

Tumbi Umbi Retirement Living

Flood Emergency Management Plan (FEMP)

Prepared for: Mingara Leisure Group Pty Ltd

Date: 2nd June 2025

Prepared by: Stantec Australia Pty Ltd

Ref: 301351398

Stantec Australia Pty Ltd

Level 9, The Forum, 203 Pacific Highway, St Leonards NSW 2065

Tel: +61 2 8484 7000 Web: www.stantec.com

\\AU2012-NTAP01_CIFS\SHARED_PROJECTS\301351398\PROJECT DOCUMENTATION\CIVIL\DOCUMENTS & REPORTS\FLOOD EMERGENCY MANAGEMENT REPORT\301351398-CI-RE-FEMP-001 - TUMBI UMBI RETIREMENT LIVING [0

Revision

Site Address:	12-14 Mingara Drive Tumbi Umbi
Real Property Description:	Lot 13/DP 1204397
Proposed Development:	Construction of retirement living village and assisted living units
Client:	Mingara Leisure Group Pty Ltd
Local Authority	Central Coast Council
Authority Reference #:	N/A
Stantec Reference:	301351398-CI-RE-FEMP-001

Vivie Eccles

Civil Project Technical Lead, Team Lead

Stantec Australia Pty Ltd

Revision	Date	Comment	Prepared By	Approved By
01	28.03.24	Issue for Approval	LDS	JMB
02	15.04.24	Issue for Approval	VSE	JMB
03	28.05.24	Issue for Approval	LPT	VSE
04	16.07.24	Issue for Approval	NO	VSE
05	22.07.24	Issue for Approval	PDP	VSE
06	01.05.25	Issue for client review	JML	VSE
07	14.05.25	Response to Submissions	JML	VSE
08	02.06.25	Response to Submissions	JML	VSE

COPYRIGHT ©

This report is the property of Stantec, and is licensed to the Client for use on this project. Reproduction of this document for this project shall only be undertaken in full. Reproduction for other purposes without the permission of Stantec is prohibited.

Contents

1.	Introduction	2
1.1	Background	2
1.2	Site Details	2
1.3	Summary of Consultation	5
1.4	Response to SEARs	6
1.5	Response to submissions	6
2.	Project Description	12
2.2	Roles and Responsibilities	15
2.3	Key Contact Details	18
2.4	Maintenance of this FEMP	18
2.5	Limitations of this FEMP	18
3.	Flood Behaviour	19
3.1	Site Flooding Conditions	19
4.	Sources of Information, Forecast and Warnings	30
4.1	Bureau of Meteorology (BoM)	30
4.2	NSW State Emergency Services (SES)	32
4.3	Other Sources	32
5.	Assembly Points and Evacuation Routes	33
5.1	Types of Evacuation	33
5.2	Recommended Evacuation Practices	33
5.3	Shelter in place	37
5.4	Refuge Shelter Establishment	37
5.5	Additional requirements for the elderly	38
5.6	Medical Emergency Management	38
6.	Preparation for Flood Response	46
6.1	Education	46
6.2	Evacuation Drills	46
6.3	Flood Emergency Kit	47
6.4	Site-Specific Flood Evacuation Trigger	47
7.	Flood Response Action Plan	48

Contents

7.1	Before A Flood	48
7.2	When A Flood Is Possible and During A Flood	49
7.3	After A Flood	50
8.	References	51
	Appendix A FEMP Review Record	53
	Appendix B Mingara Recreation Club Emergency Procedures Manual	54

Abbreviations / Definitions

AEP	Annual Exceedance Probability
AHD	Australian Height Datum
AIDR	Australian Institute of Disaster Resilience
ARI	Average Recurrence Interval
ARR	Australian Rainfall and Runoff
BoM	Bureau of Meteorology
CCC	Central Coast Council
DA	Development Application
DCP	Development Control Plan
DN	Diameter Nominal (mm)
EY	Exceedances per Year
FEMP	Flood Emergency Management Plan
FFL	Finished Floor Level
FPL	Flood Planning Level
IFD	Intensity-Frequency-Duration
ILU	Independent Living Units
L/s	Litres per second
LGA	Local Government Area
LEP	Local Environmental Plan
m/s	Metres per second
PMF	Probable Maximum Flood
RCP	Representative Concentration Pathways
RL	Relative Level
SES	State Emergency Service
TURL	Tumbi Umbi Retirement Living



1. Introduction

1.1 Background

Stantec has been commissioned by Mingara Leisure Group Pty Ltd to prepare this Flood Emergency Management Plan (FEMP) in accordance with the technical requirements of the Secretary's Environmental Assessment Requirements (SEARs), and in support of the State Significant Development Application (SSD-63475709) for the proposed development at 12-14 Mingara Drive, Tumby Umbi 2261.

In accordance with the Central Coast Council Development Control Plan (DCP), a preliminary Flood Emergency Management Plan (FEMP) must be provided to demonstrate how existing flood risk on the site would be managed and the suitability of the site during extreme flood events that are rare and of high magnitude with increased risks to human life and property.

This FEMP is consistent with the relevant NSW SES "Floodsafe" Guidelines and addresses the following specific actions:-

- Preparing for a flood;
- Responding when a flood is likely, including evacuation routes and when to leave;
- Responding during a flood, including what to do when isolation occurs, and;
- Recovery after a flood

1.2 Site Details

1.2.1 Description of the Site, Locality and Topography

The site is located at 14 Mingara Drive, Tumby Umbi, within the Central Coast Local Government Area (LGA). The development site is legally described as Lot 13 DP1204397.

The broader Mingara Club Precinct also encompasses Lot 1 and Lot 2 in DP 1010532 and Lot 71 DP1011971 and currently contains a registered club, health and wellness centre (including aquatics, gym facilities, physio, hairdresser, beautician and martial arts studio), car parking, creche, bowling greens and green space with a regional athletics centre. A hotel is currently under construction.

Immediately surrounding the Mingara Club Precinct are fast food outlets and other restaurants, service station, car wash, retail, medical centre and a retirement village to the south and west. Industrial development is to the north of Wyong Road and residential development to the west. The specific area of the site, the subject of the proposed development, is land located to the west of the Mingara Recreation Club and south of the Athletics field. This development site is currently a vacant grassed area. The site is located in Tumby Umbi, and the site is bound by Mingara Athletics Centre along the north, Mingara Club and Mingara Parking Lots to the east, and residential developments along the south and west of the site. The site is located immediately north-west of Tumby Umbi Creek. Refer to locality plan in Figure 1 for further clarification and location of the proposed development within the site.





Figure 1: Site Location Plan (Source: Nearmaps Feb 2024)

Key features of the site are as follows:

- The topography of the site is generally flat, with some fill historically used to level the study area, particularly in the northern portion of the site.
- The development site is vacant grassland with some mature trees located on the eastern boundary.
- The western and southern boundary of the development site has a registered easement following the drainage corridor defining the site boundaries to the west and south.
- Vehicle access will continue to be provided via the existing Wyong Road access to the north and the existing access from Mingara Drive into the broader Mingara Club precinct to the east.
- The development site does not have a direct street frontage and is bounded by the Athletics field to the north, Club access road and Mingara carpark to the east and Glengara Retirement Village to the south and west and low density residential uses to the north-west. The Mingara Club precinct has frontage to Wyong Road and Mingara Drive.
- Vehicular access to the site from the local road network is available from Wyong Road, via left in and left out and from the signalised intersection at Mingara Drive/Wyong Road and then a roundabout on Mingara Drive.
- Internal pedestrian connectivity within the broader Mingara Precinct site includes pedestrian pathways from the north and west and pedestrian crossings from the car parking area into the main club building.
- A hotel is under construction on the broader Mingara precinct to the east of the development site.
- To the north west of the site is a constructed wetland / gross pollutant trap

- North: Immediately north of the development site is the athletics track/field, forming part of the broader Mingara Club precinct. Further north on the northern side of Wyong Road is industrial zoned land and the vast majority of the surrounding context comprises low density residential, environmental conservation, living and management.
- East: Directly east of the site is a hotel (under construction), the main Club building and car park, accessible from Mingara Drive and Wyong Road. Further east of the site are fast food and commercial land uses on Wyong Road, then low density residential uses. Further east is more residential development with the Bateau Bay Square shopping centre forming the major commercial node for the area.
- South: The Glengara Retirement Village is immediately south (and south west) of the site and is one to two storeys in height. Beyond that, the area of Tumbi Umbi is primarily larger environmental living residential lots.
- West: A drainage corridor and some taller vegetation is located directly west of the site. Further west is the northern portion of the Glengara Retirement Village.

[illegible]

1.3 Summary of Consultation

Refer to Table 1 for a summary of consultation undertaken with relevant authorities and agencies.

Table 1: Summary of Consultation

Stakeholder	How this group was consulted and when	Issues discussed	Project responses
Central Coast Council	Virtual meeting on 12/02/2024 between Stantec and the following Council departments: - Planning - Flood - Stormwater	- Flood planning levels applicable to the development - On-site detention (OSD) volume requirements	- Council have confirmed that the PMF flood level is to be adopted as the flood planning level for this development - OSD is to be provided to limit post development discharge rates to pre-development levels for storm events up to the 5% AEP event
Central Coast Council	Virtual meeting held 9 April 2025 (10:00 AM-11:00 AM) between Stantec and the following Council departments: Flood risk	Shelter in place evacuation strategy.	Provide additional information on the clinical capabilities of the onsite team and operational procedures that will be in place to manage a second order emergency. i.e. Procedure for dealing with a medical emergency whilst the site is cut off due to flood.
Central Coast Council	Virtual meeting held 21 May 2025 (10:00 AM-11:00 AM) between Stantec, Chanje Partners, Pariter, and Urbis.	The purpose of the meeting was to discuss the updates made to the Flood Evacuation Management Plan (FEMP).	Council was satisfied with the updated FEMP. Shelter in place is a satisfactory evacuation strategy given the capability of clinical care on site to handle medical emergencies. The project will not increase the burden on emergency services such as SES. The minutes of the meeting are attached as Appendix C.



1.4 Response to SEARs

The Flood Risk Assessment is required by the Secretary's Environmental Assessment Requirements (SEARs) for the State Significant Development Application. This table identifies the relevant SEARs requirement/s and corresponding reference/s within this report.

Table 2: SEARs and Relevant Reference

SEARs Item	Report Reference
15. Flooding Risk	
Identify any flood risk on-site having regard to adopted flood studies, the potential effects of climate change, and any relevant provisions of the NSW Floodplain Development Manual.	Section 3 of this report. Also refer to Flood Impact Assessment (FIA) Report Section 4, prepared by Stantec Australia
Assess the impacts of the development, including any changes to flood risk on-site and off-site, and detail design solutions and operational procedures to mitigate flood risk where required.	Refer Flood Impact Assessment (FIA) Report, prepared by Stantec Australia regarding the impact of the development and changes to flood risk. The operational procedures to mitigate flood risk are documented in Section 6 of this report.

1.5 Response to submissions

This flood emergency management plan has been updated to address and respond to requirements and recommendations received following the exhibition of the SSDA.

1.5.1 Department of Planning, Housing and Infrastructure

A request for additional information was received by the Department 29 January 2025, and the following information was requested regarding flooding and responded to accordingly:

Request for information / recommendation	Response
Undertake a Climate Change Flood Impact Assessment consistent with NSW Flood Impact and Risk Assessment LU01, including considering a climate change flood impact scenario.	<i>The Flood impact and risk assessment: Flood risk management guideline LU01</i> specifies that for developments with a life exceeding 20 years, the implications of climate change on both the existing and post-development case should be assessed, considering the requirements of the council or other consent authority. As detailed in section 3.1.3, a climate change has been considered in accordance with the adopted Council flood study, which involved applying a 30% increase to rainfall intensities.



Request for information / recommendation	Response
Amend Flood Emergency Management Plan to consider H5 flood conditions during the 1%AEP event, H3 flood conditions during the 5%AEP event and H2 conditions during the 20%AEP event.	The flood emergency management plan has been amended based on revised modelling which resolved errors in the previous model approach. Previously the culvert and road crossing at the intersection of Wyong Road and Mingara Drive was represented as an open channel. This resulted in the hydraulic model results indicating the site is isolated by H5 during the 1% AEP. The revised hazard categories are shown for the PMF, 5% and 1% AEP as Figure 10, Figure 11, and Figure 12 respectively. The site is only isolated by H2 flood conditions during the PMF and is not isolated during the 1% or 5% AEP. More frequent events such as the 20%AEP were not modelled since it is shown that the road is not liable to flooding during rarer events.
Address clause 5.22 Special Flood Considerations of the Central Coast Local Environmental Plan 2022 as the proposal would not provide safe evacuation of vulnerable occupants.	(2) <i>This clause applies to—</i> (a) <i>for sensitive and hazardous development—land between the flood planning area and the probable maximum flood, and</i> (b) <i>for development that is not sensitive and hazardous development—land the consent authority considers to be land that, in the event of a flood, may—</i> (i) <i>cause a particular risk to life, and</i> (ii) <i>require the evacuation of people or other safety considerations.</i> (3) <i>Development consent must not be granted to development on land to which this clause applies unless the consent authority has considered whether the development—</i> (a) <i>will affect the safe occupation and efficient evacuation of people in the event of a flood, and</i> (b) <i>incorporates appropriate measures to manage risk to life in the event of a flood, and</i> (c) <i>will adversely affect the environment in the event of a flood.</i> The site is located between the flood planning area and the PMF in the pre-development scenario but is above the PMF in the post-development scenario. Clause 3(a-c) are addressed in this report: 3a: Section 6 of this report details safe occupation in the event of a flood. A shelter in place strategy is identified as most suitable given the flash flood characteristics of the site. 3b: In consultation with Council the primary constraint to a shelter in place strategy was secondary medical emergencies occurring during the time of isolation. Medical emergency management protocol is detailed in Section 5.6 of this report. 3c: The flood impact report finds that the development will not result in significant flood impact for events up to and including the PMF.

1.5.2 NSW SES

A response was also provided by the NSW SES 19 December 2024 which provided the following requests / recommendations which have been responded to accordingly:

Request for information / recommendation	Response
Recommend careful consideration of the flood risk of the proposed development, that seeks a significant increase in the number of people within the flood planning area, particularly as it is for a sensitive use development.	Flood risk is considered throughout this report in the context of the proposed land use being sensitive.
Recommend that if the development proceeds, that the site design permits for flood free rising road access for the entire development due to the frequent flooding in the Tumby Umbi Creek catchment and limited to no warning time available. NSW SES does not support strategies that rely on people entering floodwater.	The proposed development is located above the PMF and therefore permits for flood free rising road access. However, the external access road at the intersection of Wyong Road is inundated during the PMF. Further details are provided in Section 3.1.6 of this report. The proposed strategy is to shelter in place and does not rely on anyone entering floodwater.
Recommend that any access/egress constraints are addressed at the EIS stage. The site is surrounded by H5 hazard for up to 2 hours during a PMF.	The flood emergency management plan has been amended based on revised modelling which resolved errors in the previous model approach. Previously the culvert and road crossing at the intersection of Wyong Road and Mingara Drive was represented as an open channel. This resulted in the hydraulic model results indicating the site is isolated by H5 during the 1% AEP. The revised hazard categories are shown for the PMF, 5% and 1% AEP as Figure 10, Figure 11, and Figure 12 respectively. The site is only isolated by H2 flood conditions during the PMF and is not isolated during the 1% or 5% AEP. More frequent events such as the 20%AEP were not modelled since it is shown that the road is not liable to flooding during rarer events.
Recommend reconsidering basement carparking or redesigning it to ensure that it is passively protected to the Probable Maximum Flood (PMF) i.e., that all entrances and openings (vents, etc) are located above the PMF.	Noted. The proposed development is located above the PMF.
Recommend the EIS should also consider how the project interacts with other existing or planned developments and the cumulative impacts on flood risk. Further guidance is provided in the Flood Impact and Risk Assessment Guideline LU01.	The hydraulic models associated with the current adopted flood study are used to inform the flood risk. Further consultation with Council has been undertaken as detailed in Section 1.3 of this report. There are no known planned developments in the catchment area which would cause a cumulative impact on flood risk.
Recommend seeking advice from the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) regarding the impact of the proposed development including flood storage within the precinct on flood behaviour, including consideration of offsite impacts. We note to eliminate flood impacts as a result of the development, additional flood storage has been provided to the south of the development site.	The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) has been provided an opportunity to provide comment on the flood impact through the EIS process. Following their review DCCEEW provided no comments regarding flood impact or flood storage changes.



Request for information / recommendation	Response
Note that the proposed development will be subject to Clauses 5.22 Flood Planning and Clause 5.22 Special Flood Considerations of Cessnock LEP 2011. This will ensure that the flood risk to life and property is minimised as sensitive land-uses such as aged- care facilities will be located above the probable maximum flood (PMF) level. Pre- development, the entirety of the development site is located within the PMF flood extent.	<i>(2) This clause applies to—</i> <i>(a) for sensitive and hazardous development—land between the flood planning area and the probable maximum flood, and</i> <i>(b) for development that is not sensitive and hazardous development—land the consent authority considers to be land that, in the event of a flood, may—</i> <i>(i) cause a particular risk to life, and</i> <i>(ii) require the evacuation of people or other safety considerations.</i> <i>(3) Development consent must not be granted to development on land to which this clause applies unless the consent authority has considered whether the development—</i> <i>(a) will affect the safe occupation and efficient evacuation of people in the event of a flood, and</i> <i>(b) incorporates appropriate measures to manage risk to life in the event of a flood, and</i> <i>(c) will adversely affect the environment in the event of a flood.</i> The site is located between the flood planning area and the PMF in the pre-development scenario but is above the PMF in the post-development scenario. Clause 3(a-c) are addressed in this report: 3a: Section 6 of this report details safe occupation in the event of a flood. A shelter in place strategy is identified as most suitable given the flash flood characteristics of the site. 3b: In consultation with Council the primary constraint to a shelter in place strategy was secondary medical emergencies occurring during the time of isolation. Medical emergency management protocol is detailed in Section 5.6 of this report. 3c: The flood impact report finds that the development will not result in significant flood impact for events up to and including the PMF.

Request for information / recommendation	Response
Recommend considering the impacts of climate change. It is estimated that the actual probability of a 1 in 100 AEP for the Tumbi Umbi Creek catchment area is approximately a 1 in 54.5 AEP event for the current 2024 scenario. For the proposed development site, this could result in more frequent inundation and/or isolation than what is currently expected based on previous modelling.	The <i>Flood impact and risk assessment: Flood risk management guideline LU01</i> specifies that for developments with a life exceeding 20 years, the implications of climate change on both the existing and post-development case should be assessed, considering the requirements of the council or other consent authority. As detailed in section 3.1.3, a climate change has been considered in accordance with the adopted Council flood study, which involved applying a 30% increase to rainfall intensities. The revised climate change guidance referenced in the wmaWater tool is not applied in the adopted Council flood study however can be relatively compared as follows. The probability of the 1 in 100 AEP being equivalent to a 1 in 54.5 AEP event is associated with a 1.5 degree increase in global temperatures. For the 2 hour storm duration the rate of change estimated in Book 1, Chapter 6 of <i>Australian Rainfall and Runoff: A Guide to Flood Estimation</i> (Ball, et al., 2019) is 12.8% per degree. Therefore a 1.5 degree increase would be associated with an approximate 20% increase in rainfall intensities. Therefore, it is considered that the current approach is conservative and acceptable to consider climate change. The limitation of this approach is that the increases were applied to the 1987 intensity-frequency-durations in the adopted flood study, and there is no consideration for changes to continual loss associated with changing antecedent catchment conditions. However it is recommended based on the information available, as alternative considerations would require the hydrology model associated with the adopted Council study to be revised in accordance with <i>Australian Rainfall and Runoff: A Guide to Flood Estimation</i> (Ball, et al., 2019) and currently used 2016 IFDs.
Recommend amendments to the Tumbi Umbi Retirement Living Flood Emergency Management Plan (FEMP). Further detail is provided in Attachment A, Principle 1.	The recommended amendments have been incorporated throughout this report.

1.5.3 Central Coast Council

A response was also provided by Central Coast Council 9 January 2024, and noted the following regarding floodplain management:

Request for information / recommendation	Response
The Flood Impact Assessment has demonstrated that the 1%AEP and PMF Flood Impacts from the site are acceptable.	Noted.
As the development site is flood free during the PMF event, the floor levels are acceptable.	Noted.



Request for information / recommendation	Response
The applicant has not considered a climate change flood impact scenario. It is recommended that the applicant undertake a Climate Change Flood Impact Assessment consistent with NSW Flood Impact and Risk Assessment LU01.	The <i>Flood impact and risk assessment: Flood risk management guideline LU01</i> specifies that for developments with a life exceeding 20 years, the implications of climate change on both the existing and post-development case should be assessed, considering the requirements of the council or other consent authority. As detailed in section 3.1.3, a climate change has been considered in accordance with the adopted Council flood study, which involved applying a 30% increase to rainfall intensities.
Due to its lack of safe evacuation the seniors living development at this location would not be consistent with the recommendations of the Floodplain Risk Management Toolkit 2023. The development fails to satisfy CCLEP cl. 5.22 Special Flood Considerations due to its lack of safe evacuation for vulnerable occupants.	(2) <i>This clause applies to—</i> (a) <i>for sensitive and hazardous development—land between the flood planning area and the probable maximum flood, and</i> (b) <i>for development that is not sensitive and hazardous development—land the consent authority considers to be land that, in the event of a flood, may—</i> (i) <i>cause a particular risk to life, and</i> (ii) <i>require the evacuation of people or other safety considerations.</i> (3) <i>Development consent must not be granted to development on land to which this clause applies unless the consent authority has considered whether the development—</i> (a) <i>will affect the safe occupation and efficient evacuation of people in the event of a flood, and</i> (b) <i>incorporates appropriate measures to manage risk to life in the event of a flood, and</i> (c) <i>will adversely affect the environment in the event of a flood.</i> The site is located between the flood planning area and the PMF in the pre-development scenario but is above the PMF in the post-development scenario. Clause 3(a-c) are addressed in this report: 3a: Section 6 of this report details safe occupation in the event of a flood. A shelter in place strategy is identified as most suitable given the flash flood characteristics of the site. 3b: In consultation with Council the primary constraint to a shelter in place strategy was secondary medical emergencies occurring during the time of isolation. Medical emergency management protocol is detailed in Section 5.6 of this report. 3c: The flood impact report finds that the development will not result in significant flood impact for events up to and including the PMF.

2. Project Description

The proposed development comprises subdivision of land and the construction and operation of a seniors housing development. The proposal includes thirteen villa buildings, three multi-storey independent living unit (ILU) buildings and one mixed high care and ILU building housing communal facilities together with car parking, open space and associated works including site preparation works and landscaping.

The proposed SSDA seeks approval to redevelop the site to accommodate a seniors living development inclusive of the following:

- Site establishment works, including minor excavation and tree removal and earthworks.
- Construction of:
 - Thirteen (13) townhouses/villa buildings, housing four (4) independent living units (ILUs) in each
 - Three (3) multi storey independent living unit (ILU) buildings of:
 - i. Building 1 – undercroft car parking, 5 levels of 2-bed and 3-bed ILUs
 - ii. Building 3 - undercroft car parking, 6 levels of 2-bed and 3-bed ILUs
 - iii. Building 4 - undercroft car parking, 5 levels of 2-bed and 3-bed ILUs
 - One (1) mixed high care and ILU building (Building 2) of:
 - iv. Part undercroft car parking, part communal/amenities level at ground with 3 levels of high care suites which are individual rooms for residents with higher care needs located in a homelike setting, with small groups of 13 residents on each floor and a high carer-to-resident ratio where residents enjoy dignity and purpose in a small-scale, community-oriented environment with associated clinical and care capabilities e.g.. medicine store, clean and dirty utilities etc. and 3 levels of ILUs
 - v. The building will include communal facilities including a café, residential lounge, multi-function spaces, consultation/therapy rooms, library, and staff/admin areas.
- Operation of a seniors housing development which will be governed by the Retirement Villages Act 1999 (NSW). This will include:
 - On-site support and management of approximately 300 seniors residing in 219 x 2-bed and 3-bed independent living units and 39 high-care suites by a team including:
 - i. Facility Manager
 - ii. Administration
 - iii. Facilities Manager
 - iv. Concierge
 - v. Clinical Services Manager/Director of Nursing
 - vi. On-call Medical Officer
 - vii. Registered Nurses (on site 24 hours a day/7 days a week)
 - viii. Direct Care Workers
 - ix. Ancillary Staff



- Resident access to on site clinical nursing and healthcare services including home care, permanent and temporary respite care, palliative care and dementia care in both the 39 high care suites and directly into the ILUs as appropriate. These services will be delivered by a contracted, accredited, Approved Provider of Aged Care and healthcare who is:
 - i. Required to comply with the Aged Care Act 2024, the main law for government-funded aged care in Australia which includes regulatory frameworks which have a serious and strong focus on the safety and quality of care of older people.
 - ii. Overseen by the Aged Care Quality and Safety Commission which is the Australian regulator of aged care services and provides independent accreditation, assessment and monitoring of Government-funded aged care services in line with the Aged Care Quality and Safety Commission Act 2018 and Rules. This includes audited and monitoring emergency management plans.
 - iii. Commonly required by the new reformed aged care approach to manage the safety off all aged residents on site for extended periods of time during emergency events including but not limited to:
 - Covid outbreaks
 - Viral outbreaks
 - Infection control
 - Fire & Emergency evacuations
 - Flood
 - Natural disasters
- Total site GFA of 31,739.7 sqm comprising:
 - Townhouses: 7,223.4 sqm GFA
 - Building 1: 4,595.6 sqm GFA
 - Building 2: 5,315.7 sqm GFA
 - Building 3: 5,520.0 sqm GFA
 - Building 4: 9,085.1 sqm GFA
- Vehicle access will be provided via the existing road access from Wyong Road and via Mingara Drive. The site also accommodates a north-south internal shared access road and dedicated porte cochere in front of Building 2.
- Private, passive and communal open space, landscaping and perimeter and internal pedestrian pathways
- Subdivision of the land and two stage construction.

Refer to Figure 3 for an illustration of the landscape site plan.





Figure 3: Proposed Landscape Site Plan (Source: Landscape Site Masterplan LA 100 by TaylorBrammer)



2.1.1 Site Usage and Occupancy

The site is currently vacant but as part of the development will be utilised as a retirement village for senior residents, consisting of townhouses/villa buildings, multi-storey independent living unit (ILU) buildings, mixed high care suites and ILU building, car parking and communal facilities including café, library, and staff/admin areas. Given the inclusion of high care suites within the site, there will be in operation a 24-hour healthcare facility that is operated by a registered healthcare aged care approved provider who is compliant with the Aged Care Commission regulations and compliance and supports residents in both the high care suites and ILUs.

2.2 Roles and Responsibilities

The key persons responsible for implementing this FEMP are defined in Table 3.

The NSW SES is the legislated lead combat agency for flooding in NSW. Any directives issued by the NSW SES and/or Police are to take precedence over the contents of this FEMP.

Successful implementation of this FEMP is the responsibility of the Facility Manager, assisted by Flood Wardens. There are to be four (4) Flood Wardens appointed for the retirement village. These may be the same persons nominated as Fire Wardens if appropriate. In addition, the registered healthcare provider will have the EMP to follow with its own key personnel and safety wardens to manage and support residents in the village with high care needs.



Table 3: Staff Flood Responsibilities

Organisation/Person	Roles and Responsibilities
NSW SES	The NSW SES is the legislated lead combat agency for flooding in NSW. Any flood directive issued by the SES must be followed by all building occupants. This includes any order to evacuate the site, or not evacuate the site, irrespective of the instructions given in this FEMP or as decided by the Facility Manager.
Facility Manager/Chief Warden	The Facility Manager is responsible for: - • Ensuring that the contracted, accredited, Approved Provider of Aged Care and healthcare services is meeting the accreditation standards and is fully compliant with the agreed FEMP. • Ensuring that all flood wardens who are on site are aware of the flood risks and the flood management procedures detailed in this FEMP; • Support the wardens in their duties. • Maintain a register of all residents, staff and visitors on site at all times, including contact details and emergency contacts; • Lead the annual shelter in place/flood emergency response drill (to be undertaken with the Flood Wardens only, not building occupants); • Monitor flood warnings and alert mode triggers in accordance with this FEMP; • Escalate alert modes in accordance with the relevant triggers set in this FEMP; • Communicate flood response messages to Wardens and users/occupiers in accordance with this FEMP; • Coordinate all flood emergency procedures; • Participate in a review of this FEMP annually and following a major flood.
First Aid Officer	• Follows the directions of the contracted, accredited, Approved Providers registered medical staff; • Coordinate assistance for less able residents and staff during an evacuation; • Prepare a Flood Emergency Kit that includes a portable radio, torch, spare batteries, first aid materials, emergency contact numbers, candles, waterproof matches, waterproof bags and required medications

Organisation/Person	Roles and Responsibilities
Clinical Services Manager	The Clinical Services Manager is responsible for: - Ensuring that all staff have been notified of their roles in the FEMP - Action all key personnel to plan for execution - Ensure the following Clinical team is on board: - The Medical Office 3x Registered Nurses - All direct care quotas of staff - Ancillary staff - Crash team - Notify the commission at first warning - Notify the resident list and all NOK through the Care App - Support the RV wardens in their duties in triage needed. - Secure and monitor a register of all residents, staff and visitors on site at all times, including contact details and emergency contacts. - Ensure the FEMP store schedule is actioned - Lead the annual shelter in place/flood emergency response drill (to be undertaken with the Flood Wardens only, not building occupants); - Monitor flood warnings and alert mode triggers in accordance with this FEMP; - Escalate alert modes in accordance with the relevant triggers set in this FEMP; - Communicate flood response messages to Wardens and users/occupiers in accordance with this FEMP; - Coordinate all flood emergency procedures; - Participate in a review of this FEMP annually and following a major flood.
Flood Wardens (at least 4 for the Retirement Village)	- Assist the Facility Manager to implement flood emergency procedures as required; - Assist in distributing communications from the Facility Manager to users/occupiers of the retirement village; - Participate in the annual flood emergency response drill; - Participate in a review of this FEMP annually and following a major flood.
All other occupants, visitors, staff and contractors	- Follow directions of the flood wardens or PA announcements; - Report any concerns to their respective flood warden.



2.3 Key Contact Details

In the event of a severe flood, key telephone numbers have been listed in Table 4 below.

Table 4: Key Contact Numbers

IMPORTANT TELEPHONE NUMBERS - INTERNAL	
Administration Office	TBC
Facility Manager	TBC
Flood Wardens (x4)	TBC
Clinical Services Manager	TBC
First Aid Officer	TBC
IMPORTANT TELEPHONE NUMBERS - EXTERNAL	
State Emergency Services	132 500
Emergency – Police, Fire and Ambulance	000
Central Coast Council	4306 7900
Bureau of Meteorology	1300 659 217
Gosford Hospital	4320 2111
Wyong Public Hospital	4394 8000
The Entrance Police Station	4333 2999
Contracted Medical Office	TBC

2.4 Maintenance of this FEMP

This FEMP shall be reviewed and updated on an annual basis by the Chief Warden (or nominated representative) and following all major flood events that trigger implementation of the FEMP. Any modifications to the Actions Checklist (Section 7) should be made in this document and recorded in Appendix A.

As a minimum the following items should be reviewed to ensure:-

- Web addresses and links to other sources are correct;
- Contact details are up to date and the list is complete (see Section 2.3);
- All signage, if installed, is in good condition and installed as required; and
- The FEMP Review Record is up to date (see Appendix A).

2.5 Limitations of this FEMP

This FEMP only addresses the evacuation strategies during extreme flood events for residents, staff and visitors in the retirement village and is considered a guide only. It does not address individual safe travel arrangements on their way to the retirement village when their safe travel arrangements may be disrupted by flooding and/or road closures.



3. Flood Behaviour

3.1 Site Flooding Conditions

The site is primarily affected by Probable Maximum Flood (PMF) as per the Tuggerah Lakes Southern Catchments Flood Study provided by the council. This kind of flood usually occurs when a combination of extreme weather conditions, including intense and prolonged rainfall overwhelms the drainage system and the water just ponds above the ground. During this phenomenon, the drainage system becomes ineffective, and the blocked drainage system exacerbate this flooding. The blockage applied to the stormwater pit and pipe network in the 1% AEP event is a combination of 0% and 50% blockage through the catchment. A 100% blockage has been applied in the PMF flood event.

3.1.1 Design Flood Levels

The existing Tuggerah Lakes Southern Catchment TUFLOW flood model has been obtained from Central Coast Council to determine the design flood behaviour through the site for the 1% AEP and PMF flood events. The flood model was run for the pre-development and post development scenarios to determine flood impacts as a result of the development and flood depth and hazard classifications for the post developed site. The flood model was modified in the pre-development condition to include site-specific survey, which is a more accurate representation of existing site levels than LiDAR data. In the post development scenario, proposed buildings, manning's changes and site grading modifications were included in the model. Following discussion with CCC, the design Finished Floor Levels (FFL) for all buildings within the site to be set at the PMF flood level or higher, where applicable.

In accordance with the Central Coast Council Land Use Planning Guidelines, the development, being a retirement village, is considered a Sensitive Use facility and is subject to the following requirements: -

Proposed Land use	Precinct 1 FPL to PMF	Precinct 2 Below FPL	Precinct 3 Flood Storage and Flow Paths (up to 10% AEP)	Precinct 4 High Hazard (up to 50% AEP)
1 Single Dwelling Houses		1, 9	2, 5, 7	
2 Agriculture & Recreation		2	2, 5, 7	
3 Sheds / Garages / ancillary Residential		1	2, 5, 7	
4 Commercial and Industrial Uses		2, 6		
5 Medium to High Density Residential				
6 Critical or Sensitive Facilities	3			
7 Land Subdivision	4			
8 Tourist Development				
9 Caravan parks - short-term sites		6	5, 6	
10 Permissible Earthworks		8		



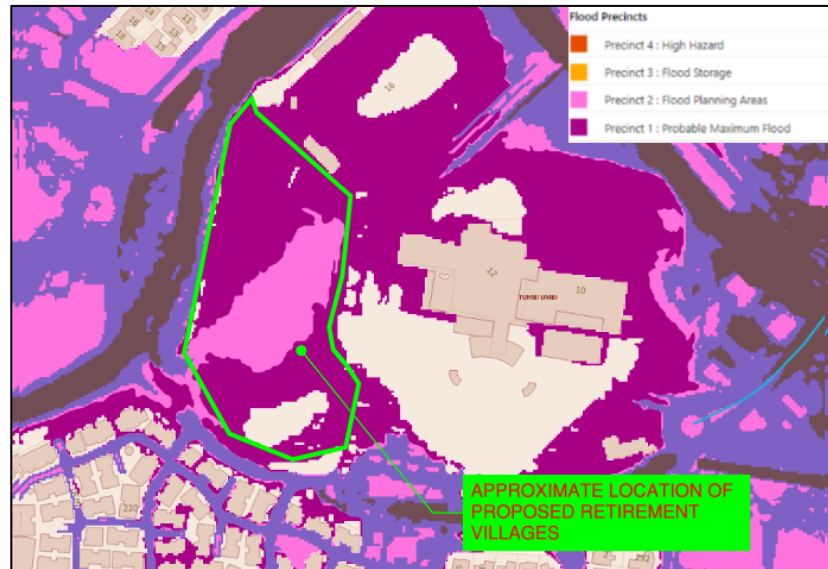


Figure 4: Flood Development Controls based on Flood Precinct (Source: Central Coast Council)

For areas within Precinct 1, the following flood related development controls apply:-

Control #3:- Joint report by professional engineer who specializes in civil engineering to certify that the development provides:-

- Minimum floor levels = PMF level plus mine subsidence allowance, if applicable
- Low flood hazard access and egress for pedestrians during a PMF flood to an appropriate area of refuge located above the PMF
- Low flood hazard emergency vehicle road access (Ambulance, SES, RFS) during a PMF flood event
- Consideration of the impacts of climate change

In order to comply with the DCP and Council advice, the floor levels for the habitable floor levels have been set at minimum of the PMF flood level, where applicable. Low flood hazard access and egress for pedestrians, and emergency vehicle road access during a PMF flood event is discussed in Section 3.1.4 of this report.

3.1.2 Rate of Rise and Duration of Inundation

Peak PMF flood levels within the retirement village site are typically observed within a one-hour period of flooding and remain for approximately 40 minutes before floodwaters start to recede.

3.1.3 Climate Change Considerations

Climate change sensitivity was investigated as part of the Tuggerah Lakes Southern Catchments Flood Study, with sensitivity modelling undertaken for the 1% AEP flood event to determine the impacts of a 15% and 30% increase in rainfall intensity. In the Tumby Umbi catchment, peak flood levels were expected to increase by an average of 0.10m and 0.19m for 15% and 30% increases in rainfall intensity, respectively. Larger peak flood level increases occurred in areas located directly upstream of major structures and road embankments.

At Tumby Umbi Creek, upstream of Wyong Road Bridge; refer TB03 in Figure 5, the increase in flood level is 0.12m and 0.23m for 15% and 30% increases in rainfall intensity, respectively. Upstream of Mingara Drive Bridge (TB04), the increase in flood level is 0.10m and 0.19m for 15% and 30% increases in rainfall intensity, respectively. These points are in close proximity to the existing Tumby Umbi Creek and at points where significant flooding is experienced. It is expected that flood level increases within the site will not exceed those experiences at TB03 and TB04, and in fact may be less than those experienced closer to Tumby Umbi Creek.



Figure 5: Climate Change Sensitivity Analysis (Source: Tuggerah Lakes Southern Catchments Flood Study)

As the floor level is to be at PMF levels, the proposed retirement village will still be located well above the flood levels experienced in the 1% AEP event with a 30% increase in rainfall intensity.

As part of ARR2019, climate change factors have been reviewed based on Representative Concentration Pathways (RCP) factors. RCP is a greenhouse gas concentration trajectory which has been used to estimate climate change factors for different scenarios; RCP 4.5 being a medium, or intermediate, scenario where emissions peak around 2040, then decline. The RCP6 scenario assumes emissions peak around 2080 then decline. The RCP8.5 scenario is the worst-case scenario where emissions continue to rise through the 21st century. The climate change factors for the site are shown in Figure 6 below.

Interim Climate Change Factors			
	RCP 4.5	RCP6	RCP 8.5
2030	0.869 (4.3%)	0.783 (3.9%)	0.983 (4.9%)
2040	1.057 (5.3%)	1.014 (5.1%)	1.349 (6.8%)
2050	1.272 (6.4%)	1.236 (6.2%)	1.773 (9.0%)
2060	1.488 (7.5%)	1.458 (7.4%)	2.237 (11.5%)
2070	1.676 (8.5%)	1.691 (8.6%)	2.722 (14.2%)
2080	1.810 (9.2%)	1.944 (9.9%)	3.209 (16.9%)
2090	1.862 (9.5%)	2.227 (11.5%)	3.679 (19.7%)

Figure 6: Interim Climate Change Factors (Source: ARR Data Hub)

Assuming the worst-case scenario of RCP8.5 and a design life of 50 years for the retirement village (assuming the facility is operational by 2030), a rainfall intensity increase of 16.9% is expected. Therefore, when comparing with flood level increases observed with a rainfall intensity increase of 15%, the impact of climate change to the development is not expected to be severe, with flood level increases of less than 0.15m expected in the 1% AEP flood event.

3.1.4 Flood Hazard Classification

Flood hazard classifications are defined by depth, velocity and depth x velocity products, based on the guidance outlined in “Managing the floodplain: a guide to best practice in flood risk management in Australia (Australian Institute of Disaster Resilience, Guideline 7-3)”. The classifications are divided into six (6) categories; H1 – H6, as shown in Figure 7 and defined in Figure 8. A flood hazard categorization of H1 to H4 are equivalent to a low hazard in the NSW Floodplain Development Manual 2005. A H5 to H6 flood hazard is equivalent to a high hazard.

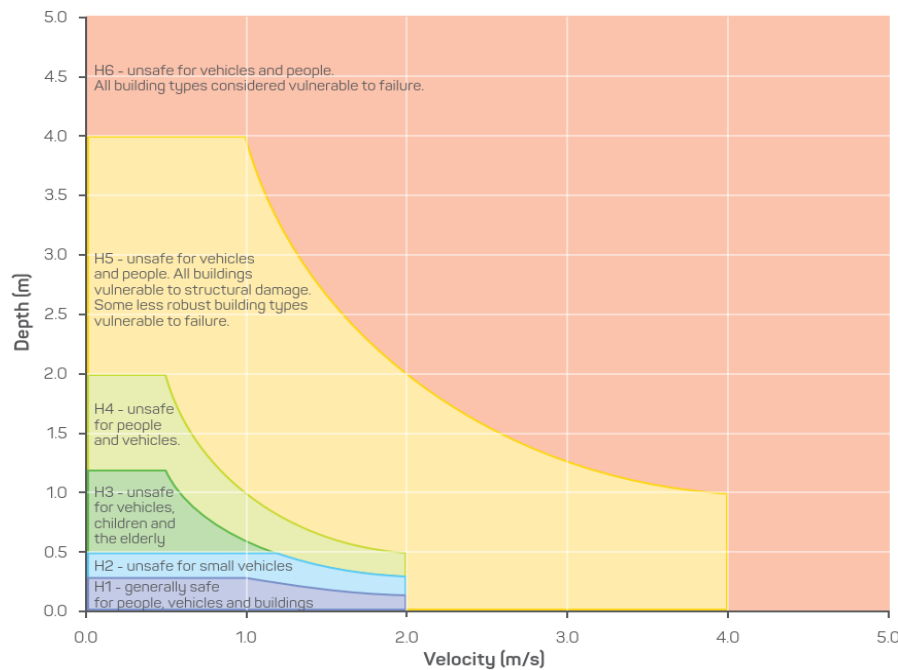


Figure 7: Flood (Source: Australian Institute of Disaster Resilience, Guideline 7-3, 2017)

Hazard vulnerability classification	Description	Classification limit (D and V in combination) m^2/s	Limiting still water depth (D) m	Limiting velocity (V) m/s
H1	Generally safe for vehicles, people and buildings	$D*V \leq 0.3$	0.3	2.0
H2	Unsafe for small vehicles	$D*V \leq 0.6$	0.5	2.0
H3	Unsafe for vehicles, children and the elderly	$D*V \leq 0.6$	1.2	2.0
H4	Unsafe for vehicles and people	$D*V \leq 1.0$	2.0	2.0
H5	Unsafe for vehicles and people. All building types vulnerable to structural damage. Some less robust building types vulnerable to failure	$D*V \leq 4.0$	4.0	4.0
H6	Unsafe for vehicles and people. All building types considered vulnerable to failure	$D*V > 4.0$	–	–

Figure 8: Combined Hazard Curves – Vulnerability Thresholds (Source: Australian Institute of Disaster Resilience, Guideline 7-3, 2017)



3.1.5 Appropriate Safety Criteria for Vehicles

Interim safety criteria for vehicle stability is documented in *Australian Rainfall and Runoff Project 10: Appropriate Safety Criteria for Vehicles* (Shand, Cox, Black, & Smith, 2011). The criteria provide limiting depth, velocity and depth-velocity product stability relationships for small, large and 4WD vehicles. The criteria are summarised in Figure 9 below.

Class of vehicle	Length (m)	Kerb Weight (kg)	Ground clearance (m)	Limiting still water depth ¹	Limiting high velocity flow depth ²	Limiting velocity ³	Equation of stability
Small passenger	< 4.3	< 1250	< 0.12	0.3	0.1	3.0	$DV \leq 0.3$
Large passenger	> 4.3	> 1250	> 0.12	0.4	0.15	3.0	$DV \leq 0.45$
Large 4WD	> 4.5	> 2000	> 0.22	0.5	0.2	3.0	$DV \leq 0.6$

¹ At velocity = 0 ms⁻¹; ² at velocity = 3ms⁻¹; ³ at low depth

Figure 9 Vehicle safety criteria

It is assumed that roads are 'cut off' by floodwaters once small passenger vehicles become unstable. This is considered a conservative approach considering that some larger vehicles may be stable for higher depths / velocities. Although shallow depths are considered stable for indicated purposes, the advice is still that no floodwater be entered into by residents. Via vehicle or foot.

3.1.6 Mingara road crossing

The external / horizontal evacuation point is at the Mingara Drive crossing shown on Figure 10 below.



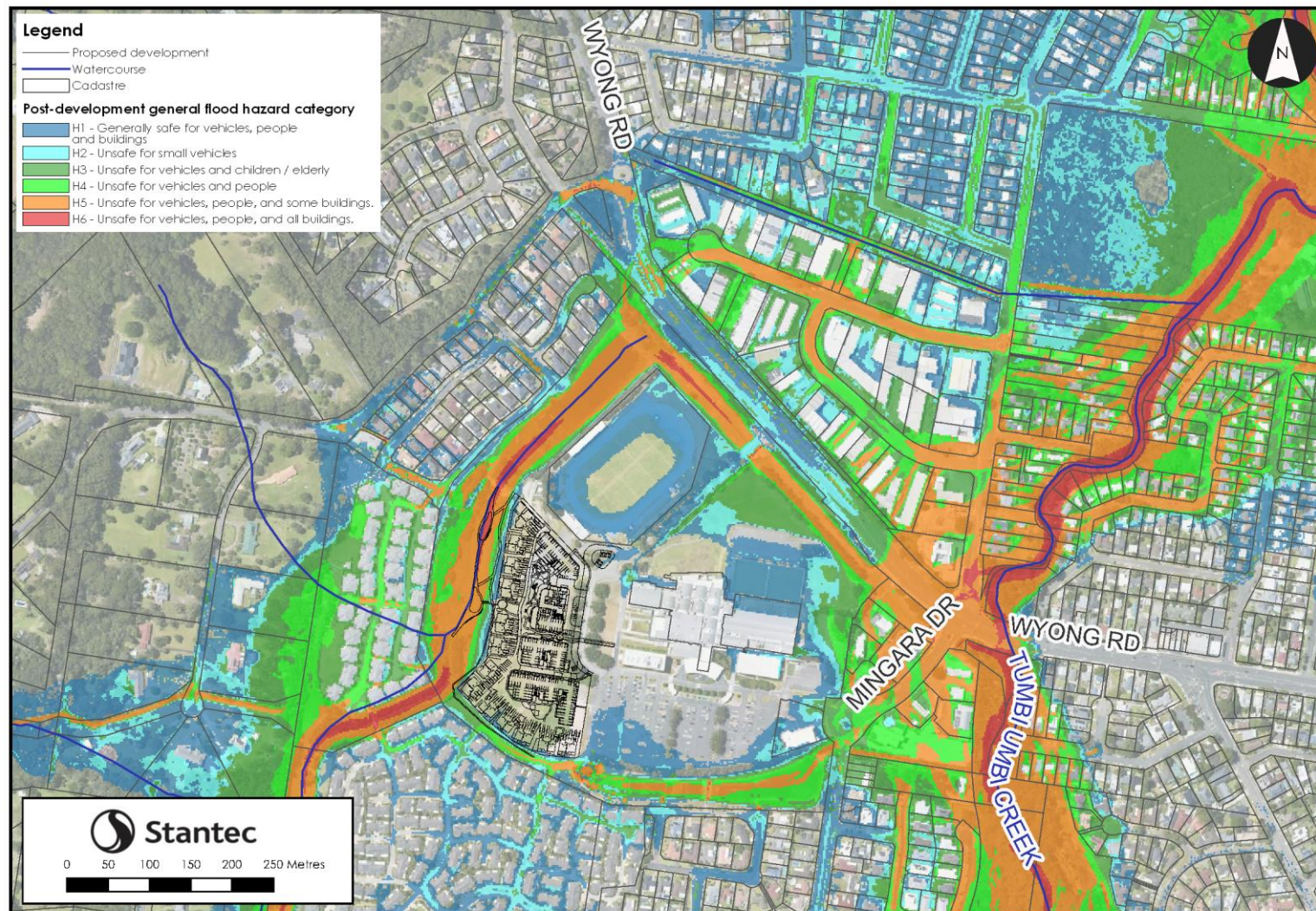


Figure 10 Post-development PMF hazard categories



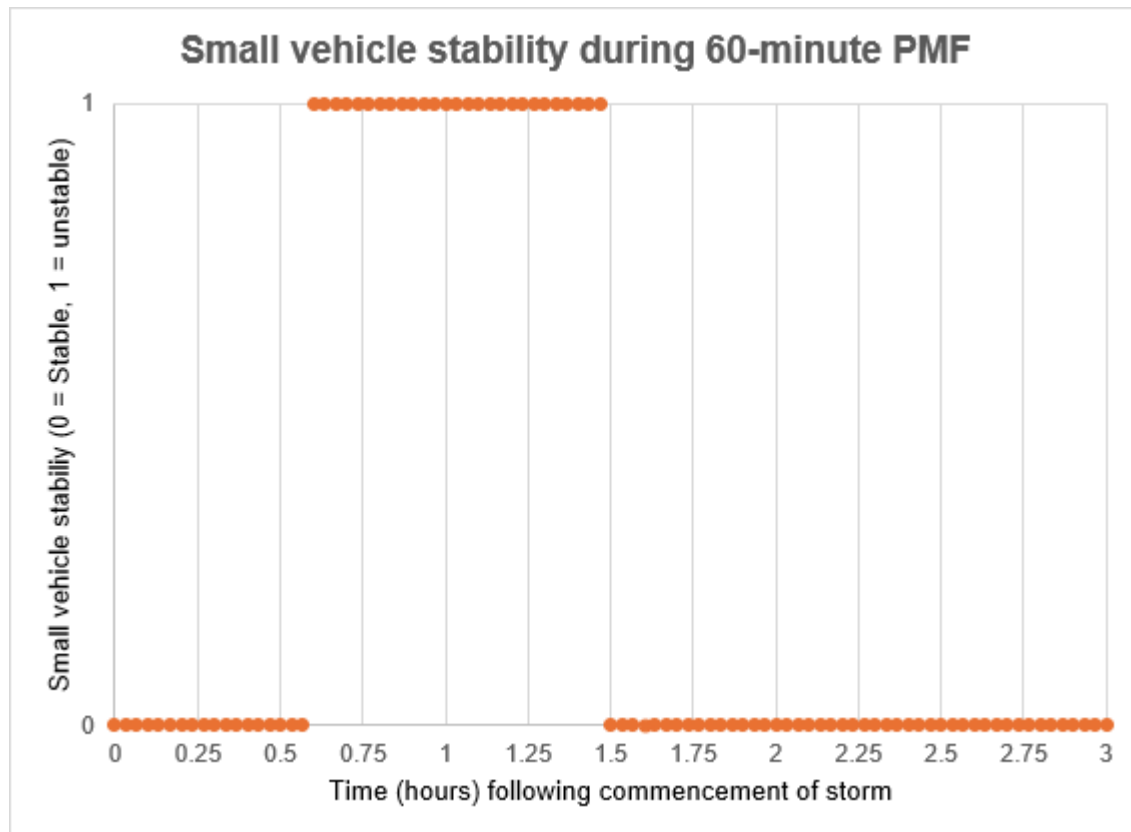
Mingara Drive, at the moss drain crossing, becomes unsafe for small vehicles with a peak flood hazard category of H2 during the PMF. The peak flood hazard occurs for the 60-minute duration PMF, but the time to inundation and the length of inundation varies for the different PMF durations.

15 minute duration PMF

The road is not cut off.

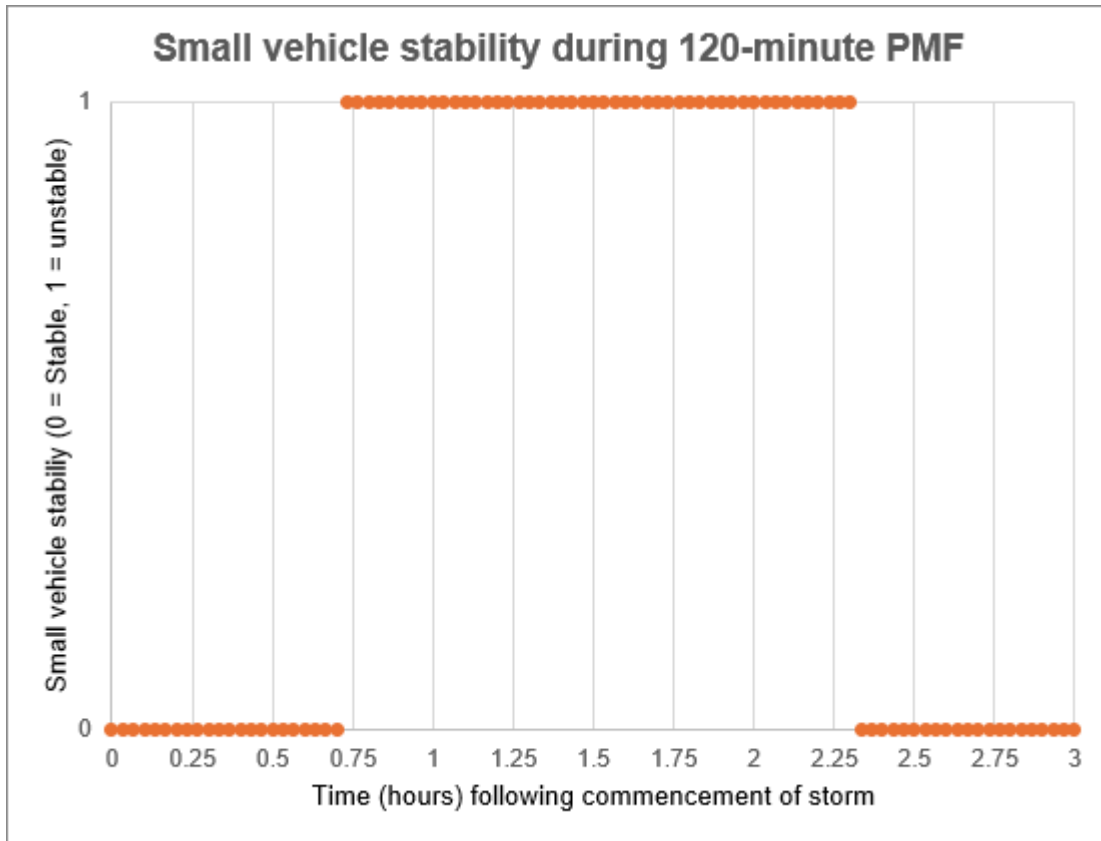
60 minute duration PMF

Mingara Drive, at the moss drain crossing, is cut off approximately 33 minutes following the commencement of the storm, and is not trafficable for approximately 57 minutes (~under 1 hour).



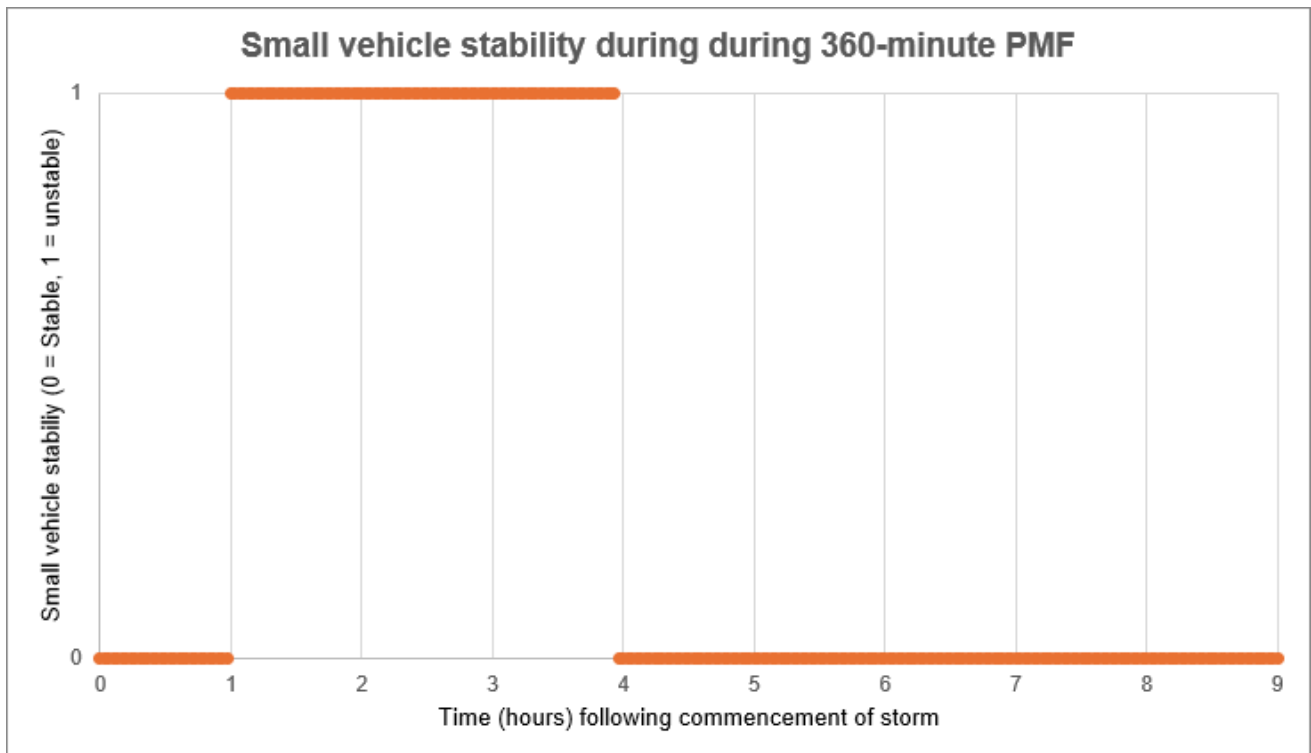
120 minute duration PMF

The road is cut off approximately 42 minutes following the commencement of the storm, and is not trafficable for 98 minutes (~over 1.5 hours).



360 minute duration PMF

The road is cut off approximately 57 minutes following the commencement of the storm, and is not trafficable for 180 minutes (~3 hours).



Frequent flood events

The road is flood free in events up to and including the 1% AEP. The flood hazard categories for the 5% AEP and 1% AEP are shown in Figure 11 and Figure 12 respectively.



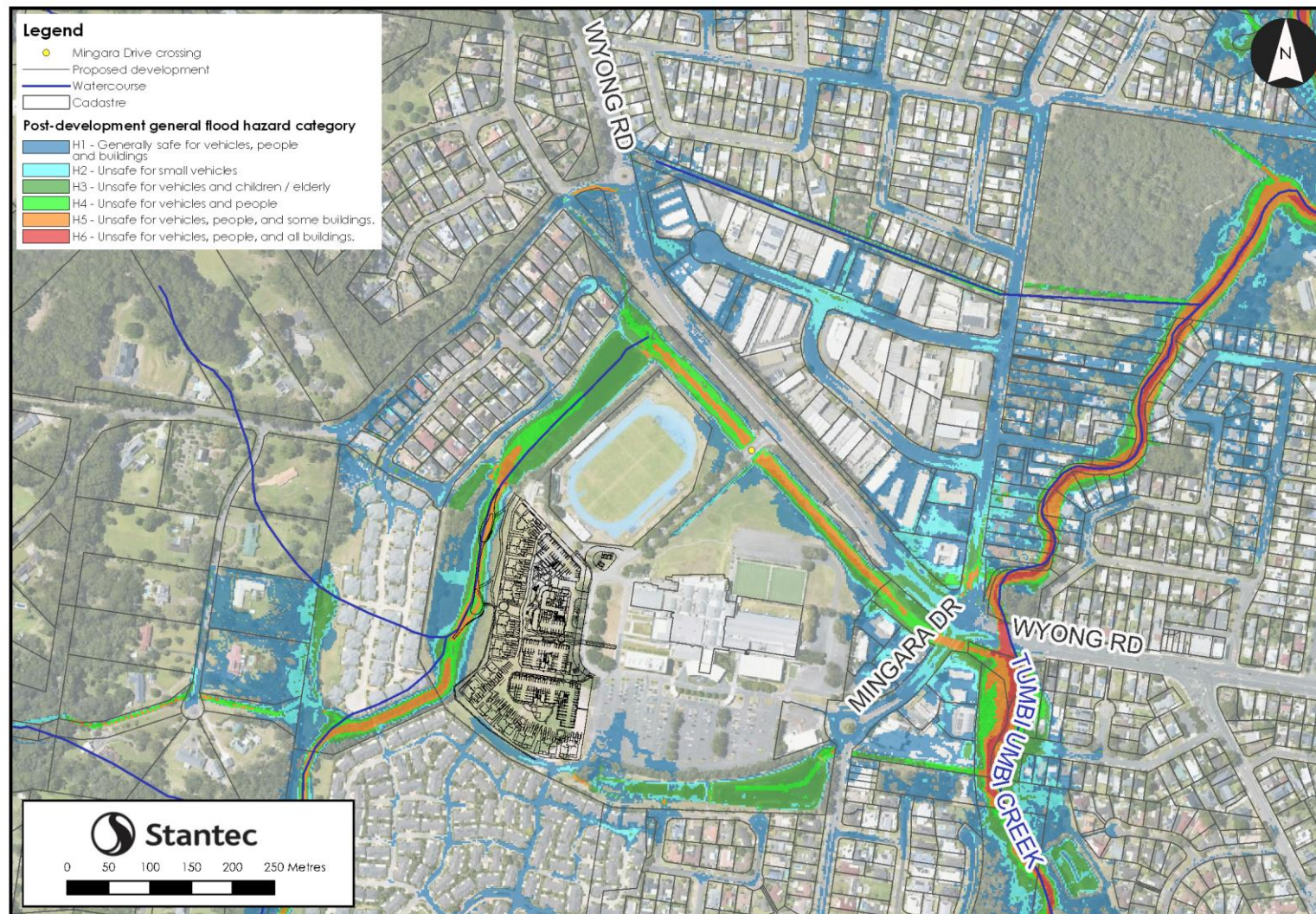


Figure 11 Post-development 5% AEP / 20 year ARI hazard categories



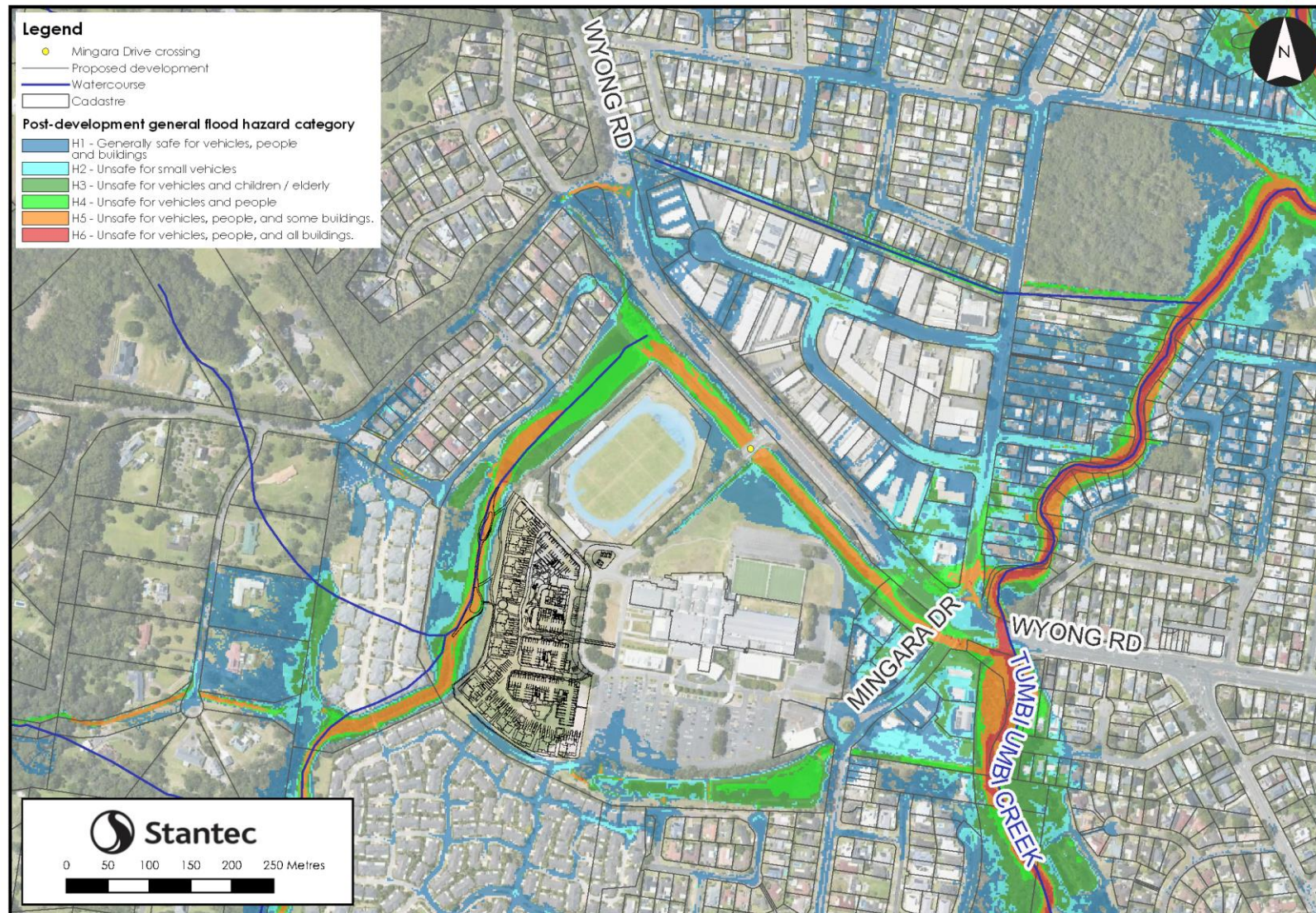


Figure 12 Post-development 1% AEP / 100 year ARI hazard categories



There are localised areas of high hazard at some locations along Wyong Road to the north of the crossing. These are high velocity areas caused by the hydraulic model inflow approach which inputs flows from the hydrological model at these locations, they are not considered to be 'real' areas of high hazard and could be resolved in consultation with Council by refining the hydrology model approach.

4. Sources of Information, Forecast and Warnings

Monitoring weather forecasts is key to managing flood risk at the site and ensuring the FEMP is enacted at the appropriate time. Information about current and impending flood risks can be found through the following sources.

4.1 Bureau of Meteorology (BoM)

The primary source of information regarding flood risk at the site is the Bureau of Meteorology (BOM). These warnings are continually updated with descriptions of the likely conditions, including predicted extreme rainfall depths. Flood warnings are issued by the BoM when flooding is occurring or is expected to occur in an area. Warnings may include specific predictions of flood depths dependent on real-time rainfall and river level data. These warnings are distributed to Councils, Police and the relevant local State Emergency Services (SES), as well as being available on the BOM website.

The following warning products are provided by the Bureau and could provide an indication of increased flood risk at the site.

4.1.1 Severe Weather Warnings

The BoM issues Severe Weather Warnings whenever severe weather is occurring in an area or is expected to develop or move into an area. The warnings describe the area under threat and the expected hazards. Warnings are issued with varying lead-times, depending on the weather situation, and range from just one (1) hour or two (2) to 24 hours or sometimes more.

Severe Weather Warnings can contain the following information:-

- Standard Emergency Warning Signal (SEWS) - sounded only for the most serious events. SEWS precedes all Top Priority Flood Warnings and Evacuation Warnings. Once activated, evacuation orders are broadcast over the radio stations;
- List of severe weather phenomena expected in the warning area;
- Threat area;
- Warning issue time;
- (Usually) Description of the weather pattern, including forecast developments of significant weather systems;
- Description of the threat;
- Action statements, and;
- Advice of next issue time.

As part of its Severe Weather Warning Service, the Bureau also provides warnings for severe weather that may cause flash flooding. State emergency services or local authorities may provide flash flood warnings in some locations.

4.1.2 Severe Thunderstorm Warnings

The BoM issues Severe Thunderstorm Warnings to alert communities of the threat of these more dangerous thunderstorms.

A severe thunderstorm is one that produces any of the following:-

- Large hail (2cm in diameter or larger);



- Giant hail (5cm in diameter or larger);
- Damaging or destructive wind gusts (generally wind gusts exceeding 90 km/h);
- Heavy rainfall which may cause flash flooding, and;
- Tornadoes

Most thunderstorms do not reach the level of intensity needed to produce these dangerous phenomena, so the Bureau of Meteorology does not warn for all thunderstorms.

4.1.3 Flood Warning

The Mingara Recreation Club is subject to riverine flash flooding. The Moss Drain is an urban waterway that surrounds the site which rapidly floods and overtops the Mingara Drive road crossing. The crossing is inundated within an hour of the commencement of the hour duration probable maximum precipitation (PMP) rain event.

The Bureau of Meteorology (BoM) does not issue flood warnings for riverine flash flooding. BoM only provides flood warnings for larger rivers that take more than 6 hours to respond to rainfall. The short lead time of flash flood events in fast response catchments means there is not enough time to process gauge and river level data to inform flood warnings. Separate flash flood warning systems are instead used based on a combination of rain gauge and rain prediction information, BoM provides information to these systems, but the warning systems themselves are developed and maintained by State and Local Government.

In consultation with NSW SES, Central Coast Council (Council) have prepared the *Central Coast Council Flood Emergency Sub Plan* (the local flood plan). The local flood plan identifies the Disaster Dashboard (<https://emergency.centralcoast.nsw.gov.au/dashboard/overview>) as the local flash flood warning system that Central Coast Council has developed and maintains. The Disaster Dashboard is to be monitored regularly by a flood warden during and before rain events and responded to accordingly to advice issued by the system. The flood warden can also monitor the weather radar which provides a visual indication of the direction of travel of an approaching storm and its likely intensity which could also inform any decision to evacuate before the onset of extreme weather.

Flash flood warning systems like the Disaster Dashboard provide some form of notification of flooding, however, they cannot always provide detailed information on the severity of the event, the location of rainfall (until it is occurring), or provide adequate lead time to communicate the warning to the community and allow for safe evacuation. These systems also increasingly use forecast rainfall, often prior to detection of rain on the ground or within a very short period of detected rainfall or rising water levels. They are therefore likely to provide limited timely advice to the community and issues with false alerts can be expected (Department of Planning and Environment, 2023).

4.1.4 Accessing BoM Warnings-

In each State, Flood Warnings, Watches and River Height Bulletins are available via some or all of the following:

- Local Response Organisations: These include the Council, Police, and State Emergency Service in the local area;
- Bureau of Meteorology: Flood Warnings, Flood Watches and general information are available directly from the Bureau of Meteorology, including:-
 - On the web at: www.bom.gov.au/australia/warnings;
 - Through the Telephone weather warnings service. Flood Warnings and Flood Watches in most States are available on the Bureau of Meteorology's recorded message service. Charges apply;
 - Radio: Radio stations, particularly local ABC and local commercial stations broadcast flood warning information as part of their new bulletins, or whenever practicable.



4.2 NSW State Emergency Services (SES)

The NSW SES is the legislated lead combat agency for flooding in NSW. Any flood directive issued by the SES must be followed by all building occupants. This includes any order to evacuate the site, or not evacuate the site, irrespective of the instructions given in this FEMP or as decided by the Facility Manager.

NSW SES has adopted the Australian Warning System. The Australian Warning System uses three categories of hazard warnings: Advice, Watch and Act, and Emergency Warning. These categories are available via the Hazards Near Me app, Hazard Watch Website, NSW SES Website and Social Media pages.

4.3 Other Sources

The following are other sources of flood warning:

- Visual Observations - Site management must visually monitor the flood levels in and around the property during severe rainfall events and initiate flood response procedures in the event of flood levels appearing to approach inundation;
- Radio and television:- radio stations, particularly local ABC and local commercial stations broadcast flood warning information as part of their new bulletins, or whenever practicable. The local emergency broadcaster in the Central Coast is ABC Central Coast 92.5 FM.



5. Assembly Points and Evacuation Routes

5.1 Types of Evacuation

The two (2) main types of evacuation in a flood emergency are:-

- Horizontal Evacuation – occupants of the development exit the site and make their way (walking is likely to be the safest) to an area above the reach of flood waters. This is the NSW SES preferred response provided that the risks of evacuating are deemed acceptable;
- Vertical Evacuation, also referred to as ‘Shelter in Place’ – occupants remain in the building/site and wait until floodwaters have receded. Shelter in Place is to be considered an alternative to horizontal evacuation only when it is safer to remain in the site than it is to evacuate horizontally. *For example, in flash flooding catchments where roads can become unsafe due to flooding, it can be safer to shelter in place until the flood recedes rather than driving in floodwaters.*

5.2 Recommended Evacuation Practices

Although the site itself is generally flood-free in all storm events up to and including the PMF flood event in the post-development scenario, the site is located within a flash flooding catchment, with surrounding roads being subject to flash flooding in the PMF storm event. As demonstrated in Section 3.1.4 of this report, the majority of severe flows occur within the first one (1) to three (3) hours of a flood event. As such, we have considered the most appropriate flood evacuation strategy for a site that accommodates approximately 300 residents who it is expected will have an average age of 80 years. During consideration and evaluation we have taken into account that the likely longest period of flood cutoff for this community is the relatively short period of 3 hours.

We believe the most appropriate evacuation procedure is to shelter in place for the following reasons:

- Medical/health support on site – There is access to medical and healthcare support on site familiar with occupants medical history and requirements who are able to deal with medical emergencies
- Maintained comfort - Allows people to maintain access to shelter, warmth, food and some degree of comfort
- Reduced impact on occupants – Sheltering in place enables occupants to stay where they are, particularly valuable to older occupants with limited mobility
- Avoids secondary risks and hazards – Less risk of injury or illness such as hypothermia, injury through slips and trips etc
- Psychosocial benefits - Remaining in a familiar environment can reduce anxiety and distress during the emergency, supporting psychosocial recovery after the event
- Access to real-time communications platforms including Care App and familiarity of procedures in place

As outlined earlier in this Plan, the Seniors Housing Development will not be cut-off from other facilities in the precinct in PMF storm event with flash flooding. This means that residents from the Seniors Housing Development will be able to safely ‘shelter in place’ both within the Seniors Housing Development site itself and also be able to access the greater Mingara Leisure Centre site which includes the Club and associated facilities and is located outside the PMF flood extent. There is approximately 7 hectares of space available across the site which is flood free during the PMF, residents will still be able to safely access the Club from their residence during a PMF – however the preferred strategy is to shelter in place.

Flood free pedestrian access will be available to the Club. Furthermore, in the event of the emergency, vehicular access can be achieved from the east of the site via Wyong Road given the relatively short durations of flooding. However, vehicles are not to drive through floodwaters. After evacuations, pedestrians and vehicles shall not return to flood impacted areas until authority’s review and provide direction to do so.

This advice to ‘shelter in place’ is consistent with the practices Mingara Club adopts for the larger site in the event of a flood. Section 9 of the Mingara Emergency Procedures Manual, attached in Appendix B, states that in the event of an emergency, the Mingara Recreation Club is the flood evacuation centre for Tumby Umbi (if you can’t get home). An evacuation alarm will be sounded, and occupants of the site will be directed to the ground floor level of the club and will be required to follow the direction of wardens.



A shelter in place (SIP) emergency response strategy refers to the internal movement of residents in a development to areas above the probable maximum flood (PMF) before the development is inundated. The *Shelter in place guideline for flash flooding* (Department of Planning, Housing and Infrastructure , 2025) outlines requirements and considerations for the suitability of a SIP strategy in the context of proposed land use and catchment characteristics. The guidance is considered in Table 5.

Table 5: SIP requirements

SIP requirement	Consistency of proposed development
Does shelter in place align with existing emergency management strategies for the area, as determined through the flood risk management process and by the NSW SES	The existing emergency management strategies are detailed in Volume 3 of the <i>Central Coast Council Flood Emergency Sub Plan</i> (Local Emergency Management Committee , 2022). Volume 3 has not been published, but this report has been prepared in consultation with the NSW SES. The strategy complies with Volume 1 of the plan, which is to monitor the Disaster Dashboard (https://emergency.centralcoast.nsw.gov.au/dashboard/overview).
Has evacuation off-site (the primary emergency management strategy) been investigated and determined to be unachievable	Yes. Off-site evacuation is not achievable due to the external access road, Wyong Drive, becoming inundated less than 45 minutes from the commencement of the PMF. This is not considered enough effective warning time and therefore evacuation off-site is determined to be unachievable.
Does the development include medical centres, emergency service and community facilities, and sensitive and hazardous land uses, some of which may not be suitable for shelter in place	The development is a retirement village which is a sensitive land use. It is noted that the proposal includes of a 24-hour healthcare facility staffed 24 hours a day, 7 days a week by a team including registered nurses.
Shelter in place for greenfield development is not supported	Greenfield development is not proposed.
Whether there is existing government developed flood warning systems that give advanced detailed forecasts of flash flooding to allow sufficient time to evacuate to the proposed refuge locations.	Yes, the Disaster Dashboard (https://emergency.centralcoast.nsw.gov.au/dashboard/overview) is available and endorsed by the local flood plan as
Can the community effectively be informed of the risks associated with the emergency management strategy.	Yes, as a retirement village it is considered reasonable community information can be readily issued and received by residents. This includes via a Care App which has the capacity to issue real-time emergency alerts to residents, staff, family and track the receipt and acknowledgement of receipt of this time-sensitive information by recipients.
Detailed assessment of evacuation off-site (the primary emergency management strategy) to determine that evacuation off-site is not achievable.	Yes, a detailed inundation assessment for a range of PMF durations was undertaken to identify the flood immunity of Wyong Road.

SIP requirement	Consistency of proposed development
The flood behaviour at the site, with consideration of climate change and assessment of the potential maximum duration of isolation up to and including the PMF to identify that: - flash flooding is the only flood risk present at the site, whether it be from overland flooding, local creek or riverine flooding, and - the flooding occurs within less than 6 hours from the commencement of causative rain and the duration of shelter in place due to isolation by floodwaters is less than 12 hours from the commencement of rainfall, and - the development is not subject to high hazard flooding (e.g. floodways, high hazard H5 or H6 areas) or surrounding roadways are not subject to high hazard flooding.	Flash flooding is the only risk for the proposed evacuation route. Wyong Road to the east is subject to riverine flooding associated with the main tributary of Tumbi Umbi creek. The longest inundation of the road is during the 6-hour duration PMF, the site is isolated for three hours, and flooding occurs within an hour of the commencement of causative rain. The development or surround road is not subject to high hazard areas as discussed in section 3.1.4.
how shelter in place will be: - used as part of the site's emergency management response, including actions before, during and after sheltering in place, and - communicated to occupants and visitors of the building and how this communication will be maintained for the life of the development.	As part of the preparation for a flood event, those with responsibilities within this Plan should review and be familiar with their roles. Inductions will be held to educate staff on their role during a flood event. Future residents will be educated on the potential flood risk and actions that will be undertaken during a flood event. As part of this education, evacuation drills will be conducted regularly to ensure residents are aware of the procedures for evacuation. Lessons will also be held and pamphlets provided that address flood risks and highlight dangerous behaviours during a flood event. These lessons could be based on materials available on the NSW SES website.
An understanding of the secondary risks and how the proponent proposes they will be managed is outlined in the flood impact and risk assessment (FIRA). Secondary risks include medical emergencies, building fire, health and wellbeing. Table 12 of EM01 should be used to consider whether the risks could be effectively managed.	In the context of Table 12 of <i>Support for emergency management planning: Flood risk management guideline EM01</i> (Department of Planning and Environment, 2023), the development is a redevelopment in an existing zoned emergency management (EM) constrained area. There is no specific land use in Table 12 that directly aligns with the proposed land use, which is seniors housing within land zoned RE2 Private Recreation under the <i>Central Coast Local Environmental Plan 2022</i>. However, it is considered that a medium to high-density development in an existing EM constrained area is most applicable, and the following applies to SIP considerations: - Make buildings as safe as possible to occupy during flood events. An area of habitable floor of any residential development should be located above the PMF with the building structurally designed for the likely flood and debris impacts. - To minimise the increased risk of fire and to reduce both the potential for adverse outcomes in the case of a medical emergency and the risks to those who may aid the patient, the NSW SES, Ambulance NSW, the relevant Health functional area and the fire agency servicing the area should be consulted by councils to determine appropriate risk management strategies during flooding.

SIP requirement	Consistency of proposed development
An understanding of the secondary risks and how the proponent proposes they will be managed is outlined in the flood impact and risk assessment (FIRA). Secondary risks include medical emergencies, building fire, health and wellbeing. Table 12 of EM01 should be used to consider whether the risks could be effectively managed.	The following other general recommendations are provided in Table 12: - Secondary risks of fire and medical emergencies during floods - To minimise the increased risk of fire and to reduce both the potential for adverse outcomes in the case of a medical emergency and the risks to those who may aid the person/patient, the NSW SES, Ambulance NSW, the relevant Health functional area, and the fire agency servicing the area should be consulted by council to determine appropriate risk management measures to minimise risks during flooding. - Where there is no CBD-wide strategy to address secondary risks during flooding, consideration needs to be given to how secondary risks will be managed for the duration of flooding and a further period of up to 48 hours to provide restoration of external services. - Warning system - consider developing a PA system to communicate evacuation directions and safety messages to the population in the lead-up to and during a flood to assist in improving the safety of the community. - Provision of accessible space - Provision of publicly accessible space or access to space above the PMF (with adequate infrastructure to enable the physically impaired to access such space) that is easily accessible 24 hours a day, 7 days a week and is clearly identified for this purpose with associated directional signage. Adequate services - This includes access to ablutions, water, power and basic first aid equipment. Consideration must be given to the availability of on site systems to provide for power, water and sewage services for the likely flood duration (up to 12 hours) plus a further period of up to 48 hours to allow for restoration of external services.
The consent authority should reflect the following design criteria in relevant conditions of consent: - the floor level of the shelter in place part of the development be above the PMF, and - structural soundness for conditions in a PMF event, considering flood and debris forces, be verified by a suitably qualified structural engineer, and - area and access to the area does not rely on access to electricity, is self-directing, and have clearly marked internal access for all people on site, including consideration of access for potential occupants and/or visitors.	The entire development in the post-development scenario is located above the PMF. Access would not rely on electricity and would be clearly marked.

SIP requirement	Consistency of proposed development
The consent authority may also consider the following design criteria when setting relevant conditions of consent depending on the scale and type of development: • protection from weather and appropriate heating and cooling • access to personal hygiene facilities such as a toilet • a minimum floor space of 2 m² per person • items for self-sufficiency that are stored, maintained and are regularly updated in an accessible location above the PMF, including sufficient drinking water and food for occupants, fire extinguishers, radios and torches with spare batteries, and a first aid kit with an automated external defibrillator (AED) • centralised communal shelters may be considered but must be freely accessible internally at all times and externally accessible during events • access is provided to on site systems that generate power of the shelter in place location during and after the event for a full range of flood events up to the PMF • detail how these requirements will be maintained and enforced for the life of the development.	The future shelter in place area would be developed to comply with the design criteria specified in the conditions of consent.

5.3 Shelter in place

As discussed in Section 5.2 shelter in place is the safer and more feasible option due to the flash flooding nature of the site, the type of occupants within the facility (elderly), and the availability of medical supplies, staff, and emergency equipment.

In the event of flash flooding warning, shelter in place is considered the safest form of evacuation for this site as there will likely be insufficient warning, specifically for mobility impaired occupants and high-care recipients in proposed

Refer to Section 7 for the detailed action plan to be followed before, during and after a flood.

5.4 Refuge Shelter Establishment

In the event that residents are not located within their units during a flash flood event, they would shelter in place in the Club which is an established Refuge Shelter.

When preparing the Refuge Shelter, it should be assumed that the building may lose power for some or all of the duration of the flood. The Flooding Refuge Shelter is to be established and maintained in perpetuity in accordance with the NSW SES and Health Guidelines, supplied with the following items at a minimum:-

- Drinking water;
- Functioning sewer system;
- Food;
- First Aid Supplies;



- Candles and waterproof matches;
- Seating;
- Blankets;
- Portable Radio with spare batteries, and;
- Emergency Kit – including hardcopies of the FEMP

As the Club is currently utilised as a Refuge Shelter, it is expected that these items shall be readily available in the event of a flood. Although the duration of inundation is expected to be less than three (3) hours for the majority of the site (with the exception of the Bowling Greens and minor localised ponding around the site), provision should be made to shelter occupants for an extended period of time (typically up to 72 hours).

5.5 Additional requirements for the elderly

Regarding the accommodation and clinical needs of the frailer elderly on site, the accredited healthcare provider will have an obligation to have its key personnel on site during emergency management. The health care provider will be supported by the Aged Care Quality Commission in monitoring the providers plan for the residents receiving aged care services. This is established and implemented by the following on site staff not limited to:

- A contracted medical officer – Who is based at the Tumby Umbi Medical Centre located within 400 metres of the site and contracted to attend to the site within 10 minutes to provide additional medical support during a Floor Emergency Event until deemed suitable to depart.
- Registered nurses
- Direct care workforce
- Ancillary staff

The healthcare provider will be able to maintain and manage clinical treatment and emergency needs for a 72-hour period without support. The provider will have the key personnel designated by the Aged Care Commission on site to maintain the normal level of high care within the facility.

Due to the shelter in place arrangements, adequate fire-fighting equipment and medical emergency equipment are to be provided on-site and with adequate maintenance schedules. This is to ensure that in the event that firefighting services are required during a major storm event, firefighting services can still be carried out on site even if Wyong Road is inaccessible.

Together the retirement village operator and the healthcare provider will be able to maintain normal operation for the period of 72 hours. With a usual seven day supply of wet and dry goods including medical equipment and consumables. The site also has a generator plant in place with pre-emergency requirements.

5.6 Medical Emergency Management

The Seniors Housing Development will provide social, wellbeing and care support to more than 300 residents with an average age of 80 years, 24 hours a day, 365 days a year. As a result, it will have efficient processes in place and an experienced team on site to support residents and staff during potential medical emergencies that may occur during a flood event.

If residents and staff are able to 'shelter in place' for the period of three hours during a flood event, it is expected that there may be a reduction in medical emergencies as a result of:

- Residents being more likely to stay inside (due to inclement weather) so less exposed to slips, trips, falls and high levels of physical exertion
- Residents who shelter in place will be in a familiar environment which has been designed specifically for seniors e.g. no steps, no trip hazards etc
- Residents will have access to their medication if they shelter in place and the on site team will have access to resident medical information assisting them to maintain their health and wellbeing



In the event of a medical emergency occurring during the potential three (3) hours potential flood cut-off period however we have provided below an overview of how this would be managed.

Identify/Notify Medical Emergency

- **Residents or staff activate medical alarm system:** Retirement villages in Australia are required to provide accessible, regularly maintained, and professionally monitored medical alarm systems in all ILUs and common areas in the village. These systems must be compatible with current telecommunications infrastructure, supported by staff training, and integrated into the village's broader emergency procedures. They work by allowing residents to press a button on a wearable device or a fall sensor, which triggers an alarm that is sent to the 24/7 emergency response center. Trained nurses at the response center then assess the situation, communicate with the resident, and dispatch help, which could include notification to the on site medical team, or emergency services or a family member.
- **Village Staff notify on site medical team direct:** Where team members identify a potential/confirmed medical emergency, they contact the appropriate person on site e.g. Medical Officer or Clinical Services Manager to enable assessment and treatment

Triage of Medical Emergency

- **Assessment:** The Medical Officer, Clinical Services Manager or Registered Nurse will assess patients identified as experiencing medical concerns through a triage system and process.
- **Prioritise:** Patients will be prioritised in order of severity. This decision-making involves assessment of clinical need, access, urgency, and available resources made through the Australian Triage Categories in the table below:

Australasian Triage Scale: Descriptors for categories

ATS category	Response	Description of category	Clinical descriptors (indicative only)
1 Red 	Immediate simultaneous assessment and treatment	Immediately life-threatening Conditions that are threats to life (or imminent risk of deterioration) and require immediate aggressive intervention	• Cardiac arrest • Respiratory arrest • Immediate risk to airway – impending arrest • Respiratory rate <10/min • Extreme respiratory distress • BP <80 (adult) or severely shocked child/infant • Unresponsive or responds to pain only (GCS <9) • Ongoing/prolonged seizure • IV overdose and unresponsive or hypoventilation • Severe behavioural disorder with immediate threat of dangerous violence



ATS category	Response	Description of category	Clinical descriptors (indicative only)
2 orange 	Assessment and treatment within 10 minutes (assessment and treatment often simultaneous)	Imminently life-threatening The patient's condition is serious enough or deteriorating so rapidly that there is the potential of threat to life, or organ system failure, if not treated within 10 minutes of arrival	• Airway risk – severe stridor or drooling with distress • Severe respiratory distress • Circulatory compromise: – Clammy or mottled skin, poor perfusion • – HR <50 or >150 (adult) • – Hypotension with haemodynamic effects • – Severe blood loss • Chest pain of likely cardiac nature • Very severe pain – any cause • Suspected sepsis (physiologically unstable) • Febrile neutropenia • Fever with signs of lethargy (any age) • BSL* <3 mmol/L • Drowsy, decreased responsiveness any cause (GCS <13) • Acute stroke • Acid or alkali splash to eye – requiring irrigation • Suspected endophthalmitis post-eye procedure (post-cataract, post-intravitreal injection), sudden onset pain, blurred vision and red eye • Major multi trauma (requiring rapid organised team response) • Severe localised trauma – major fracture, amputation • Suspected testicular torsion • High-risk history: – Significant sedative or other toxic ingestion – Significant/dangerous envenomation – Significant pain or other feature suggesting PE, aortic dissection/AAA or ectopic pregnancy • Behavioural/psychiatric: – Violent or aggressive – Immediate threat to self or others – Requires or has required restraint – Severe agitation or aggression

ATS category	Response	Description of category	Clinical descriptors (indicative only)
3 Green 	Assessment and treatment start within 30 minutes	Potentially life-threatening The patient's condition may progress to life or limb threatening, or may lead to significant morbidity, if assessment and treatment are not commenced within 30 minutes of arrival	• Severe hypertension • Moderately severe blood loss – any cause • Moderate shortness of breath • Seizure (now alert) • Persistent vomiting • Dehydration • Head injury with short LOC – now alert • Suspected sepsis (physiologically stable) • Moderately severe pain – any cause – requiring analgesia • Chest pain likely non-cardiac and moderate severity • Abdominal pain without high-risk features – moderately severe or patient age >65 years • Moderate limb injury – deformity, severe laceration, crush • Limb – altered sensation, acutely absent pulse • Trauma – high-risk history with no other high-risk features • Stable neonate • Child at risk of abuse/suspected non-accidental injury • Behavioural/psychiatric: – Very distressed, risk of self-harm – Acutely psychotic or thought disordered – Situational crisis, deliberate self-harm – Agitated/withdrawn • Potentially aggressive



ATS category	Response	Description of category	Clinical descriptors (indicative only)
4 Blue 	Assessment and treatment start within 60 minutes	Potentially serious The patient's condition may deteriorate, or adverse outcome may result, if assessment and treatment is not commenced within one hour of arrival in ED. Symptoms moderate or prolonged	• Mild haemorrhage • Foreign body aspiration, no respiratory distress • Chest injury without rib pain or respiratory distress • Difficulty swallowing, no respiratory distress • Minor head injury, no loss of consciousness • Moderate pain, some risk features • Vomiting or diarrhoea without dehydration • Eye inflammation or foreign body – normal vision • Minor limb trauma – sprained ankle, possible fracture, uncomplicated laceration requiring investigation or intervention – normal vital signs, low/moderate pain • Tight cast, no neurovascular impairment • Swollen 'hot' joint • Non-specific abdominal pain • Behavioural/psychiatric: – Semi-urgent mental health problem – Under observation and/or no immediate risk to self or others
5 White 	Assessment and treatment start within 120 minutes	Less urgent The patient's condition is chronic or minor enough that symptoms or clinical outcome will not be significantly affected if assessment and treatment are delayed up to two hours from arrival OR Clinico-administrative problems Results review, medical certificates, prescriptions only	• Minimal pain with no high-risk features • Low-risk history and now asymptomatic • Minor symptoms of existing stable illness • Minor symptoms of low-risk conditions • Minor wounds – small abrasions, minor lacerations (not requiring sutures) • Scheduled revisit (e.g. wound review, complex dressings) • Immunisation only • Behavioural/psychiatric: – Known patient with chronic symptoms – Social crisis, clinically well patient

- **Treatment:** The medical team which includes a Medical Officer, Clinical Manager and Registered Nurses will provide treatment as appropriate. Depending on the severity of the medical emergency, treatment may be provided in the Private care suites area, in the resident's home, or in another suitable space deemed appropriate at the time.
- **Onsite medical capability:** The onsite medical centre will be experienced and equipped to deal with most potential medical emergencies including the outlined Triage categories in the table above;
- **Onsite medical equipment:** The medical equipment which will be on site to support diagnosis, treatment, monitoring, and patient care typical includes:

Diagnostic Equipment

- Stethoscopes: Essential for listening to heart, lung, and other internal sounds
- Blood pressure monitors (sphygmomanometers): Used to measure blood pressure manually or automatically
- Thermometers: For measuring body temperature
- Electrocardiogram (ECG or EKG) machines: Monitor and record the electrical activity of the heart
- Pulse oximeters: Measure the oxygen saturation level in the blood

Monitoring Equipment

- Patient monitors: Track vital signs such as heart rate, blood pressure, oxygen levels, and more
- Glucose meters: Used for monitoring blood sugar, especially in diabetic patients

Treatment Equipment

- Defibrillators: Deliver an electric shock to restore normal heart rhythm during cardiac emergencies
- Infusion pumps: Administer fluids, medications, or nutrients intravenously at controlled rates
- • Ventilators: Assist or control breathing for patients who cannot breathe independently
- • Surgical instruments: Scalpels, forceps, scissors, and other tools for minor procedures

General and Support Equipment

- Examination tables: For patient assessment and treatment
- Medical refrigerators: For storing vaccines, medications, and specimens
- Sterilisers/autoclaves: For sterilizing instruments and equipment
- Scales: For measuring patient weight
- Syringes, needles, and catheters: For administering medications, drawing blood, and other procedures
- Bandages, dressings, and medical gloves: For wound care and infection control

Assistive and Mobility Equipment

- Wheelchairs, crutches, and walkers: Assist patients with mobility challenges
- Patient transfer aids: Such as stretchers and gurneys for moving patients safely



Laboratory Equipment

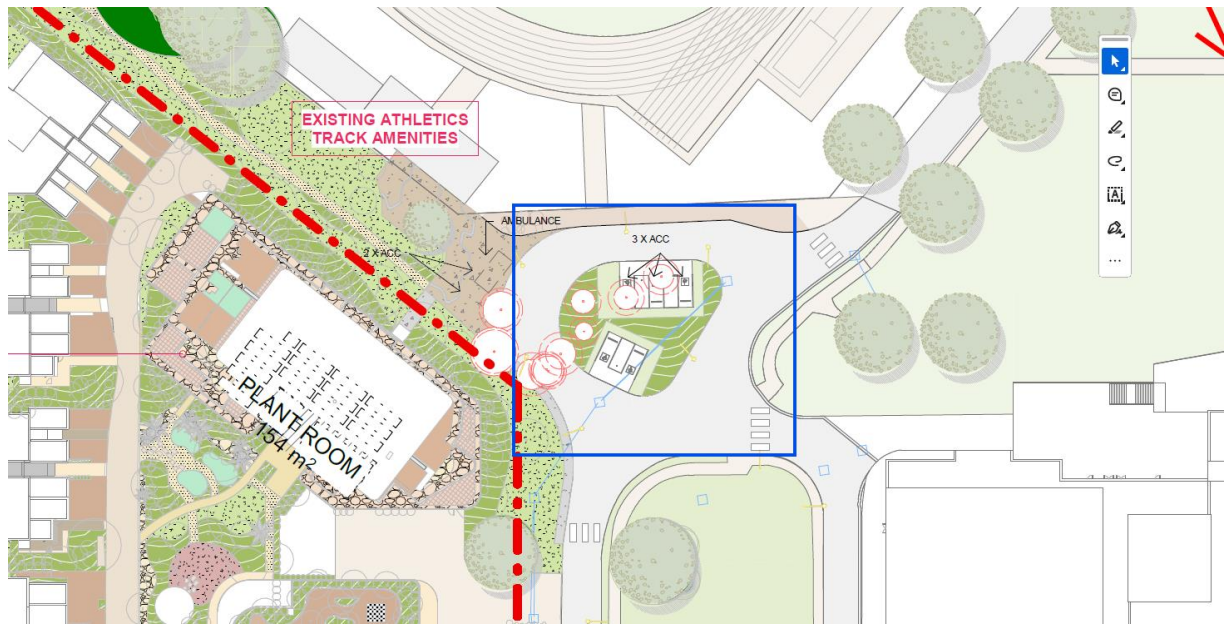
- Microscopes, centrifuges, and specimen containers: For analyzing blood, urine, or tissue samples

Medical evacuation off site

- **Situations requiring medical evacuation:** In some very serious medical emergencies that are time critical and life-threatening such as severe trauma, heart attack or stroke, where rapid transport to a hospital could make a significant difference in outcome it may be deemed most suitable by the Medical Officer and medical team to arrange to evacuate the patient off the site for specific treatment only available in a hospital environment and a need for rapid response in time-critical situations
- **How medical evacuation will occur:** During the 3 hour potential site flood cut-off, when land-based emergency vehicles will be unable to access the site, the site has been identified as appropriate to support a medical helicopter landing to evacuate a patient. In this situation the medical officer and medical team would be in contact with the emergency services and would work together to safely transport the patient to the helicopter landing pad and handover critical medical information to ensure the best possible outcome for the patient.. it is notable that the onsite medical team can hold a patient stable after triage for the period of the 3 hour flood event.



Propose helicopter landing here. (see above – image to be updated to include latest plans – landing is over Athletics track DDA parking see below) Blue rectangle could be helicopter landing area.



6. Preparation for Flood Response

6.1 Education

As an aged care provider, the RV management team will coordinate the continuous education and development of the emergency management protocols with the approved provider of healthcare that is contracted to the site and managed by the aged care quality commission.

Community awareness of flooding is a significant issue within the floodplain due to the infrequency of severe floods and the anticipated depths of these floods. The following flood response measures should be taken in preparing the community for a flood event.

6.1.1 TURL Staff

As approved providers under the Aged Care Act the healthcare team on site will be complied to submit its emergency plan to the commission for monitoring. One of the care standards regulates the staffing components that will be on site during the sequence of the emergency event. This includes but is not limited to:

- A contracted medical officer
- Employed registered nurses
- Direct care workforce
- Ancillary staff
- Hotel services

As part of the preparation for a flood event, all staff under the Aged Care Act must be trained in the emergency management plan twice a year and monitored by the commission. The contracted medical officer of the Approved provider will run training monthly on drill crash teams for medical emergencies.

As part of the preparation for a flood event, those with responsibilities within this Plan should review and be familiar with their roles. Inductions should be held to educate staff on their role during a flood event.

6.1.2 Residents

To increase awareness within the village, residents will be educated on the potential flood risk and actions that will be undertaken during a flood event.

The residents who reside within the RV will undergo an emergency management education plan twice a year with full evacuation practices involved. This is coordinated by the contracted healthcare provider on site with all team members on site to participate.

As a provider under the Aged Care Act, and an operator under the Retirement Villages Act we will be holding education sessions and meetings including the distribution of information pamphlets for residents. It will be established by the commission that the provider has minuted regular meetings with residents that cover the emergency plans and include the stepped approach to early evacuation or shelter in place protocols.

Information sessions will also be held that address flood risks and highlight dangerous behaviours during a flood event. These sessions will be based on materials available on the NSW SES website and where possible we will invite local SES team members to participate and speak at our information sessions for team and residents.

6.2 Evacuation Drills

As an approved provider of aged care the Aged Care Quality and Safety Commission regulates that mandatory evacuation drills be held at a minimum of twice yearly to ensure all residents and staff are aware of and familiar with their flood response actions, the sound of the alert and the location of the assembly point. These events in practice are still conducted with all staff allocated and reported on to the commission.



6.3 Flood Emergency Kit

Flood Emergency Kits are prepared and maintained in a schedule for auditing . the kits are released for use to a flood event taking place and regularly checked to ensure that supplies within the kit are sufficient and in working condition. This check could occur after the evacuation drill takes place to provide a regular schedule. The kit scheduled checks will include:-

- Established generator contract
- Dry store holdings (kitchen)
- Clinical and medical stores
- Sandbag store;
- Radio with spare batteries;
- Torch with spare batteries;
- First aid kit and other medicines;
- Candles and waterproof matches;
- Waterproof bags;
- A copy of the Club's Emergency Management Plan, and;
- Emergency contact numbers.

This Emergency Kit should be stored in a waterproof container and is the responsibility of the WHS officer as key personnel that are regulated by the Aged Care Quality and Safety Commission.

6.4 Site-Specific Flood Evacuation Trigger

In addition to monitoring radio stations and the BoM, in heavy rainfall events, visual observations are to be made on site to determine risk of flooding. If the external roads including Wyong Road and Mingara Drive begin showing signs of heavy flows, evacuation procedures are to be implemented in accordance with the Flood Response Action Plan; refer to Section 7.

At all times the intention of the site emergency evacuation plan is to be one step above warning orders of the local area command.



7. Flood Response Action Plan

7.1 Before A Flood

Table 7: Action Plan (Before A Flood)

Trigger / Frequency	Action	Person Responsible	Resource Required
Always	The Facility Manager will make all staff on site aware of the possibility of flooding and the procedures to be followed in a flood	Facility Manager	Emergency Plan Management
	The Facility Manager will appoint four Flood Warden(s). This should include two (2) senior staff members who are familiar with this Flood Emergency Response Plan and who are always on site when the site is open, and another two staff members available on the greater Mingara Site at a minimum. One of the four Flood Wardens will be a registered nurse from the Approved Provider of Aged Care and healthcare team to support a triage approach of residents requiring medical support during a flood emergency.	Facility Manager and Flood Warden	Facility Key Personnel List
	The building will be equipped with a siren and PA system. In addition, an airhorn will be kept on site at all times. This is to be used to alert everyone on site in case of emergency if there is a power outage. All staff on site will be trained during their site induction to immediately go to the assembly point when the airhorn/siren sounds.	Facility Manager	Airhorn Siren & PA System
	A set of at least four wireless radio communication transceivers with charged spare batteries will be kept on site at all times. The Facility Manager will make sure that the main and spare batteries are changed at all times.	Facility Manager	Wireless radios with batteries
	The Facility Manager is to always have a smartphone/tablet available, with 3G/4G/5G internet access and at least 12 hours independent power supply.	Facility Manager	Smartphone or tablet, internet and back-up power
	An emergency contact sheet will be kept in hardcopy format on site. This is to be congruent with the Contracted healthcare providers role and responsibility.	Facility Manager and Flood Warden	Emergency Contact Sheet
	The Facility Manager will keep an updated register of the people who are on site at all times. The list will have to include as a minimum: name, mobile number, and emergency contact details. This is also a requirement under the Aged Care Act.	Facility Manager Approved provider	Register of people on site
	The WHS Officers will maintain a flood emergency kit including a portable radio and torch with spare batteries and a first aid kit. The Medical Officer contracted to the approved provider will take control of the medical support team.	WHS officer Medical Officer	Flood Emergency Kit



Trigger / Frequency	Action	Person Responsible	Resource Required
Daily	Every morning, the Facility Manager will check the Bureau of Meteorology weather forecast and warnings. At the time this report was prepared, the BoM weather forecast and warnings for NSW were available at the following link: New South Wales Warnings Summary (bom.gov.au).	Facility Manager	Smartphone or tablet, internet and back-up power
Monthly	The Contracted MO and the Clinical services manager will run monthly dry triage and emergency management protocols with the clinical team	Clinical Services manager	FEMP
Annually	Twice a year the Facility Manager will host a Flood Emergency Response Drill, in which evacuation procedures are practised by flood wardens all workforce and residents. This will ensure all residents and staff are familiar with the safe flood evacuation route.	Facility Manager	FEMP

7.2 When A Flood Is Possible and During A Flood

Table 8: Action Plan (Possibility of or During a Flood)

Trigger / Frequency	Action	Person Responsible	Resourced Required
During Typical Operating Hours – When a flash flood warning is issued During Typical Operating Hours – When a flash flood warning is issued	The Facility Manager will notify the Flood Wardens that there is a risk that the site may flood and the procedures to be followed in a flood. The Facility Manager will notify the Approved healthcare provider to support implement the execution of the emergency management Plan.	Facility Manager and Flood Warden	N/A
	The Facility Manager and the Flood Wardens will notify all tenants and occupants via PA system that there is a risk that the site may flood and the procedures to be followed in a flood.	Facility Manager and Flood Warden	Phones CARE App
	All residents and their Next of Kin will receive notification as scheduled in the internal CARE App that communicates daily to all stakeholders and the commission.		
	Listen to the local radio station for updates on forecasted flood heights and timings.	Facility Manager	Radios
	Call SES for an update and possible evacuation advice. Begin to make early evacuation plans for those that are agile and mobile and that have a place to go for refuge during an event.	Facility Manager Approved Provider	Phones
	Ensure the Flood Emergency Kit is ready for use.	WHS Officer	Flood Emergency Kit
	Occupants of the retirement village will ensure they can be ready to evacuate should an evacuation order be issued by the Facility Manager. This step is already above and in front of the advice of the LAC at the time to allow time to move.	Everyone on site	N/A



Trigger / Frequency	Action	Person Responsible	Resourced Required
	Undertake the actions nominated under the "flood watch".	Refer Above	Refer Above
	Direct all residents and staff to the assembly point within the site before the property is flooded.	Facility Manager and Flood Warden	Phones, Siren & PA System
	Evacuate residents to their nominated NOK early and ahead of warning from the SES and LAC. Prepare to manage the shelter in place needs for 72 hrs.	Facility Manager, Flood Wardens, Approved Provider	Emergency Evacuation Plan
	Evacuate unneeded staff to their homes and families. All key personnel and ancillary staff required by the commission to the provider rules will remain.	Facility Manager and Flood Warden	Emergency Evacuation Plan
Outside Typical Operating Hours – When a Flood Watch Is Issued	The site is operated 24/7 under the regulations of the Aged care Act and the services will be able to always action the plans. Usual actions to be undertaken during working hours, listed above, will always apply.	Facility Manager and Approved Provider	Emergency Evacuation Plan
Outside Typical Operating Hours – When a Flood Warning Is Issued	Warn all residents and their NOK and all staff and workforce of the pending flood and action plans steps as practiced. Close the site and notify all stakeholders of their responsibilities.	Facility Manager and Approved Provider	Emergency Evacuation Plan

**Note: - Avoid driving or walking through floodwaters. These are the main causes of death during flooding.*

7.3 After A Flood

Table 9: Action Plan (After a Flood)



Trigger / Frequency	Action
Following the removal of a flash flood warning	- The Facility Manager will inspect the facility to check if access roads are clear and if the site was affected by flooding. - If access roads are clear and the site was not affected, the emergency has passed and the site can re-open. - If access roads are not clear, the Facility Manager will return for an inspection after at least two hours. Under no circumstances should the Facility Manager drive through floodwaters. - If access roads are clear but the site was affected by flooding, the Facility Manager will organise access to the site making sure that any precautionary measures recommended by the NSW SES are put in place. - Extra care will be taken of potential slips on muddy floors or footpaths and actioned by WHS protocols - All flood-affected parts of the premises will be appropriately cleaned, and utilities checked by professionals before anyone can return to the site. - A hazard assessment will be undertaken for the clean-up, safe work methods statements will be prepared, and personal protective equipment supplied consistent with the known hazards which can be associated with floods: slips, trips and falls; sharp debris; venomous animals; contaminated water and sediments. - Structural and electrical safety assessment to be carried out before return to normal activities. - Following the re-commencement of the site, a de-brief will be held with key management staff and may involve Council flood staff or the NSW SES. The flood event and response, including the use of this FEMP and any emergency procedures will be reviewed. - Changes may be made to the FEMP and the requirements for future emergency response should the review identify any improvements which may be made.

8. References

- Ball, J., Babister, M., Nathan, R., Weeks, W., Weinmann, E., Retallick, M., & I, T. (2019). *Australian Rainfall and Runoff: A Guide to Flood Estimation*. Commonwealth of Australia.
- Department of Planning and Environment. (2023). *Flood impact and risk assessment: Flood risk management guideline LU01*.
- Department of Planning and Environment. (2023). *Flood risk management manual*. Parramatta: Environment and Heritage Group Department of Planning and Environment.
- Department of Planning and Environment. (2023). *Support for emergency management planning: Flood risk management guideline EM01*. Parramatta: Environment and Heritage Group, Department of Planning and Environment.
- Department of Planning, Housing and Infrastructure . (2025). *Shelter in place guideline for flash flooding* .
- Local Emergency Management Committee . (2022). *Central Coast Council Flood Emergency Sub Plan*.
- Shand, T., Cox, R. J., Black, M. J., & Smith, G. P. (2011). *Australian Rainfall and Runoff Project 10: Appropriate Safety Criteria for Vehicles* . Canberra: Engineers Australia.





Appendix A FEMP Review Record

Reviews of this FEMP are required annually and following major flood events. Rows to be added as required,

[illegible]

Appendix B Mingara Recreation Club Emergency Procedures Manual





MINGARA

EMERGENCY PROCEDURES MANUAL



Mingara Recreation Club

12-14 Mingara Drive, Tumby Umbi NSW 2261

17/11/2023



Table of Contents

1	REVISION RECORD	5
1.1	INTRODUCTION	6
1.2	FACILITY DESCRIPTION	6
1.3	ALTERNATIVE SOLUTIONS	6
1.4	FACILITY OCCUPANTS	6
1.5	VISITORS TO THE FACILITY	6
1.6	DUTIES OF THE OCCUPIER	7
1.7	STANDARD EMERGENCY RESPONSE PROCEDURES	8
2	DEFINITIONS	9
2.1	ASSEMBLY AREA	9
2.2	BOMB	9
2.3	BOMB THREAT.....	9
2.4	COMPETENT PERSON	9
2.5	EMERGENCY	9
2.6	EMERGENCY CONTROL ORGANISATION (ECO).....	9
2.7	EMERGENCY CONTROL POINT (ECP)	9
2.8	EMERGENCY PLAN	9
2.9	EMERGENCY PLANNING COMMITTEE (EPC)	9
2.10	EMERGENCY RESPONSE EXERCISE	10
2.11	EVACUATION.....	10
2.12	OCCUPANT	10
2.13	OCCUPANT WARNING EQUIPMENT	10
2.14	OCCUPANT / VISITOR WITH A DISABILITY	10
2.15	PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	10
2.16	REFUGE.....	10
2.17	SAFE PLACE	10
2.18	VISITOR.....	11
2.19	WARDEN CONTROL POINT (WCP).....	11
3	GENERAL INFORMATION.....	12
3.1	FORWARD.....	12
3.2	ESTABLISHMENT OF AN EMERGENCY CONTROL ORGANISATION	12
3.3	AUTHORITY OF WARDENS	12
3.4	DIRECTIONS.....	12
3.4.1	DIRECTION TO WARDENS	12
3.4.2	DIRECTION TO OCCUPANTS.....	12
3.5	WARDEN INDEMNITY	12
3.6	MAINTAINING THE EFFECTIVENESS OF THE EMERGENCY CONTROL ORGANISATION (ECO)	13
3.7	WORK HEALTH AND SAFETY (WHS) ACT 2011.....	13
3.8	REMOVAL OF VEHICLES IN AN EMERGENCY	13
4	EMERGENCY EQUIPMENT AT YOUR FACILITY	14
4.1	EMERGENCY CONTROL POINT	14
4.2	EVACUATION ASSEMBLY AREA.....	14
4.3	AUTOMATIC FIRE DETECTION.....	15
4.3.1	FIRE INDICATOR PANEL (located in the Fire Control Room).....	15
4.4	AUTOMATIC ALARM SYSTEM.....	16
4.4.1	EMERGENCY WARNING & INTERCOMMUNICATION SYSTEM (EWIS)	16
4.4.2	EWIS ZONES (refer to EWIS block plan).....	16
4.4.3	EWIS ALARM TONES	17

4.5	EXITS.....	17
4.6	FIRE FIGHTING EQUIPMENT (REFER TO USAGE CHART).....	17
4.7	EMERGENCY COMMUNICATION EQUIPMENT	17
4.8	RAISING AN ALARM	17
4.9	WALL WETTING SPRINKLER & DRENCHER SYSTEM.....	18
5	EMERGENCY CONTROL ORGANISATION	19
5.1	ROLE OF THE EMERGENCY PLANNING COMMITTEE (EPC).....	20
5.2	DUTIES OF THE EMERGENCY PLANNING COMMITTEE (EPC)	20
5.3	ROLE OF THE EMERGENCY CONTROL ORGANISATION (ECO).....	21
5.4	CHIEF WARDEN	22
5.4.1	DUTIES OF THE CHIEF WARDEN IN THE EVENT OF AN EMERGENCY	22
5.4.2	CHIEF WARDENS RESPONSIBILITY UPON ARRIVAL OF EMERGENCY SERVICES	22
5.5	DEPUTY CHIEF WARDEN	23
5.5.1	DUTIES OF THE DEPUTY CHIEF WARDEN IN THE EVENT OF AN EMERGENCY	23
5.6	WARDENS.....	23
5.6.1	DUTIES OF WARDENS IN THE EVENT OF AN EMERGENCY	23
5.7	FIRST AID OFFICER	24
5.7.1	FIRST AID OFFICER RESPONSIBILITIES DURING AN EMERGENCY	24
6	FIRE SAFETY TRAINING	25
6.1	FIRE AWARENESS TRAINING	25
6.2	EMERGENCY WARDEN TRAINING	25
6.3	EVACUATION DRILLS.....	25
6.4	TRAINING RECORDS.....	25
7	FIRE PREVENTION	26
7.1	PRECAUTIONS AGAINST FIRE.....	26
7.2	ACTIONS OF AN OCCUPANT UPON DISCOVERING FIRE OR SMOKE.....	26
7.3	CHECKING FIRE SAFETY EQUIPMENT	27
7.4	VITAL INFORMATION.....	27
7.5	FIRE-FIGHTING EQUIPMENT	27
7.6	OPERATION OF FIRE EXTINGUISHERS.....	29
7.6.1	GUIDELINES FOR OPERATION OF FIRE EXTINGUISHERS	29
7.7	FIRE BLANKETS.....	29
7.7.1	GUIDELINES FOR THE USE OF FIRE BLANKETS.....	29
7.8	FIRE HOSE REELS	30
7.8.1	GUIDELINES FOR THE OPERATION OF FIRE HOSE REELS.....	30
8	BOMB THREATS.....	31
8.1	INTRODUCTION.....	31
8.2	WRITTEN BOMB THREATS.....	31
8.3	TELEPHONE BOMB THREATS.....	31
8.3.1	ACTIONS BY RECIPIENT WHEN A TELEPHONE BOMB THREAT IS RECEIVED.....	31
8.3.2	TELEPHONE BOMB THREAT CHECK LIST	32
8.4	BOMB THREAT PROCEDURES	33
8.4.1	BOMB THREAT FLOW CHART	33
8.4.2	TELEPHONE BOMB THREAT EVALUATION	34
8.5	SUSPECT OBJECT.....	34
8.5.1	SEARCH FOR A SUSPICIOUS OBJECT	34
8.5.2	ACTIONS IF A SUSPECT ITEM IS FOUND:	35
8.5.3	BOMB THREAT EVACUATION.....	35
9	FLOODING.....	36
9.1	FLOOD	36
9.1.1	FLOOD WARNING.....	36
9.1.2	FLOOD ACTIONS	37
9.1.3	FLOOD RISK	38

10	OTHER EMERGENCIES	39
10.1	INTRODUCTION.....	39
10.2	STRUCTURAL DAMAGE	40
10.2.1	CHIEF WARDEN ACTIONS:.....	40
10.3	EARTHQUAKE.....	40
10.3.1	CHIEF WARDEN ACTIONS:.....	40
10.4	POWER FAILURE	41
10.4.1	CHIEF WARDEN ACTIONS:.....	41
10.5	FLOOD	41
10.5.1	CHIEF WARDEN ACTIONS:.....	41
10.6	MEDICAL EMERGENCY	41
10.6.1	CHIEF WARDEN ACTIONS:.....	41
10.7	ARMED OFFENDER	42
10.7.1	CHIEF WARDEN ACTIONS:.....	42
10.8	COVID-19 SAFETY PLAN.....	42
10.9	POST TRAUMA COUNSELLING.....	42
APPENDIX A	MONTHLY HAZARD CHECKLIST	43
APPENDIX B	EMERGENCY LOG.....	44
APPENDIX C	POST INCIDENT FORM.....	45
APPENDIX D	DESCRIPTION OF OFFENDER FORM	46
APPENDIX E	PERSONAL EMERGENCY EVACUATION PLAN (PEEP)	47
APPENDIX F	WARDEN REGISTER	49
APPENDIX G	EVACUATION DIAGRAMS.....	50

1 REVISION RECORD

The issue number, date of issue, revision details, printed name and signature of the person revising the manual shall be entered in the record below. Only authorised persons can review this document.

ISSUE No.	DATE OF ISSUE	REVISION DETAILS	REVISED BY NAME	SIGNATURE
1	18/11/20	Emergency Procedures Manual	Steve Wainwright	
2	17/11/23	Insert Flood procedures (draft)	Steve Wainwright	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Important Notice:

This Emergency Procedures manual has been specifically designed and developed for your facility. In the event of renovations to your facility or relocation of installed fire safety equipment, this manual is to be reviewed and updated.

Acknowledgments:

Australian Standard AS3745-2010 (Planning for emergencies in facilities).
Work Health and Safety (WHS) Act & Regulations 2011
Handling Building Emergencies – Building Owners & Managers Association of Australia Limited
Australian Bomb Data Centre.

1.1 Introduction

This Emergency Procedures manual has been developed by PEP Training (PEPT) in consultation with the Emergency Planning Committee (EPC) and in accordance with WHS Act & Regulations 2011 and the Australian Standard AS 3745-2010 (Planning for emergencies in facilities).

1.2 Facility description

For Emergency Management purposes, the facility has been divided into the following areas:
Mingara Recreation club,
Mingara Aquatic Centre and
Mingara One Gymnasium.

Each of the above areas has one storey above ground and one storey below ground.

1.3 Alternative Solutions

The facility has the following Alternative Solutions in place to ensure life safety and the minimisation of fire and smoke spread throughout the building:

Mingara Recreation Club

- Emergency Warning and Intercommunication System (EWIS) covers all operational areas.
- EWIS zone 7 (Wellness, Admin and Post Office) is programmed to go directly into Evacuation tone upon receiving an alarm input from the Fire Indicator Panel.
- Smoke exhaust systems installed on lower ground and ground floors.
- High sensitivity smoke detectors installed to entrance foyer.

Mingara Aquatic Centre

- Building linked to EWIS (zone 3)
- High sensitivity smoke detectors installed to Aquatics Centre ceiling.
- Wall-wetting sprinklers and drenchers have been installed to the dividing wall between the Recreation Club and the Aquatic Centre.

Mingara One Gymnasium

- Building linked to EWIS (zone 6)

1.4 Facility Occupants

All aspects of this emergency management plan (including training) must be implemented to maintain a safe work environment in adherence to the facilities Work Health & Safety Policy.

Continued use of this facility is conditional upon regular review, ongoing training, emergency exercises and audit as detailed in this manual.

To maintain a satisfactory level of occupant safety, regular testing and maintenance of all safety equipment and regular training of Emergency Control Organisation (ECO) personnel must be conducted in compliance with Australian Standards (AS1851-2012 and AS3745-2010).

1.5 Visitors to the facility

Visitors to the facility may not be familiar with the emergency response procedures, location of emergency exits and route to the evacuation assembly area.

Note: Some visitors to the facility may be mobility or sensory impaired and therefore may need personal assistance to evacuate from the facility.

1.6 Duties of the occupier

The occupier of the facility has a duty of care to ensure the safety of all occupants including any visitors to the facility in the event of an emergency.

The occupier of the facility must ensure that trained ECO personnel are nominated and available to respond to emergencies and conduct an evacuation of the facility if deemed necessary.

The EPC is required to meet annually to review this Emergency Procedures manual.

1.7 STANDARD EMERGENCY RESPONSE PROCEDURES**IN CASE OF FIRE**

R	REMOVE YOURSELF AND OTHER PERSONS FROM IMMEDIATE DANGER
A	ALARM RAISE THE ALARM BY EITHER ACTIVATING A BREAK GLASS ALARM AND/OR NOTIFYING THE CHIEF WARDEN OR CONTACT EMERGENCY SERVICES BY TELEPHONING '000'
C	CONTAIN IF COMPETENT IN THE USE OF FIRE FIGHTING EQUIPMENT AND SAFE TO DO SO ATTACK THE FIRE OR WORK ON CONTAINING THE FIRE BY CLOSING DOORS AROUND THE AFFECTED AREA
E	VACUATE IF THE FIRE CANNOT BE CONTROLLED INFORM OTHERS IN THE VICINITY AND EVACUATE THE PREMISES

On being instructed to evacuate:

1. Leave by the nearest / safest fire exit
2. Proceed directly to the Assembly Area at car park (Row F)
3. Remain at the Assembly Area until contacted by the Chief Warden

**Emergency Control Organisation (ECO) positions for:
Mingara Recreation Club**

Chief Warden:

Deputy Chief Warden:

Warden - Recreation Club (Ground level)

Warden - Recreation Club (Lower Ground level)

Warden - Aquatic Centre

Warden - Gymnasium

See Appendix F for the current list of trained Wardens.

Emergency Phone Numbers

Fire Brigade /Police /Ambulance	000
Electricity	131 388
Gas	131 909
Translating & Interpreting Service	131 450
Poisons Information Centre	131 126
Water and Sewerage	132 090
State Emergency Service	132 500
Environmental Protection Agency	131 555

2 DEFINITIONS

2.1 **ASSEMBLY AREA**

The designated place where people assemble after evacuation from the facility.

2.2 **BOMB**

A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an Improvised Explosive Device (IED).

2.3 **BOMB THREAT**

A written or verbal threat, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organization. It is not necessary for any other action to be taken by the offender.

2.4 **COMPETENT PERSON**

A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

2.5 **EMERGENCY**

An event that arises internally or from external sources, which may adversely affect the occupants or visitors of your site, and which requires an immediate response.

2.6 **EMERGENCY CONTROL ORGANISATION (ECO)**

A person or persons appointed by the Emergency Planning Committee to direct and control the implementation of the facility's emergency response procedures.

2.7 **EMERGENCY CONTROL POINT (ECP)**

This is a predetermined location at the facility from where all emergency situations are controlled by the Chief Warden.

2.8 **EMERGENCY PLAN**

The documentation of emergency arrangements for a facility, generally made during the planning process. It consists of emergency preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

2.9 **EMERGENCY PLANNING COMMITTEE (EPC)**

Persons responsible for the documentation and maintenance of an emergency plan.

2.10 EMERGENCY RESPONSE EXERCISE

A site-specific exercise implemented to determine the effectiveness of the emergency response procedures.

2.11 EVACUATION

The orderly movement of people from a place of danger to a safe place.

2.12 OCCUPANT

A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

2.13 OCCUPANT WARNING EQUIPMENT

Systems and devices that operate to alert people within a facility to an emergency.

2.14 OCCUPANT / VISITOR WITH A DISABILITY

A person who requires:

- (a) more time or different forms of communication, compared with other occupants, to respond to an emergency; or
- (b) assistance to respond to an emergency or to evacuate from a facility.

2.15 PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

An individualized emergency plan designed for an occupant with a disability who may need assistance during an emergency.

2.16 REFUGE

An area within the building that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.

Notes:

- 1 An area of refuge is intended to facilitate a safe delay in egress from the floor or area, thus constituting a space for people to await assistance for their evacuation.
- 2 Refuges are normally nominated by the relevant certifier.

2.17 SAFE PLACE

- a. A place of safety within a building, structure or workplace:
 - 1. Which is not under threat from an emergency; and
 - 2. After escaping the immediate effect of an emergency, occupants can be evacuated from the building to a roadside or open space.
- b. A roadside or open space.

2.18 VISITOR

A person located within a facility who is temporarily visiting the facility and is not:

- (a) Employed at or for the facility, either on a permanent casual, temporary, contracting basis; or
- (b) A resident/inmate; or
- (c) Studying at the facility.

2.19 WARDEN CONTROL POINT (WCP)

This is a predetermined location within the facility where Wardens meet to coordinate their actions during an emergency.

3 GENERAL INFORMATION

3.1 FORWARD

This manual has been prepared to assist all occupants of the facility to respond in a safe and orderly manner in the event of an emergency occurring at the facility.

When following these procedures, the highest priority is the safety of the occupants.

The next priority (ONLY if safe to do so) is the protection of assets.

This manual has been designed specifically for the occupants of:

Mingara Recreation Club

3.2 ESTABLISHMENT OF AN EMERGENCY CONTROL ORGANISATION

An Emergency Control Organisation (ECO) consisting of Wardens drawn from the occupants, has been established in accordance with Australian Standard AS3745-2010 "Planning for emergencies in facilities".

Wardens should be aware that their primary duty is not to combat emergencies, but to ensure, as far as practicable, the safety of occupants.

3.3 AUTHORITY OF WARDENS

Once an emergency is declared, the authority of wardens **SHALL** override all normal non-emergency management procedures. Wardens and their deputies shall have the authority to give directions to all occupants and any visitor/s to the facility. The purpose of this authority is to ensure that during an emergency, life safety takes precedence over asset protection.

The highest priority for Wardens during an emergency is always their own safety.

3.4 DIRECTIONS

3.4.1 DIRECTION TO WARDENS

Wardens are required to ensure that they are familiar with the procedures contained within this manual. The occupier must ensure that a hard copy of this manual is made available to all Wardens and that all occupants are made aware of the procedures contained within this manual and any subsequent revisions.

3.4.2 DIRECTION TO OCCUPANTS

All occupants of the facility must be aware of the method for notification of an emergency, the location of fire safety equipment and emergency exits within the facility. All occupants must also be familiar with the route to and location of the Assembly Area/s used for evacuation of the facility.

The effectiveness of the emergency procedures depends on the willingness of all occupants to make themselves aware of the immediate actions they must take in the event of an emergency so that they can act promptly, calmly and efficiently.

3.5 WARDEN INDEMNITY

Facility owners, managers, occupiers and employers should obtain professional advice on the level of indemnity provided to ECO Wardens. The ECO Wardens should be advised of the level of indemnity provided.

3.6 MAINTAINING THE EFFECTIVENESS OF THE EMERGENCY CONTROL ORGANISATION (ECO)

A determined effort is required by all occupants of the facility to ensure the following is maintained:

1. Suitable persons are nominated to carry out the duties of Wardens at the facility.
Note: All departments / tenants within the facility must have nominated Wardens.
2. A Warden Register (list of all nominated Wardens at the facility and their contact details) is available. The Chief Warden of the facility should maintain the Warden Register.
3. The Emergency Control Organisation should meet at intervals no greater than six months (as per AS 3745-2010).
4. An evacuation exercise is conducted annually. All occupants are encouraged to participate to ensure they are familiar with the emergency response procedures.

3.7 WORK HEALTH AND SAFETY (WHS) ACT 2011

Workers (including Emergency Control Organisation Wardens) have obligations under the WHS Act 2011 while attending the workplace.

While at work, a worker must:

- a) take reasonable care for his or her own health and safety, and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Note: The above information is an extract from the Work Health & Safety Act 2011.

3.8 REMOVAL OF VEHICLES IN AN EMERGENCY

The Chief Warden should prevent the movement of vehicles that are in close proximity to the facility during an emergency.

On arrival, the Officer-in-Charge of the Emergency Services will determine if it is safe to allow people to remove vehicles from the facility.

4 EMERGENCY EQUIPMENT AT YOUR FACILITY

Emergency equipment has been installed at your facility to ensure the safety of the occupants and the protection of property. All occupants of the facility should become familiar with the following:

4.1 EMERGENCY CONTROL POINT

The Emergency Control Point (ECP) for this facility is situated in the Fire Control Room which is located at the main entrance to the recreation club.

From the ECP, the Chief and Deputy Chief Wardens can assess the extent of the emergency and control the response.

In the event of an emergency, the Chief and Deputy Chief Wardens will respond immediately and proceed directly to the above location (if safe to do so).

Note: If the above location is deemed unsafe, the Chief Warden will designate an alternative ECP.

4.2 EVACUATION ASSEMBLY AREA



The Evacuation Assembly Area for this facility is situated in Row F of the public car park.

In the event of an emergency evacuation of the facility, all occupants should proceed directly to the above location (if safe to do so).

Note: If the above location is deemed unsafe, the Chief Warden will designate an alternative Assembly Area.

4.3 AUTOMATIC FIRE DETECTION

4.3.1 FIRE INDICATOR PANEL (located in the Fire Control Room)



INPUTS:

- Manual call point (MCP) - red break-glass alarm
- Thermal and smoke detectors
- Concealed detectors in ceiling space
- Wall wetting sprinkler and drencher system

OUTPUTS:

- Fire alarm beacon (red strobe light) - external to Fire Control Room
- Emergency Warning System (audible tones) – within the facility
- Alarm Signalling Equipment (ASE)
- Automatic Air Conditioning shut down
- Automatic Gas Shut down
- Fire Curtains (descending)
- Smoke Exhaust Fans

4.4 AUTOMATIC ALARM SYSTEM

4.4.1 EMERGENCY WARNING & INTERCOMMUNICATION SYSTEM (EWIS)



4.4.2 EWIS ZONES (refer to EWIS block plan)

- Zone 1 – Function Rooms
- Zone 2 – lower ground Service Area and Legends Bar
- Zone 3 – lower ground Pool and Wellness area
- Zone 4 – ground level Main Foyer, Gaming and Restaurants
- Zone 5 – ground level Administration
- Zone 6 – Gymnasium (lower ground and ground levels)
- Zone 7 – lower ground level Administration and Wellness area
- Zone 7 – ground level (Post Office)
- Zone 8 – lower ground Car Park and under-croft area

4.4.3 EWIS ALARM TONES

- **Alert tone** (beep...beep...beep) will operate automatically when the FIP receives an alarm input. The Alert tone is designed to warn all occupants of an emergency and to prepare for a possible evacuation of the facility.

The Alert tone can also be activated manually by the Chief Warden or Fire Service Officer via the EWIS control panel.

On hearing the Alert tone, all occupants should stop any activities and stand-by for further instructions via the EWIS Public Address system.

- **Evacuation tone** (whoop...whoop...whoop) will operate automatically (after a pre-set time interval) when the FIP receives an alarm input. The evacuation tone is designed to warn all occupants that immediate evacuation of the facility is necessary.

The Evacuation tone can also be activated manually by the Chief Warden or Fire Service Officer via the EWIS control panel.

On hearing the evacuation tone, all occupants should commence evacuation of the facility via the nearest safe emergency exit and then proceed to the Evacuation Assembly Area.

4.5 EXITS

- Emergency Exit doors
- Emergency Exit lights
- Emergency lighting
- Fire-curtains (descending) prevent emergency egress via separate fire compartment

4.6 FIRE FIGHTING EQUIPMENT (refer to usage chart)

- Fire Extinguishers
- Fire Blankets
- Fire Hose Reels
- Fire Hydrants

4.7 EMERGENCY COMMUNICATION EQUIPMENT

- Warden Intercommunication Point (WIP) phones
- Mobile Phones (not to be used in the event of a Bomb Threat situation)
- Public Address microphone (via Emergency Warning System)
- Two-way radios (located in the Fire Control Room)

4.8 RAISING AN ALARM

If an emergency occurs at your facility, the alarm can be raised by:

- A telephone call to Emergency Services on 000 (triple zero)
- A report to the Chief Warden by an occupant
- Activation of red break glass alarm (manual call-point)
- Manual operation of the Emergency Warning System (Chief Warden only)

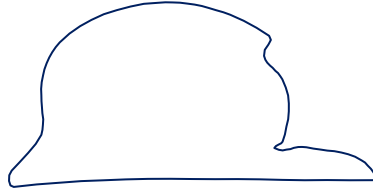
4.9 **WALL WETTING SPRINKLER & DRENCHER SYSTEM**

A wall wetting sprinkler and drencher system has been installed along the dividing wall between the Recreation Club and the Aquatic Centre. The system is designed to suppress / contain a fire in one area and protect the adjoining area. The system has the following features:

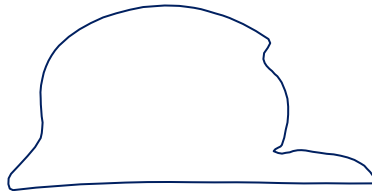
- Heat-activated sprinkler heads
- High-pressure water pipe
- Alarm input to Fire Indicator Panel via pressure switch
- Sprinkler Stop Valve – located in pump room



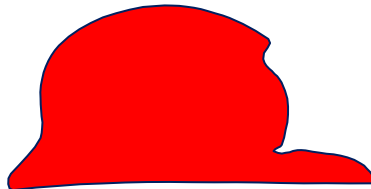
5 EMERGENCY CONTROL ORGANISATION



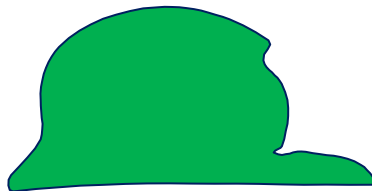
CHIEF WARDEN
Identifiable Feature (White)



DEPUTY CHIEF WARDEN
Identifiable Feature (White)



WARDEN
Identifiable Feature (Red)



FIRST AID OFFICER
Identifiable Feature (Green)

5.1 ROLE OF THE EMERGENCY PLANNING COMMITTEE (EPC)

The EPC shall consist of not less than two people, one of which shall be a representative of occupants of the facility and one of which shall be facility management.

At least one member of the EPC shall be a competent person (see section 2.4)

Note:

- *In most facilities, the EPC would include senior management, tenants, chief warden and specialist facility personnel such as the maintenance engineer and (where applicable) an occupant with a disability. The effectiveness of the EPC, with respect to all occupants, includes the extent to which it provides for occupants with a disability.*
- *External contractors, consultants or others engaged by the facility to provide specialist advice should not be members of the EPC but may attend EPC meetings.*
- *The EPC shall meet at least annually.*
- *A record of EPC meetings shall be made and retained in accordance with the relevant legislative requirements.*
- *Records may include minutes of meetings, communication, financial position, reports and specialist advice.*

5.2 DUTIES OF THE EMERGENCY PLANNING COMMITTEE (EPC)

The duties of the EPC shall include the following:

- (a) Identifying events that could reasonably produce emergency situations.
- (b) Developing an emergency plan in accordance with Section 3, AS3745-2010).
- (c) Ensuring that resources are provided to enable the development and implementation of the emergency plan.
Note: Resources include time, finance, equipment and personnel.
- (d) Nominating the validity period for the emergency plan and the evacuation diagram.
Note: The validity period should not exceed 5 years but may be less than 5 yearly depending on the requirements of a maintenance cycle, a major change to the facility or an accreditation regime.
- (e) Ensuring that the emergency plan is readily identifiable and available to the appropriate persons.
- (f) Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan.
- (g) If deemed necessary, establishing a specialist emergency response team (ERT).
- (h) Authorising, or having authorised, the release and implementation of the emergency plan. The following shall apply to the implementation process:
 - i. Awareness of the emergency response procedures - Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
 - ii. Training – A formalised training schedule shall be developed to ensure that relevant training is provided to ECO members and facility occupants. The training program shall be based on the emergency response procedures and be in accordance with Section 6 (AS3745-2010).
 - iii. Testing the emergency procedures – the EPC should ensure that the emergency procedures are tested in accordance with Clause 7.2 (AS3745- 2010).
 - iv. Review of procedures – The effect of the procedures on an organisation should be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or

inaccuracies that are identified in the procedures.

- (i) Establishing arrangements to ensure the continuing operation of the ECO.
- (j) Ensuring that the register of ECO members is current and readily available.
- (k) Establishing strategies to ensure visitors are made aware of emergency response procedures.
- (l) Ensuring that the emergency response procedures remain viable and effective by reviewing and testing the emergency response procedures at least annually.
- (m) Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan.
- (n) Ensuring that a permanent record of events for each emergency is compiled and retained.
- (o) Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

5.3 ROLE OF THE EMERGENCY CONTROL ORGANISATION (ECO)

The primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety shall take precedence over asset protection during an emergency.

The ECO should have clearly documented pre-emergency, emergency and post-emergency duties and responsibilities.

The ECO is composed of Wardens drawn from occupants of the facility.

The ECO consists of a Chief Warden, Deputy Chief Warden, Wardens and First Aid Officers.

The primary functions of the Emergency Control Organisation in an emergency are to:

- Ensure the safe and orderly evacuation of all occupants from the building to a safe area called the Assembly Area.
- Operate first attack fire-fighting equipment (only if safe to do so)
- Assist the Emergency Services upon attendance.

Note: mobility or sensory impaired persons may require special assistance during an emergency.

5.4 CHIEF WARDEN

The Chief Warden's day to day role includes the following:

Ensure that their own work schedule does not require frequent absences from the facility.

Maintain a current roll of all ECO personnel (Warden Register), including their physical location and contact details.

Maintain a current roll of any mobility or sensory impaired occupants at the facility.

5.4.1 DUTIES OF THE CHIEF WARDEN IN THE EVENT OF AN EMERGENCY

On being made aware of an emergency:

1. Don identifiable feature (white helmet / cap) and collect Warden Register
2. Proceed to the Emergency Control Point (ECP) which under normal circumstances will be the Fire Control Room which is located at the main entrance foyer
3. Assess and take control of the situation
4. Ensure that the appropriate Emergency Services have been contacted
5. Ensure that the alarm has been raised and Wardens are notified of the emergency
6. Ensure that entry to the facility is restricted to Emergency Services only
7. Determine if evacuation of the facility is required
8. If so, evacuate the area in danger first then other areas
9. Keep Wardens informed of any developments
10. Receive status reports from Wardens (via WIP phone or in person)
11. Brief attending Emergency Services upon their arrival at the facility
12. Assist Emergency Services as required
13. Obtain the all-clear from the officer in charge of Emergency Services
14. Communicate with Wardens at the Assembly Area and coordinate the reoccupation of the facility by staff and visitors
15. Stand-down the Wardens (when reoccupation of the facility is complete)
16. Reset (or arrange for the resetting) of any plant or equipment shut down due to the alarm / emergency
17. Record details in the emergency log
18. Conduct a post-incident debrief (with as many Wardens present as possible)
19. Brief senior management on the emergency.

5.4.2 CHIEF WARDENS RESPONSIBILITY UPON ARRIVAL OF EMERGENCY SERVICES

The Senior Officer of the attending Emergency Services will take control of the situation upon arrival.

If it is a fire situation, the Senior FRNSW Officer will take over the duties of the Chief Warden.

The Chief Warden should remain at the Emergency Control Point (if safe to do so) and assist Emergency Services as required.

5.5 DEPUTY CHIEF WARDEN

If the Chief Warden is unavailable, the Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden and otherwise assist as required.

5.5.1 DUTIES OF THE DEPUTY CHIEF WARDEN IN THE EVENT OF AN EMERGENCY

On being made aware of an emergency:

1. Don identifiable feature (white helmet / cap) and collect Warden Register
2. Proceed to ECP and assist with evacuation procedures under direction of the Chief Warden
3. If the Chief Warden is not in attendance at the ECP or unavailable, assume duties of the Chief Warden
4. Restrict access to the facility
5. Maintain a record of all areas evacuated
6. Liaise with Emergency Services upon their arrival.

5.6 WARDENS

Wardens are appointed to coordinate emergency procedures and (if deemed necessary) conduct an evacuation of the facility as directed by the Chief Warden.

Wardens should:

- have authority to initiate evacuation procedures in the event of an emergency
- be familiar with the location and types of installed fire-fighting equipment
- inspect installed fire-fighting equipment to ensure that the equipment is available and operable at all times
- be familiar with the layout of their area, all exits and alternative escape routes
- have access to a WIP phone or two-way radio
- be aware of any mobility or sensory impaired persons who may require assistance during an evacuation.

5.6.1 DUTIES OF WARDENS IN THE EVENT OF AN EMERGENCY

On being made aware of an emergency:

1. Don identifiable feature (red helmet / cap)
2. Alert other Wardens in your area and proceed to the Warden Control Point (WCP)
3. If deemed necessary, or under direction from the Chief Warden, order evacuation of your area
4. Evacuate occupants from the immediate danger area first
5. Ensure that the Chief Warden is notified of any developments
6. Ensure that the appropriate Emergency Services have been notified
7. Prior to leaving your area, ensure that the area has been searched thoroughly and that all occupants have been evacuated (this is more important than conducting a head count / roll call at the Assembly Area)
8. Advise the Chief Warden of any mobility-impaired persons (including their location and disabilities). If you locate a mobility impaired person who is unable to evacuate the area, ensure that they are moved to a safe place (eg fire stairs)
9. If a person refuses to leave the area, ensure that they are aware of the danger involved then notify the Chief Warden of their location. The Chief Warden will brief the officer in charge of the attending Emergency Services who will then take the appropriate action
10. Report the status of your area to the Chief Warden via WIP phone, two-way radio or in-person at the Fire Control Room
11. When directed by the Chief Warden, proceed to the Assembly Area and remain there until further notice from the Chief or Deputy Chief Warden.

5.7 FIRST AID OFFICER

First Aid Officers are persons who are qualified to render first aid medical assistance when required.

In the event of an emergency, First Aid Officers should report to the Chief Warden at the Emergency Control Point (with a first aid kit if possible) and render assistance where required.

5.7.1 FIRST AID OFFICER RESPONSIBILITIES DURING AN EMERGENCY

On becoming aware of a medical emergency:

- Don First Aid Officer identification (eg: green helmet / cap with white cross)
- Collect transportable First Aid Kit (if available)
- Check for danger
- Assess casualty – check for response
- Call Emergency Services 000 and request ambulance service
- Render assistance to casualty (if safe to do so)
- Notify Chief Warden of location of casualty

In the event of an emergency evacuation of the facility:

- Don First Aid Officer identification (eg: green helmet / cap with white cross)
- Collect transportable First Aid Kit (if available)
- Report to Chief Warden at the Emergency Control Point
- Render assistance to a casualty (if required and if safe to do so)
- Call Emergency Services 000 and request ambulance service
- Notify Chief Warden of location of casualty
- Remain with a non-ambulant casualty until arrival of ambulance service (if safe to do so)
- Assist an ambulant casualty to a safe place / Assembly Area
- Proceed to Assembly Area and set up a First Aid Post
- Render First Aid treatment to any casualties
- Call Emergency Services 000 and request ambulance service (if urgent medical treatment is required)
- Notify Chief Warden of any casualties requiring medical treatment
- Prioritise casualty assistance (Triage)
- Maintain confidentiality when assisting casualties.

6 FIRE SAFETY TRAINING

6.1 FIRE AWARENESS TRAINING

Emergency Control Organisation (ECO) Wardens and other selected staff persons shall be trained in the operation of all fire equipment installed at the facility including fire extinguishers, fire hose reels and fire blankets.

Note: In compliance to Australian Standards (AS 3745-2010 clause 6.5.3) "Where first-attack firefighting by specific occupants is included in the emergency procedures, these occupants shall attend a skills retention activity in first-attack firefighting at intervals not greater than two years".

6.2 EMERGENCY WARDEN TRAINING

ECO Wardens shall be trained in their roles and responsibilities including emergency response, fire safety and evacuation procedures.

The number of Wardens required will be determined by the Emergency Planning Committee and will depend on the occupancy of the facility.

Note: In compliance to Australian Standards (AS 3745-2010 clause 6.5.1) "ECO members, including nominated deputies, shall attend a skills retention activity at intervals not greater than six months".

6.3 EVACUATION DRILLS

All occupants of the facility shall participate in an Evacuation Drill annually.

All personnel based at the facility must participate in the Evacuation Drill.

A record of all participants in the Evacuation Drill shall also be kept.

ECO Wardens shall attend a (site-specific) briefing session immediately prior to the scheduled Evacuation Drill and a debriefing session immediately after the Drill.

Note: In compliance to Australian Standards (AS 3745-2010 clause 6.5.2) "...occupants should participate in skills retention activities at intervals not greater than 12 months, to enable them to act in accordance with the emergency response procedures".

6.4 TRAINING RECORDS

Emergency response training content and frequency of training sessions shall be as per Australian Standard (AS 3745-2010).

Training providers must be suitably qualified (Certificate IV Trainer / Assessor) and must have Fire Service industry experience.

Training records must be maintained and available for review during assessment for the annual fire safety statement.

A central training register is to be kept by facility management, detailing all personnel who have attended training. The training register should give specific detail as to what type of training each person has received and their role in the Emergency Control Organisation (if applicable).

7 FIRE PREVENTION

Fire prevention is the responsibility of all occupants. Report any matter, which you consider a potential hazard to your Supervisor or Warden.

Typical fire hazards include the following:

- Accumulation of litter, dust or paper
- Faulty electrical wiring or appliances
- Items blocking access to emergency exits or fire-fighting equipment
- Items which block a clear view of emergency signs
- Leakages of flammable gasses or liquids
- Missing or discharged fire extinguishers
- Fire extinguishers not mounted on wall
- Misuse of equipment (e.g. floor heaters)
- Overloaded power points
- Defective emergency communication equipment

7.1 ***PRECAUTIONS AGAINST FIRE***

- Observe “No Smoking” instructions
- Be aware of and obey the rules for handling, storage and use of flammable liquids
- When using flammable liquids, make certain they are stored in approved containers
- Don't hoard unnecessary waste-paper or cardboard boxes in your area
- Put away documents on completion of work
- Remove waste materials from your work area on a regular basis

7.2 ***ACTIONS OF AN OCCUPANT UPON DISCOVERING FIRE OR SMOKE***

Upon discovering fire/smoke take action as follows:

- Remove any persons from immediate danger to safety (only if safe to do so)
- Alert others, notify Chief Warden and inform Wardens in your area
- Contact Emergency Services - obtain an outside line and dial 000
- If you are competent to operate a fire extinguisher, make an attempt to extinguish the fire (only if safe to do so)
- Close doors to contain the fire and smoke
- Evacuate the facility (as directed by Wardens) and proceed directly to the assembly area. Ensure all staff and visitors are accounted for
- Remain at the assembly area until further notice from the Chief Warden.

7.3 CHECKING FIRE SAFETY EQUIPMENT

All fire safety equipment available for the use of occupants such as fire extinguishers, should at all times be in good working order and serviced in accordance with the relevant Australian Standard. Wardens should check all fire safety equipment and means of escape from the building regularly (see Monthly Hazard Checklist, Appendix A).

The maintenance schedule for installed fire safety equipment is as follows:

Fire Detection System	monthly
Occupant Warning System	monthly
Fire Sprinkler system	monthly
Fire extinguishers	6 monthly
Fire blankets	6 monthly
Fire hose reels	6 monthly
Fire hydrants	6 monthly / annual
Exit & Emergency lights	6 monthly

7.4 VITAL INFORMATION

All information that is vital to the operations of your company should be stored in fire resistant filing cabinets/safes. Data storage devices are more susceptible to heat than paper and should be stored in a special insulated container within a cabinet.

7.5 FIRE-FIGHTING EQUIPMENT

Different types of firefighting equipment have been installed at strategic locations throughout the facility to cover the various types of fire risks. All occupants should become familiar with firefighting equipment available and their limitations.

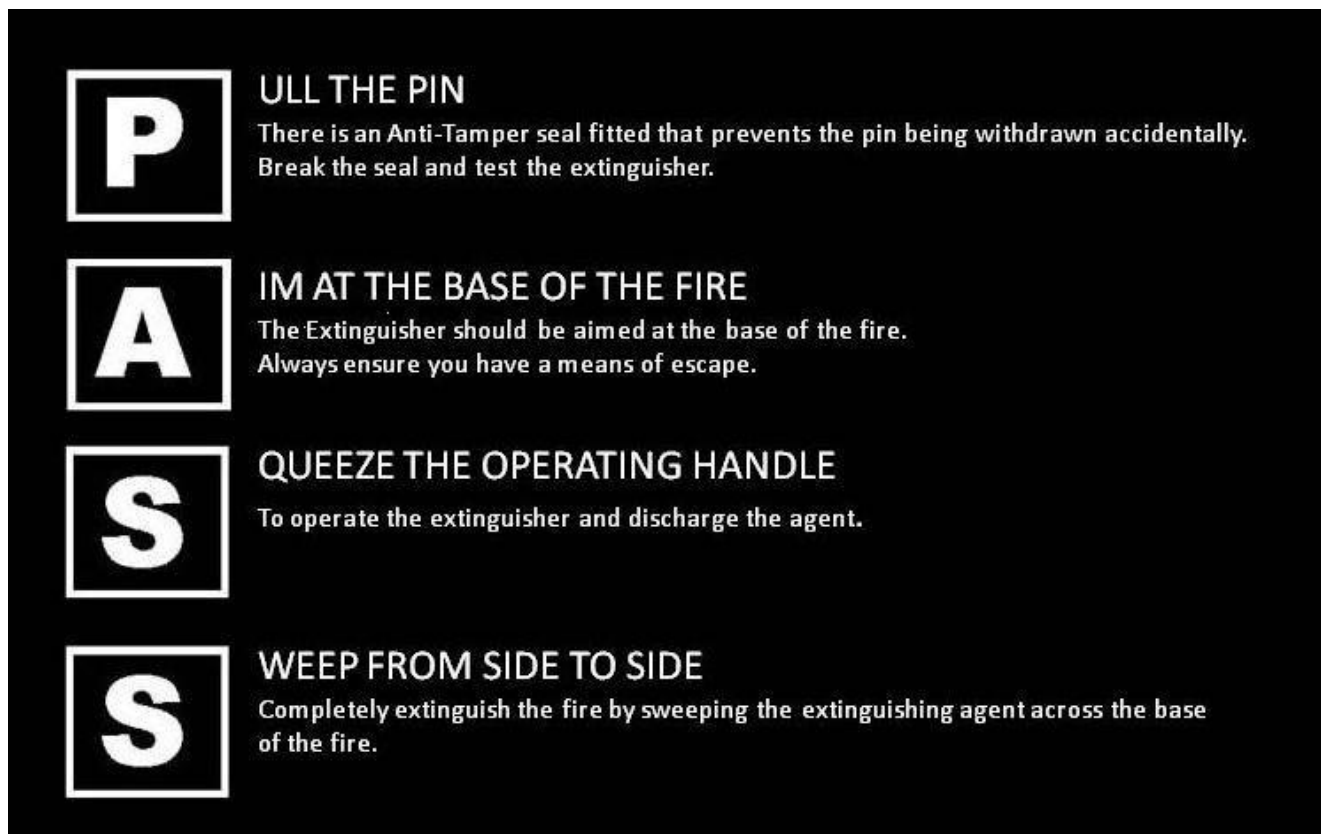
Note: To locate all firefighting equipment installed at this facility – refer to the Evacuation Diagram.

Note: To identify different types of fire extinguishers - refer to fire equipment usage chart on next page.

FIRE EQUIPMENT USAGE CHART												
  YES NO TYPE OF EXTINGUISHER Colour scheme - AS 2444 Pre 1997Post 1997		 A Wood, Paper & Plastic		 B Flammable & Combustible Liquids		 C Flammable Gases		 E Energised Electrical Equipment		 F Cooking Oils & Fats		NOTES: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice. COMMENTS: (Refer Appendix A of AS2444)
		Powder ABE									Special Powders are available specifically for various types of metal fires. Seek expert advice.	
		Powder BE									Special Powders are available specifically for various types of metal fires. Seek expert advice.	
		Carbon Dioxide (CO2)									Generally not suitable for outdoor fires. Suitable only for small fires.	
		Water									Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.	
		Foam									Dangerous if used on energized electrical equipment.	
		Wet Chemical									Dangerous if used on energized electrical equipment.	
		Vaporising Liquid									Check the characteristics of the specific extinguishant.	
		Fire Blanket									Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.	
		Fire Hose Reel									Ensure you maintain a path of egress between you and the nearest exit.	

7.6 OPERATION OF FIRE EXTINGUISHERS

A method of remembering how to operate a fire extinguisher is using the acronym “**PASS**”.



7.6.1 GUIDELINES FOR OPERATION OF FIRE EXTINGUISHERS

1. Prior to attacking the fire, you should give the extinguisher a short test to ensure that it operates correctly.
2. Ensure that you have a safe exit should the fire become uncontrollable. You must not allow the fire to block off your escape route.
3. Start attacking the fire from a distance, moving in closer as the fire dies down. A crouching attitude should be adopted to protect yourself against smoke and heat.
4. When in the open, attack the fire from the windward side. This allows the wind to blow the extinguishing agent onto the fire.
5. Always try to have another person with an extinguisher backing you up.
6. Keep low to avoid smoke and do not turn your back on the fire.
7. Make sure that the fire has been completely extinguished.

7.7 FIRE BLANKETS

Fire blankets are available for use on fires involving kitchen appliances.

7.7.1 GUIDELINES FOR THE USE OF FIRE BLANKETS

1. Take the fire blanket out of package – keep hold of the handles
2. Hold blanket upright and then cover the object on fire with the blanket
3. Turn off the source of heat and leave blanket in position until cool
4. Ensure that the fire is completely extinguished
5. If in any doubt, call the Fire Brigade.

7.8 FIRE HOSE REELS

Fire hose reels have been installed at strategic locations throughout the facility for to cover the risk of Class A (ordinary combustibles) fires. All occupants should become familiar with fire hose reel locations and operating procedures.

7.8.1 GUIDELINES FOR THE OPERATION OF FIRE HOSE REELS

1. Turn on stop valve to pressurize the hose and release nozzle from locking device.
2. Roll out the hose (through hose guide) a short distance and open the nozzle to turn on water.
3. Prior to attacking the fire, you should test the fire hose reel to ensure that it operates correctly.
4. Roll out the hose to the required length (maximum of 36 metres).
5. Ensure that you have a safe exit should the fire become uncontrollable.
6. Start attacking the fire from a distance, moving in closer as the fire dies down.
7. When outside the building, attack the fire from the windward side.
8. Always try to have another person to assist you with the hose.
9. Keep low to avoid smoke and do not turn your back on the fire.
10. Make sure that the fire has been completely extinguished.

8 BOMB THREATS

8.1 INTRODUCTION

There are many reasons why people make a threat of the placement of a bomb in or around businesses. Threats usually originate from people who have a personal grudge against your company/department or tenants. They may be staff or ex-staff or other people who wish to disrupt your operations.

The Police have overall authority and control when dealing with bomb threats or an actual bomb placement and must be notified in the first instance. In addition to general building security, good security planning, good housekeeping and a well-trained Emergency Control Organisation can reduce disruptive effects of a bomb threat. Good security arrangements, including the vetting of visitors, assists in ensuring that unauthorised access is denied to non-employees.

Good housekeeping includes keeping all floors clear of waste (such as packing materials, scrap paper etc). Waste and garbage bins should be regularly emptied and not left standing in floors that are available to the public.

The locking of doors to areas, cabinets and closets, which are infrequently used, ensures that there are fewer places available for the placement of devices. It is also important to ensure that emergency exits are kept completely clear.

These measures will minimise the number of potential places to conceal a bomb, and thus reduce the search time in the event of a bomb threat. It will also contribute to good standard of security and staff safety.

8.2 WRITTEN BOMB THREATS

If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting, paper and postmarks. Such evidence should be protected by placing the evidence in an envelope (preferably a plastic envelope).

8.3 TELEPHONE BOMB THREATS

An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should, as soon as possible, complete the information required on a Bomb Threat Checklist. Receptionists and other persons who regularly accept incoming telephone calls should ensure that a Telephone Bomb Threat Checklist is readily available.

8.3.1 ACTIONS BY RECIPIENT WHEN A TELEPHONE BOMB THREAT IS RECEIVED

1. Try to remain calm
2. Let the caller finish the message
3. Keep caller on the line as long as possible
4. DO NOT HANG UP PHONE - Telephone company may be able to trace the call
5. Use the Telephone Bomb Threat Checklist provided (see next page)
6. Obtain as much information as possible about the bomb
7. Do not discuss the call with other occupants
8. Contact Chief Warden and your Manager immediately after the threat
9. Complete the Bomb Threat Checklist and hand it to the Chief Warden
10. Be prepared to be interviewed by the Chief Warden, Police and Senior Management

8.3.2 TELEPHONE BOMB THREAT CHECK LIST

PHONE THREAT CHECK LIST®**KEEP CALM**

RECIPIENT

Name (print):
 Telephone number:
 Signature:

GENERAL QUESTIONS TO ASK:

1. What is it ?
2. When is the bomb going to explode ?
 OR
 When will the substance be released ?
3. Where did you put it ?
4. What does it look like ?
5. When did you put it there ?
6. How will the bomb explode ?
 OR
 How will the substance be released ?
7. Did you put it there ?
8. Why did you put it there ?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it ?
2. How much of the substance is there ?
3. How will the substance be released ?
4. Is the substance a liquid, powder or gas ?

BOMB THREAT QUESTIONS

1. What type of bomb is it ?
2. What is in the bomb ?
3. What will make the bomb explode ?

EXACT WORDING OF THREAT:**CALLER'S VOICE**

Accent (specify):
 Any impediment (specify):
 Voice (loud, soft, etc):
 Speech (fast, slow, etc):
 Diction (clear, muffled):
 Manner (calm, emotional, etc):
 Did you recognise the caller ?
 If so who do you think it ?
 Was caller familiar with the area ?

THREAT LANGUAGE

Well spoken:
 Incoherent:
 Irrational:
 Taped:
 Message read by caller:
 Abusive:
 Other:

BACKGROUND NOISES

Street noises:
 House noises:
 Aircraft:
 Voices:
 Music:
 Machinery:
 Other:
 Local Call:
 STD Call:

NOTES:**OTHER**

Sex of caller: Estimated age:

CALL TAKEN:

Date: Time:
 Duration of call:
 Number called:

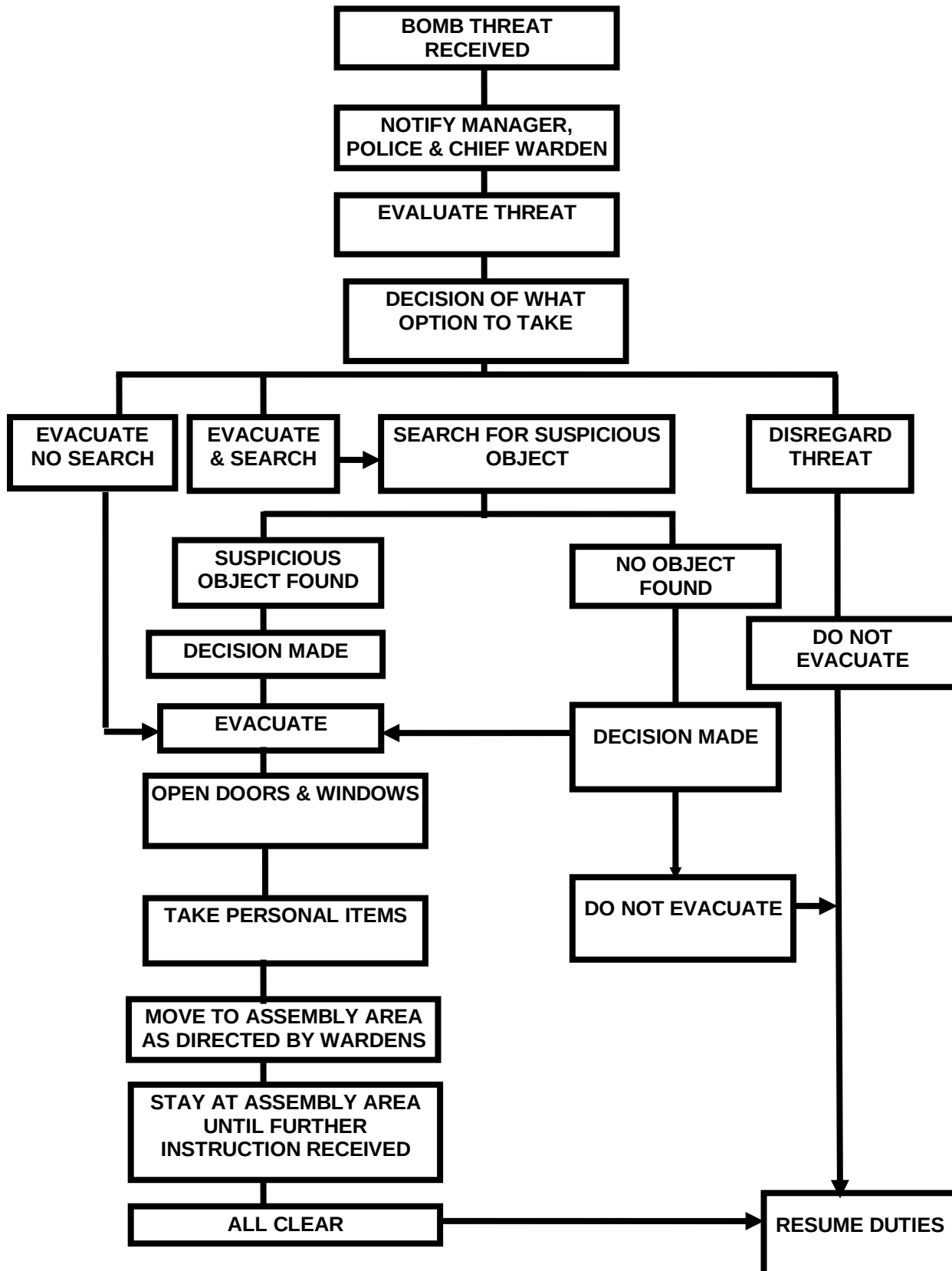
ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
 Phone number:

AUSTRALIAN BOMB DATA CENTRE
 GPO Box 401 CANBERRA ACT 2601
 Telephone: 02 6287 0750 Facsimile: 02 6287 0770

8.4 BOMB THREAT PROCEDURES

8.4.1 BOMB THREAT FLOW CHART



8.4.2 TELEPHONE BOMB THREAT EVALUATION

In order to make a realistic evaluation of the threat, the Chief Warden, Senior Management and the Police must be in possession of as much information as possible. Over-reaction to bomb threats will be avoided by sensible evaluation. Telephone bomb threats may be assessed as:

1. **Non-specific call**, usually the caller will give very little information before terminating the call. This type of call is considered of a low risk
2. **Specific call** - the caller gives specific information and sometimes, reasons for the threat and the general location of the explosive device

The non-specific threat is more common, but neither can be immediately dismissed without further investigation. Every threat has to be treated as genuine until proven otherwise. The evaluation of the call will lead to one of the following four decisions:

1. Take no further action
2. Search without evacuation
3. Evacuate and search, or
4. Evacuate (without search)

The decision to evacuate will normally be made by the Management (of the threatened Company/Department), the Chief Warden and/or the Building Management. The Police may offer advice but will usually leave the decision to evacuate to the above persons.

8.5 SUSPECT OBJECT

A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

8.5.1 SEARCH FOR A SUSPICIOUS OBJECT

The aim of a search is to look for an object that “does not belong” in its present location. The persons most aware of what does and does not belong in an area are the persons normally working in that area.

The Police are not aware of what is normally in your area and would be less likely to recognise a suspicious object. Law enforcement authorities (i.e. the police), do not normally assist occupants of buildings, structures or workplaces in searching for suspect bombs however they will assist site occupants if they have located a suspect package.

Building management staff should search such areas as plant areas; additional rooms, storage areas, car parks and areas outside the building. Wardens are responsible for directing the search of their area. Where possible they should involve staff, supervisors and management. The most appropriate personnel to carry out a search, in any given area, are the occupants of the building, structure or workplace because they have the knowledge of ‘what belongs’ or ‘what does not belong’ in a location at any given time.

Remember you are looking for an item, which should not be where it is.

The most important areas to search and the sequence are as follows:

1. External areas and particularly the assembly areas
2. Entrances and exits to the building
3. Areas where there is public access
4. All other areas within each occupancy

Remember you are conducting a **visual search only** - look without touching

Care should be exercised with mobile phones, radio sets, wireless technology transmission and any other equipment producing electromagnetic radiation in situations where improvised explosive devices are suspected. Such equipment should not be used until the attending bomb technicians give clearance.

Two way radios and mobile phones should not be used during the search

If nothing is found mark the area with chalk or post-it stickers as “searched” or “clear”.

8.5.2 ACTIONS IF A SUSPECT ITEM IS FOUND:

**DO NOT TOUCH IT! - DO NOT MOVE IT! - DO NOT COVER IT!
DO NOT DISTURB IT IN ANY WAY!**

Immediately move persons in the immediate area to safety.

Contact Chief Warden and give the following details:

- Exact location of item
- Exact description of item
- Any unaccounted for person/s

8.5.3 BOMB THREAT EVACUATION

Evacuation of the building should not be considered unless a suspicious object has been discovered or unless there are compelling reasons to convince the decision makers that a real threat exists. A partial evacuation or an evacuation to another floor or area should be considered. In the event of a hoax call, a total evacuation is likely to encourage further hoax calls. The evacuation procedures for Wardens are basically the same as those for a fire evacuation. The notable exceptions are:

1. If it is safe to do so, windows and doors should be left open to lessen the damage of an internal explosion.
2. Building occupants should take with them those personal belongings which are close at hand, thus making the search for a suspect object easier.
3. The Public Address System should not be used for announcements of an evacuation for a bomb threat. Panic can be avoided by the sensible use of the telephone and word of mouth, especially in the threatened floor.
4. Wardens should request occupants to visually check their area for any suspicious items as they evacuate their room or area.
5. Mobility impaired persons may be able to be removed from their floor using the lift. The Chief Warden will make this decision after ensuring the lifts have been searched and discussion with the attending Emergency Services.
6. The removal of vehicles from the site should be prevented by the Chief Warden until the building is declared safe or the Officer-in-Charge of Emergency Services gives permission to move vehicles.
7. If a bomb threat is received after hours the person receiving the call should immediately report the matter to the Police, inform other occupants where possible and evacuate the building. Leave by the fire exits and do not return until the Police give the all-clear.

The decision to return to the building will normally be made by the Chief Warden and facility management. The Police will give advice on this matter but generally will leave the decision to the occupants.

9 FLOODING

9.1 FLOOD

This flood plan covers the Mingara Recreation Club, including the Mingara One Fitness and Aquatic Centre.

Flooding of a building can affect the safety of the occupants in addition to the loss of valuable equipment and damage to property. When prior warning of a pending flood is received, notify the Chief Warden immediately.

There are 3 sections below regarding flood emergencies:

Flood Warning
Flood Actions
Flood Risk

9.1.1 FLOOD WARNING

Mingara Recreation Club relies on the State Emergency Service (SES) for notification and alerts for flooding in the area.

The Chief Warden and selected wardens will be subscribed to the SES warning list.

There are three levels within the Australian Warning System (AWS) – Advice, Watch & Act and Emergency Warning. These 3 levels are the basis of SES notifications to Mingara Recreation Club. For each level there are clear action statements to guide positive action to the occupants and the community.

Note: the action statements documented with each warning level are generic. Specific actions for Mingara Recreation Club are documented below.

The warning levels are:

- **Advice** - an incident has started. Stay up to date in case the situation changes.
 - Stay informed
 - Monitor conditions
 - Reduced threat: return with caution
- **Watch and Act** - conditions are changing and you need to start taking action now to protect you and your family.
 - Do not enter floodwater
 - Prepare to evacuate
 - Prepare to isolate
 - Avoid the area
- **Emergency Warning** - the highest level of warning. You may be in danger and need to take action immediately.
 - Evacuate now / Evacuate before [time]
 - Shelter now
 - Move to higher ground



Each warning has three components:

- **Location + Hazard:** The location and the type of hazard impacting the community.
- **Action statement:** For each warning level there are a range of action statements to guide protective action by the community. These statements evolve as the warning levels increase in severity. Statements range from 'stay informed' at the Advice level, to 'prepare to evacuate' at the Watch and Act level, to 'evacuate now' in the Emergency Warning level. As the situation changes and the threat is reduced, the level of warning will decrease accordingly.
- **The warning level:** The severity of the natural hazard event based on the consequence to the community.



9.1.2 FLOOD ACTIONS

Mingara Recreation Club relies on the State Emergency Service (SES) for notification and alerts for flooding in the area.

The Chief Warden and selected wardens will be subscribed to the SES warning list.

Note: In addition to actions associated with the 3 SES warning levels, this flood action plan includes a fourth set of actions for "Imminent or actual inundation without prior warning" in case of flash flooding occurring so rapidly that the SES warning levels have not helped the Chief Warden to prepare for a flood.

Advice Level actions

The Chief Warden action will be:

1. Monitor SES updates
2. Update ECO regarding the advice level warning
3. Advise all staff that if the situation escalates, vehicles may need to be moved out of the rear car park (north of bowling greens).

Watch & Act Level actions

The Chief Warden action will be:

1. Advise staff, in consultation with their team-leader, to consider leaving the office and working from home. Consideration must include:
 - a) Club operations
 - b) the need to ensure the ECO remains effective.
2. Advise staff to prepare to evacuate lower ground level if the situation escalates.
3. Advise all staff to move vehicles from rear carpark to front carpark.
4. Prevent entry access to rear car park with barriers (exit must remain open).
5. Close all operations on lower ground level including Mingara One Fitness and Aquatic Centre, Sports bar / Lawn Bowls, Showroom and meeting rooms. All Patrons to be advised of the flood threat.
6. Evacuate patrons from the lower ground level of the building to ground level.
7. Access to lower ground level (stairs, escalators and lifts) to be closed.

Emergency Warning actions

The Chief Warden action will be:

1. Advise all staff to remain on-site, noting that the Mingara Recreation Club is the flood evacuation centre for Tumbi Umbi (if you can't get home).
2. Activate the evacuation alarm (on lower ground level)
3. Evacuate all occupants from the lower ground level of the building to ground level.
4. Advise SES of any people needing assistance or refusing to evacuate.
5. Direct Property team to isolate all lower ground level electrical switchboards from the main switchboard on ground floor.
6. Advise ECO team to evacuate on completion of above actions.

Imminent or actual inundation without prior-warning actions

The Chief Warden action will be:

1. Advise all occupants to remain in the building on ground level.
2. If safe to do so, evacuate all occupants from lower ground level to ground level.
3. Advise the SES of the situation on 132 500.
4. Direct Property team to isolate all lower ground level electrical switchboards from the main switchboard on ground floor.

9.1.3 FLOOD RISK**Flood levels**

Mingara Recreation Club (ground level) is above the expected height of flood events up to and including the 0.2% AEP (500 Year ARI) flood event.

Whilst Mingara Recreation Club (ground level) is noted to be above the 0.2% AEP flood level, the surrounding area is however classified as "flood prone land" due to being inundated by a PMF (Probable Maximum Flood) event.

Flood risk at Mingara Recreation Club and in the areas surrounding the site, are categorised as "moderate flood risk". In the event of a 1% AEP (100 Year ARI) flood event, lower ground levels of the facility may be inundated by floodwater.

Ground level is not at risk of flooding in a 500 year ARI flood event. See table below. The rear car park however is the lowest parking area and is therefore the most at risk.

At PMF modelled flood levels, the lower ground floor of the club would be inundated but not ground level.

The surrounding roads within the Mingara Recreation Club precinct along with access roads to surrounding suburbs are prone to flood risk. Should notification be given from SES or BOM of a severe weather event in the area, staff may be advised to leave work and proceed home prior to localised flooding.

The backup generator located on lower ground level has a 900L diesel storage tank located in the south-west corner of the basement. It is enclosed in a separate locked room. The tank is a sealed unit and should not pose any risk to leakage into flood waters.

A diesel fire pump is located in the south-east corner plant room of the Aquatic Centre. The diesel pump will cut in automatically on drop of hydrant or hose reel pressure along with activation of any sprinkler device. Should there be a fire coinciding with a major flooding event, the fire pump will operate until the air intakes go under water. This is approximately 1m above lower ground level.

Preliminary regional flood information at, and near the site, was extracted from the Tuggerah Lakes Floodplain Risk Assessment Study and Plan (2014).

See Maps 1 & 2 below.

INSERT MAPS

SES Tuggerah Lakes Local Flood Plan

The SES Tuggerah Lakes Local Flood Plan identifies the Mingara Recreation Club as the nominated flood evacuation centre for the Tumby Umbi area. In a 1% AEP flood event, flood-free evacuation to the centre is possible via Mingara Drive.

Flooding in a 0.2% AEP flood event is expected to be relatively contained to the lower ground levels of the building and carparks located in north-eastern corner of the site.

Note: Flood evacuation routes to and from the site are cut-off by rising flood waters in the 0.2% AEP flood event.

Note: In the event of a PMF (Probable Maximum Flood event, site evacuation is not possible, all occupants are to remain on ground level of the club and follow the directions of wardens.

10 OTHER EMERGENCIES

10.1 INTRODUCTION

The following are some life-threatening situations or disturbances, which could involve staff at your facility and other occupants:

- Structural damage to buildings
- Earthquake
- Power failure
- Flood
- Medical emergencies
- Armed offender

- COVID-19 Safety Plan

In each of these situations/disturbances, Emergency Control Organisation (ECO) Wardens may be called into action to assist the facility occupants.

ACTION WILL DEPEND ON THE TYPE & SEVERITY OF THE EMERGENCY

The following procedures are brief summaries of actions by ECO Wardens in the event of emergency situations. If there is a frequent occurrence of a particular emergency, a more detailed plan of the response to that emergency should be established by the Emergency Planning Committee.

10.2 STRUCTURAL DAMAGE

If your building is damaged by unexpected events such as a structural collapse due to on-site building works or work being undertaken on an adjacent site, notify the Chief Warden.

10.2.1 CHIEF WARDEN ACTIONS:

1. Notify Emergency Services
2. Alert ECO Wardens
3. Evaluate need to evacuate
4. Ensure gas and electricity are shut down
5. If safe to do so evacuate occupants - ensure fire exits are safe and the route to the assembly area is safe
6. Direct first-aid personnel to injured persons.

Note: Wardens should immediately report to the Chief Warden any hazards, gas leaks or persons illegally entering the building.

10.3 EARTHQUAKE

Tremors varying in intensity have been felt in many areas of Australia, but modern buildings in Australia are designed to withstand earthquakes, and it is usually more dangerous outside the building. Major movement can cause structural damage to buildings and additional dangers are aftershocks, which can occur hours or days later. During an earthquake, ECO members should instruct occupants to move away from windows, seek shelter near structural columns or the arch of a strong doorway.

10.3.1 CHIEF WARDEN ACTIONS:

1. Evaluate the need to evacuate the occupants
2. Establish communications with ECO members
3. Ensure that electricity, gas and water supplies are shut down where necessary
4. Arrange first-aid treatment where necessary
5. Request reports of any structural damage, fires, gas leaks or other hazards
6. If deemed necessary, evacuate occupants from dangerous areas

7. Instruct ECO members to warn staff:
 - Not to light matches or cigarette lighters
 - Not to leave building before permission is given
 - Stay in their area if it is safe
 - Wandering through the building could hamper rescue operations and may be dangerous.

10.4 POWER FAILURE

In the event of a power failure in the building, remain in your work area and standby for instructions from the Chief Warden.

10.4.1 CHIEF WARDEN ACTIONS:

1. Inform Wardens of the loss of power and cause, if known.
2. Direct Wardens to inform staff of the failure of power.
3. Direct staff to switch off all equipment and await orders.

If the power failure is prolonged it may be necessary to evacuate the occupants. The Chief Warden will give instructions to the ECO who will evacuate the occupants as for a fire situation to the assembly area.

10.5 FLOOD

The flooding of a building can put occupants at risk in addition to the loss of valuable equipment and damage to property. If prior warning is received of a pending flood, notify the Chief Warden.

10.5.1 CHIEF WARDEN ACTIONS:

1. Evaluate the need to evacuate occupants and select the preferred assembly area
2. Switch off electrical appliances in areas likely to be flooded
3. Shut-down electricity, water and gas
4. Move valuable equipment to above anticipated flood level
5. Arrange for First-aid Officers to stand-by.

10.6 MEDICAL EMERGENCY

It is possible that a medical emergency may occur at your facility at any time and it may involve one person or it may involve many people (eg smoke inhalation) Report all medical emergencies to the Chief Warden.

10.6.1 CHIEF WARDEN ACTIONS:

1. Ensure the Ambulance Service has been contacted and they are aware of the medical problem involved
2. Ensure that no one in the area is in danger
3. Arrange for first-aid to be administered by a qualified First-Aid person
4. Ensure the patient is made as comfortable as possible
5. Ensure that the evacuation of casualties is given priority during an emergency
 - Assist walking casualties to the assembly area
 - Move non-walking casualties to a safe area in the building
 - If the casualty has fallen do not move them unless they are in immediate danger

6. Arrange for a person to meet the Ambulance and escort them to the location of the injured/sick casualty
7. Request a qualified First Aid person to remain with casualty until the arrival of medical / para-medical officers.

10.7 ARMED OFFENDER

Businesses dealing with the public should ensure that clients are met in rooms separate to the general office. Employees who may be exposed to aggressive behaviour should be given special instruction to ensure they know how to react in a threatening confrontation.

A summary of actions if an armed offender confronts you are:

1. Try to remain calm or appear to be calm
2. Do not make any sudden movement
3. Be courteous, answer questions
4. Try to ascertain the reason for their behaviour
5. If possible, engage another staff member to assist
6. Encourage the offender to exit the building
7. When safe to do so, call the police on 000.

10.7.1 CHIEF WARDEN ACTIONS:

1. Ensure the Police have been called
2. Request persons involved to write all observations of the offender as soon as possible
3. Request witnesses to remain until Police arrive

Any person involved in an armed confrontation should receive trauma counselling as soon as possible following the incident.

10.8 COVID-19 SAFETY PLAN

The Mingara Recreation Club has developed a site-specific COVID-19 Safety Plan (in accordance with NSW Government Public Health orders) to create and maintain a safe environment for workers and patrons. Due to frequent changes in restrictions and advise, the plan is constantly being updated.

The current COVID-19 Safety Plan is available upon request from management.

10.9 POST TRAUMA COUNSELLING

It is strongly recommended that any worker suffering trauma due to an emergency should be provided with immediate access to professional counselling. Employers should organise the counselling services to assist the employee to recover from any after-effects.

APPENDIX A MONTHLY HAZARD CHECKLIST

Inspected by: **Area:**

Inspection Date:/...../..... **Last Inspection Date:**/...../.....

Check Items (Yes/No/N/A)

If 'No', enter location and report to appropriate person/s for action.

ITEM	YES	NO	N/A	LOCATION	REPORTED TO
Fire exits clearly marked?					
Stairwell doors closed and close automatically?					
Passageways and exits free of obstructions?					
Fire extinguishers/hose reels accessible and free of obstruction?					
Fire extinguishers in place and clearly signposted?					
Emergency Procedures instructions clearly displayed?					
Emergency Procedures Manual up to date and accessible?					
Staff briefed on emergency procedures at least once a year?					
New staff introduced to Procedures?					
All emergency signs operating and visible?					
Electrical appliances safe?					
Flammable substances properly stored? (if applicable)					
All emergency equipment operational?					
All areas free of non-essentials/rubbish?					

(ALL MESSAGES IN AND OUT OF THE CONTROL POINT SHOULD BE RECORDED)

Pages No Of Pages

[illegible]

Inspection Date:/...../..... Last Inspection Date:/...../.....

APPENDIX C POST INCIDENT FORM

CHIEF WARDEN POST INCIDENT REPORT FORM

Type of incident

--

Date of Incident

--

Time of Incident

--

Who reported incident to you?

--

How was the incident
reported to YOU?

What time did YOU receive
the report?

What time did YOU contact
the emergency services?

--

Who else did YOU contact?

--

What actions were taken?

At what time?

What time did
the evacuation
commence

How many people
evacuated?

Was evacuation
complete?

What time was the evacuation
Completed?

		YES	NO	
--	--	-----	----	--

Were there any
injuries?

Were there any
near misses

Details

YES	NO
-----	----

YES	NO
-----	----

--

What could have been done better?

Debriefed ECO

Date Time

--	--

Input from debrief session

--

Debrief
Staff/Occupants

Date Time

--	--

Input from debrief session

--

Action to be taken

APPENDIX D DESCRIPTION OF OFFENDER FORM

DESCRIPTION OF OFFENDER

PHYSICAL DESCRIPTION:

SEX : MALE / FEMALE

ESTIMATE: AGE _____ HEIGHT _____ cm WEIGHT _____ Kg
EYES _____ HAIR _____ SKIN _____

SCARS/TATTOOS: _____

CLOTHING: (COLOURS) _____

HEADWEAR: _____ SPECTACLES: _____

MOUSTACHE/BEARD: YES / NO

ACCENT/SPEECH IMPEDIMENT: YES/NO

UNUSUAL WORDS OR ACTIONS: YES/NO

VEHICLE USED IN ESCAPE:

DESCRIPTION: _____

MAKE: _____ MODEL: _____ COLOUR: _____ YEAR: _____

REGISTRATION NUMBER: _____

VEHICLE MARKINGS/DENTS/NOISE STICKERS ETC:

OTHER INFORMATION:

APPENDIX E PERSONAL EMERGENCY EVACUATION PLAN (PEEP)***(Informative)***

Occupant's Name.....

Location: Facility

Floor/area.....

Room Number

Is an Assistance Animal involved? Yes  No Are you trained in the emergency response procedures Yes  No 

Preferred method of receiving updates to the emergency response
procedures: *(Please state, e.g. text, email, Braille etc.)*

.....
.....

Preferred method for Notification of Emergency:

(Please state, e.g. visual alarm, personal vibrating device, SMS, ETC. Add Lines as necessary)

.....

Type of assistance required:

(Please list procedures necessary for assistance. Add lines as necessary)

.....

.....

Equipment required for evacuation:

(Please list. Add lines as necessary)

.....

.....

.....

Egress procedure:

(Give step by step details. Add lines as necessary)

1

2

3.....

4

Designated assistants and contact details:

(Please list name, phone, mobile, email. Add lines as necessary)

.....
.....
.....
.....

Are your designated assistants trained in the emergency response
procedures (including the evacuation procedures)?

Yes ☐ No ☐

Are your designated assistants trained in the evacuation
equipment? Yes ☐ No ☐

Diagram of preferred route for assisted evacuation:

(Please provide diagram)

Issue Date:/...../.....

Review Date:

...../...../..... Occupant

approved:..... Date:...../...../.....

Chief Warden:..... Date:/...../.....

APPENDIX F WARDEN REGISTER

Mingara Recreation Club – current Warden Register as at November 2020

Brad Hurst
Carly Sheppard
Cody Gibbons
Daniel Angove
Daniel Colvin
David Gregory
David Manning
Deb Luckie
Elle Hurst
Emily Giddings
Fred Darley
Hannah Simmons
Helen Cook
Helen Thompson
Jason Bygroves
Joe Gillespie
Jordan Blake-Blundell
Joshua Woodcraft
Kylie McGlashan
Louise Newberry
Mark Irrgang
Matthew Veitch
Melissa Gault
Mick Peck
Monica Bennetts
Natalie Nosworthy
Nicole Beal
Peter Darley
Robyn Rogers
Teresa Bouchet
Tracey Antill

APPENDIX G EVACUATION DIAGRAMS

REFER TO DRAWING FILE (ATTACHED)

Appendix C Central Coast Council Meeting Minutes 21 May 2025





MINUTES

Meeting: Tumbi Umbi Flooding Meeting with Central Coast Council

Location: MS Teams

Date/Time: 21/05/2025 – 10am-11am

Attendees: Andrew Dewar and Parissa Gharem – CC Council
Vivie Eccles and Jacob Lee – Stantec
Dr Drew Dwyer and Jen Berryman – Chanje Partners
Michael Cardillo – Pariter
Naomi Daley and Patrick Jones - Urbis

Apologies: N/A

Item No.	Minute/Action
1	The purpose of the meeting is to discuss the updates made to the Flood Evacuation Management Plan (FEMP). Namely, how occupants of the village could be medically treated in the event of a flood and the site being cut off.
2	Chanje Partners outlined their background (a retirement living and aged care consultant) and their involvement on the project to date. Which includes providing advice with regard to aged care built form design, operations, clinical care and staffing numbers. JB noted that clinical care will be available on site to treat not only the high care residents but also the occupants of the retirement village. It was also noted that a 'shelter in place' evacuation strategy is suitable given the clinical capability on site. JB stated that the findings of the flood report indicates that the facility would only be restricted in a 3-hour window, whereas the TURL RACF operates with situations well beyond this timeframe – e.g. up to 72hrs.
3	AD requested Dr Drew Dwyer run through the medical triage system provided in the FEMP and give examples of medical emergencies from each category and explain how they would be treated. Dr DD gave a comprehensive overview of the triage system indicating that the vast majority of medical emergencies could be treated by the clinicians on site. Dr DD noted that as of 1 July 2025 the new Aged Care Act will be implemented. He explained the standards brought about by the new Act are stronger and include a more robust regulatory framework, making care sub-acute like that proposed in the development being discussed more akin to an emergency hospital.

	DW asked if occupants of the high care suites would be in more risk due to flood island affects/being cut off. Dr DD noted that residents will not be in more risk. There is significant medical capability on site to handle the majority of medical emergencies. Further, residents of this village are likely safer than the general public.
4	PG stated Council's concern is not increasing the burden on emergency services/SES and particularly medical evacuation (say code red and above) from the site.
5	JL noted the results of the updated FEMP. Emphasising the flood modelling correction to the Mingara Drive/Wyong Road culvert. Now that this has been modelled correctly Wyong Rd is only a H2 category in the 1% AEP. Indicating that it would be safe for an ambulance to traverse this road safely.
6	PG requested the queries from the SES and DCCEEW. JL ran through the section 1.5 of the FEMP. Which notes the SES's queries and Stantec's responses. PG noted that the responses to SES's queries were satisfactory.
7	JB – noted that the Mingara Club has its own flood plan which involves shelter in place. The clinical care capability on the development site could provide a broader public benefit by providing clinical facilities that can extend to the club in the event of flood. Therefore, reducing the burden on SES/ emergency services. – i.e. a broader public benefit by TURL providing clinical facilities that can extend to the club; hence reducing burden on SES/emergency services
5	PG queried whether Shelter in Place Guidelines re water and electricity provision had been addressed/can be accommodated. JB stated yes generators have been included and these matters are considered in the flooding report.
6	PG noted that council is satisfied with the updated FEMP. Shelter in place is a satisfactory evacuation strategy given the capability of clinical care on site to handle medical emergencies. The project will not increase the burden on emergency services such as SES. PG is happy for the FEMP to be submitted.

Design with
community in mind

Level 9, The Forum
203 Pacific Highway
St Leonards NSW 2065
Tel +61 2 8484 7000

For more information, please visit
www.stantec.com

