

	Policy Type:	Operational
	Policy No:	Not yet allocated
	Creation Date:	27 November 2018
	Last Review Date:	21 September 2020
	Next Review:	March 2021
	Responsible Officer:	GM – Landsdale Farm
ORGANISATION POLICY		
TITLE:	Landsdale Farm Evacuation Procedure	
PURPOSE:	In the event of an emergency such as gas leak or bushfire staff and patrons must be evacuated safety. A secondary duty of care applies to the animals as well.	
NATIONAL DISABILITY SERVICES STANDARD:		
LEGAL CONSIDERATION:	Duty of Care to visitors Duty of Care to Animals Duty of Care to Employees Asset protection	

Terminology

Animal: refers to any animal that is owned by and in the care of Family Support WA at Landsdale Farm.

Emergency: For the purposes of this policy ‘emergency’ relates to any event that may necessitate and evacuation of the property. Other policies address emergency matters that do not require an evacuation.

Worker: in the context of this policy an employee of the farm includes paid staff, volunteers, students performing work experience, or any other person who is engaged by Landsdale Farm as a representative.

Visitor: In the context of this policy, the term visitor relates to all persons on the property at the time of the emergency that is not a paid employee of Family Support WA. This definition includes, people on the property who are working for an alternative employer, volunteers of Family Support WA and students.

Background

In the event of an emergency, workers and patrons must be evacuated to safety in a quick and orderly fashion. Animals should also be given the opportunity to flee to safety.

Of the various natural and human disasters that are possible at Landsdale Farm, the greatest risk that would necessitate an evacuation is from bushfire. Whilst a bushfire could approach from any direction, the greatest risk is posed by the bushland on our eastern boundary.

Community visitors to the farm are generally sold admission tickets (wristbands) so an accurate count of daily visitors is possible, however, given the various points of exit to vehicles, it is impossible to maintain an accurate count of people on the site. In the event of an evacuation a property wide search must be performed.

Roles and responsibilities

FIREWARDEN: The daily Fire warden is the employee working on reception unless the General Manager is on site. In the event of an emergency triggering evacuation the rostered fire warden will utilize the necessary equipment and begin the evacuation of staff and visitors.

FARM STAFF: The Fire Warden on duty will assign an employee or volunteer to sweep each area of the property (Farm, Garden, Accommodation & caretaker home) (one individual employee may be designated in multiple areas). In the event of an evacuation each employee will conduct a full search of their designated area(s) and report to the fire warden when the area is clear of human occupants.

Once all staff and visitors are safely evacuated to the muster point, upon direction from the designated fire warden, farm staff may (if it is safe to do so) return to the animal paddocks to ensure main gates are securely closed and open each paddock gate to allow the animals to freely escape their paddocks. Large animals must however be kept safely on Landsdale Farm property, animals must not be free to roam on roadways. Once the animals have been freed from paddocks farm staff are to return to the muster area to await emergency personnel.

Muster Area

Primary Muster Area: Consists of the Lawn adjacent to the main entrance on Evandale Road

Secondary Muster Area: If the primary muster area is considered unsafe, the Fire Warden may direct the evacuation toward the camp carpark, and out of the back gate onto Landsdale Road.

Procedure

1. If a fire is spotted in the vicinity of Landsdale Farm or the farm is included in a bush fire watch and act the designated Fire Warden and/or General Manager must be notified immediately.
2. The incident and location will be reported to 000 without delay.
3. The Fire Warden will monitor the situation and decide whether to evacuate the farm.
4. The Fire Warden will determine if the Primary or Secondary muster point will be the safest and communicate this decision to all farm staff via radio or face to face. They will read over the radio

“FIRE FIRE FIRE All Staff commence evacuation procedure via Evandale Rd Muster point (or via Landsdale Road Muster point)”

5. The Fire Warden will sound the siren located at the toilet block in long repeating blasts continuously.
6. Upon hearing the evacuation order or the siren - farm staff will direct all visitors to the correct muster point and begin a search of their designated areas. The Fire warden will use the radios to order specific employees to search specific regions of the property these are 1. Camp, Garden & Orchard 2. Common central area, café & workshops 3. Farm & composting area.

7. Searches must be thorough. When an area is cleared, doors must be pulled closed then report the area is clear to the Fire Warden.
8. Once all visitors, volunteers and staff have been safely accounted for the Fire Warden will determine if it is safe to return to open paddock gates.
9. A staff member who chooses to release animals must move swiftly to open as many paddocks, cages and enclosures as possible. NO ATTEMPT must be made to herd the animals to safety, rather, simply open the gates and allow the animals to flee to the paddock on their own accord.
10. Once the paddock gates are unlocked all Farm staff are to return to the muster point.
11. Once the evacuation procedure is complete and it is safe to do so, visitors are welcome to leave via the safest route possible.
12. Once the fire situation is under control all Farm Staff are to assist in the recovery of animals.
13. Fire Warden is to then write a full incident report and send to both the CEO of Family Support WA and the GM of Landsdale Farm.

GENERAL MANAGER SIGNED:



DATE: 21 September 2020