

BUSHFIRE MANAGEMENT PLAN

for

OUTDOOR EDUCATION NSW

(Morisset Centre)



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| Effective: | 20 November 2019 |
| Date of last review: | NOVEMBER 2019 |
| Review date: | NOVEMBER 2019 |

The **purpose** of the bushfire management plan is to ensure the health, safety and welfare of staff, students and others in the workplace in the event of an emergency.

In terms of the **scope** of the plan, the plan should address emergencies that can take place during activities away from the workplace (eg Battlezone Laser Tag, Water Activities on Lake Macquarie, Tree Top Adventures and other off site activities).

Document location

There are three copies of this Emergency Management Plan.

Other copies are held by: Operations Manager, Central Booking Office and Site Office

The Plan is also located in the SOP folder on Dropbox and upload to the website

BUSH FIRE MANAGEMENT PLAN

PURPOSE OF THE PLAN

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

Our aim is to have preplanning for an evacuation of the premises where there is a need to relocate a group of people from one place to another to enhance the protection of these people.

This is a sub-plan of the Centre's *Emergency Management Plan* and is to be used in conjunction with the *Emergency Management Plan*. This Plan has been developed in consultation with the Rural Fire Service.

SITE DETAILS, ROLES & RESPONSIBILITIES, MAPS and CONTACT DETAILS for police, fire, ambulance etc are as per the *Emergency Management Plan*.

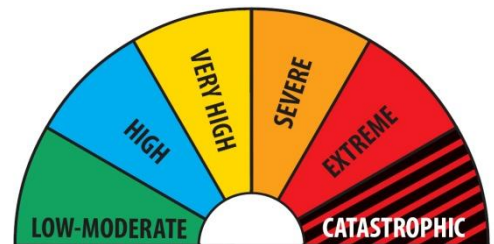
The bush fire danger season generally runs from 1 October until 31 March annually.

ALL FIRES ARE TO BE REPORTED TO 000

MONITORING BUSH FIRE CONDITIONS OR ACTIVITY

Fire Danger Rating (FRD)

FDR is the predicted fire behaviour on a given day if a fire was to start. It is calculated based on the combination of air temperature, relative humidity, wind speed and dryness of the landscape.



At the lower end of the scale, Low – Moderate FDR means that a fire will not burn, or will burn so slowly that it will be easily controlled. At the upper end of the scale, a Catastrophic FDR means that a fire will burn so fast and hot that it is likely to be uncontrollable.

TRIGGER: LOCAL BUSH FIRE ACTIVITY OR BUSH FIRE EMERGENCY

ACTION:

- In the event of a potential bush fire emergency situation, such as there being local bush fires, the Site Manager is to contact emergency services and seek appropriate advice.
- The Site Manager is to inform the Operations Manager of the advice received so

appropriate support can be provided and the information shared with all relevant stakeholders.

- If the Site Manager is advised by emergency services to evacuate or if a decision is made in consultation with the Operations Manager the camp is required to activate their Emergency Management Plan and respond accordingly.

TRIGGER: DIRECTION TO TEMPORARILY CEASE OPERATIONS UNDER SECTION 61 OF THE STATE EMERGENCY AND RESCUE MANAGEMENT ACT

If there is an imminent risk to schools, the State Emergency Operations Controller (SEOCON) may issue a written Direction under Section 61 of the *State Emergency and Rescue Management Act 1989* to temporarily close the campsite. It is most likely that such an order would be given in the event that there was local bush fire activity and conditions rather than in the event of a Catastrophic Fire Danger Rating being issued.

- Where the SEOCON issues a Direction, the SEOCON will provide this Direction to the Operations Manager.
- On receipt of a Direction, the Operations Manager will issue a notification to the relevant school principals via email and telephone advising them of the Direction and their requirement to follow this order to close.

ACTION:

1. Activate their Emergency Management Plan and respond accordingly.
2. Advise the Operations Manager, Site Manager and Staff of these actions.
3. Continue to follow the Direction of SEOCON, including advice as to when it is safe to recommence operations at the camp.

DURING THE BUSH FIRE SEASON:

Gather up to date information on fire activity and monitor bush fire conditions by:

- Listening to the local ABC radio station and/or monitor the NSW Rural Fire Service for information about bush fire activity or fire danger ratings.
- Obtaining major fire updates and preparation advice from the NSW Rural Fire Service website at www.rfs.nsw.gov.au.
- Obtaining RFS Bush Fire Information Line on 1800 NSW RFS (1800 679 737) which is staffed on a 24 hour basis.

- Additionally, a free iPhone application from NSW Rural Fire Service, Fires Near Me NSW. 'Fires Near Me' is available to download free of charge from Apple's Application store.
- During the bush fire danger period, the Bureau of Meteorology issues fire danger ratings each afternoon for the following day.

EMERGENCY RESPONSE PROCEDURES

EVACUATION TRIGGER: local bush fires or bush fire emergency and if the camp is advised by emergency services to evacuate

STAY OR GO PROTOCOL

- As some staff live in bushfire prone areas, the decision to remain at the camp or be picked up, or leave voluntarily lies in accordance with the individuals personal bushfire response plans.
- Students may only leave the camps premises after being signed out by the relevant schools representative with appropriate authority and the school should be apprised of family plans, in case further contact or tracking of whereabouts is necessary.
- All staff members electing to leave the workplace must sign out and notify the office as soon as is practical.
- The Site Manager (or allocated person in charge) shall remain onsite to ensure all actions are carried out in accordance with the camps bushfire response procedure.
- A second staff member will also be requested to remain to ensure that protocols are adhered to.

Off-site evacuation assembly area - Morisset Multi Purpose Centre, 143 Dora St, Morisset

Note: Designated safe assembly areas and access routes will need to be reconsidered in consultation with emergency services at the time of the emergency.

Exit Street: Nentoura Rd, Morisset

Transport: Buses are kept on site at all times if required

Check for road closures: <http://m.livetraffic.rta.nsw.gov.au/>

EVACUATION PROCEDURE

The evacuation of occupants should take place only under the direction of the incident controller of the NSW Fire Brigades, NSW Rural Fire Service or NSW Police.

However, if it is apparent that the lives of persons will be endangered unless they are evacuated immediately and the Site Manager is unable to contact the appropriate emergency

services or the Operations Manager, the Site Manager will make immediate arrangements to evacuate to a safe place if it is safe to do so. In such cases, transport arrangements will be implemented in consultation with local police and emergency.

Response:

- Arrange transport in consultation with local police.
- Assist the relevant school in phoning or SMS parents/carers/next of kin and advise that the camp is evacuating the site and that children should be collected from this location (or the location of the evacuation assembly area)
- Where safety permits:
 - Downpipes are to be blocked and gutters filled with water.
 - Irrigation system / sprinklers to be turned on
 - Roofs to be hosed down
 - Check that taps are working and fill available containers with water
 - Bring hoses and tap fittings indoors
- Collect the following:-
 - Torch; radio and spare batteries for each
 - First Aid Kit, Health Care Plans and prescribed medication/s
 - Bottled water and plastic cups
 - Student roll, mobile phone, emergency contact list (staff), pens
 - Whistle or bell
 - Spare workplace keys.
- A roll call should be conducted including visitors, contractors prior to evacuating from the camp
- If parents arrive to collect children prior to the arrival of the evacuation bus, the site manager will be directed by the school representative as to the school procedures in releasing care of the student
- No student will leave the camp unescorted.
- All activity areas, accommodation building and toilet areas will be checked to ensure no child has been left behind or overlooked.
- Evacuation to the assembly point
- Children will remain in the company of teachers until collected by parents or they are returned to their school
- A roll call should be conducted including visitors, contractors at the evacuation assembly point
- Maintain awareness of the bushfire threat by regularly checking conditions NSW Rural Fire Service

- Stay tuned to the local radio station for information
- Provide information update to the Operations Manager

STAY AND DEFEND PROCEDURE (where circumstances prevent safe evacuation)

The Site Manager should consider the option of retreating from the most threatened location to a safer on-site location. Where possible this decision should be made in consultation with Emergency Services and the Operations Manager.

Onsite location (stay and defend) – where safe evacuation is not possible: (as per consultation with Rural Fire Service (RFS), the students would assemble in the main hall – this is a large building in the middle of the camp grounds away from forested areas.

If power is lost, use mobile phones

Note: Heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames.

Response:

- Move to the safer / less threatened onsite location
- Air conditioning should be turned off
- Gas should be shut down at the metre or bottle
- Close all windows and doors (do not lock)
- Draw the blinds (if fitted)
- Place wet towels around windows and door edges to stop smoke and embers from entering.
- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (synthetic clothing can melt whereas natural fibres are more fire resistant).
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing with water if possible.
- Wet a cloth to place over the face.
- Drink water to guard against dehydration
- Assemble the group away from the part of the building which will be initially exposed to the fire keeping low (there is more air available to breathe near the ground).

- Once the fire front has passed and the threat from radiant heat has abated, all persons may move to the open area field and the Site Manager should check the buildings for outbreaks of fire
- Provide information update to Emergency Services and the Operations Manager.
- A second roll call should be conducted in the new assembled area – using student rolls and visitors book

EMERGENCY CONTACTS

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| NSW Rural Fire Service, Fire Brigade, Police, Ambulance | 000 |
| Local Police (Morisset) | 02 4973 9999 |
| RFS (Lake Macquarie) | 02 4914 4500 |
| Operations Manager | 1800 334 994 02 4973 5000 |
| Local Council (Lake Macquarie) | 02 4921 0333 |
| State Emergency Service | 132 500 |

RECOVERY ACTIONS

Implementing the recovery strategy plan:

- The Site Manager will decide when to re-open the workplace, in consultation with local emergency services and the Operations Manager
- Normally, the NSW Fire Brigade will check that utilities (water, electricity and gas) are either safe to use or are disconnected before they leave the site. Do not attempt to turn on utilities yourself
- Implement procedures to resume workplace activities, which include providing counselling and support to those affected by the incident
- Where property has been damaged, liaise with the emergency services and the Operations Manager
- Review the *Emergency Management Plan*.

PREVENTION STRATEGIES

Before the bush fire season:

- Liaise with emergency service agencies about emergency procedures and vegetation management in the vicinity of the camp and any other issues that are appropriate;
- Review and update the camps Bush Fire Management Plan. Ensure that appropriate emergency response strategies are in place which can be implemented in the event that the camp is threatened by bush fires (including a Bush Fire Evacuation Plan).

- Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings;
- Arrange for contractors to clear gutters of dry leaves and other debris;
- Communicate the plan to staff.
- Educate staff on their responsibilities (annually in early October);
- Conduct fire drills;
- Ensure that all items that may be flammable such as door mats and garbage skips are locked or put away prior to leaving the school premises unattended.

ADDITIONAL INFORMATION:

- NSW Rural Fire Service www.rfs.nsw.gov.au
- Fire & Rescue NSW www.fire.nsw.gov.au
- Emergency NSW www.emergency.nsw.gov.au