



## **BUSH FIRE EMERGENCY EVACUATION PLAN**

for

**RECREATIONAL FLIGHT SCHOOL  
1070 PRINCES HIGHWAY, FROGS HOLLOW, NSW 2550**

---

**ISO 9001 - CERTIFIED**

---

## Document Verification History

Project: Recreational Flight School, Frogs Hollow

Project No: 9714.1

Title: Bush Fire Emergency Evacuation Plan

REVISION	ISSUE DATE	AUTHOR	COMMENTS
<b>P1</b>	16.02.2018	Leonard Tunhavasana	For client issue

## BACKGROUND

This Bush Fire Emergency Evacuation Plan has been prepared for proposed recreational flight school located at 1070 Princes Highway, Frogs Hollow NSW. The subject site is as an integrated development in accordance with Section 91 of the Environmental Planning and Assessment (EP&A) Act 1979 and is located within bush fire prone land as indicated in Bega Valley Shire Council's bushfire prone map.

The following assets are located within the subject site:

- Main building - dining / assembly and office uses
- Carpark building
- Two workshop buildings
- 20 hanger buildings
- 10 squadron compounds consisting of the following:
  - 3 x student accommodation buildings;
  - 3 x classroom buildings;
  - 1 x communal area;
  - 1 x laundry building;
  - 1 x utility area.

The main bush fire threats within 100m of the subject site includes for remanent vegetation on farmland located beyond the south-western boundary of the site. The next major threat is Bournda National Park which is located 2km east of the site.

This evacuation plan is one of several bushfire protection measures (BPM's) which aims to reduce the overall bushfire risk associated with the site. All other BPM's proposed to be incorporated into the subject site include the following:

- Asset Protection Zones and defensible space;
- Bushfire resistant building construction;
- Brigade access requirements;
- Water supply and services; and
- Landscaping.

All the above measures are proposed to comply with the requirements noted within the Planning for Bushfire Protection 2006.

Implementation and monitoring of this evacuation plan shall be the responsibility of the General Manager and site owner/s of the subject site.

## TABLE OF CONTENTS

1	Premises Details .....	4
2	Roles and Responsibilities .....	5
3	Emergency Contacts .....	5
4	Commencement of the Bush Fire Danger Period.....	6
5	Shelter-in-place Procedures .....	7
6	Evacuation Procedures .....	8
6.1	Transportation Arrangements.....	8
6.2	Off-site Refuge.....	8
6.3	Procedures for Evacuation .....	9
7	After the Bush Fire Emergency.....	10
8	Student List.....	11
9	Onsite Employee List .....	11
10	Visitors List.....	12
11	Students next of Kin Details .....	12

## 1 PREMISES DETAILS

This plan for the Frogs Hollow recreational flight school has been designed to assist management in protecting life and property in the event of a bush fire.

The plan outlines procedures for both EVACUATION and SHELTER-IN-PLACE (remaining on-site) to enhance the protection of occupants from the threat of a bush fire.

The Primary Action to follow under normal bush fire conditions is: SHELTER-IN-PLACE.

Street No & Name:	1070 Pacific Highway		
Suburb:	Frogs Hollow	Postcode:	2550
Contact Person:	(NAME)		
Position / Role:	Chief Fire Warden		
Phone Number (BH):	(NUMBER)	Phone Number (AH):	(NUMBER)
Type of Facility:	Recreational flight school		
Number of buildings:	<ul style="list-style-type: none"><li>• 1 main building</li><li>• 1 carpark</li><li>• 2 workshops</li><li>• 20 hangars</li><li>• 10 student compounds - each compound consists of 3 student accommodations, 3 classrooms, 1 communal area, 1 laundry, 1 utility area</li></ul>		
Number of employees:	180	Number of occupants:	360
Number of occupants with 'special needs':	N/A		

*Note: Occupants with 'special needs' relate specifically to high care residents very limited or no mobility. These patients will require special assistance during an evacuation e.g. ambulatory transport, disabled friendly transport, etc.*

## 2 ROLES AND RESPONSIBILITIES

The following outlines staff members that have the responsibility of implementing emergency procedures in the event of a Bush Fire.

	Building / Area of Responsibility	Mobile Phone Number
(NAME)	Recreational flight school site	(PHONE NUMBER)
CHIEF WARDEN		
(NAME)	Recreational flight school site	(PHONE NUMBER)
Deputy Warden		
(NAME)	Northern Compounds	(PHONE NUMBER)
Section Warden		
(NAME)	Southern Compounds / Main Building / Carpark	(PHONE NUMBER)
Section Warden		
(NAME)	Northern Hangers / Workshops	(PHONE NUMBER)
Section Warden		
(NAME)	Southern Hangers	(PHONE NUMBER)
Section Warden		

## 3 EMERGENCY CONTACTS

Name of Organisation	Office / Contact	Phone Number
Rural Fire Service NSW	Bega Valley Fire Control Centre	(02) 6494 7400
Fire and Rescue NSW	Bega Fire Station	(02) 6492 1775
NSW Police	Bega Police Station	(02) 6492 9999
Department of Community Services	Bega Community Service Centre	(02) 6499 0500
Bega Valley Council	General enquiries	(02) 6499 2222
State Emergency Service	Illawarra-South Coast Headquarters	(02) 4251 1200
NSW Ambulance Service	Illawarra & South Western Sydney Sector	(02) 4655 1481
South East Regional Hospital	Reception	(02)6491 9100

## 4 COMMENCEMENT OF THE BUSH FIRE DANGER PERIOD

The bush fire season for Bega Valley generally lies between September and March. At the commencement of the bush fire season the following details are to commence:

- a) Ensure STAFF understand required roles and responsibilities during a bushfire emergency and evacuation plan;
- b) Ensure that ALL STUDENTS and staff are informed of the evacuation and shelter-in-place procedures.
- c) Ensure ALL STUDENTS have had additional bush fire awareness training;
- d) Ensure FAMILY OF STUDENTS are provided with a copy of the procedures “What to do if the school is to be evacuated” is mailed;
- e) Ensure building and surrounding lands (APZ’s) are prepared and maintained by STAFF;
- f) Ensure fire hydrant systems are checked and maintained by STAFF;
- g) Ensure STAFF are trained to utilise fire hydrant and hose reel systems to combat ember attacks on buildings;
- h) Update contact details of STAFF, STUDENTS, and FAMILY OF STUDENTS;
- i) DEPUTY FIRE WARDEN is to contact and update emergency services of the premises contact details;
- j) DEPUTY FIRE WARDEN is to contact Off-Site Refuge for potential use during a bush fire emergency;
- k) Ensure that CHIEF FIRE WARDEN is contactable 24/7.

## 5 SHELTER-IN-PLACE PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for residents to SHELTER-IN-PLACE in a designated 'ON-SITE REFUGE'.

The following is the designated 'ON-SITE REFUGE' allocated within the premises.

**Designated On-Site Refuge:**

**The Main Building**

### **Trigger to commence Shelter-in-Place Procedures**

In the event of a bush fire threatening the facility is considered to have a fire severity which is NOT EXTREME, ALL OCCUPANTS of the premises shall follow the procedures outlined below.

- a) CHIEF FIRE WARDEN is to indicate to staff that Stay-in-Place plan is in effect.
- b) STAFF is to contact RFS and SFS that Stay-in-Place plan is active and building defensive measures are to commence.
- c) AREA WARDENS are to begin alerting all students and visitors that the Stay-in-Place plan is in effect.
- d) STUDENTS are to return to their living quarters, close all windows and doors of their room and immediately proceed to the designated assembly point.
- e) STAFF are to return to their main workspace, close all windows and doors of their room and immediately proceed to the designated assembly point
- f) VISITORS are to proceed immediately to the designated assembly point.
- g) At the assembly point STAFF is to notify students of the allocated Shelter-in-Place location which is THE MAIN BUILDING.
- h) STUDENTS and VISITORS are to be "signed-off" by staff before entering the Shelter-in-Place location.
- i) AREA WARDENS are to check each building and bathrooms of their allocated area and inform any remaining students and visitors to head immediately to the assembly areas so they can be evacuated.
- j) HYDRANT TRAINED STAFF are to begin building defensive measures for the site.
- k) On arrival of any brigade HYDRANT TRAINED STAFF will assist brigade if requested.
- l) Once all students and visitors have been relocated to on-site refuge ALL STAFF are to meet at the MAIN BUILDING OFFICE to confirm all residents and visitors have been accounted for.
- m) STAFF is to contact families of students to indicate stay-in-place measures are in place and students is safe.



## 6 EVACUATION PROCEDURES

In the event of a bush fire in the surrounding area is determined to have an EXTREME fire severity by the fire authorities, all occupants are to EVACUATE to a designated 'OFF-SITE REFUGE'.

Time required to evacuate premises: 3 hours

Designated Assembly Point: The Main Building

### 6.1 Transportation Arrangements

Onsite Vehicles	
Number of vehicles provided:	30 Buses x 14 seats
Name of organisation providing transportation:	Flight School Facilities (in-house)
Contact Phone Number:	(STAFF MEMBER)
Time required to have transportation available:	15 minutes
Estimated travelling time to destination:	15 minutes

### 6.2 Off-site Refuge

Primary Refuge	
Name of venue:	Bega High School
Address of venue:	96-106 Upper Street, Bega NSW 2550
Nearest cross-street:	Eden Street (corner street)
Map Reference:	36°40'38.2"S, 149°50'20.7"E

Alternative Refuge	
Name of venue	Sapphire Marketplace
Address of venue:	106 Auckland Street, Bega NSW 2550
Nearest cross-street:	Carp Street (100m north of venue)
Map Reference:	36°40'29.3"S, 149°50'27.5"E

### 6.3 Procedures for Evacuation

#### Trigger to commence Evacuation Procedures

In the event of a bush fire threatening the facility is considered EXTREME and the fire authority have decided to evacuate the subject site, an EVACUATION will take place. STUDENTS, VISITORS and STAFF of the premises shall follow the procedures outlined below.

- a) CHIEF FIRE WARDEN is to indicate to staff that evacuation plan is in effect.
- b) CHIEF FIRE WARDEN is to contact off-site Refuge that evacuation plan is in effect.
- c) DEPUTY WARDEN is to contact RFS and SFS that evacuation has commenced.
- d) DEPUTY WARDEN is to contact onsite transport crew to begin transporting people from the site.
- e) AREA WARDENS are to begin alerting all students and visitors that “evacuation procedures” are in affect.
- f) STUDENTS are to return to their living quarters, close all windows and doors of their room and immediately proceed to the designated assembly point.
- g) STAFF are to return to their main workspace, close all windows and doors of their room and immediately proceed to the designated assembly point
- h) VISITORS are to proceed immediately to the designated assembly point.
- i) On arrival of evacuation transport STUDENTS and VISITORS are to “sign out” with staff prior to entering any evacuation vehicles.
- j) RESIDENTS and VISITORS evacuating in PERSONAL VEHICLES are to “sign out” with the staff member located at the main entrance roadway.
- k) AREA WARDENS are to check each home/room and bathrooms for their allocated area and inform any remaining student and visitors to head immediately to the assembly area so they can be evacuated.
- l) Once all student and visitors have been transported ALL STAFF are to meet at the assembly point (MAIN BUILDING ENTRANCE) and check that all STUDENTS and VISITORS are “signed out”.
- m) AREA WARDENS are to remain onsite for security purposes unless directed by RFS, Police, the chief fire warden or any other authority to evacuate immediately.
- n) All STAFF (excluding area wardens) is to collect required provisions and sign out lists and head to the designated evacuation location.
- o) AREA WARDENS is to contact families of students to indicate evacuation has been completed and that students are safe.

## **7 AFTER THE BUSH FIRE EMERGENCY**

When the bush fire threat has passed, and the area is deemed safe by emergency services:

- a) NO PERSON should re-enter any evacuated building until advised by the Officer in Charge of the emergency service
- b) The CHIEF FIRE WARDEN is to arrange the movement of occupants back to the site and or their separate accommodate, using the same procedures for their initial relocation;
- c) ALL STUDENTS are to be accounted by AREA WARDENS before returning to their rooms.

## 8 STUDENT LIST

Name of Student	Building	Any Special Needs	Person Accounted For (tick)

## 9 ONSITE EMPLOYEE LIST

Name of Resident	Building	Occupation	Person Accounted For (tick)

## 10 VISITORS LIST

Name of Visitor	Resident Visiting	Date and Time Signed In	Date and Time Signed Out

## 11 STUDENTS NEXT OF KIN DETAILS

Name of Person	Next of Kin	Emergency Number	Contact	Person Contacted (tick)