BUSHFIRE EMERGENCY PLAN

Name of Site / Facility	Ida Bay Railway
Address of Site / Facility	328 Lune River Road, Ida Bay
Plan Prepared By	David Lyne
Plan Approved By	
BFP No.	BFP-144
Date Approved	
Plan Version	V3.0

The purpose of this plan is to identify procedures for occupants and site managers to follow in the event of bushfire emergency.

This plan is comprised of:

1. Bushfire Emergency Plan
2. Bushfire Action Plan

This plan must be reviewed annually, prior to the bushfire season.

Information within this plan must be maintained, and key personnel must review their responsibilities under this plan.

APPROVAL NOT PROVIDED UNLESS TFS APPROVAL STAMP APPEARS HERE

REVIEW ANNUALLY

COPY TO TFS

fire@fire.tas.gov.au

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Document Control

Revision	Date	Details
V3.0	April 2022	Issued to TFS for review

1.0 Primary Emergency Management Action

The **Primary Action** to follow under **normal** bushfire conditions is to:

EVACUATE

Refer to Pre-Emptive Procedures when forecast conditions exceed normal

2.0 Site Contact(s) & Details

2.1 Site Emergency Contact(s)

Primary contact	TBC prior to occupancy		
Position / role	Onsite Manager		
Phone number (BH)	TBC prior to occupancy	**Phone number (AH)**	TBC prior to occupancy
Secondary contact	TBC prior to occupancy		
Position / role			
Phone number (BH)		**Phone number (AH)**	

2.2 Site Details

Type of facility / site	Visitor Centre, Historic Railway Station, and Sculpture		
Number of buildings	12	**Number of employees**	2
Number of occupants	TBC prior to occupancy	**Number with support needs**	Variable

Description of support needs

Visitors may have mobility issues such as being in a wheelchair, or elderly and requiring the assistance of walking aids.

Visitors may not speak English and may require assistance in understanding instructions during an emergency.

3.0 Roles & Responsibilities

The following table identifies the emergency control organisation (ECO) – the individuals responsible for implementing the emergency procedures in the event of a bushfire emergency.

Position	Name	Area of Responsibility	Mobile Phone No.
Onsite Manager	TBC prior to occupancy	Fire Warden and Initial Contact	TBC prior to occupancy
TBC prior to occupancy	TBC prior to occupancy	Deputy Warden	TBC prior to occupancy

4.0 Emergency Contacts

Dial '000' for emergency assistance.

The following table identifies important contacts and information sources for bushfire emergency management purposes.

Name / Organisation	Details	Phone No. / Website
Fire, Police, Ambulance	Fire or Emergency	000
Tasmania Fire Service	Bushfire Hotline	1800 000 699
Tasmania Fire Service	Incident Information	www.fire.tas.gov.au
Bureau of Meteorology	Fire Weather Information	www.bom.gov.au
Tas Alert	Emergency Information	www.alert.tas.gov.au
Tas Police Community Alerts	Road Closures	www.police.tas.gov.au/community.alerts/
Local ABC Radio Station	Bushfire Alerts	

5.0 Preparations prior to bushfire season

5.1 Site Maintenance

Actions
1. Maintain the Hazard Management Area ensuring lawns and grassed areas are kept below 100mm in height.
2. Check provision of onsite water supply for firefighting purposes, ensuring supply is adequate, available, and accessible.
3. Ensure no hazards are present which would contribute to increased fire intensity, removing rubbish piles etc.
4. Ensure lawns and grassed areas are kept green if water supply allows.
5. Ensure property access is kept clear and easily trafficable.
6. Ensure defendable spaces around buildings and assembly areas are maintained.
7. Ensure firefighting pumps, hoses, and equipment are serviced and operational.
8. Ensure first aid kits, fire extinguishers, emergency lighting etc. are current and serviceable.
9. Ensure Roofs and gutters are free from leaf litter and debris.

5.2 Emergency Management

Actions
1. Review Bushfire Emergency Plan to ensure details, procedures and contact phone numbers are correct.
2. Ensure the Action Plan is displayed in suitable visible locations in all buildings and a printed copy of this Emergency Plan is available within the onsite refuge.
3. Ensure Staff have been informed of, and are familiar with, the procedures laid out in the Bushfire Emergency Plan.
4. Ensure revised and current versions of the Emergency Plan and Action Plan are available for review.
5. Ensure Fire Warden has access to bushfire warnings via ABC Radio/TFS website.
6. Ensure nominated off-site shelter is still a safe choice, confirming contact details if appropriate.
7. Ensure the nominated escape route to shelter is still a viable choice. If not, update Action Plan.
8. Ensure adequate levels of drinking water are available.

6.0 Evacuation Procedures

Evaluation of bushfire risk and the safety of employees and occupants has determined that the **PRIMARY** action to follow under normal bushfire conditions is to evacuate to a designated off-site refuge.

6.1 Assembly Point

Designated Evacuation Assembly Point
Assemble within car park adjacent to visitor centre

6.2 Off-Site Refuge(s)

Primary Off-Site Refuge	
Name of venue:	Southport Jetty (TFS Nearby Safer Place)
Address of venue:	Ladybird Rd, Southport
Nearest cross-street:	Huon Highway
Map reference:	GDA94 497914E, 5191216N
Venue phone number:	No phone number
Travel time to venue:	11 minutes by car

Secondary Off-Site Refuge	
Name of venue:	Kingfish Beach (TFS Nearby Safer Place)
Address of venue:	Kingfish Beach Road
Nearest cross-street:	Huon Highway
Map reference:	GDA94 496900E, 5190416N
Venue phone number:	No phone number
Travel time to venue:	12 minutes by car

6.3 Evacuation Transportation Arrangements

Primary Transportation Arrangements	
Number & type of vehicles required:	Visitors and staff will be required to use own vehicles
Name of transport provider:	N/A
Phone number:	N/A
Time required before transport on-site:	0 minutes

Secondary Transportation Arrangements	
Number & type of vehicles required:	N/A
Name of transport provider:	
Phone number:	
Time required before transport on-site:	

6.4 Evacuation Procedures

Trigger(s)	Actions
1. Bushfire activity is evident near the site (e.g. smoke below the horizon and/or flames are visible from the site, and/or embers are falling on the site)	Fire Warden to direct evacuation and advise Emergency Services
2. An Emergency Warning is issued for Ida Bay or advice is received from emergency services.	Visitors and staff to proceed to evacuation Assembly point
3. Watch and Act Alert Level issued for an incident within 10km of site.	All persons are to be accounted for.
4.	Close all doors and windows in building.
5.	Wear sturdy clothing and footwear if available.
6.	Using Bushfire Action Plan Map, guests to evacuate to nominated off-site Shelter
7.	Do not drive through smoke or flame. If path is blocked, return to premises and shelter on site.

Once the threat has passed, refer to: *Procedures Following Bushfire*.

7.0 Shelter-In-Place Procedures

Evaluation of bushfire risk and the safety of occupants has determined that the **SECONDARY** action to follow under normal bushfire conditions is to shelter at a designated on-site refuge.

7.1 On-Site Refuge

Designated On-Site Refuge
Visitor Centre

7.2 Sheltering Procedures

Trigger(s)	Actions
1. Bushfire activity is evident near the site (e.g. smoke below the horizon and/or flames are visible from the site, and/or embers are falling on the site) and access to Southport via the Huon Highway is blocked.	Fire Warden will instruct Wardens to commence shelter-in-place procedures and advise the TFS (000).
2. An Emergency Warning is issued for Ida Bay or advice is received from emergency services and access to Southport via the Huon Highway is blocked.	Wardens will close buildings and marshal visitors to the designated onsite refuge, assisting any visitors with disabilities as required.
3.	Take shelter in on-site refuge to protect occupants from radiant heat.
4.	Monitor building interior for outbreaks of fire within and extinguish if possible.
5.	Soak towels and place under doors to exclude embers.
6.	Wear sturdy clothing and footwear if available.
7.	Ensure people can exit structure if it catches fire.

Once the threat has passed, refer to: *Procedures Following Bushfire*.

8.0 Procedures Following Bushfire

8.1 Shelter-In-Place

Actions
1. Ensure the safety of all people and seek medical assistance for those requiring it.
2. Ensure TFS /TASPOL are aware of situation with staff and visitors (i.e. sheltering, safe, or injured)
3. Ensure all people drink plenty of water to avoid dehydration.
4. Staff or owners to extinguish any spot fires still burning around premises if safe to do.
5. Fire Warden to seek information and ensure fire front has passed.
6. No person should attempt to re-enter fire affected buildings or areas until safe and advised by TFS/TASPOL.
7. Fire Warden to establish through TFS that it is safe to leave the refuge and that roads are clear.
8. Fire Warden to review Emergency Plan for effectiveness, make note of weaknesses and amend as necessary.

8.2 Evacuate

Actions
1. Ensure the safety of all people and seek medical assistance for those requiring it.
2. Fire Warden to establish through TFS that it is safe to leave the refuge and roads are clear.
3. No person should attempt to re-enter fire affected buildings or areas until safe and advised by TFS/TASPOL
4. Fire Warden to review Emergency Plan for effectiveness, make note of weaknesses, and amend as necessary.

9.0 Pre-emptive Procedures

Evaluation of bushfire risk and the safety of occupants has determined that the following pre-emptive measures should implemented outside of normal bushfire conditions.

Trigger(s)	Actions
1. Severe, Extreme, or Catastrophic Fire Conditions forecast for South-East District.	Consider closing facility, seek advice from TFS, log all visitors to site.
2. Total Fire Ban issued for Ida Bay, Lune River, Hastings, or Southport.	Consider closing facility, seek advice from TFS, log all visitors to site.
3. Advice Alert Level issued for an incident within 10km of site.	Fire Warden to monitor incident closely, brief staff on situation, review Emergency Plan.

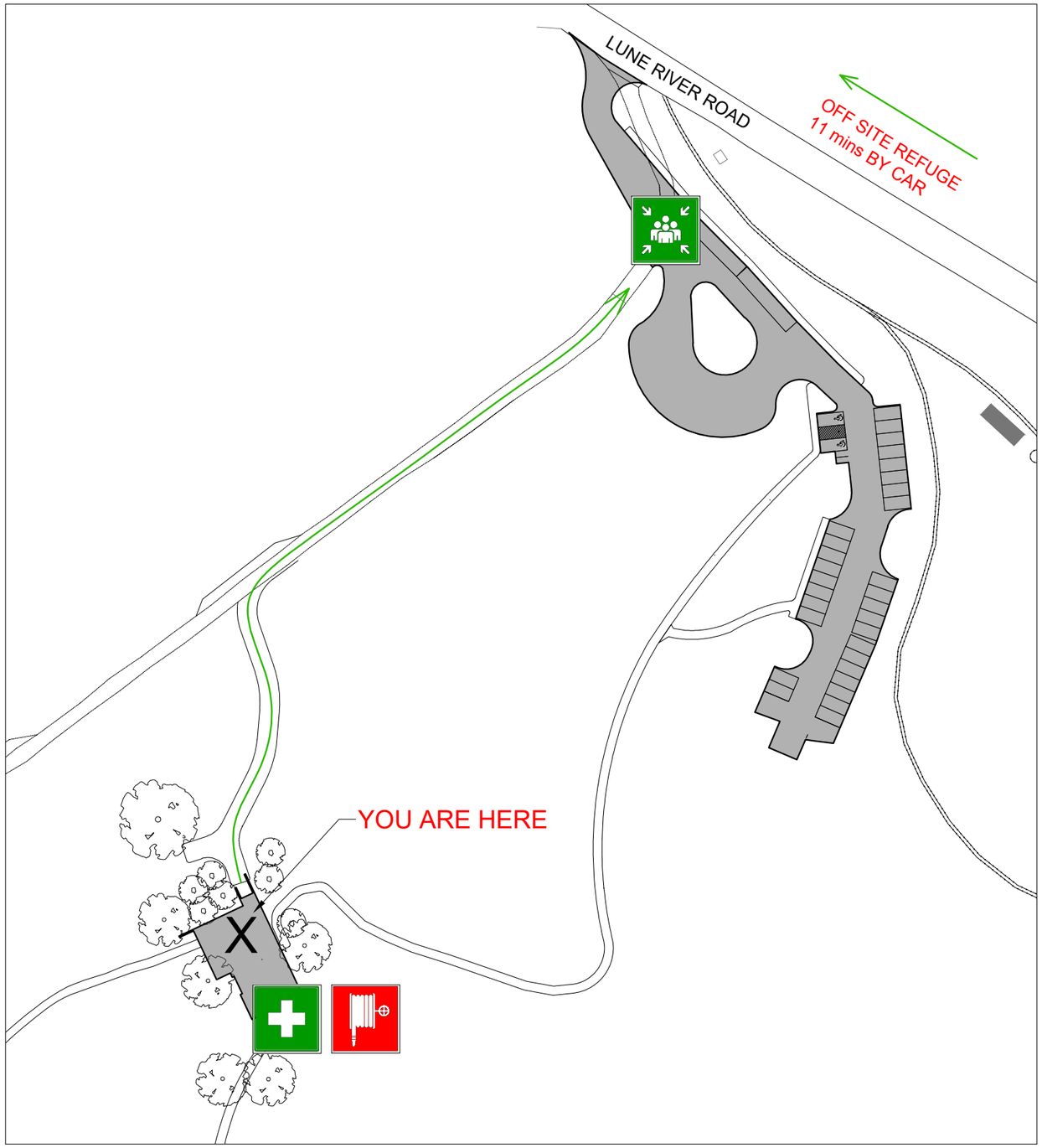
10.0 Attachments

☐ Employee register

☐ Bushfire Action Plan

☐ Off-Site refuge map

BUSHFIRE ACTION PLAN



EMERGENCY
DIAL
000

IN CASE OF BUSHFIRE

ENSURE ALL PERSONS ARE ACCOUNTED FOR

ATTEMPT TO MAKE CONTACT WITH CHIEF OR DEPUTY FIRE WARDENS

CONTACT TASMANIA FIRE SERVICE FOR SITUATION UPDATE ON 1800 000 699

PRIMARY ACTION

ASSEMBLE AT ASSEMBLY AREA AND EVACUATE TO SOUTHPORT JETTY LADYBIRD ROAD, SOUTHPORT

SECONDARY ACTION

ASSEMBLE IN ON-SITE REFUGE

CLOSE ALL DOORS AND WINDOWS AND ISOLATE AIRCONDITIONING PLANT

DIAL 000 - ADVISE OF SITUATION

BUSHFIRE ACTION PLAN
LUNE RIVER VISITOR CENTRE
82 WILMOT ROAD
HUONVILLE

PLAN REVISED AND CURRENT AS OF NOVEMBER 2023

SITE CONTACT 1
TBC
CHIEF FIRE WARDEN
ONSITE MANAGER
TBC PRIOR TO OCCUPANCY

SITE CONTACT 2
TBC
DEPUTY FIRE WARDEN
2IC
TBC PRIOR TO OCCUPANCY

FIRST AID KIT

FIRE HOSE REEL

EVACUATION ASSEMBLY POINT

HYDRANT