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Bushfire Emergency Management & Evacuation Plan

Chatswood Golf Leisure Resort
(Seniors Housing & Chatswood Golf Club)

128 Beaconsfield Road, Chatswood

TO BE REVIEWED ANNUALLY

May 2020
(REF: 19WRL02)

Bushfire Emergency Management & Evacuation Plan

**Chatswood Golf Leisure Resort
(Seniors Housing & Chatswood Golf Club)**

128 Beaconsfield Road, Chatswood

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The mapping is indicative of available space and location of features which may prove critical in assessing the viability of the proposed works. Mapping has been produced on a map base with an inherent level of inaccuracy, the location of all mapped features is to be confirmed by a registered surveyor.

PREFACE

Travers bushfire & ecology has been engaged by *Watermark Retirement Living* to prepare a bushfire emergency management and evacuation plan to accompany the development application (DA) for Chatswood Golf Leisure Resort, a mixed-use development involving a two (2) lot subdivision at No. 128 Beaconsfield Road, Chatswood.

The proposal will retain the 18-hole golf course for private recreational use within the newly created Lot 2 and will involve the construction of the following mixed-use development within the newly created Lot 1:

- Demolition of the existing club house and construction of a new three (3) storey club house inclusive of a recreational gym and swimming pool. This will primarily be used by existing golf club patrons and future independent living unit (ILU) residents, although these facilities will be available for use by the wider community.
- One-hundred and six (106) ILUs comprising eighty-two (82) two (2) bedroom units and twenty-four (24) three (3) bedroom units within two (2) five-storey seniors living buildings.
- Construction of a new on-site car park with three hundred and nine (309) parking spaces in total with two (2) basement levels.

The primary access to the site is currently provided via Beaconsfield Road from the east.

It is envisioned that the proposal will accommodate a maximum of one hundred and sixty (160) occupants and approximately 140 golfers.

Need for an Emergency / Evacuation Plan

The potential for traffic congestion in the event of an emergency may impede evacuation efforts and hinder access for fire-fighting and emergency services entering the facility from Beaconsfield Road. It is therefore recommended that occupants move to a designated safe on-site assembly point (club house), unless advised by emergency services.

The proposed club house is exposed to a low bushfire risk due to its distance (over 100m) from the remnant bushland to the north-east and south-east. The resort will support a mixture of residential seniors living and a proposed public assembly building (club house); both considered to be special fire protection purpose (SFPP) developments due to the demographics of future occupants.

In acknowledgement of these factors, Chatswood Golf Leisure Resort is to ensure:

- That a Site Manager / Chief Fire Warden is on-site at all times.
- Provision of a safe refuge building (club house) for safe on-site assembly of residents and visitors during a bushfire event. The refuge building is to be clearly signposted as a safe refuge; and
- Mechanisms and procedures for co-ordinated off-site evacuation of visitors and senior residents if advised by the local emergency services.

Safe Living Environment

Based on the bushfire prone nature of the site it is paramount that asset protection zones (APZs) are established and maintained in accordance with the conditions of consent. In addition, fire-fighting equipment, clear access and building construction standards for all

ILUs and the refuge building / club house are to be maintained for the life of the development.

All future buildings will be designed with the provision of adequate APZs and will be constructed to comply with the applicable bushfire attack level (BAL 12.5) as outlined in *AS3959 Construction of buildings in bushfire-prone areas*. Similarly, the proposed club house and ILUs will be designed to ensure radiant heat exposure is limited to <10kW/m^2.

Importantly, this evacuation plan enables a safe and orderly evacuation when and if required. However, it should be noted that any visitors to the site will not be aware of these procedures and will require care and proper management in the event of an evacuation.

Evacuation Planning Guidelines

The plan is consistent with the following NSW Rural Fire Service (NSW RFS) standards and policies, namely:

- *A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan*
- *Planning for bush fire protection 2019*
- *Australian Standard AS3745 (2010) Planning for emergencies in facilities.*

Evacuation Planning Within the Workplace

It is necessary that those who work and / or reside at the site have a role in evacuation planning. It is recommended that an emergency planning committee (EPC) be formed by those who work within the facility such as management and staff. The role of the committee is to:

- Review and implement this emergency plan.
- Identify duties and responsibilities of positions.
- Ensure employees and other visitors are educated and trained on emergency procedures. Refer to the following link for further information. https://www.rfs.nsw.gov.au/__data/assets/pdf_file/0003/29271/DPP1079-Emergency-management-and-evacuation-plan-FORM.pdf
- Ensure employees and visitors are aware of the emergency procedures for the development.
- Regularly review the plan to ensure it remains practical and current.
- Maintain the APZs, water supply and other bushfire fire mitigation measures as per recommendations within the bushfire protection assessment report prepared by *Travers bushfire & ecology* and as outlined in the conditions of consent (when issued).
- Consult with the NSW RFS and other emergency services and provide a copy of this document to the local Bush Fire Management Committee for their information and advice.

GLOSSARY OF TERMS

assembly point	The designated place or places where people assemble during the course of an evacuation.
BOM	Bureau of Meteorology
Bushfire	A general term used to describe fire in vegetation, includes grass fires.
Bushfire preparedness	A building prepared to the highest-level means that the dwelling is constructed and maintained in accordance with *AS3959* and that the dwelling is surrounded by a compliant and managed asset protection zone (APZ). Landscaping surrounding the building complies with the requirements of an APZ and there is no build-up of leaves / combustible material on the roof or in the gutters.
Bushfire risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Bushfire risk management	A systematic process that provides a range of treatments which contribute to the well-being of communities and the environment, which suffer the adverse effects of wildfire / bushfire
Bushfire threat	Potential bushfire exposure of an asset due to the proximity and type of a hazard and the slope on which the hazard is situated.
District Emergency Management Officer (DEMO)	For emergency management purposes, NSW is divided into emergency management districts. Each Emergency Management District has a District Emergency Management Committee. The Committee is chaired by the District Emergency Operations Controller (DEOCON), supported by the District Emergency Management Officer (DEMO). The DEMO is also responsible for assisting local committees and communities within the relevant District on emergency management matters.
emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response
emergency planning committee (EPC)	Persons responsible for the documentation and maintenance of an emergency plan.
Emergency warning and intercommunication system (EWI)	A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.

evacuation	The orderly movement of people from a place of danger.
FDI	The fire danger index (FDI) is a combination of air temperature, relative humidity, wind speed and drought.
FDR	The fire danger rating (FDR) is an assessment of the potential fire behaviour, the difficulty of suppressing a fire, and the potential impact on the community should a bushfire occur on a given day, the FDR is determined by the fire danger index (FDI)
ILU	independent living units
Local Emergency Management Officer (LEMO)	The State is divided into Local Government areas with a Local Emergency Management Committee for each area. This Committee is chaired by a senior representative of the Council, and is supported by a Council appointed Local Emergency Management Officer (LEMO).
occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.
on-site refuge	A building within the premises that is able to accommodate the people that will shelter. The place is not under threat from a bushfire.
off-site refuge	A venue at another location some distance away that is able to accommodate all the people being evacuated. The place is not under threat from a bushfire.
relocation	Movement of persons and / or organisations to an alternate area.
SFPP	special fire protection purpose
State Environmental Planning Policy (SEPP)	State Environmental Planning Policy (SEPP) is a legislated policy that deals with issues significant to the state and people of New South Wales.
sheltering	Procedures for a relevant situation where the safest course of action is to remain in a building or location.
support needs	People with physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent, who require support. It also includes aged persons and juveniles who are dependent on others for their care and wellbeing.

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Facility Details 1

Name of facility:	Chatswood Golf Leisure Resort
Type of facility:	Mixture of seniors living, visitors (club house) and recreation (golf course)
Locality / suburb:	No. 128 Beaconsfield Road, Chatswood
Lat' Long' coordinates:	-33°37'15", 150°13'45"
Postcode:	2067

This Plan outlines procedures for both sheltering (remaining on-site) and evacuation to enhance the protection of occupants from the threat of bushfire.

The Primary Action to follow under normal bushfire conditions is to:	**Shelter (safe refuge within the site)**

Contact person:	………..
Position / role:	Site Manager / Chief Fire Warden
Phone number:	(02) …………..

Date of plan:	February 2020
Date of review:	February 2021

Number of employees:	………..
Number of buildings:	The proposed redevelopment involves the demolition of the existing club house and construction of a new club house as well as two (2) independent living unit (ILU) buildings.

Maximum number of people:	300 people
	140 Club house (maximum)
	160 ILUs (maximum)
Number of residents with special needs:	Variable (i.e., people with disabilities and non-English speaking groups).

Roles and Responsibilities 2

2.1 Infrastructure

It is recommended that Chatswood Golf Leisure Resort establish the following infrastructure for bushfire emergency evacuation. This includes:

- Installation of signage for the on-site Emergency Assembly Area at the club house; and
- Provision of community education materials.

2.2 Roles and responsibilities

Table 2.1 below outlines who has the responsibility for implementing the emergency procedures in the event of a bushfire. The following table is to be regularly updated to ensure details are up to date.

Table 2.1 – Roles and responsibilities

Position	Name of person	Building / area of responsibility	Mobile phone number
Chatswood Golf Course Leisure Resort			
Manager		Entire site	
Chief Fire Warden			
Independent living units (ILU)			
Deputy Fire Wardens		North Building	
		South Building	
Golf club and golf greens			
Deputy Fire Warden	Club Manager /	Golf club and golf greens	
Stakeholders / service partners			
Fire equipment		Entire site	
Utilities		Entire site	
		Entire site	

3.2.1 Site Manager / Chief Fire Warden

The Site Manager is responsible for the **coordination** of evacuation in the event of an emergency or a planned drill.

The Site Manager has the authority to direct that all residents, visitors and staff comply with the emergency arrangements during an emergency evacuation.

The Site Manager is also the primary contact with the NSW RFS District Office and the NSW Fire Brigade.

The Site Manager shall have complete control of the incident until arrival of the first attending emergency service. At that time, the Site Manager shall take the direction provided by that service and assist them as required.

The Site Manager will undertake the following tasks:

- Establish an Emergency Planning Committee
- Provide a copy of this plan to the local Bush Fire Management Committee for their information and ensure that the plan is reviewed on an annual basis and modified as appropriate.
- Gain a sound knowledge of the site's bushfire risk and familiarity with the Bushfire Emergency Evacuation Plan.
- Operate within the site 24x7 and appoint a suitably qualified Duty Manager / replacement to cover absences or leave.
- Maintain a register of contact details for all staff, patrons, residents and visitors as per the appendices of this document.
- Appoint a Deputy Fire Warden for each of the ILU buildings. For the golf club, the Deputy Fire Warden role will be covered by the Golf Club Manager.
- Coordinate the wardens during the emergency.
- Record the roles and responsibilities of the Deputy Fire Wardens and review prior to the commencement of the bushfire season (August)
- Communicate bushfire management procedures to the Fire Wardens and ensure the Fire Wardens have communicated the same to all staff, residents, patrons, guests and visitors for whom they are responsible.
- With support from the Deputy Fire Wardens, coordinate bushfire emergency procedures for staff, patrons, residents and visitors.
- Lead a review of this this plan annually and following a major fire and conduct annual evacuation drills.

3.2.2 Deputy Fire Wardens

A Deputy Fire Warden for each ILU building will be nominated by the Site Manager. The Golf Club Manager will be the Deputy Fire Warden of the golf club.

The Deputy Fire Wardens should be trained similarly to the Site Manager.

The Deputy Fire Wardens will:

- Gain a sound knowledge of the site's bushfire risk and familiarity with this plan.
- Assist the Site Manager implement bushfire emergency response procedures as required.

- Under the guidance of the Site Manager, coordinate the bushfire emergency response within their domain.
- Ensure that staff, residents, patrons, guests and visitors are aware of the bushfire risk and emergency procedures set out in this plan.
- Be trained in first aid procedures.
- The deputy fire wardens are to advise staff and residents of the situation. This may include a door knock.
- If the situation allows, coordinate the securing and locking of all buildings to limit the impact of bushfire.
- Assisting with the safe evacuation of mobility impaired persons within their group.
- Serve as a roving commission to assist other wardens / emergency services.
- Maintain calm and order during a bushfire event.

3.2.3 Staff, Golf Club Members, Residents, Guests and Visitors

Staff, Golf Club Members, Residents, Guests and Visitors will undertake the following tasks:

- Residents are to provide the Site Manager and relevant staff with their most up to date contact details.
- All other staff, club members, guests and visitors are to provide up to date contact details to hotel or golf club staff.
- Follow the advice of the Site Manager or Fire Wardens.
- Report any concerns to the Site Manager or Fire Wardens.

Emergency Contacts

3

All fires and emergencies to be reported to 000

Lat' Long' coordinates for "Chatswood Golf Course" -33°48'23", 151°48'16"
Location – No. 128 Beaconsfield Road, Chatswood

The following table is to be regularly updated.

Table 3.1 - Emergency contacts

Name of organisation	Office / contact	Phone number
Fire & Rescue NSW Lane Cove Fire Station	Zone Commander	Emergency 000 (02) 4787 8078
Fire & Rescue NSW Willoughby Fire Station	Zone Commander	Emergency 000 (02) 4782 6733
Fire & Rescue NSW Ryde Fire Station	Zone Commander	Emergency 000 (02) 9808 2798
Fire Control Centre (Ku-ring-gai)	Bush Fire Information Line	Emergency 000 (02) 9883 2000
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.new.gov.au
NSW Police Force (Chatswood)	Station Officer	Emergency 000 (02) 9414 8499
NSW Police Force (North Sydney)	Station Officer	Emergency 000 (02) 9956 3199
Willoughby City Council	Information centre & after business hours	(02) 9777 1000
Dept. of Community Services	Disaster Recovery Service	1800 018 444
State Emergency Services	Assistance Line	132500
NSW Ambulance Service	Main telephone	Emergency 000
Chatswood Private Hospital	Main telephone	(02) 9413 4822
North Shore Hospital	Main telephone	(02) 8425 3000

Sheltering Procedure 4

4.1 Designated refuge

Evaluation of the safety of occupants has determined that it would be safer for ALL persons to seek SHELTER in a designated on-site safe refuge. The on-site safe refuge location has been nominated as the club house (refer Site Layout Plan provided in Appendix 3).

4.2 Sheltering procedure for residents

The club house assembly area provides direct access to the internal road network and Beaconsfield Road. Each building within the site will be constructed to comply with BAL 12.5 and therefore the facility is designed to withstand the expected level of bushfire attack. The club house is centrally located, allowing occupants of the facility to safely evacuate offsite (via bus) if emergency services call for evacuation.

Designated on-site assembly point for residents	**Club house** (refer Site Layout Plan in Appendix 3)

Table 4.1 – Actions before and at the commencement of the Bush Fire Danger Period

Trigger	Action
These actions are to be undertaken before the bushfire season (i.e. August) and during the bushfire danger period.	(a) Ensure that residents are prepared in accordance with the Bush Fire Emergency Management and Evacuation Plan. (b) Ensure that all persons are informed of the shelter-in-place procedures. (c) Ensure all residents are provided with a copy of the procedure 'what to do during a bushfire event' (refer Appendix 4). This procedure is to be placed within each building. (d) Ensure areas around buildings are prepared and maintained to the standards for an asset protection zone as outlined within the conditions of consent. Further details can be found at the following link https://www.rfs.nsw.gov.au/__data/assets/pdf_file/0010/13321/Standardsfor-Asset-Protection-Zones.pdf (e) Ensure any firefighting equipment (hydrants and hydrant booster) is serviceable and available. (f) Update contact details of occupants, staff, stakeholders and emergency services (refer Table 2.1 & Appendices 1 & 2).

Table 4.2 – Procedure for sheltering on-site in the event of a bushfire in the surrounding area

Trigger	Action
The sheltering trigger occurs under the following circumstances: a) When advised by the NSW Rural Fire Service, NSW Fire & Rescue or the Police. b) When there is a possibility that a bushfire may impact the site. c) When there are visible signs of smoke and / or embers approaching.	a) Chief Fire Warden (or person responsible) for the facility will assume command of the situation b) The Chief Warden is to communicate to the Deputy Fire Wardens of each building and the club house that a bushfire is likely to impact the site and issue a bushfire warning to the site. c) Deputy Fire Wardens are to door knock every unit to communicate the evacuation order (if safe to do so) and move all persons to the designated refuge (i.e. club house). d) Residents are to close all windows and doors in buildings. Ensure all household members are accounted for. (d) Ensure all persons are accounted for at the safe refuge (using listing of occupants register – refer Appendix 1) e) Chief Fire Warden is to advise the local emergency service (include phone number) that *Chatswood Golf Course* is taking action to shelter-in-place (advise how many people). f) After all the occupants have been relocated to the on-site refuge and accounted for, nominated staff may need to contact the occupant's families and / or friends of their whereabouts (if applicable). g) Fire Wardens and residents are to actively monitor bushfire conditions from inside the club house – maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications (i.e. Fires Near Me). h) Await instructions from police or fire agencies. i) Do not exit the club house or evacuate the site unless advised to do so by emergency services.

4.3   Sheltering procedure for <u>visitors</u> of the golf course

The future club house is to be used as a safe refuge building during a bushfire emergency. The building will provide adequate access to amenities and is centrally located to support the refuge of all visitors, staff and residents.

| Designated assembly point for <u>visitors and staff</u> | <u>**Club house**</u>
(refer Site Layout Plan in Appendix 3) |

Table 4.3 – Procedure for sheltering on-site in the event of a bushfire in the surrounding area

Trigger	Action
The sheltering trigger occurs under the following circumstances: a) When advised by the NSW Rural Fire Service, NSW Fire & Rescue or the Police. b) When there is a possibility that a bushfire may impact the site. c) When there are visible signs of smoke and / or embers approaching.	a) The Chief Fire Warden is to maintain communication lines with the police / emergency service giving evacuation orders. b) The Chief Fire Warden is to communicate to the Deputy Fire Wardens of the club house that a bushfire is likely to impact the site and issue a bushfire warning to the site. c) The Deputy Fire Warden is to move all staff, residents, patrons, guests and visitors to the refuge building (club house). This can be communicated via loud speaker / intercom. d) At the refuge building (club house), ensure all persons are accounted for and safe using visitor register. e) After all occupants are accounted for and safe, nominated staff will commence contacting families or friends (as required). f) Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications.

Forced Evacuation Procedure

5

The following evacuation procedures should be put in place if occupants can no longer shelter within the on-site refuge and if emergency services call for evacuation.

Table 5.1 – Evacuation procedure

Designated assembly point:	**Club house** (refer site layout of premises)

Refuge (primary)	
Suggested venue:	Chatswood RSL Club
Address of venue:	446 Victoria Avenue, Chatswood
Nearest cross-street:	Railway Street
Phone number:	(02) 9419 7386
Estimated travelling time to destination:	9 minutes

Transportation arrangements	
Number of vehicles required:	Occupants own vehicles for those without own transport and on site mini-van (for 10 people).
Contact phone number for local bus hire company (if required):	Inspire transport bus & coach – 1300 706 707 info@inspiretransport.com.au

Table 5.2 – Procedure for <u>forced evacuation</u>

Trigger	Action
Orders to evacuate from the NSW Rural Fire Service, NSW Fire & Rescue or the Police.	(a) The Chief Fire Warden (or person responsible to liaise with the police / emergency service giving evacuation orders. (b) The Chief Fire Warden is to advise the local emergency service that *Chatswood Golf Course Leisure Resort* is evacuating due to emergency services directions (including how many people and where they are going). (c) Ensure all persons are accounted for prior to departure (using occupant register). (d) At safe off-site refuge location, ensure all persons are accounted for and safe. (e) The Fire Warden (or person responsible) is to advise the local emergency service (include phone number) that all persons have been evacuated and are accounted for and safe at the off-site refuge. (f) After all occupants are accounted for and safe, nominated staff will commence contacting families or friends (as required) (g) Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications.

After a Bushfire Event   6

Table 6.1 – When the bushfire threat has passed, and the area is deemed safe by emergency services

Trigger	Action
Determine if security is required. Security will generally be required where damage has been sustained and occupants are unable to return.	a) Consult with police on availability of resources that may be utilised for security: or b) Consult with a security company to engage an officer (if safe to do so); or c) Have an employee remain and monitor the situation (if safe to do so).
When the bushfire threat has passed, and the area is deemed safe by emergency services:	a) No person should re-enter evacuated units until advised by the emergency services. b) All occupants are to be accounted for on their return. c) Inform the police / emergency service of the return of persons to the premises.

REFERENCES

Australian Standard AS3745: *Emergency control organisation and procedures for buildings, structures and workplaces*

Australian Building Codes Board (2010), *Building Code of Australia 2010*

NSW Rural Fire Service (2017) - *A Guide to Developing a Bushfire Emergency Management Plan.* Planning and Environment Services - NSW Rural Fire Service

NSW Rural Fire Service and Planning NSW (2019). *Planning for Bushfire Protection -a Guide for Councils, Planners, Fire Authorities, Developers and Home Owners*

State of New South Wales (1979) No 203, *Environmental Planning & Assessment Act*

State of New South Wales (1997) No 65, *Rural Fires Act*

ILU Resident listing

A1

Name of person	ILU No.	Any special needs / education	Person accounted for (tick)

Visitor & staff listing

A2

Name of person	Building / Unit No.	Any special needs / education	Person accounted for (Tick)

CHATSWOOD GOLF COURSE

REMNANT (0.07ha)

ILU North

GOLF CLUBHOUSE (ON-SITE SAFE REFUGE)

A

ILU South

PRIMARY ACCESS POINT

BEACONSFIELD ROAD

Route to forced off-site evacuation Chatswood RSL Club (9min)

Legend

Subject site

Contours - 1m(source: LiDAR)

Edge of vegetation

Asset Protection Zone (APZ)

Building footprint

A Assembly Point
The Clubhouse has been identified as an on-site refuge for residents & visitors

Aerial source: Nearmap

Travers
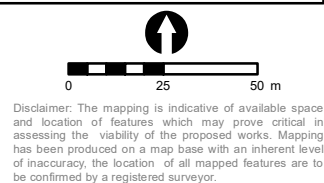bushfire & ecology
www.traversecology.com.au

PROJECT & MXD REFERENCE
Beaconsfield Road, Chatswood
19WRL02_EP001

DATE & ISSUE
18/02/2020
Issue 1

SCALE & COORDINATE SYSTEM
1:2,000   @ A4
GDA 1994 MGA Zone 56

0   25   50 m

TITLE
Site Layout Plan

Disclaimer: The mapping is indicative of available space and location of features which may prove critical in assessing the viability of the proposed works. Mapping has been produced on a map base with an inherent level of inaccuracy, the location of all mapped features are to be confirmed by a registered surveyor.

Document Path: N:\GIS STORAGE\N Drive\19WRL02_Beaconsfield_Chatswood\MXDs\19WRL02_EP001.mxd

What to do prior to bushfire season

A4

The following table identifies the tasks required to be undertaken by Management before the bush fire danger period.

Table A4.1 – Actions <u>before and at the commencement</u> of the Bush Fire Danger Period

These actions are to be undertaken before the bushfire season (i.e. August) and during the bushfire danger period.	(a) The Site Manager is to establish an Emergency Planning Committee (EPC) with staff and residents. (b) Consult with the NSW RFS and other emergency services and provide a copy of this document to the local Bush Fire Management Committee for their information. (c) Ensure that staff and residents are prepared in accordance with the Bushfire Emergency Management and Evacuation Plan. (d) The EPC is to ensure the delivery of education and training to staff and are to conduct an annual evacuation drill. e) Ensure that all persons are informed of the location of the assembly point. Ensure the assembly point has been sign posted. f) A copy of the site layout plan in Appendix 3 is to be provided in every building so it is accessible by all occupants, visitors and emergency services personnel. g) Ensure all employees and occupants are provided with a copy of the procedure 'what to do during a bushfire event' provided in Appendix 5. This procedure is to be placed within the common room / community facility and the independent living units. h) Ensure building and areas around buildings are prepared and maintained to the standards for an APZ as per the conditions of consent which can be found at the following link https://www.rfs.nsw.gov.au/__data/assets/pdf_file/0010/13321/Standards-for-Asset-Protection-Zones.pdf

	i) Ensure any fire-fighting equipment (hoses / hydrants etc.) is serviceable and available. j) The Site Manager is to update contact details of staff in Section 2, and the resident and visitor listing in Appendices 1 & 2. k) Contact the refuges proposed to be used during a bushfire emergency. l) The Site Manager is to contact transport suppliers for potential use during a bushfire emergency.

EVACUATION PROCEDURE FOR EACH ILU

Evacuation Procedure to be mounted
close to the entry / exit door of each building / unit

In the interest of safety please read the following:

STEP 1:   In the event of bushfires threatening this area, close all windows and doors.

STEP 2:   Make your way to the **club house** and await further instructions from the Senior Officer / Fire Warden.

STEP 3:   An Evacuation Plan is in force and a Fire Warden will be available to assist. Please take directions from that person.

STEP 4:   DO NOT panic.

STEP 5:   Do not leave the grounds under any circumstances without advice from the Fire Warden.