

# **Bushfire Management Plan Part 2 - Emergency Management and Evacuation Plan**



**Dixon Sand  
Lots 1, 2, 29 & 196,  
4610 Old Northern Road and  
Haerses Road, Maroota**

Dixon Sand (Penrith) Pty Ltd  
August 2018

<b>Version</b>	<b>Date</b>	<b>Prepared by:</b>	<b>Authorised by:</b>	<b>Comments</b>
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1.0	26/08/2016	Hunsamon Churcher Environmental Officer	David Dixon Director – Dixon Sands (Penrith) Pty Ltd	Addressed RFS comments
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# 1. FACILITIES DETAILS

This plan is for Dixon Sand (Penrith) Pty Ltd quarry located at:

- Old Northern Road site (ONR) – 4610 Old Northern Road, Maroota NSW 2756

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

This plan outlines the procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance protection of occupants from the threat of a bush fire.

The decision to shelter or evacuate will be undertaken at the time, taking into account all factors on the day of the event. The decision will be based on maximising the safety of the employees and occupants on site.

**Shelter**



(if too late to evacuate)

**Evacuate**



(if there is sufficient time based on the trigger points in Section 4.2)

Table 1: Facilities Information

<b>Contact person</b>	David Dixon		
<b>Position / role</b>	Managing Director (Chief Warden)		
<b>Phone number :(BH)</b>	02 4566 8348	<b>Phone number (AH)</b>	0414 330 490
<b>Type of facility</b>	Active Quarry	<b>Number of buildings</b>	5
<b>No. of employees</b>	17 *	<b>No. of occupants</b>	1
<b>No. of contractors</b>	Varies *	<b>No. of visitors</b>	Varies *
<b>Number of occupants with support needs:</b>	Nil		

Note \*: The number of employees, contractors and visitors vary on a daily basis. Refer to the Employee, Contractor and Visitor's Sign-in Registers located at the Weighbridge.

## 2. ROLES AND RESPONSIBILITIES

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bushfire.

### 1.1. Chief Warden

The Chief Warden is responsible for immediately responding to an emergency alarm, determine if an emergency should be declared on the premise, determine what emergency procedures should be implemented, and bring this BFMP Part 2 promptly into action.

The Chief Warden's duty will be to assume control of the occupants (including staff, contractors and visitors) of the premise:

- From the time a bushfire or fire alarm is given,
- Through to the arrival of the emergency response service, and until the emergency response service recommendation is given for premise or building re-entry,
- Be available, or organising cover, for all times that the premise is occupied,
- Organise and distribute to all Wardens and to all occupants of the premise relevant information for use in an emergency,
- Organise and install prominent display evacuation plans for each work zone,
- Maintaining and distributing to all premise occupants a current list of all Wardens and Deputy Wardens (with phone numbers and locations), and
- Provide training or organise training of newly appointed Wardens in emergency procedures outlined in this BFMP Part 2.

On becoming aware of a potential emergency, the Chief Warden shall determine the nature of the emergency and decide on the appropriate action. If the emergency is declared, the Chief Warden shall initiate the emergency procedures which include the following actions:

- Ensure that the appropriate emergency service has been notified,
- Ensure that all on duty Wardens and Deputy Wardens are advised of the situation,
- Initiate the evacuation procedure if necessary, and
- Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency services' senior officer.

## 1.2. Deputy Wardens

The Deputy Wardens is responsible for providing assistance to the Chief Warden as required. If the Chief Warden is absent from the premise, the Deputy Warden(s) shall assume the Chief Warden's responsibilities.

**Table 2: Appointed Chief and Deputy Wardens**

Position	Name	Contact Details
Chief Warden	David Dixon	UHF Channel 5 02 4566 8348 0414 330 490
Deputy Warden	Chris Day	UHF Channel 5 02 4566 8348 0488 598 491
Deputy Warden	Ben Grogan	UHF Channel 5 02 4566 8348 0458 187 378
Deputy Warden	Mick Munnoch	UHF Channel 5 02 4566 8348 0458 079 241
Deputy Warden	Hunny Churcher	UHF Channel 5 02 4566 8348
Deputy Warden	Rowan Russell	UHF Channel 5 02 4566 8348

## 1.3. Emergency Contacts

**Table 3: Emergency Contacts**

Name of Organisation	Office / Contact	Phone Number / Contact Detail
Emergency Police / Fire / Ambulance	Triple Zero Call Centre	000
NSW Rural Fire Service	The Fire Control Centre (Hills District, Kenthurst)	02 9654 1244
NSW Rural Fire Service	Bushfire Information Line	1800 679 737
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force	Wisemans Ferry Station	02 4566 4302
NSW Police Force	Castle Hill Station	02 9680 5399
NSW Police Force	Windsor (AH) Station	02 4577 4111
Hospital	Windsor Hospital	02 4560 5555
Hospital	Westmead Hospital	02 9845 5555
Medical Centre	Round Corner Medical Centre	02 9651 1269
Medical Centre	Hills District Medical Centre	02 9634 3344

### **3. SHELTERING PROCEDURES**

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premise.

#### **3.1 Designated Muster Points**

**Old Northern Road**      Emergency Muster Point adjacent to the Washout Bay.

#### **3.2 Refuge Buildings**

**Old Northern Road**      Lunch Room



### 3.3 Procedures for sheltering during a bushfire emergency

Table 4: Sheltering Procedures

Trigger	Action
1. Fire Rating Index: <ul style="list-style-type: none"> <li>• Low – Moderate,</li> <li>• High or</li> <li>• Very High</li> </ul>	<ul style="list-style-type: none"> <li>• Quarry in operation</li> <li>• Wardens to keep informed and monitor conditions.</li> <li>• Be ready to act if necessary.</li> </ul>
2. Fire Rating Index: <ul style="list-style-type: none"> <li>• Severe, or</li> <li>• Extreme</li> </ul>	<ul style="list-style-type: none"> <li>• Quarry in operation</li> <li>• Wardens to keep informed and monitor conditions.</li> <li>• Be ready to act if necessary.</li> </ul>
3. First visual observation of smoke in the region.	<ul style="list-style-type: none"> <li>• For fire situation and updates:               <ul style="list-style-type: none"> <li>○ Contact the Hills Fire Control Centre regarding up-to-date bushfire information</li> <li>○ Check local media</li> <li>○ Check social media (e.g. RFS website, RFS Fires Near Me App)</li> <li>○ Contact Bush Fire Information Line 1800 679 737</li> </ul> </li> <li>• Inform staff and occupants of the fire situation.</li> <li>• Ensure the person in charge Chief and/or Deputy Warden(s) has a mobile phone and is contactable.</li> <li>• Advise local emergency services that the quarry has made the decision to continue operating.</li> <li>• Designated Fire Warden to standby and keep a close eye on the situation.</li> </ul> <p>Note - It is the responsibility of the Quarry to check the status of the bush fire through contact with the Hills Fire Control Centre and local medial, social media and Bush Fire Information Line.</p>
4. Approaching bushfire threatening the premise within 2 hours of all directions, the primary action to shelter will take place, staff (employees and contractors), occupants and visitors shall follow the outlined actions.	<ul style="list-style-type: none"> <li>• Designated Fire Warden will:               <ul style="list-style-type: none"> <li>○ take control of the situation</li> <li>○ remain calm and explain to all occupants what is happening</li> <li>○ broadcast on the quarry UHF channel for plant operators to manoeuvre their plant to the designated plant parking area:                   <ul style="list-style-type: none"> <li>▪ outside the workshop</li> </ul> </li> <li>○ ensure all doors and windows of the buildings on the premises are closed by delegating the task.</li> <li>○ Move all persons to the designated refuge</li> <li>○ Ensure all persons are accounted for (refer to employee, contractor and visitor sign-in register)</li> <li>○ Advise the Hills District Fire Control Centre (02 9654 1244) that the centre is sheltering-in-place (include how many people)</li> </ul> </li> <li>• After all occupants have been relocated to refuge, nominate a person to commence contacting relevant families affected (refer to Emergency Contact Register for Staff)</li> <li>• Nominate driver(s) for the water truck(s) to standby.</li> <li>• Maintain situation awareness through radio, NSW RFS website, RFS Information line and smart phone applications</li> <li>• Delegate 2 x persons to make regular exterior visual inspection (wearing appropriate protection from bushfire) of the refuge for embers and extinguish where possible, or call 000 for assistance.</li> </ul>



### 3.4 After the bushfire emergency

1. Contact emergency response services (RFS, Police and RMS) for the “ALL CLEAR” to ensure roads have been re-opened and no immediate dangers associated with travelling from site.
2. Employees, contractors and visitors may vacate the quarry if they wished to do so.
3. All employees to undergo a debrief by the Chief Warden and/or Deputy Wardens.
4. Review the current Bushfire Management Plan and procedures and consult the RFS if required.
5. Undertake bushfire awareness / basic firefighting training on a regular basis.

## 4. EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

The following are the designated refuges allocated close to the premises.

### 4.1 Procedures for Evacuation in the event it is deemed unsafe to take shelter

Table 5: Evacuation Procedures

Trigger	Action
<p>Old Northern Road Quarry</p> <p>Fire Rating Index</p> <p>Catastrophic and/or Fire events occurring around the area.</p>	<ul style="list-style-type: none"> <li>• Quarry in operation unless it is UNSAFE for employees to travel to site.</li> <li>• Wardens to keep informed and monitor conditions.</li> <li>• Be ready to act if necessary.</li> <li>• Quarry operation to CEASE if danger is present on site.</li> <li>• Employees to travel home if SAFE to do so.</li> <li>• If travelling home is deemed UNSAFE, follow the “Last Resort – Actions”</li> </ul>
<p>Last Resort:</p> <p>Evacuate to Neighbourhood Safer Places</p>	<p>Prior to Evacuation:</p> <ul style="list-style-type: none"> <li>• Designated Fire Warden to: <ul style="list-style-type: none"> <li>○ advise the Hills District Fire Control Centre (02 9654 1244) that the Quarry is being evacuated (including how many people and the location to relocate to)</li> <li>○ contact the refuge to inform them of pending arrival</li> <li>○ designate drivers and vehicles for transportation</li> <li>○ ensure all persons are accounted for prior to evacuation</li> <li>○ ensure all buildings on the premise have all doors and windows closed prior to leaving the quarry</li> </ul> </li> </ul> <p>Arrival at Neighbourhood Safer Place</p> <ul style="list-style-type: none"> <li>• Designated Fire Warden to: <ul style="list-style-type: none"> <li>○ At the arrival, move all persons inside and ensure all persons are accounted for and safe</li> </ul> </li> <li>• After all persons are accounted for and safe at the designated Neighbourhood Safer Place, nominate staff will commence contacting families affected</li> <li>• Maintain situational awareness through radio, NSW RFS website, RFS Fires Near Me App, RFS Information Line 1800 679 737, smart phone applications and local firefighting resources.</li> </ul>

## 4.2 Neighbourhood Safer Places (Last resort)

### Location (Primary):

Name: Maroota Public School  
Address: 4540 Old Northern Road, Maroota NSW 2756  
Nearest cross street: Wisemans Ferry Road  
Map reference: NSP1 in Appendix B  
Contact Number: 02 4566 8231  
Transportation: Chief Warden to designate drivers of vehicles on site to transport all persons to the refuge.

### Location (Alternative 1):

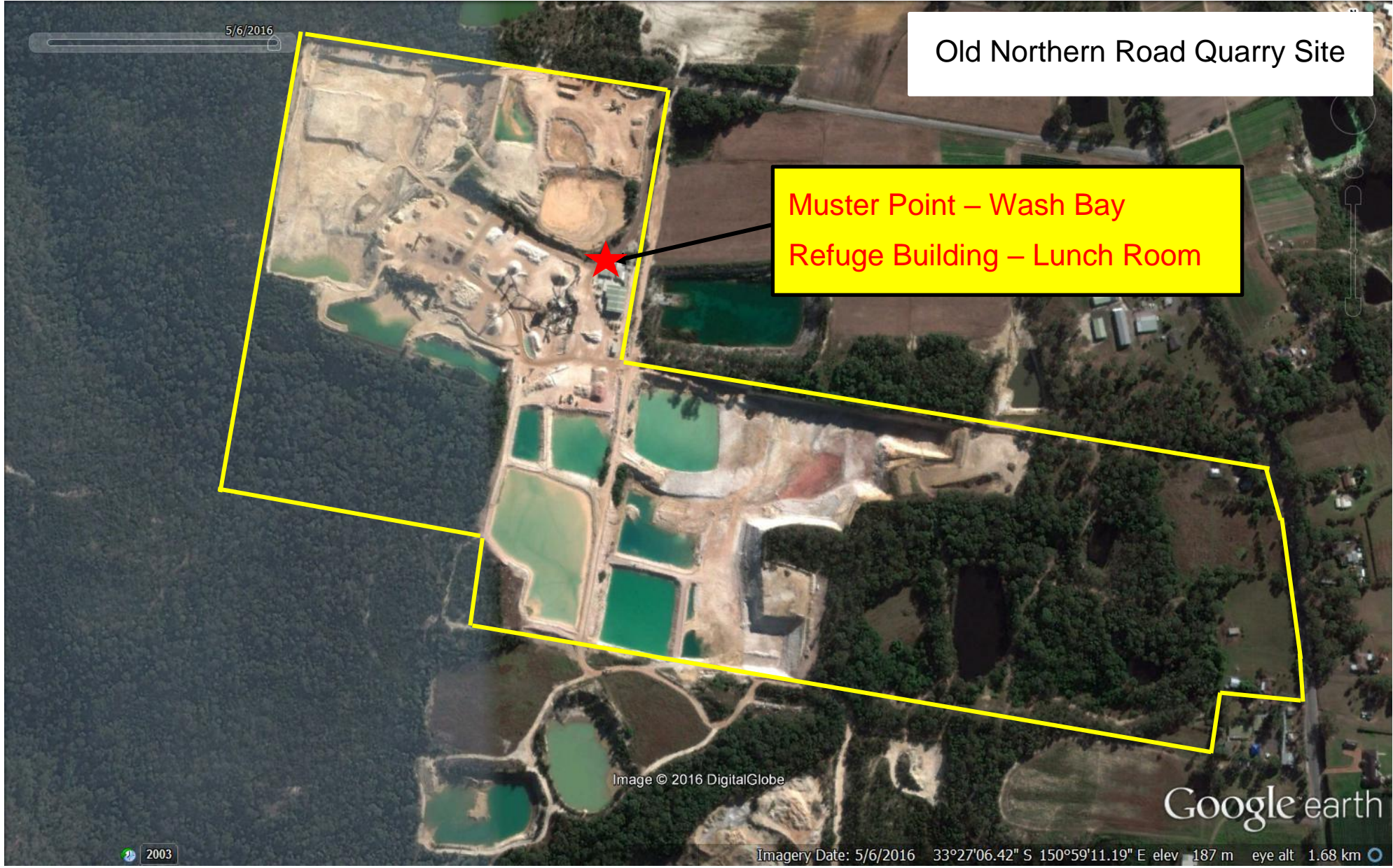
Name: South Maroota Community Hall  
Address: Corner of Paulls Road and Wisemans Ferry Road, South Maroota NSW 2756  
Nearest cross street: Wisemans Ferry Road  
Map reference: NSP2 in Appendix B  
Contact Number: 02 4566 8231  
Transportation: Chief Warden to designate drivers of vehicles on site to transport all persons to the refuge.

## 4.3 After the bushfire emergency

1. No person should re-enter the quarry premises until advised by the emergency service
2. The Chief Warden and/or Deputy Warden(s) to arrange for movement of occupants back to the quarry premises and or their separate accommodation.
3. All occupants are to be accounted for on their return.
4. Inform the police/emergency service of the return of persons to the quarry premises.
5. Employees, contractors and visitors may vacate the quarry if they wished to do so.
6. All employees to undergo a debrief by the Chief Warden and/or Deputy Wardens.
7. Review the current Bushfire Management Plan and procedures and consult the RFS if required.
8. Undertake bushfire awareness / basic firefighting training on a regular basis.

## **APPENDIX A**

### **On-Premise Shelter Refuge Map**



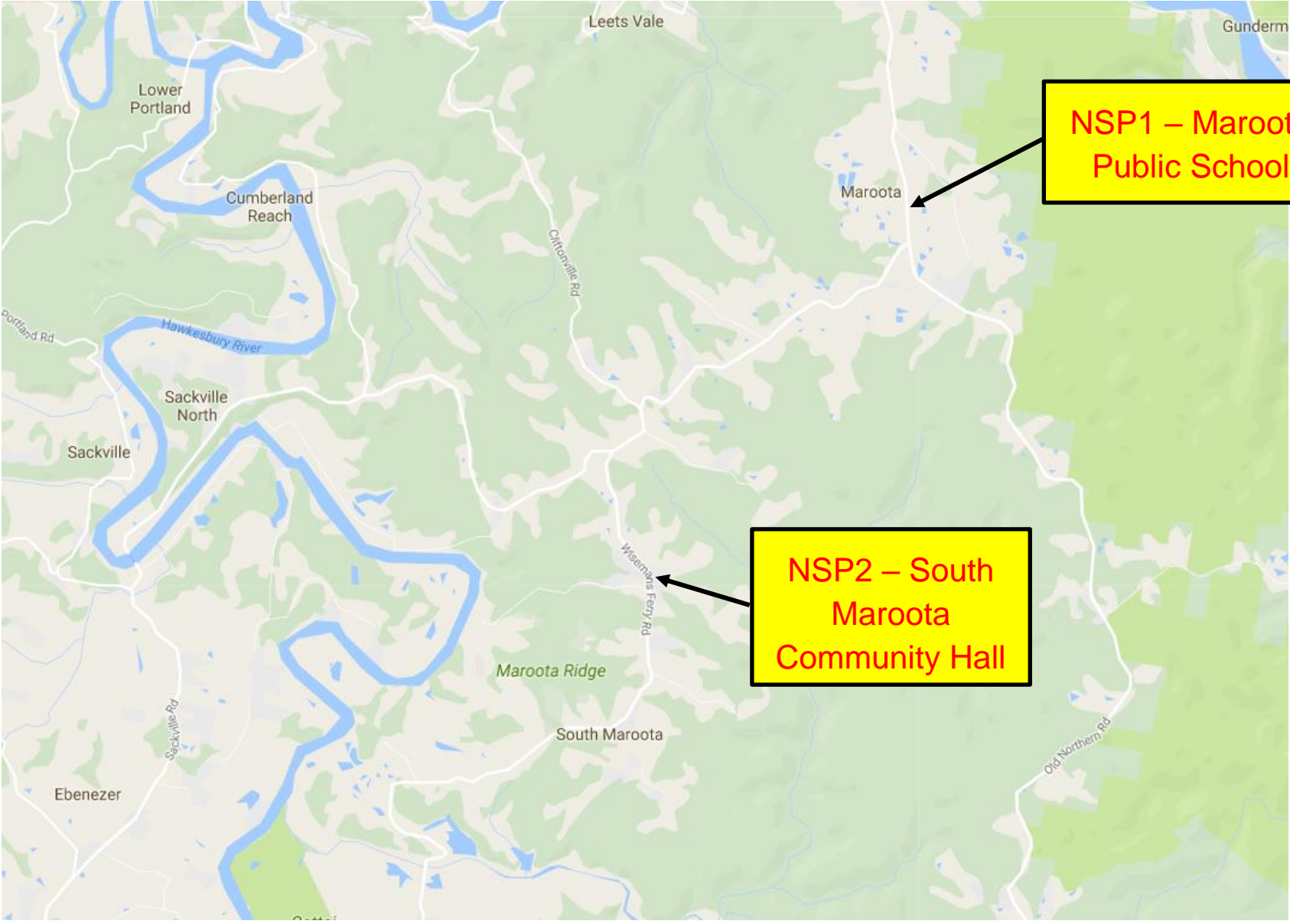
Old Northern Road Quarry Site

Muster Point – Wash Bay  
Refuge Building – Lunch Room

## **APPENDIX B**

### **Evacuation Refuge Map**





**NSP1 – Maroota  
Public School**

**NSP2 – South  
Maroota  
Community Hall**