



# BUSHFIRE EMERGENCY PLAN

## Name of Site / Facility

Spring Beach Youth Camp

## Address of Site / Facility

138 Happy Valley Road

Spring Beach, 7190

Tasmania

## Plan Prepared By

Dale Ashton, updated by Robyn Dunlop

## Plan Approved By

Spring Beach Youth Camp Committee

BFP No.

## Date Approved

9/11/21

Plan Version

The purpose of this plan is to identify procedures for occupants and site managers to follow in the event of bushfire emergency.

This plan is comprised of:

1. Bushfire Emergency Plan
2. Bushfire Action Plan

This plan must be reviewed annually, prior to the bushfire season.

Information within this plan must be maintained, and key personnel must review their responsibilities under this plan.

**REVIEW ANNUALLY**

**COPY TO TFS**

**[fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au)**

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## Document Control

Revision	Date	Details

## 1.0 Primary Emergency Management Action

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

# EVACUATE

**Refer to Pre-Emptive Procedures when forecast conditions exceed normal**

## 2.0 Site Contact(s) & Details

### 2.1 Site Emergency Contact(s)

Primary contact	Ian Dunlop		
Position / role	Manager		
Phone number (BH)	0498 000 110	Phone number (AH)	
Secondary contact	Robyn Dunlop		
Position / role	Manager		
Phone number (BH)		Phone number (AH)	429609639

### 2.2 Site Details

Type of facility / site	Youth Camp		
Number of buildings	2 Occupied, 5 Unoccupied	Number of employees	2
Number of occupants	Up to 106	Number with support needs	Varies
Description of support needs			
Depends if facility is occupied or not			
If occupied, depends if a group has some one that needs extra support and the information provided by group leader. Group leaders are responsible to ensure all group needs are covered.			

#### On-site bushfire protection measures

Fire Trailer with petrol motor, 1200 litres of water onboard, 30 metre hose reel and spray nozzle

Fire Hydrants linked to designated Fire Fighting Water Tank 26500L capacity, topped up from dam with a 240V electric pump

Access tracks through property and fire breaks around property boundaries

A brief given to all groups at the start of their stay on what to do in the case of a fire

### 3.0 Roles & Responsibilities

The following table identifies the emergency control organisation (ECO) – the individuals responsible for implementing the emergency procedures in the event of a bushfire emergency.

Position	Name	Area of Responsibility	Mobile Phone No.
Chief Warden	Ian Dunlop	Camp Manager	0498 000 110
Deputy Chef Warden	Robyn Dunlop	Camp Manager	0429 609 639

### 4.0 Emergency Contacts



Dial '000' for emergency assistance.

The following table identifies important contacts and information sources for bushfire emergency management purposes.

Name / Organisation	Details	Phone No. / Website
Fire, Police, Ambulance	Fire or Emergency	000
Police Station	Orford	6123 4012
Tasmania Fire Service	Bushfire Hotline	1800 000 699
Tasmania Fire Service	Incident Information	<a href="http://www.fire.tas.gov.au">www.fire.tas.gov.au</a>
Bureau of Meteorology	Fire Weather Information	<a href="http://www.bom.gov.au">www.bom.gov.au</a>
Tas Alert	Emergency Information	<a href="http://www.alert.tas.gov.au">www.alert.tas.gov.au</a>
Tas Police Community Alert	Road Closures	<a href="http://www.police.tas.gov.au/community/alerts/">www.police.tas.gov.au/ community•alerts/</a>
East Coast Coaches	Bus Transport	0400 843 271 (Alison)

## 5.0 Preparations prior to bushfire season

### 5.1 Site Maintenance

#### Actions

1. Maintain Camp Grounds ensuring lawns and grassed areas are kept below 100 mm in height and kept green if water supply allows
2. Check provision of onsite water supply for firefighting purposes, ensuring supply is adequate, available and accessible
3. Ensure no hazards are present which would contribute to increased fire intensity, removing rubbish piles, overhanging trees etc.
4. Ensure property access is kept clear and easily trafficable
5. Ensure defensible spaces around buildings and assembly areas are maintained
6. Ensure firefighting pumps, hoses and equipment are serviced and operational and fire trailer tank is kept full
7. Ensure first aid kits, fire extinguishers, emergency lighting etc. are current and serviced every six months
8. Ensure Roofs and gutters are free from leaf litter and debris

### 5.2 Emergency Management

#### Actions

1. Camp Management/Chief Warden to review Bushfire Emergency Plan annually prior to bushfire season to ensure details, procedures and contact phone numbers are correct
2. Ensure Staff have been informed of, and are familiar with, current procedures laid out in the revised Bushfire Emergency Plan.
3. Ensure current versions of the Emergency Plan and Action Plan are available to clients in a visible location at the facility
4. Ensure nominated off-site shelter is still a safe choice, confirming contact details if appropriate.
5. Make contact with management at off-site refuges if necessary confirming use during fire season.
6. Ensure the nominated escape route to shelter is still a viable choice. If not, update Action Plan
7. Ensure adequate levels of drinking water are available.

## 6.0 Evacuation Procedures

Evaluation of bushfire risk and the safety of employees and occupants has determined that the **PRIMARY** action to follow under normal bushfire conditions is to evacuate to a designated off-site refuge.

### 6.1 Assembly Points

#### Designated Evacuation Assembly Points

1. Assemble on basketball court inside building ready to evacuate
2. Move to paved area outside building when transport is available

### 6.2 Off-Site Refuge(s)

#### Primary Off-Site Refuge

Name of venue: Spring Beach Waterfront

Address of venue: Rheban Road

Nearest cross-street: -

Map reference: 745 855 Refer to Attached Map

Venue phone number: -

Travel time to venue: Walking 15 minutes

#### Secondary Off-Site Refuge

Name of venue: Orford Playing Field (next to the bowling club)

Address of venue: Charles Street/Rheban Road

Nearest cross-street: Opposite 22 Rheban Road

Map reference: 719 867 Refer to Attached Map

Venue phone number: -

Travel time to venue: Driving 5 minutes – groups will require transport to be arranged

## 6.3 Evacuation Transportation Arrangements

Groups may not have suitable transport as many are dropped off by buses and are picked up again when they leave. All groups are required to have at least one vehicle on site.

### Primary Transportation Arrangements

Number & type of vehicles required: Guests will be required to use own vehicles

### Secondary Transportation Arrangements

Number & type of vehicles required: Depends on group size and vehicles they have on site

Name of transport provider: East Coast Coaches (Alison)

Phone number: 0400 843 271

Time required before transport on-site: 30 minutes to site depending on time of day and availability

## 6.4 Evacuation Procedures

Trigger(s)	Actions
1. Watch and Act Bushfire Alert for Area; or	Camp Manager/Chief Warden to monitor the situation and communicate with group leader and Tas Fire as necessary
2. Emergency Warning Alert for Area;	All Activities to cease.
	All group participants and staff to move to the main building in case evacuation is required
	Close all doors and windows in building
	Wear sturdy clothing and footwear if available.
	All persons are to be accounted for
	Investigate safe transport options for evacuation if required
	Staff to ensure all fire fighting equipment is ready if needed
3. Direction to evacuate from TFS or TASPOL	Confirm transportation if required
	Using Bushfire Action Plan Map, guests to evacuate to nominated Off-site Shelter
	Group leaders/clients requested to SMS relatives/friends requesting they do not seek to physically come to the Centre to keep roads clear for emergency vehicles
	Do not drive through smoke or flame. If path is blocked, return to premises and shelter on site.
4. Catastrophic Fire Weather Warning	Camp Manager/Chief Warden to monitor the situation and communicate with group leader and Tas Fire as necessary

**Once the threat has passed, refer to: *Procedures Following Bushfire.***

## 7.0 Shelter-In-Place Procedures

Evaluation of bushfire risk and the safety of occupants has determined that the **SECONDARY** action to follow under normal bushfire conditions is to shelter at a designated on-site refuge.

### 7.1 On-Site Refuge(s)

#### Designated On-Site Refuge

1. Main building

### 7.2 Sheltering Procedures

Trigger(s)	Actions
1. Instructed by TFS/TAS Police; or	Advise TFS, 000 that people are sheltering at premises
2. Prevented from Evacuation due to road closure etc; or	Take shelter in building to protect guests from radiant heat
3. Fire in close proximity, considered too dangerous to leave.	Make sure everyone is accounted for and in the main hall
	Close all windows and doors
	Soak towels and place under doors to exclude embers
	Monitor building interior for outbreaks of fire within and extinguish if possible
	Wear sturdy clothing and footwear if available.
	Ensure people can exit structure if it catches fire.
	Staff to ensure all fire fighting equipment is ready if needed

Once the threat has passed, refer to: ***Procedures Following Bushfire.***

## 8.0 Procedures Following Bushfire

### 8.1 Shelter-In-Place

Actions
1. Ensure the safety of all people and seek medical assistance for those requiring it.
2. Ensure TFS /TASPOL are aware of situation with staff and guests. (Sheltering, Safe/ injured etc.)
3. Ensure all people drink plenty of water to avoid dehydration.

4. Staff to extinguish any spot fires still burning around premises if safe to do.
5. Chief warden to seek information and ensure fire front has passed.
6. No person should attempt to re-enter fire affected buildings or areas until safe and advised by TFS/TASPOL.
7. Warden to arrange alternate accommodation for guests if required and if possible.
8. Warden to establish through TFS that it is safe to leave the refuge and roads are clear.
9. Chief Warden to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary.

## 8.2 Evacuate

### Actions

1. Ensure the safety of all people and seek medical assistance for those requiring it.
2. Warden to establish through TFS that it is safe to leave the refuge and roads are clear.
3. Warden to arrange alternate accommodation for guests if required and if possible.
4. No person should attempt to re-enter fire affected buildings or areas until safe and advised by TFS/TASPOL
5. Chief Warden to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary.

**PRE-EMPTIVE**

## 9.0 Pre-emptive Procedures

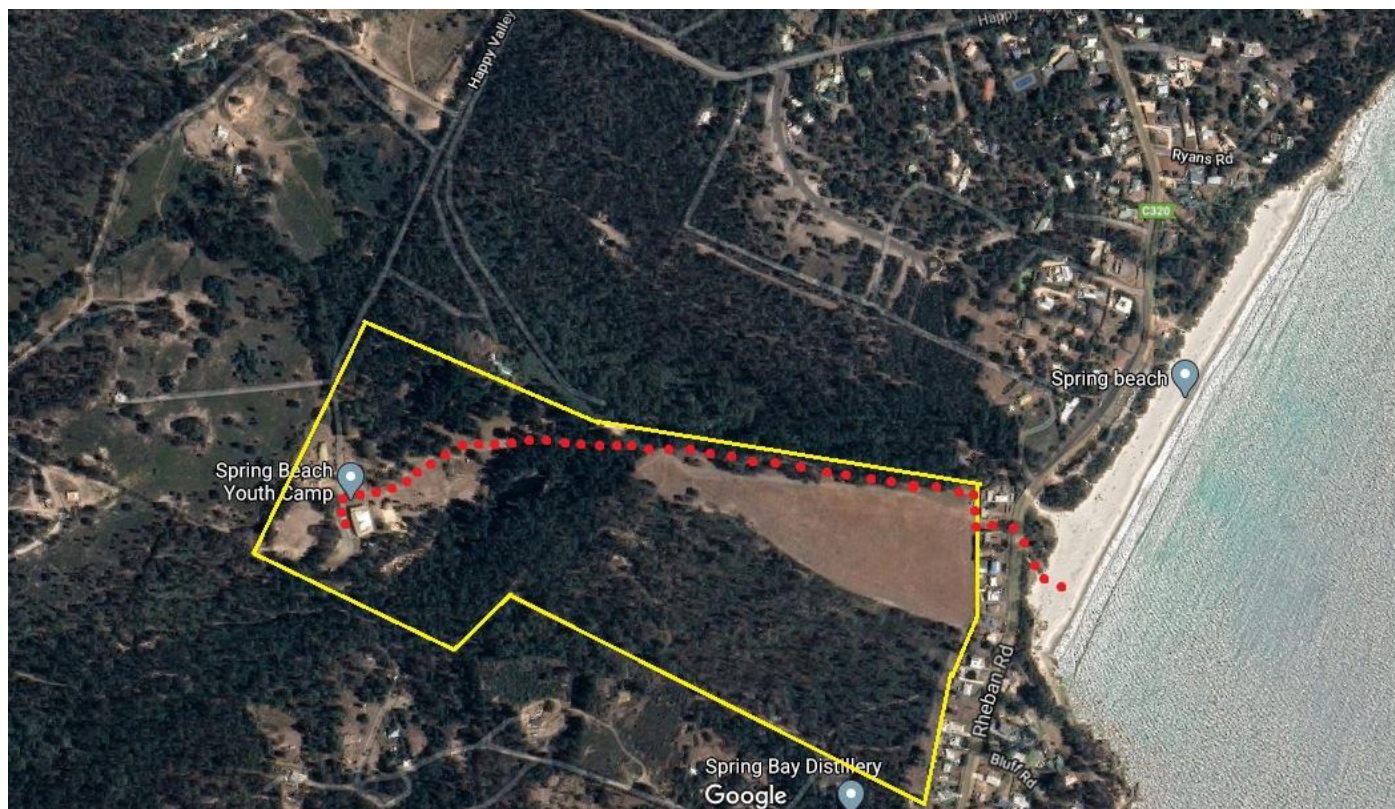
Evaluation of bushfire risk and the safety of occupants has determined that the following pre-emptive measures should be implemented outside of normal bushfire conditions.

Trigger(s)	Actions
1. Catastrophic Fire Conditions forecast	Consider closing facility and evacuating site.
	Notification of closure will be given as soon as practicable by phone calls to incoming group leaders by Camp Staff under the direction of the Manager

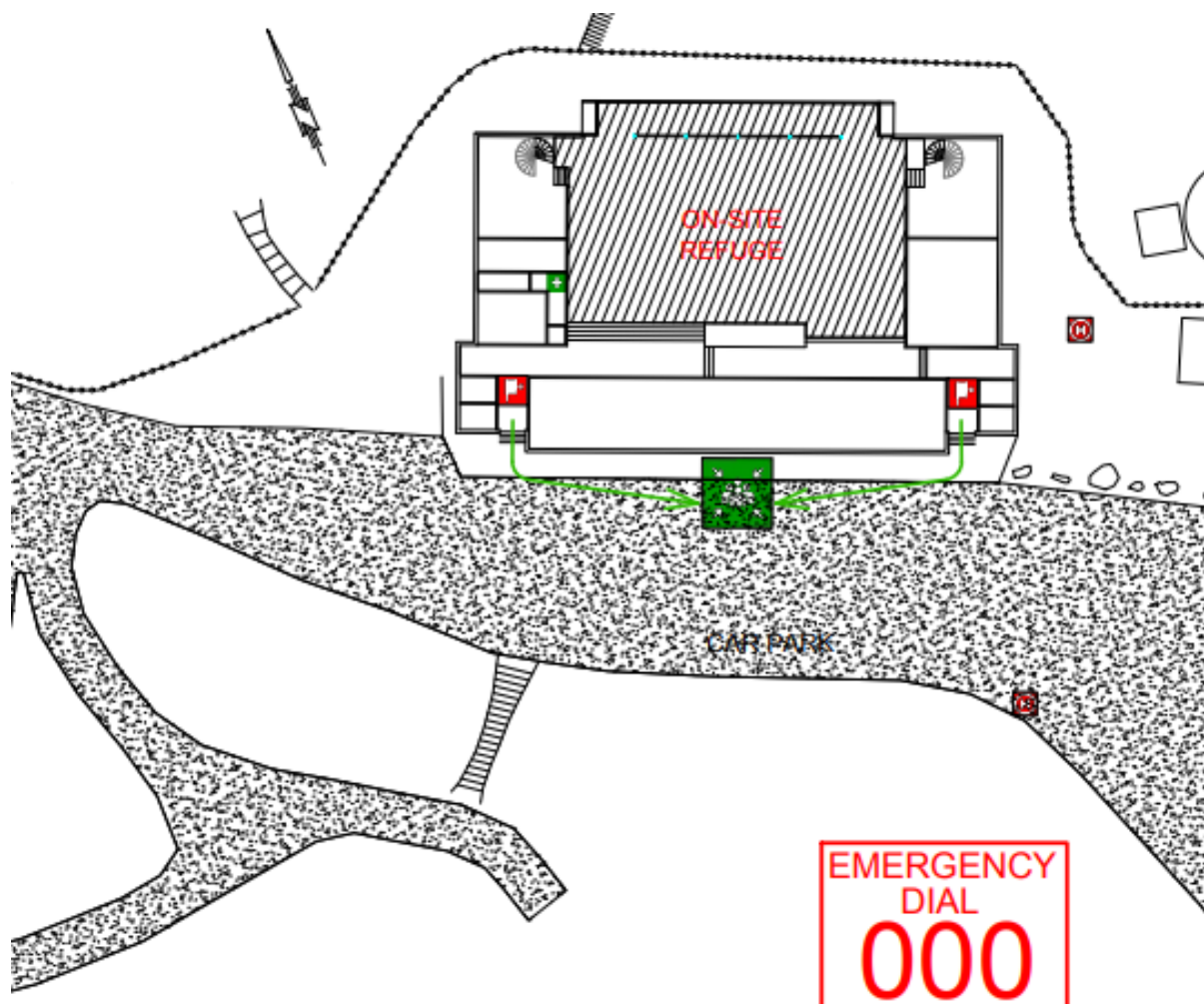
## 10.0 Attachments

- ☐ Occupant/employee register
- ☐ Parent/guardian contact register
- ☐ Bushfire Action Plan

□ Off-Site refuge maps



# BUSHFIRE ACTION PLAN



## IN CASE OF BUSHFIRE

ENSURE ALL VISITORS AND STAFF ARE ACCOUNTED FOR  
FOLLOW ALL INSTRUCTIONS FROM FIRE WARDENS  
CLOSE DOORS AND WINDOWS

## PRIMARY ACTION

MOVE TO EVACUATION ASSEMBLY AREA AND  
EVACUATE TO ORFORD PLAYING FIELDS

## SECONDARY ACTION

RELOCATE TO ON-SITE REFUGE WITHIN MAIN BUILDING

CHIEF FIRE WARDEN OR DELEGATE TO DIAL 000 AND ADVISE EMERGENCY SERVICES OF SITUATION

## SITE CONTACT 1

IAN DUNLOP  
CHIEF FIRE WARDEN  
SITE MANAGER  
PHONE 0498 000 110

## SITE CONTACT 2

ROBYN DUNLOP  
FIRE WARDEN  
SITE MANAGER  
PHONE 0498 000 110

BUSHFIRE ACTION PLAN  
SPRING BEACH YOUTH CAMP  
138 HAPPY VALLEY ROAD  
SPRING BEACH TASMANIA 7190

PLAN REVISED AND CURRENT AS OF SEP 2020



EVACUATION ASSEMBLY POINT



FIRST AID KIT



FIRE HOSE REEL



HYDRANT