

BUSHFIRE EVACUATION PLAN

**MANUFACTURED
HOUSING ESTATE
(MHE)**

**LOT 100 DP 1286524 &
LOT 11 DP 615229,
40-82 CHAPMANS ROAD,
TUNCURRY**

DECEMBER 2024

INTRODUCTION

This Plan is specifically for the Manufactured Housing Estate (MHE) development on land known as Lot 100 DP 1286524 and Lot 11 DP 615229, 40 - 82 Chapmans Road, Tuncurry and has been designed to assist the facility management to protect life and property in the event of a bushfire.

The preparation of this plan is required as a condition of the Bush Fire Safety Authority (BFSA) which is relevant to the development of the MHE on the subject site which requires the preparation of a Bushfire Evacuation Plan.

The MHE comprises two hundred and eighty-three (283) dwelling sites and associated community facilities and infrastructure, refer to **Appendix 1**.

The MHE is located on the north-western edge of the township of Tuncurry approximately 3km from the main commercial area of Tuncurry, refer to **Figure 1** below.

Figure 1 - Site Location



Tuncurry is a township on the Mid North Coast of NSW. It is part of the MidCoast Council local government area. Forster and Tuncurry are large townships which provide for a range of services and facilities to the residents of both Tuncurry and Forster and the surrounding locality including commercial and retail services. Tuncurry has a TAFE, public school, supermarkets, medical centres, service stations, shops, and cafés.

The MHE development site is located on the southern side of Chapmans Road approximately 550m to the west of The Lakes Way which is the main connecting road in the locality.

The character of the locality is that of an urban fringe area with a variety of land uses in the locality. The entrance to Chapmans Road and land to the east includes residential dwellings, generally single storey in height. Opposite to the north of the subject site are some residentially occupied properties together with a Preschool and a storage facility whilst the Tuncurry-Forster Jockey Club and a golf driving range are located at distance to the north. To the west and south of the subject site are larger undeveloped parcels of

land. Further south-west of the subject site is cleared and vegetated portions of land leading to the Tuncurry Lakes Resort which is a tourist facility.

The topography of the locality provides for generally flat slope conditions over the subject site however slope conditions in the locality provide for very gentle east to west slope conditions towards the Wallamba River which is present at distance to the west of the MHE. Gentle north to south downslope conditions is also present in the locality.

Managed vegetation is present within the MHE development site with managed vegetation extending to the north. Areas of grassland together with small areas of modified Forest vegetation are present on adjoining and adjacent land to the east. Areas of Dry Sclerophyll Forest vegetation extend to the south whilst areas of Coastal Swamp Forest are present to the west of the MHE.

Access to the MHE development provided via an internal property access road network which will connect with Chapmans Road at an intersection which is located centrally along the northern boundary of the MHE development site.

The closest Rural Fire Service fire control centre is located in the Tuncurry CBD with the closest Rural Fire Brigade, (Tuncurry RFS), being located within 2.4km to the southeast of the subject site.

AIM OF PLAN

The aim of this Bushfire Evacuation Plan (The Plan) 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 those people.

This is a sub-plan of the Emergency Management Plan prepared under Australian Standard AS 3745 - 2010.

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ADMINISTRATIVE PROVISIONS

Name of Premises: Chapmans Road MHE

Type of Facility: Manufactured Housing Estate

Street No and Name: 40 - 82 Chapmans Road

Suburb: Tuncurry

Post Code: 2428

Council Name: Midcoast Council

Contact Person/s: ???

Date of Plan: 9th December 2024

Plan Review: This Evacuation Plan will be reviewed at least annually by the Fire Warden in conjunction with MHE management.

When revisions are made to the plan, the page(s) affected by the revision will be provided with a date of issue and version number.

Details of the plan review are to be provided in the history review table provided below:

Table 1 – Plan Review and Revision Record

Review History				
No	Issue Date	Revision Notes	Prepared By	Approved By

Date of Next Review: 9th December 2025

BUSHFIRE RISK

Areas of bushfire hazard vegetation which are identified as being most relevant to the MHE are summarized as follows.

Table 2 – Summary of Bushfire Hazard Vegetation

ASPECT	VEGETATION DESCRIPTION	SLOPE CONDITION
South	Dry Sclerophyll Forest vegetation on adjoining land to the south. Area of Coastal Swamp Forest in the southwestern portion of the subject site.	0 - 1° Downslope
West	Coastal Swamp Forest on adjoining land to the west	0 - 2° Downslope
East	Dry Sclerophyll Forest vegetation on the subject site (northeastern corner) and on adjoining land	0 - 2° Downslope

Based upon the above there is a risk that bushfires may affect the MHE with slope and vegetation conditions such that the most likely high-risk fire scenario would be a fire moving from the south/southwest towards the subject facility under strong southerly/south-westerly/south-easterly winds.

Given the slope and vegetation characteristics in these aspects, the MHE could be impacted upon by the five modes of bushfire attack being:

- Wind
- Smoke
- Ember Attack
- Radiant Heat
- Direct Flame Contact

Whilst the design and construction of the MHE has incorporated bushfire threat management measures which would assist in reducing the impacts of bushfire on building assets it maybe appropriate for the MHE to be evacuated prior to it being impacted upon by bushfire as life safety is considered the first priority.

This evacuation plan is therefore based upon the evacuation of the facility prior to it being impacted upon by bushfire.

BACKGROUND INFORMATION ON MHE

Number of Buildings/Structures: 283 Manufactured Homes and Clubhouse/Community Building.

Number of Managers: Minimum of 1 at any one time.

Number of Employees: 2 or 3.

Number of Occupants: Up to 566 persons (assuming 2 x occupants per manufactured home).

User/Occupant Characteristics: The occupants of the MHE will consist of the residents of the individual manufactured homes.

Manufactured homes occupants would be expected to respond quickly to evacuation although some residents may have reduced mobility.

It is likely that most occupants of the MHE will have their own transport, (private motor vehicles).

Number of Occupants with Special Needs: Any occupants with special needs are required to have appropriate resources to assist them evacuate.

The following register of occupants with special needs is to be kept and updated on an ongoing basis.

Table 3 – Special Needs Register

Occupants who require assistance to evacuate				
Name	Site number	Street name	Person assisting	Accounted for:

Facility Contact Details: The follow key contact details apply to the operation of the MHE.

Table 4 – Facility Contact Details

Position	Name	Phone number	Location
Manager	??	??	??
Fire Warden	??	??	??
Deputy Fire Warden	??	??	??

This is a sub-plan under: Australian Standard AS 3745 – 2010.

ROLES AND RESPONSIBILITIES

The following roles and responsibilities have been determined with consideration of the nature of the occupants of the MHE and the number of managers and employees who are most likely to be present at the time of a bushfire emergency event.

Table 5 – Emergency Management Personnel

Title	Name	Area of responsibility	Mobile Number
Fire Warden	??	??	??
Deputy Fire Warden	??	??	??

During absences of the Fire Warden, the Deputy Fire Warden, (where nominated), will assume the roles and responsibilities of the Fire Warden.

(i) Fire Warden – Role and Responsibilities

During periods of extreme or catastrophic fire danger the **Fire Warden** is to regularly check the status of bushfires in the locality and the Bushfire Danger Rating (BDR). Listen to local radio and television stations for Bushfire Bulletins. The Rural Fire Service provides updates over local radio and TV stations.

During periods of extreme or catastrophic fire danger visitors to the MHE are to be discouraged unless specifically to provide assistance to the occupants of the manufactured homes.

The MHE is to be monitored by the **Fire Warden** for ember attack before and after the fire event occurs. This monitoring should only be carried out when safe.

It is the role of the **Fire Warden**, on identification that there is a bushfire threatening or likely to threaten the MHE, to initiate evacuation action which includes:

- Placing residents/occupants on evacuation alert, (i.e. shut all windows and doors of all buildings) and encourage them to remain in their dwellings.
- Advising occupants of the manufactured homes to relocate from the MHE using private transport where available in advance of the MHE being impacted by bushfire.
- Where necessary marshalling occupants of the MHE at the **Emergency Assembly Area** and ensure that they are ready for assisted evacuation if necessary. The **Clubhouse Building** is to be used for the purposes of marshalling occupants of the MHE.

Decisions by the **Fire Warden** regarding evacuation are to be made, where possible, in consultation with the emergency services.

EVACUATION “TRIGGER”

Evacuation may be initiated by either the Fire Warden or the Emergency Services.

Evacuation should only be undertaken when it is safe. The level of visibility should be assessed to ensure evacuation can be undertaken safely. If there will be limited visibility during evacuation, it is not recommended.

Residents/occupants are to be placed on evacuation alert, (i.e. shut all windows and doors of all buildings) and encouraged to remain in their dwellings.

Evacuation is not recommended, if facility buildings are likely to be under ember or heavy smoke attack.

Once the decision has been made to evacuate and it is safe, the evacuees are to be directed to the **Emergency Assembly Area**. An air horn or verbal communication will be used to place the occupants of the MHE on evacuation alert and to identify the need for occupants to marshal at the **Emergency Assembly Area**. Once assembled, consideration can be given to evacuation should it be required.

The residents/occupants with their own transport are to be advised to leave as soon as possible.

The length of time to evacuate should be timed as part of the **Emergency Response Testing** provided for in the Training Program, and this time factor is to be considered when assessing worsening of conditions and the need for evacuation.

Where evacuation is not safe and where the MHE is likely to be under ember or heavy smoke attack the occupants of the MHE are to be advised to seek shelter within their own manufactured homes.

Emergency Services, (SES, RFS and Police), are to be advised where it is proposed to shelter onsite rather than evacuation.

Where safe to do so, evacuation should be undertaken in preference to sheltering onsite.

DESIGNATED EMERGENCY ASSEMBLY AREA

The designated **Emergency Assembly Area** which is relevant to the MHE are.

Emergency Assembly Area:

Table 6 – Evacuation Assembly Area

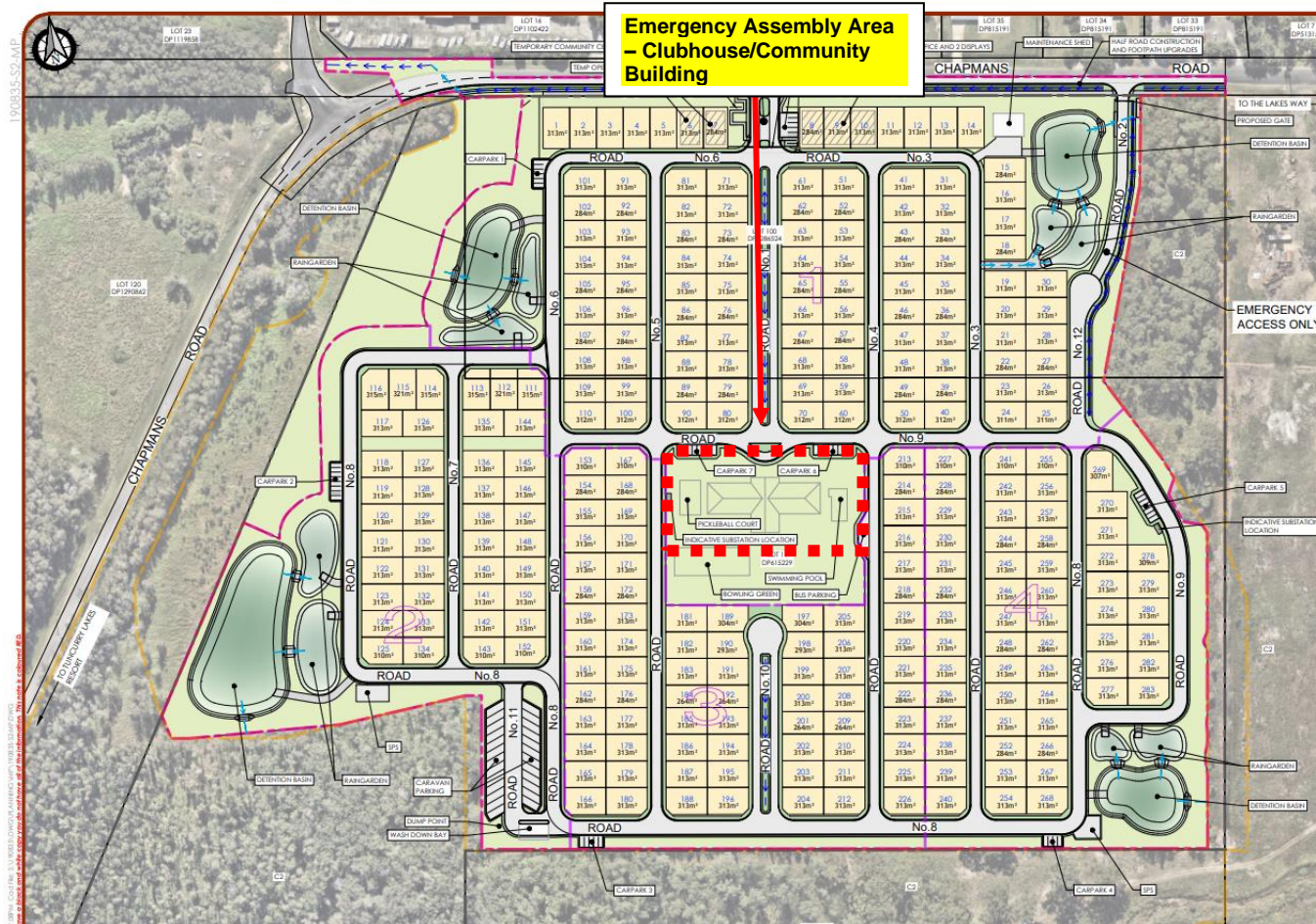
Main assembly point/area	Clubhouse/Community Building
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The **Emergency Assembly Area** for bushfire evacuation purposes is to be clearly sign posted/indicated to occupants of the MHE. **Figure 2** below indicates the assembly point.

The Emergency Assembly Area is not a safe harbourage building and as such should not be used for onsite sheltering.

The timely and safe evacuation of the MHE is the priority approach to bushfire threat management rather than sheltering in place. It is however noted that the nature of MHE is that the individual manufactured homes would provide for a level of protection from the impacts of bushfire and as such should be used for sheltering where evacuation has not been undertaken.

Figure 2 – Evacuation Assembly Area



TRANSPORT DETAILS

As previously stated, it is anticipated that the majority of MHE occupants will have access to their own transport via private motor vehicles and as such reduced numbers of occupants would be expected to require assistance with transport.

Occupants who do not have access to private transport, (own motor vehicle), are required to have appropriate resources to assist them evacuate.

The following register of occupants who may require transport assistance in order to evacuate is to be kept and updated on an ongoing basis.

Table 7 – Transport Assistance Register

Occupants who require transport assistance to evacuate				
Name	Site number	Street name	Transport Assistance	Accounted for:

Where possible and appropriate arrangements are to be made by the **Fire Warden** for the use of private transport for occupants who do not have access to their own private transport.

Where necessary Forster BusLines, (transport service provider), and/or local Taxi Services should be contacted at least one (1) hour prior to any evacuation in order to confirm the availability of transport from the MHE.

Where transport assistance cannot be organised the Emergency Services are to be contacted for assistance or alternatively the use of private transport is to be considered.

It is important to note that all transportation requirements/arrangements are to be accessed from the main **Emergency Assembly Area** (Clubhouse Building).

Pedestrian and vehicle access to the MHE during a bushfire incident is to be restricted to emergency response vehicles and personnel.

EVACUATION LOCATION

In the event of a facility evacuation occupants are to be directed to the following EVACUATION CENTRE:

Name of venue (Primary): Tuncurry Beach Bowling Club

Address of venue: 21 Parkes Street, Tuncurry

Nearest cross-street: Wallis Street, Tuncurry

Directions: Proceed to the north from the Clubhouse building using the MHE access roads to the Chapmans Road intersection – Turn right into Chapmans Road.

Proceed to the east along Chapmans Road for a distance of approximately 600m to the intersection with The Lakes Way – turn right onto The Lakes Way.

Travel approximately 1.8km to the south along The Lakes Way. At the roundabout take the first exit onto Wallis Street. Proceed for a distance of 120m and at the roundabout take the third exit onto Parkes Street. The **Evacuation Centre** is on the left.

Refer to **Appendix 2** for map of directions to Evacuation Centre.

Trip time: approximately ten (10) minutes under normal driving conditions.

EVACUATION PROCEDURES

In the event of a bushfire in the surrounding area, occupants of the MHE shall follow the procedure outlined below:

1. If there is a bushfire in a surrounding area, any employee or occupant who becomes aware is to immediately advise the **Fire Warden**.
2. The **Fire Warden** will immediately advise the NSW Fire Brigade/NSW Rural Fire Service Fire Control Centre of the bushfire activity and is then to advise all Deputy Fire Wardens that there is an event in the surrounding area.
3. The **Fire Warden** will place the MHE occupants on evacuation alert.
4. All occupants, management and employees should ensure all windows and doors of the manufactured homes, and the Clubhouse/Community Building are to be shut to stop smoke and ember infiltration.
5. All occupants/residents with special needs are identified by the **Fire Warden**.
6. All occupants who may require assistance with transport are identified and confirmed by the **Fire Warden**.
7. Where the MHE is at risk of being impacted by bushfire, (including bushfire on adjoining land), occupants are to be encouraged to vacate the MHE as early as possible (i.e., leave before an evacuation is triggered).
8. The **Fire Warden** is to determine the need for transportation to be provided for occupants in the event of evacuation and where necessary confirm arrangements for the availability of vehicles to assist with evacuation if triggered (i.e., arrange for the use of private motor vehicles or arrange for bus/taxi transport).

Transport service providers should be contacted by the **Fire Warden** at least one (1) hour prior to any evacuation in order to confirm the availability of transport from the MHE.

Where transport assistance cannot be organised the Emergency Services are to be contacted for assistance or alternatively the use of private transport is to be considered.

9. The **Fire Warden** is to confirm the location and availability of the Evacuation Centre.
10. The **Fire Warden** is to monitor traffic movements to and from the MHE and where necessary arrange for traffic control to ensure the orderly movement of vehicles to and from the MHE.

In the event of a bushfire threatening and a decision to evacuate has been made by the Fire Warden, occupants of the MHE shall follow the procedure outlined below:

1. The **Fire Warden** will advise the Emergency Services/Rural Fire Service Fire Control Centre of the fire, and that evacuation of the facility is being initiated/undertaken.
2. The **Fire Warden** will advise all Deputy Fire Warden/s to marshal all remaining MHE occupants to the **Emergency Assembly Area (Evacuation Trigger)** which is the Clubhouse/Community Building.

This will be triggered by an air horn and/or verbal communication.

3. Assistance in proceeding to the Evacuation **Assembly Area** is to be provided to occupants with special needs.

Due to the potential impacts of bushfire the **Fire Warden** is to determine if marshalling is to be undertaken inside the Clubhouse Building.

4. Occupants with their own private transport are to be advised to evacuate the MHE as soon as possible. All Occupants are to be advised to proceed to the **Evacuation Centre (Tuncurry Beach Bowling Club - 21 Parkes Street, Tuncurry to be confirmed)**.
5. The **Fire Warden** will consider nominating persons to monitor the MHE for ember attack.

These persons will need to have direct contact with the **Fire Warden**.

6. All remaining occupants of the MHE are advised to make their way to the **Emergency Assembly Area** for evacuation and are not to return to any other areas of the MHE for any reason.
7. The occupants with their own transport are advised to leave immediately.
8. Where necessary private motor vehicles being used for evacuation from the MHE are to be positioned as close to the **Emergency Assembly Area** as possible.
9. The **Fire Warden** is to monitor traffic movements to and from the MHE and where necessary arrange for traffic control to ensure the orderly movement of vehicles to and from the MHE.
10. All marshalled occupants who are being transported by bus/taxis or other private vehicles are to be directed into the transport.

The **Fire Warden** is to determine the order of evacuation from the **Emergency Assembly Area**.

11. The **Fire Warden** or Emergency Services will decide whether total evacuation of the site is required.
12. The **Fire Warden** will consider further monitoring of the buildings and other structures for ember attack.
13. The **Fire Warden** is to confirm the availability of safe shelter/harbourage at ??? for the Fire Warden/Deputy Fire Warden/ MHE employees in case evacuation is not available.

In the event that it is unsafe to evacuate the MHE the Fire Warden and occupants of the MHE should follow the procedure outlined below:

1. The **Fire Warden** will advise the NSW Fire Brigade/NSW Rural Fire Service Fire Control Centre of the fire, and that it is unsafe to evacuate and that it is proposed to shelter onsite.
2. All remaining occupants of the MHE are advised to remain within their manufactured homes for the purposes of safe harbourage/refuge.

3. Occupants of the MHE are to be advised to ensure that all windows and doors of their manufactured homes are closed and where necessary additional measures are to be used to restrict smoke penetration into their dwellings.
4. Where possible and safe to do so the **Fire Warden** will monitor the manufactured homes for ember attack and where necessary and safe initiate fire suppression activities in accordance with best management practices including standard operating procedures associated with the operation of the MHE.
5. Where necessary the Fire Warden/Deputy Fire Warden/ MHE employees are to shelter/ harbour at ???.

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CONTACT DETAILS

The following are lists of contacts which may be of use during a bushfire emergency event:

Table 8 – Emergency Contact Details

NAME OF ORGANISATION	NAME OF CONTACT	PHONE NUMBER
NSW Rural Fire Service	Tuncurry/Great Lakes Rural Fire Control Centre	000 or 6539 7700 or 6555 8899 For Bushfire Information 1800 679 737
	Tuncurry RFS Brigade	0407 393 564
NSW Police Service	Forster Police station	000 or 6555 1299
NSW Fire Brigade (Fire and Rescue)	Forster Fire Station	000 or 1800 679 737
Services NSW (Department of Community Services)	Tuncurry	13 77 88
Local Council	Midcoast Council	7955 7777 After hours (Forster) 0419 165 048
State Emergency Service	SES (General)	132 500
NSW Ambulance Service	Tuncurry Ambulance Station	000 or (02) ???
Local Hospitals	Manning Base Hospital	6592 9111
	Forster private Hospital	6555 1333

Road Closures	Live Traffic NSW	131 700 www.livetraffic.com
Evacuation Centre	Tuncurry Beach Bowling Club	6554 6477
Transport Providers (Buses)	Forster Buslines Eggin's Comfort Coaches	6554 6431 6552 2700
Transport Providers (Taxis)	Forster Tuncurry Taxis Taree Taxis Cabs\ Taree Taxis Combined	6554 6555 6557 1111 6551 3555
Local Radio Stations	FM 101.5 - Great Lakes FM FM 95.5 - ABC Mid North Coast FM 88.9 - 2RE FM 103.3 - 2TLP	1800 802 692 6585 2233 6552 2100 6551 3131
Local TV Stations	ABC – Channel 2 Prime – Channel 6 NBN – Channel 8	6588 1211 6552 8777 6551 0062

Table 9 – MHE Contact Details

Name	Position	Phone
??	??	??
??	??	??

Table 10 – Business/Supplier Contact Details

Service	Service Provider	Account/Ref Number	Contact person	Phone number
Insurance provider	??	??	??	??
Bank	??	??	??	??
Phone/Internet	??	??	??	??
Security	??	??	??	??
Electricity	??	??	??	??
Gas	??	??	??	??
Water	??	??	??	??
Council	??	??	??	??

SECURITY DETAILS

The need for the provision site security will be assessed following the finalization of the bushfire emergency.

Security will not attend the site until the area is declared by the Emergency Services as safe.

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TRAINING

To ensure that this **Evacuation Plan** is properly followed during facility emergencies, a training program shall be provided to management and employees.

The objectives of the training program shall be as follows:

- a) To ensure that personnel are knowledgeable of their roles and responsibilities.
- b) To ensure that personnel are knowledgeable of the evacuation procedures to effect a safe and expedient evacuation of the facility impacted by a bushfire emergency situation.

Management and employees will receive training in the Evacuation Plan appropriate to the level of their expected involvement.

The following is the general training program:

Training Frequency

Management and employees will receive training during initial appointment / employment orientation and receive refresher training at least every 12 months with the timing of training to be before the commencement of the bushfire season (September).

When employees change areas in which they work or responsibilities for the work they undertake, they will receive, from their supervisor, appropriate training in their responsibilities and actions as required by the Evacuation Plan for their new work area/new responsibilities.

Additional training will also be provided to management and employees whenever the Evacuation Plan is changed.

Training Level

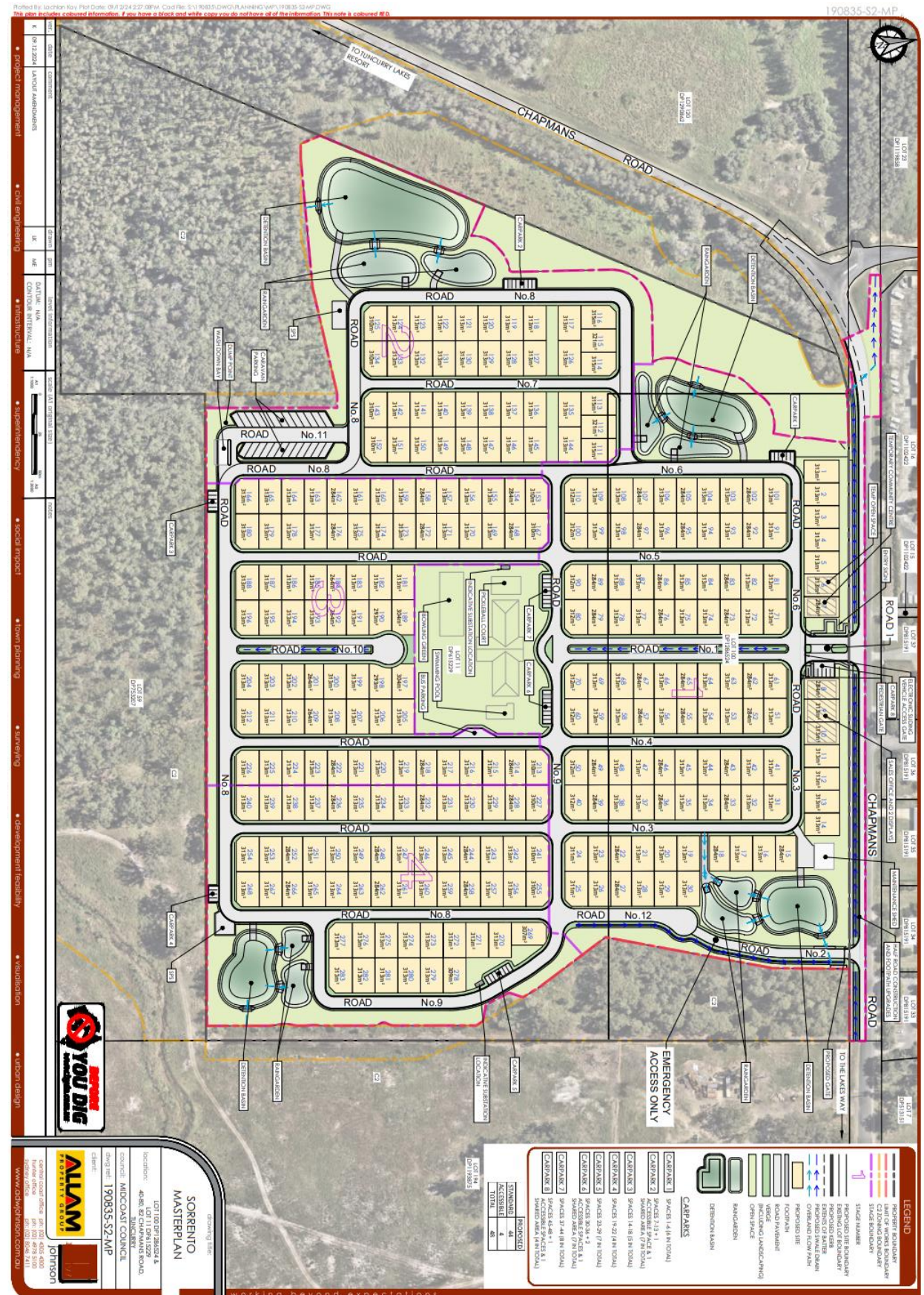
All management and employees will receive training in the contents of the plan, in particular the specific evacuation procedures and responsibilities.

Fire Warden Training

The Fire Warden will receive additional training, beyond that received by employees dealing with actions, which are necessary to provide for the safety of personnel and facility users, and the protection of facility assets.

This plan includes coloured information, if you have a black and white copy you do not have all of the information. This note is coloured red.

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APPENDIX 2 – ROUTE TO EVACUATION CENTRE

