

# Telethon Speech & Hearing

## Bushfire Emergency Evacuation Plan

Dodd St, Wembley





# Document Control Record

<b>Site Details:</b>	<b>Telethon Speech &amp; Hearing</b>
	<b>36 Dodd St, Wembley</b>
<b>Client:</b>	Telethon Speech & Hearing

**Prepared By:** Bushfire Prone Planning (BPP Pty Ltd)  
 ABN: 39 166 551 784  
 M: 0438 946 285/0459 558 986  
 Email: [enquiries@bushfireprone.com.au](mailto:enquiries@bushfireprone.com.au)



<b>Reference:</b>	15389
<b>Document Status and Date:</b>	Final June 2015

<b>Prepared by:</b>  <b>Alex Aitken</b>	<b>Approved by:</b>  <b>Kathy Nastov</b>
<b>Date:</b> 29/5/2015	<b>Date:</b> 11/6/2015

Revision number:	Description of revision:	Date:	Approved by:
3	Update Warden details and contacts	2016	Principal/CEO
4	Update Warden details and contacts	2018	Principal/CEO

*Disclaimer: All surveys, forecasts, projections and recommendations made in this site evacuation / shelter in place plan associated with the project are made in good faith on the basis of information available to Bushfire Prone Planning at the time; and achievement of the level of implementation will depend among other things on the decisions and actions of the staff, landowners or occupiers over which Bushfire Prone Planning has no control. Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences (whether or not due to the negligence of the consultants, their servants or agents) arising out of the services provided by the consultants.*

# Site Details

This plan is for: **Telethon Speech & Hearing.**

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

This Plan outlines procedures for **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 to: **SHELTER-IN-PLACE**

Street No & Name:	36 Dodd Street		
Suburb:	Wembley	Postcode:	6014
<b>Contact Person 1:</b>	Nicole Sangrigoli	Position / Role:	Head Corporate Services/ Incident Controller
Phone Number (BH):	9387 9888 ext 805	Phone Number (AH):	0467554000
<b>Contact Person 2:</b>	Janene Hall	Position / Role:	Principal, Schools / Deputy Incident Controller
Phone Number (BH):	9387 9888 ext 884	Phone Number (AH):	0467067505
Type of Facility:	School /Speech & Hearing Centre		
Number of buildings:	3		
Number of employees:	70	Total Number of students:	50
Number of occupants with 'special needs':	~50	Total (max) number of people on site:	<b>250</b>

The Telethon Speech and Hearing centre is located in a low bushfire risk area where the main risk to the site is from smoke and ember attack. As the main risk factor is with the children onsite it is preferable to SHELTER-IN-PLACE utilising the gymnasium for the

children and the auditorium for adult's onsite.

The main possible bushfire risk comes from Herdsman lake opposite the site but this risk is low due to the managed nature of the park. Smoke and ember attack may come from Kings Park (~3km south) or Bold Park (~4km south west) but again the risk to the site is very low due to the distances involved.

It may be preferable to manage staff and students that have asthma or other respiratory conditions offsite if possible.

DRAFT

## ROLES & RESPONSIBILITIES

The following outlines who has the responsibility of implementing the Emergency Procedures in the event of a Bushfire.

<b>Role</b>	<b>Person</b>	<b>Building / Area of Responsibility</b>	<b>Mobile Phone Number or Ext No</b>
<b>Incident Controller</b>	Nicole Sangrigoli	Incident Controller	0467554000 Ext 805
<b>Deputy Incident Controller</b>	Janene Hall	Deputy Incident Controller	0467067505 Ext 884
<b>CEO</b>	Mark Fitzpatrick	CEO	Ext 802
<b>Building Warden Crommelin</b>	Jenny Giddy	Crommelin Building	Ext 818
<b>Building Warden Wyllie</b>	Michelle Jamieson	Wyllie Building, Family Liaison Officer	Ext 846
<b>Building Warden Bendat</b>	Sarah Lauanders	Bendat Building, Senior Customer Service Officer	Ext 822
<b>Building Warden Bendat</b>	Kristy Graindorge	Bendat Building, Accountant	Ext 836

## SITUATIONAL AWARENESS AND DECISION MAKING

If a bushfire event is, or appears to be nearby dial **000** and report the incident immediately. Provide as much information as possible including the nature of the incident, the nearest cross roads to the incident, the current status of the school and number of persons present on the school premises.

Large bushfire events are by nature chaotic and confusing in their early stages and the school must make every effort to make the Department of Fire and Emergency Services (DFES) and the Incident Controller aware of the schools existence and current situation. Information from authorities may not be forthcoming in the initial stages and decisions may need to be made by school staff at the local level.

On becoming aware of the possibility of a bushfire in the vicinity of the school determine the nature of your concerns by making enquiries with the DFES and/or Town of Cambridge. If there are any doubts call **000** and report the nature of the incident to fire authorities.

Continually monitor the DFES website for Emergency alerts, warnings and updates. The link is <http://www.dfes.wa.gov.au/alerts/Pages/default.aspx>

### **DFES Information Line 1300 657 209 - DFES Alerts on ABC 720 Radio**

#### **DFES Emergency Telephone Alerts**

All landline and mobile telephone numbers (including silent numbers) are automatically registered to receive warning messages based on their billing address.

Please contact your billing provider to ensure that phones are registered to the correct billing address in order to receive warning messages regarding incidents which may affect the address. *Note: You do not need to sign up to Emergency Alert.*

#### **DFES Bushfire Warning System Alert Levels (see Attachment 6)**

- **Advice** - Be aware and up to date – issued at 11 am and 4 pm unless the situation changes
- **Watch and Act** – Put your preparations into action do not wait and see issued every 2 hours unless the situation changes
- **Emergency Warning** – Take immediate action to survive – you will be impacted by fire – issued **every hour** unless the situation changes
- **All Clear** – Take care to avoid any dangers and keep up to date – issued when the threat has passed.

## EMERGENCY CONTACTS

Name of Organisation	Office / Contact	Phone Number
Life Threatening Emergencies	Fire / Ambulance / Police	000
Fire and Rescue Service (DFES)	District Office North Coastal	9301 3900
Town of Cambridge	Reception & After hours	9347 6000
Department of Parks & Wildlife	Crawley Head Office	9442 0300
WA Police (WAPOL)	Perth Metro	131 444
Department of Child Protection and Family Support	Crisis Care	9222 2555 <i>After hours - 9223 1111</i>
WA Ambulance Service	Belmont	9334 1222 / 000
Sir Charles Gardner Hospital	Main Contact	9346 3333
Red Cross	All hours contact	9225 8888
Salvation Army	Social Services Care Line	1300 36 36 22

# 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 are the designated 'On-Site Refuge' allocated within the premises.

**Designated On-Site Refuge:** School Gymnasium

## Procedure for Shelter-in-Place

### Commencement of Bush Fire Danger Period

(a)	Chief Fire Warden is to ensure that all Fire Wardens and staff are prepared for the commencement of the bushfire season.
(b)	Ensure that all staff, students and parents are informed of the procedures for shelter in place and that as a primary action the school gymnasium will be used as the shelter in place site.
(c)	All parents are to be provided with a copy of the "Telethon Speech & Hearing Bushfire Emergency Plan". This Plan outlines the general procedures for staff and students and what parents should do in the case of a bushfire emergency affecting the school.
(d)	All Staff and occupant details are to be updated and details provided to relevant authorities.



### During a Bush Fire Emergency

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

The trigger to commence the Shelter in Place procedure is any of the following;

- Bushfire is burning within 1 kilometres of school
- School is advised by local authority or emergency services of danger
- Any other advise made to the school that there is a bushfire emergency in the school locality that has potential of impacting on the school
- Upon discretion of the School Principal or the Chief Fire Warden
- Actively seek advice from the Fire Authority Incident Controller who will provide further instructions regarding shelter in place or evacuation

(a)	Fire wardens are to assemble in their designated areas and account for occupants prior to departure to School Gymnasium. Fire Wardens are to prepare a list with names, buildings and any special needs of occupants under their care.
(b)	Staff and teachers are to ensure that all classroom and office windows and doors are shut prior to vacating to the School Gymnasium
(c)	Occupants are to be led to School Gymnasium once all accounted for. If there are unaccounted occupants the Fire Warden is to notify the Chief Fire Warden immediately.
(d)	All available teachers (including Fire Wardens) are to remain with the students in the Gymnasium and provide supervision and support to students at all times.
(e)	All personnel on the school site are to Shelter in Place in the School Gymnasium until advised by fire authorities of evacuation procedures or that it is safe to return to normal activities.

**Note:** The School Gymnasium is predominantly built from non-combustible materials and is therefore the safest place to be in the case of a bushfire emergency.

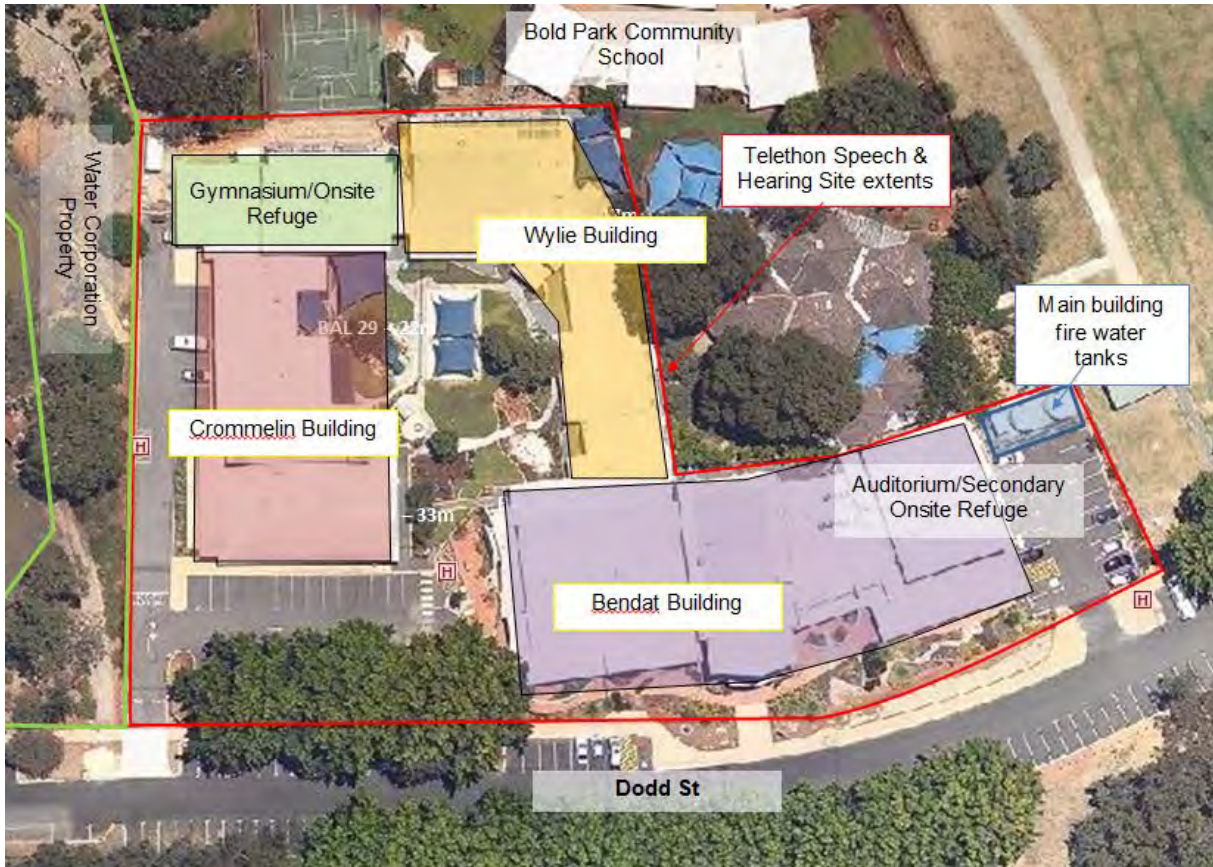
### After the Bush Fire Emergency

(a)	Fire Wardens to account for all occupants under their care and ensure they are safe.
(b)	The local fire authority must advise the school when it is safe to return to normal activities. Only once this has occurred are Fire Wardens to proceed with these procedures.
(c)	Once all occupants are accounted for the Fire Warden is to lead occupants under their care back to classrooms. If this is after school hours parents will be notified and normal arrangements for after school pickups can be followed.





## ATTACHMENT 3: SITE LAYOUT OF POPULATED SCHOOL BUILDINGS



1. School Gymnasium - Shelter in Place site – Primary Onsite Refuge
2. Auditorium – Secondary Onsite Refuge

## ATTACHMENT 4: DFES WARNING SYSTEM

PREPARE. ACT. SURVIVE.

### BUSHFIRE WARNINGS: WHAT SHOULD YOU DO?

ALERT LEVEL	WHEN WILL IT BE ISSUED?	WHAT SHOULD YOU DO?
<p><b>ADVICE</b></p> <p><b>Be aware and keep up to date</b></p> <p>Issued at <b>11am</b> and <b>4pm</b> unless the situation changes</p>	<ul style="list-style-type: none"> <li>When a fire has started but there is no immediate danger</li> <li>There is no threat to lives and homes</li> <li>The fire is likely to be small and may be causing smoke near homes</li> <li>Firefighters will be able to control the fire</li> </ul>	<p><b>You need to be aware</b></p> <ul style="list-style-type: none"> <li>Stay alert and monitor your surroundings by watching for signs of a bushfire, especially smoke and flames</li> <li>Check the Fire Danger Rating for your area</li> <li>Close all doors and windows</li> </ul>
<p><b>WATCH AND ACT</b></p> <p><b>Put your preparations into action – do not wait and see</b></p> <p>Issued <b>every two hours</b> unless the situation changes</p>	<ul style="list-style-type: none"> <li>When a fire is approaching and conditions are changing</li> <li>There is a possible threat to lives and homes</li> <li>The fire will be out of control. There may be smoke and embers around your home and roads</li> <li>Firefighters will be working with machines to put in containment lines to stop the fire spreading</li> </ul>	<p><b>You need to leave or get ready to defend</b></p> <ul style="list-style-type: none"> <li>Put your bushfire survival plan into action</li> <li>If you have decided to leave for a safer place, leave now and take your survival kit with you</li> <li>Leave well before roads are closed and full of smoke</li> </ul>
<p><b>EMERGENCY WARNING</b></p> <p><b>Take immediate action to survive – you will be impacted by fire</b></p> <p>Issued <b>every hour</b> unless the situation changes</p>	<ul style="list-style-type: none"> <li>When there is immediate danger and the fire will impact your home</li> <li>There is a threat to lives and homes</li> <li>The fire will be out of control and moving very fast. This is the highest level of warning</li> <li>Firefighters will find it difficult to control the fire and it will take significant firefighting resources and a change in conditions to bring it under control</li> <li>A siren sound called the Standard Emergency Warning Signal (SEWS) may be used to get your attention on radio and television</li> </ul>	<p><b>You need to act immediately to survive</b></p> <ul style="list-style-type: none"> <li>If you have not left yet and the way is clear leave immediately for your safer place and take your survival kit with you</li> <li>If you have not prepared your home, it is too late to do it now. Your safest option is to leave for a safer place, if the way is clear</li> <li>Do not relocate at the last minute in a vehicle or on foot as this is deadly, leave immediately if the way is clear</li> </ul>
<p><b>ALL CLEAR</b></p> <p><b>Take care to avoid any dangers and keep up to date</b></p> <p>Issued when the threat has passed</p>	<ul style="list-style-type: none"> <li>When the danger has passed and the fire is under control</li> <li>Firefighters will be working to put the last bits of the fire out and make the area safe</li> <li>It may still not be safe to return home. Emergency services will advise when you can go home</li> </ul>	<p><b>You need to be careful</b></p> <ul style="list-style-type: none"> <li>Remain vigilant in case the situation changes</li> <li>When driving in the fire area you should take extreme caution and drive slowly</li> <li>Dangers like smoke, fallen trees and downed power lines may be on roads and emergency services will still be working in the area</li> </ul>

Source: Department of Fire and Emergency Services

## References

Back, J, no date, *Guide to Developing a Bush Fire Emergency Evacuation Plan*, NSE Rural Fire Service, NSW

Department of Education, 2014, *The Principals Guide to Bushfire; preparing your school for the bushfire season*, Department of Education, East Perth.

Department of Fire and Emergency Services web site

DRAFT