

# **BAWLEY BUSH RETREAT**

## ***FIRE RISK AND EVACUATION ASSESSMENT PROCEDURES FOR GUESTS AND STAFF***

### ***IN-COTTAGE FIRE***

*First ensure all in your party immediately leave the cottage and are safe. There are fire blankets, extinguishers and/or fire hoses at each property but use only if you feel there is no risk to safety. Cottages and guest contents are insured.*

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### ***BUSHFIRE - Be aware of general level of bushfire risk***

*Local forests and nearby property are vulnerable to catastrophic fire events. Being aware and informed, especially when conditions are dry, is essential for personal safety. **Download the NSW Rural Fire Service “Fires Near Me” app to your device and check it regularly during the fire season.** It may not identify all fires.*

*In the event that a local bushfire is known or suspected this official risk level is an essential input component for evacuation assessment. Today’s bushfire risk level for Bawley Point area is displayed at [www.bawleybushretreat.com.au/guest-login](http://www.bawleybushretreat.com.au/guest-login) (This is fed from Bureau of Meteorology website, Illawarra and Shoalhaven area, Area 5).*

### ***Be bushfire alert and suspicious***

*During warm and hot dry periods staff and guests are encouraged to be alert for the smell of or sight of smoke, yellow-orange filtered sunlight or the sound of sirens. Keep tuned to local ABC radio. Be particularly suspicious after district electrical storms as lightning strike in the bush is the most common cause of bushfire. Be aware that electricity supplies are likely to be suddenly lost in high winds or lightning storms. Keep phone equipment charged, emergency lighting ready.*

*If you become suspicious that there could be a local or regional fire then alert the property-owner/managers (contacts below..they are designated fire wardens) and await their risk assessment and subsequent instructions. Guests and staff are required to follow instructions given by a fire warden or by Emergency Services personnel. **If no warden can be contacted then the person harbouring the suspicion should conduct his/her own risk assessment using this procedure and take appropriate action including alerting other guests.***

### ***Purpose of risk assessment***

*Risk assessment by fire wardens/staff and/or guests is aimed at determining if Watchful Waiting, Preparation, Evacuation or Refuge-seeking is necessary with the aim of preventing injury and protecting life. In windy and dry conditions bush fires can move very quickly. If you have any doubt, or you think fire risk assessment will take too long, or you don’t want to do it... skip the risk assessment section that follows and evacuate the property using the procedures described further below rather than hesitate. If you make such a fire-based decision your liability to us for following booked nights terminates.*

## **How to undertake bushfire risk assessment upon suspicion of fire**

1. Take note of the fire rating for the day on our website or on RFS website and use the **Fires Near Me** app to determine nearest bushfire. If no information is present but you are still suspicious telephone Shoalhaven Fire Control on 000 or 4424 4424. Convey your suspicions and confirm suspected location(s) of fire(s) if it/they exist. Mark nearest fire location on the district map provided that shows concentric distance circles around Bawley Bush Retreat.
2. Bawley Bush Retreat requires you to take whatever action is called for in the Trigger Table, irrespective of wind direction.

## **Bawley Bush Retreat Bushfire Evacuation instructions ...note that instructions from police or fire authorities over-rule these.**

1.

### **Trigger Table**

*Distance of fire location from Bawley Bush Retreat*

<b>BOM Day fire risk category</b>	<b>15-20km</b>	<b>10- 15km</b>	<b>5km-10km</b>	<b>0-5km</b>
<i>Low-mod 0-11</i>				<i>Standby</i>
<i>High 12-24</i>				<i>Prepare</i>
<i>Very high 25-49</i>			<i>Standby</i>	<i>Evacuate</i>
<i>Severe 50-74</i>		<i>Standby</i>	<i>Prepare</i>	<i>Evacuate</i>
<i>Extreme 75-99</i>	<i>Standby</i>	<i>Prepare</i>	<i>Evacuate</i>	<i>Evacuate</i>
<i>Catastrophic 100+</i>	<i>Prepare</i>	<i>Evacuate</i>	<i>Evacuate</i>	<i>Evacuate</i>

**“Standby”** means everyone on site must be made aware of a district bushfire and the possibility that that evacuation will be required.

**“Prepare”** means everyone on site must get and remain ready to evacuate in accordance with the “How to prepare for evacuation” paragraph below.

**“Evacuate”** means all guests and staff on site must evacuate the property provided it is safe to do so. See “How to decide if it is safe to evacuate”. **If it is not safe do not leave, on-site refuge must be sought in Kookaburra Cottage. Follow instructions located there.**

### **How to prepare for evacuation**

Immediately a fire warden advises or self-assessment determines the need to “Prepare” for evacuation all adult persons should:-

1. Put personal possessions and ample drinking water in your car.
2. Ensure those dependent on you remain close at hand.
3. Firmly close all windows and doors in your accommodation.
4. Ensure everyone on site is aware of issue and share evolving knowledge.

### **How to decide if it is safe to evacuate**

If the Trigger Table calls for an evacuation response, then

1. *if it is known that travel east via Willinga Road and Bawley Point Road to Bawley Point is free of fire or dense smoke THEN guests and staff must leave the property in their own cars and make their way east to the Bawley Bush Fire Brigade shed. Location: 2.5km by road from Bawley Bush Cottages at the corner of Church St and Oriole St; first right on entering Bawley Point village. There await further evacuation instructions. If there are no instructions forthcoming at the shed but fire seems close, evacuees are to wait out any fire approach at the zero-fuel Bawley Point headland beyond the rocky carpark on Tingira Avenue.*
2. *IF visibilty on our access road, Willinga Road or Bawley Point Road is compromised by smoke then a fire could be close and **it is not safe** to travel to Bawley Point and refuge **on site must be sought**. Guests and staff are to close-park their vehicles on a fuel-free lawn (hard against the office side of residence is an option) and seek refuge as described below. Do not block access roads with cars.*
3. *Once a decision is made as to which of the above actions (evacuate or refuge) has been decided upon then Shoalhaven Fire Control is to be advised immediately on 000 or 4424 4424 of the disposition of refugees and evacuees.*
4. *Do not take action to protect non-refuge cottages, they are insured.*
5. *Once evacuated do not return to accommodation or leave the property until authorities advise it is safe to do so.*

#### ***Refuge location and management***

***Kookaburra Cottage*** adjacent to the dam is identified as the primary refuge building. It has some protection in the most likely direction of bush-fire radiant heat attack (NW-SW). It has fire pumps on the veranda that draw water directly from the dam. Only if access to the primary refuge building is blocked by fire should another on-site refuge be contemplated, the next safest is Cockatoo Room.

*You must protect yourselves from radiant heat by staying close to or inside the refuge building until the fire front or danger has passed and you have been advised by a Warden or authority that it is safe to leave.*

***Procedures for management of the Refuge during a fire event are contained in a manual in Kookaburra dining room and behind the broom cupboard door in the Cockatoo Room.***

#### ***Financial considerations:***

*If you are asked to, or you independently decide to, evacuate due to a local fire then our existing commitment to provide guests with accommodation expires immediately. In due course we will refund you pro-rata for any unused accommodation you have paid for. You will be liable to us pro-rata only for the use you have already enjoyed. If it later transpires it is safe to return, our buildings and services are available and if you wish to continue your stay, then it will be under a new contract based on completing the terms of the old one.*

**Updated September 2017**

## **Emergency contact details**

All emergency calls: 000

NSW Rural Fire Service, Shoalhaven  
Fire Control Centre 000 or Ph: 4424  
4424 [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

Bawley Point Fire Shed (phone not  
always manned) 4457 1633.

NSW Police Service, Ulladulla 000 or  
Ph: 4454 2542

State Emergency Services 132 500

Milton Hospital Ph 4455 1333

Endeavour Energy (Electricity  
emergency) 131 003

Shoalhaven Council, Ulladulla: Ph  
4429 8999

Owner/Warden Bill Powell: Ph 4457  
1580, 0421 552 403

Owner/Warden Pip James: 0427 142  
990

Deputy: Mandy Greer: 6100 4743 ,  
4457 3643, 0448 307 161