **Reliance on data**

In preparing the report, Strategen-JBS&G has relied upon data and other information provided by the Client and other individuals and organisations, most of which are referred to in the report ("the data"). Except as otherwise expressly stated in the report, Strategen-JBS&G has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ("conclusions") are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. Strategen-JBS&G has also not attempted to determine whether any material matter has been omitted from the data. Strategen-JBS&G will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to Strategen-JBS&G. The making of any assumption does not imply that Strategen-JBS&G has made any enquiry to verify the correctness of that assumption.

The report is based on conditions encountered and information received at the time of preparation of this report or the time that site investigations were carried out. Strategen-JBS&G disclaims responsibility for any changes that may have occurred after this time. This report and any legal issues arising from it are governed by and construed in accordance with the law of Western Australia as at the date of this report.

### **Environmental conclusions**

Within the limitations imposed by the scope of services, the preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted environmental consulting practices. No other warranty, whether express or implied, is made.

The advice herein relates only to this project and all results conclusions and recommendations made should be reviewed by a competent person with experience in environmental investigations, before being used for any other purpose.

Strategen-JBS&G accepts no liability for use or interpretation by any person or body other than the client who commissioned the works. This report should not be reproduced without prior approval by the client, or amended in any way without prior approval by Strategen-JBS&G, and should not be relied upon by other parties, who should make their own enquiries.

## **Appendix A Bushfire Emergency Management Map**

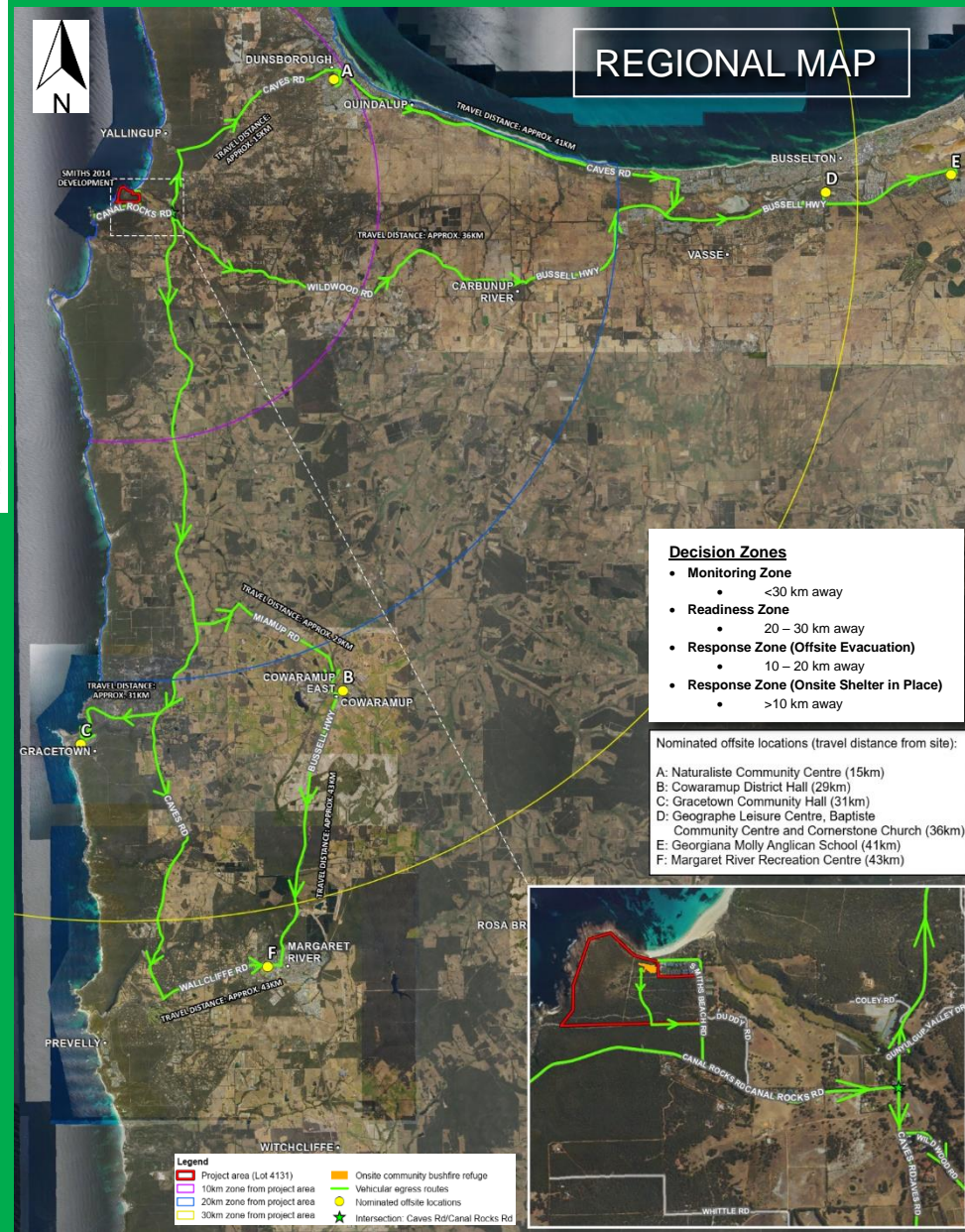
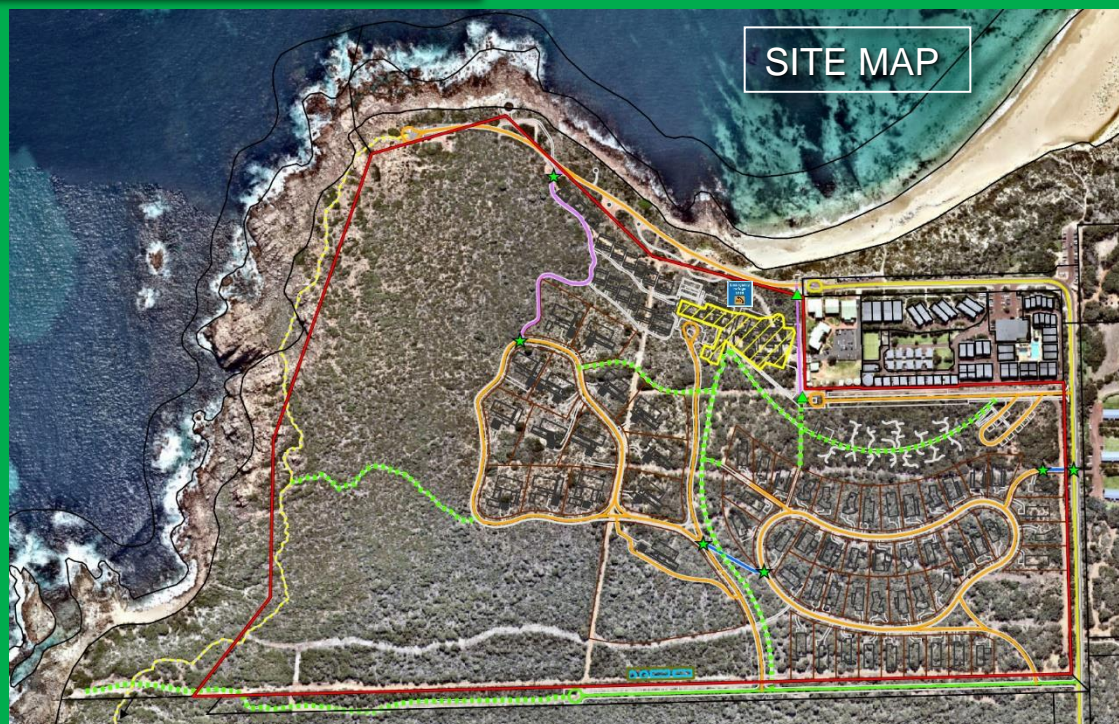
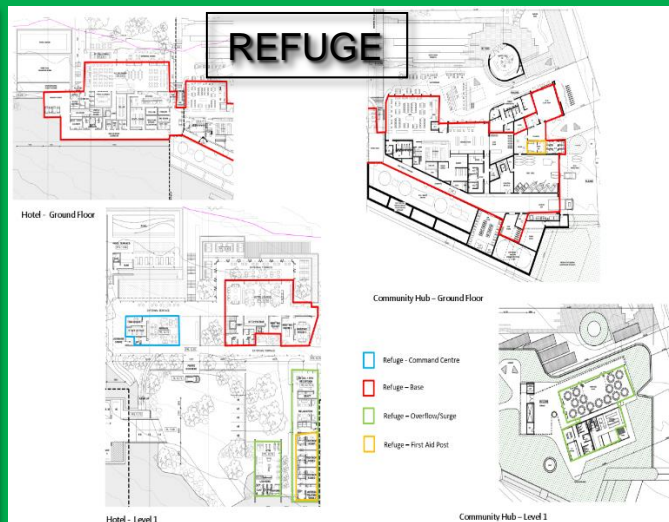


# BUSHFIRE EMERGENCY MANAGEMENT MAP

## Smiths 2014 Development - Lot 4131 Smiths Beach Road

### Bushfire Response Actions

- Onsite refuge is a place of safety. Most fatalities occur due to late evacuation. If there is any doubt about the safety of evacuating offsite, **walk to the bushfire refuge early (Hotel/Community Hub)**
- This facility has an Emergency Response Team (ERT) who are trained to deal with bushfire emergencies. Listen to their instructions
- Take a copy of map with you if evacuating offsite
- Refer to Bushfire Awareness table on other side of sheet for pre-emptive actions during bushfire season
- Refer to Bushfire Triggers and Response table on other side of sheet for response action once notified of a bushfire emergency





## Bushfire Triggers and Response Actions (once notified of bushfire)

Trigger	ERT	Guests/Visitors	Home Owners
<b>Bushfire Emergency Warnings</b>			
Advice	<ul style="list-style-type: none"> <li>Standby/Controlled Shutdown</li> <li>Consider pre-emptive Offsite Evacuation</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> <li>Know where onsite bushfire refuge is located</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> <li>Be prepared for offsite evacuation or relocation to bushfire refuge</li> </ul>
Watch and Act	<ul style="list-style-type: none"> <li>Commence Offsite Evacuation if safe.</li> <li>If not safe, change to Onsite Shelter-in-Place at bushfire refuge</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared for offsite evacuation or relocation to bushfire refuge</li> </ul>	<ul style="list-style-type: none"> <li>Prepare house for bushfire impact</li> </ul>
Emergency Warning	<ul style="list-style-type: none"> <li>Commence Onsite Shelter-in-Place at bushfire refuge</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Relocate to onsite bushfire refuge</li> <li>Listen to ERT instructions</li> </ul>	<ul style="list-style-type: none"> <li>Relocate to onsite bushfire refuge</li> <li>Listen to ERT instructions</li> </ul>
All Clear	<ul style="list-style-type: none"> <li>Recovery Procedures</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> </ul>
<b>Bushfire Location (Decision Zones based on distance from site – use if no emergency services guidance)</b>			
<b>Monitoring Zone:</b> >30km away	<ul style="list-style-type: none"> <li>Consider Standby/ Controlled Shutdown</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> <li>Monitor bushfire</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> <li>Monitor bushfire</li> </ul>
<b>Readiness Zone:</b> 20km - 30km	<ul style="list-style-type: none"> <li>Commence Standby/ Controlled Shutdown</li> <li>Consider pre-emptive Offsite Evacuation</li> <li>Consider pre-emptive Onsite Shelter-in-Place at bushfire refuge (vulnerable or at high-risk interfaces)</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> <li>Know where onsite bushfire refuge is located</li> <li>Be prepared for offsite evacuation or relocation to bushfire refuge</li> </ul>	<ul style="list-style-type: none"> <li>Listen to ERT instructions</li> <li>Be prepared for offsite evacuation or relocation to bushfire refuge</li> <li>Prepare house for bushfire impact</li> </ul>
<b>Response Zone:</b> <b>Offsite Evacuation</b> 10km - 20km	<ul style="list-style-type: none"> <li>Commence or continue Offsite Evacuation</li> <li>Consider commencing Onsite Shelter-in-Place at bushfire refuge (vulnerable or at high-risk interfaces)</li> <li>Monitor &amp; re-evaluate</li> </ul>		
<b>Response Zone:</b> <b>Onsite Shelter-in-Place</b> <10km	<ul style="list-style-type: none"> <li>Commence Onsite Shelter-in-Place at bushfire refuge</li> <li>Monitor &amp; re-evaluate</li> </ul>	<ul style="list-style-type: none"> <li>Relocate to onsite bushfire refuge</li> <li>Listen to ERT instructions</li> </ul>	<ul style="list-style-type: none"> <li>Relocate to onsite bushfire refuge</li> <li>Listen to ERT instructions</li> </ul>

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

## Bushfire Awareness Actions (daily preparation using forecast FDR)



ERT	Guests/Visitors	Home Owners
<ul style="list-style-type: none"> <li>Very rare event with potential for worst bushfire behaviour.</li> <li>Contact DFES</li> <li>Update guests, visitors, residents</li> <li>Monitor for bushfires hourly</li> <li>Prepare all staff, systems procedures and the refuge for bushfire emergency</li> </ul>	<ul style="list-style-type: none"> <li>Know where onsite bushfire refuge is located</li> <li>Be prepared for rapid offsite evacuation or, if unsafe, relocation to bushfire refuge</li> <li>Listen to ERT instructions</li> </ul>	<ul style="list-style-type: none"> <li>Monitor for bushfires</li> <li>Prepare house for bushfire</li> <li>Be prepared for rapid offsite evacuation or, if unsafe, relocation to bushfire refuge</li> <li>Listen to ERT instructions</li> </ul>
<ul style="list-style-type: none"> <li>Update guests, visitors, residents</li> <li>Monitor for bushfires (every few hours)</li> <li>Prepare all staff, systems procedures and the refuge for bushfire emergency</li> </ul>		
<ul style="list-style-type: none"> <li>Monitor for bushfires (if conditions are unusually warm and windy)</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of bushfires</li> <li>Listen to ERT instructions</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of bushfires</li> <li>Listen to ERT instructions</li> </ul>

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

### Emergency Response Team Contacts

Chief Fire Warden: Joe Bloggs (0400 000 000)  
Deputy Chief Fire Warden: Joe Bloggs (0400 000 000)  
First Aid Personnel: Joe Bloggs (0400 000 000)  
Smith 2014 website: [www.xxxxxxxx.com.au](http://www.xxxxxxxx.com.au)

### Emergency Services Contacts

**Fire/Ambulance/Police:** 000  
**DFES:** 13 DFES (13 3337)  
**Bushfire Information and Updates:**  
**EmergencyWA** [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)  
**DFES:** 13 DFES (13 3337)  
**Radio Updates:** 684 AM (ABC South-West)  
1152 AM (ABC News)  
**Fire Danger Ratings:** [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au)  
[www.bom.gov.au](http://www.bom.gov.au)

### 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

## Anticipated Bushfire Behaviour (Indicative only - bushfire behaviour should be determined using all available information)

- Understanding bushfire behaviour assists decision making regarding bushfire impact on the development and evacuation routes, and assessing response actions.
- Rate of Spread:**
  - different vegetation, slope, FDR and wind speed will affect fire speed. Expect an average rate of spread of 3 km/hr but in grass it can be 10-20 km/hr
- Ember attack distance:**
  - up to 2 km in front of the bushfire. Ember attack precedes the main bushfire front and may create local fires
- Wind Direction**
  - direction is typically the direction of bushfire spread. Change in wind direction can change the bushfire characteristics and create fire fronts

## **Appendix B Responsibilities for emergency roles**

### **Chief Fire Warden**

The Chief Fire Warden is responsible for:

- 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 nominated 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**

The Deputy Chief Fire Warden is responsible for:

- 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, guests, home owners 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.

### **Fire Wardens**

Fire Wardens are responsible for:

- Taking direction from and carrying out tasks allocated by the Chief Fire Warden and/or Deputy Chief Fire Warden.
- Assisting in alerting all staff, guests, home owners 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.

#### **First Aid Personnel**

First Aid Personnel, under the direction of the Chief Fire Warden, Deputy Chief Fire Warden or Fire Warden are responsible for:

- 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**

The Traffic Warden is responsible for:

- 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 Caves Road, 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

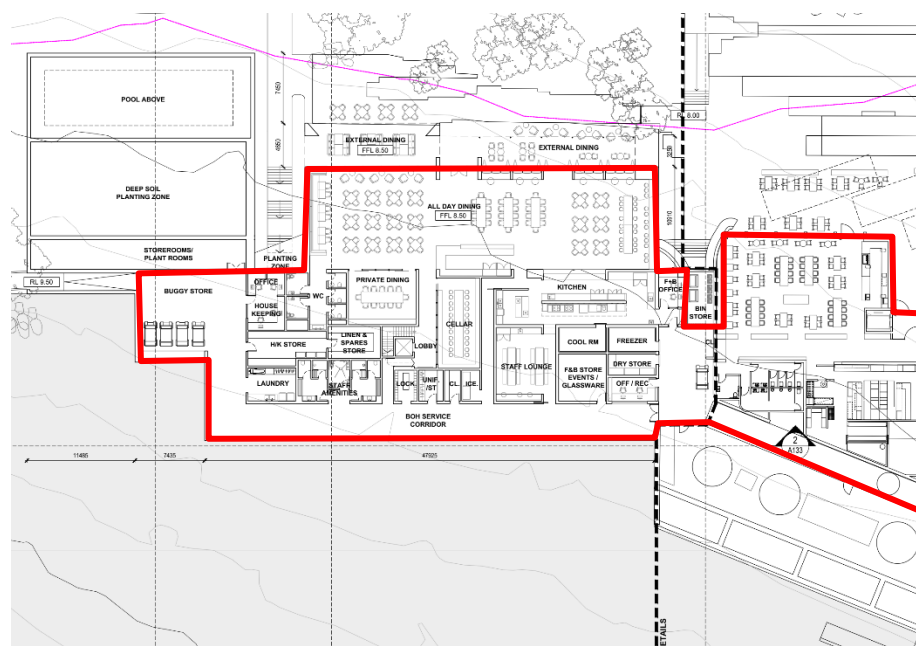
#### **Communications Officer**

The Communications Officer is responsible for:

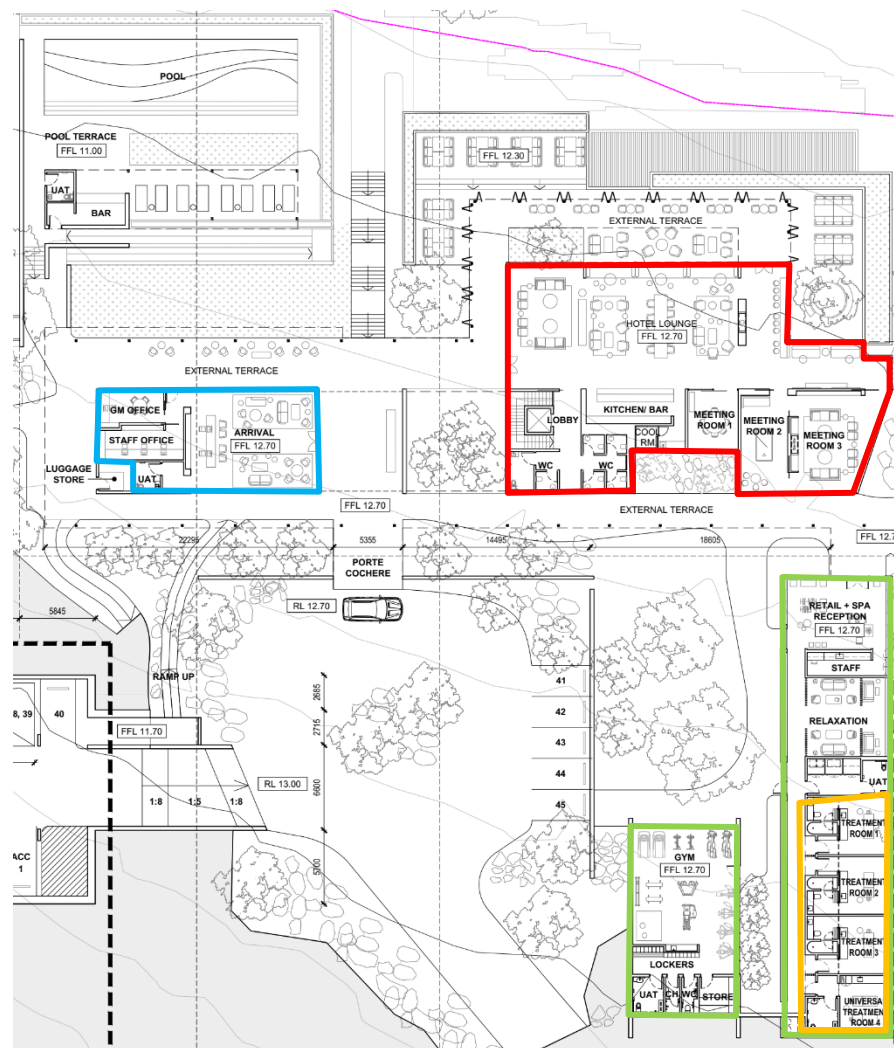
- Taking direction from and carrying out tasks allocated by the Chief Fire Warden.
- Maintaining communication with, and updating the Chief Fire Warden and/or Deputy Chief Fire Warden with situation reports.
- Providing situation updates (bushfire characteristics, emergency response update) to the Traffic 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

## **Appendix C Onsite Community Bushfire Refuge**

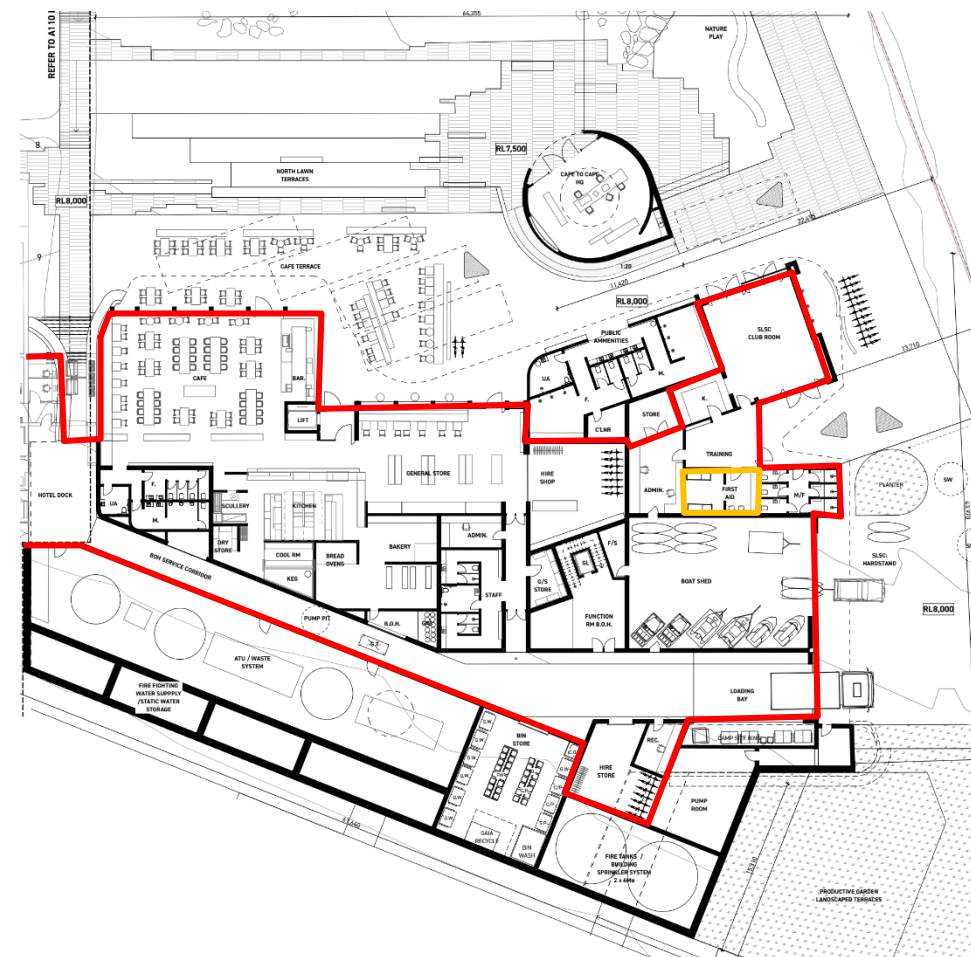




Hotel - Ground Floor

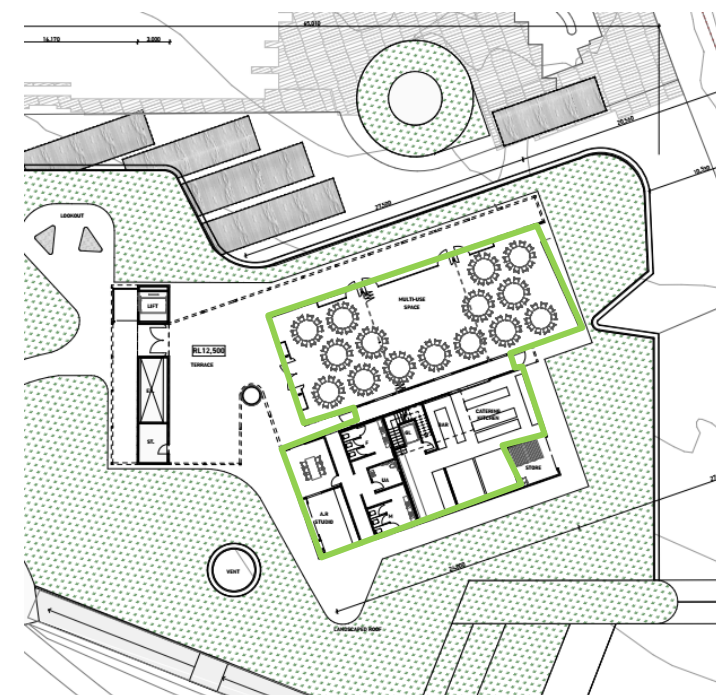


Hotel - Level 1



Community Hub – Ground Floor

- Refuge - Command Centre
- Refuge – Primary
- Refuge – Overflow/Surge
- Refuge – First Aid



Community Hub – Level 1

## Appendix D Onsite Bushfire Measures





- Legend**
- Project area (Lot 4131)
  - Cadastral boundary
  - Refuge
  - Managed landscaping
  - Proposed buildings
  - Proposed lot boundaries
  - Proposed roads/tracks/pavement
- Firewater**
- Below ground water main and street hydrant
  - Fire hydrant and hose reel coverage as required by NCC and other relevant standards
  - Internal fire hydrant and hose reel coverage and external fire hose reel coverage
  - Standalone fire hose reel system and coverage to campground
- Firewater**
- 50kL standalone bushfire water tank
  - Balance tank/s with additional 100kL for bushfire fighting
  - Dedicated fire hydrant and fire hose reel system infrastructure (fire tanks, pumps, booster) for Hotel and Community Hub - minimum 225kL tanks
  - External fire hydrant connection to water main
  - External fire hydrant from Hotel/Hub hydrant system
- Vehicular access**
- Emergency driveway (occupants and Fire Services)
  - Internal fire appliance driveway
  - Private driveway
  - Existing public roads
  - New public road
  - WTP/WWTP Fence
  - Indicative WTP/WWTP infrastructure
  - Roads (MRWA)
- Vehicular access**
- Access control
  - Lockable, removable bollards
- BAL building construction**
- BAL 40
  - BAL 29
  - BAL 19
  - BAL 12.5



Job No: 59550

Client: Smiths 2014 Pty Ltd

Version: A Date: 30-Nov-2021

Drawn By: jcrute Checked By: CT

Scale 1:2,500 at A3

0 25 50 metres

Coord. Sys. GDA 1994 MGA Zone 50

**Lot 4131 Smiths Beach Road  
Yallingup WA 6282**

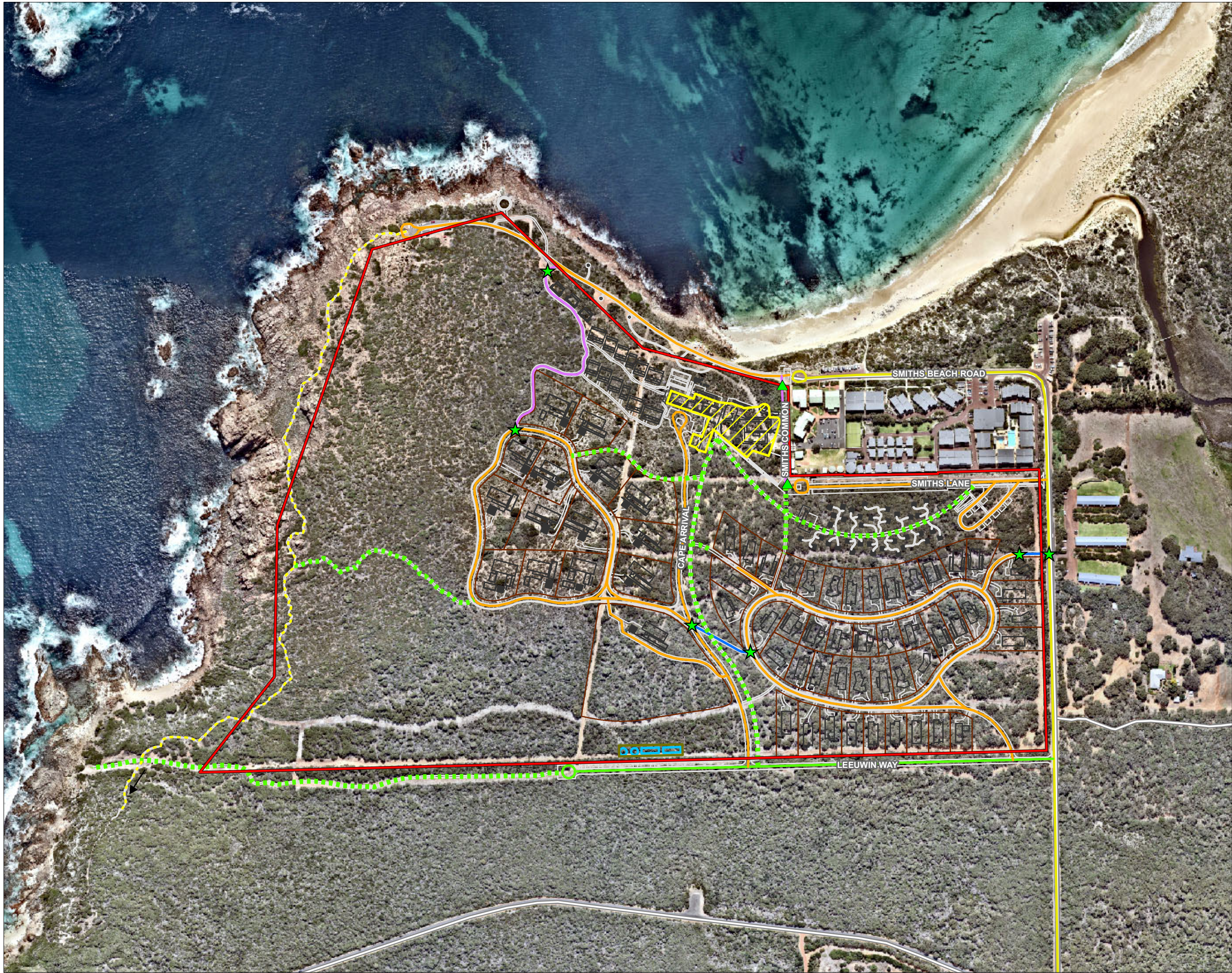
**ONSITE BUSHFIRE  
MANAGEMENT MEASURES**

**APPENDIX D**



## **Appendix E   Onsite Community Bushfire Refuge Buildings and onsite evacuation routes**





- Legend**
- Project area (Lot 4131)
  - Refuge
  - Proposed buildings
  - Proposed lot boundaries
  - Proposed roads/tracks/pavement
  - Cape to Cape Track
  - Pedestrian access
  - Emergency driveway (occupants and Fire Services)
  - Internal fire appliance driveway
  - Private driveway
  - Existing public roads
  - New public road
  - WTP/WWTP Fence
  - Indicative WTP/WWTP infrastructure
  - Roads (MRWA)
  - Access control
  - Lockable, removable bollards



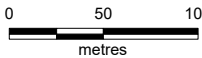
Job No: 59550

Client: Smiths 2014 Pty Ltd

Version: A Date: 06-Dec-2021

Drawn By: IA Checked By: CT

Scale 1:4,000 at A3



Coord. Sys. GDA 1994 MGA Zone 50

**Lot 4131 Smiths Beach Road  
Yallingup WA 6282**

**COMMUNITY BUSHFIRE REFUGE  
AND ONSITE PATHS OF TRAVEL**

**APPENDIX E**



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Rev 0	Linden Wears (BPAD 19809, Level 3)	Zac Cockerill (BPAD 37803, Level 2)	Linden Wears (BPAD 19809, Level 3)		10 Sept 2021
Rev 1	Linden Wears (BPAD 19809, Level 3)	Darren Walsh	Linden Wears (BPAD 19809, Level 3)		6 Dec 2021

**This Bushfire Emergency Evacuation Plan to be reviewed annually**

