Certain facilities require emergency plans under workplace health and safety regulations. In Tasmania, planning and building laws specifically require bushfire emergency plans to be developed for vulnerable and hazardous uses as part of the approvals process for new use and development.

A bushfire emergency plan provides procedures for site managers to follow in bushfire scenarios and is an important risk-mitigation tool. They may include procedures for coordinating evacuation in an efficient and timely manner or for coordinating movement to an onsite refuge (e.g., a suitable building). A bushfire emergency plan typically also provides pre-emptive actions to be implemented prior to the bushfire season to enhance the facility's level of preparedness. This may include actions such as ensuring all staff are suitably trained, checking that designated refuges remain suitable and that transportation is available if required.
Bushfire emergency plan procedures must take into account the vulnerabilities of the occupants. For instance, a visitor accommodation operation might cater for occupants from non-English speaking backgrounds and who are unfamiliar with the local area. Or, a respite centre, child-care centre or aged-care facility may involve occupants who require a high level of assistance or may have limited mobility. In each of these instances, careful consideration needs to be given to the practicalities around the emergency procedures.

Evacuation routes, onsite and offsite refuges need to be carefully selected following consideration of likely bushfire scenarios.

An ongoing review and update process for bushfire emergency plans is essential to ensure that they remain relevant over time. At a minimum this will involve checking to ensure staff contact details are up to date prior to the bushfire season.

Bushfire emergency plans developed to satisfy planning and building regulations must be consistent with Tasmania Fire Service’s Bushfire Emergency Planning Guidelines and must be approved by the TFS.

The Guidelines provide guidance on the emergency planning process, risk analysis and risk mitigation strategies for bushfire.

The Guidelines are also available for use by operators who seek to voluntarily implement a Bushfire Emergency Plan for their facility.