

Tumbi Umbi Retirement Living

Flood Emergency Management Plan (FEMP)

Prepared for: Mingara Leisure Group Pty Ltd

Date: 22nd July 2024

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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

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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.

PLEASE SEE DIGITAL FILE FOR ADDITIONAL DATA AROUND POND AREA

SILVER GULCH PLACE

DP 1010946

DP 1011971

DP 1010532

DP 10104902

DP 10105077

DP 10103313

DP 10103313

DP 10104114

DP 10103313

DP 10101077

DP 10104114

WHITE STONE LIVING BOUNDARY TAKEN FROM "HARBORVIEW PARTNERS" FEASIBILITY STUDY PLAN DATED DECEMBER 2002

DP 10104397

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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

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 4.1.3 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



2. 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



3. 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 and operation of:
 - Thirteen (13) townhouses/villa buildings, housing four (4) independent living units 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 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.
- Provision of 219 x 2-bed and 3-bed independent living units and 39 high care suites
- 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, last revised 10 July 2024)

3.1.1 Site Usage and Occupancy

The site is currently vacant but as part of the development will be utilised as a retirement village for elderly residents, consisting of townhouses/villa buildings, multi-storey independent living unit (ILU) buildings, mixed high care and ILU building, car parking and communal facilities including café, library, and staff/admin areas.

3.2 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.



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 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	- Coordinate assistance for less able residents and staff during 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
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.

3.3 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	
Role	Responsibilities
Administration Office	TBC
Facility Manager	TBC
Flood Warden	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

3.4 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 8) 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 3.3);
- All signage, if installed, is in good condition and installed as required; and
- The FEMP Review Record is up to date (see Appendix A).

3.5 Limitations of this FEMP

This FEMP only addresses the evacuation strategies during extreme flood events for users of 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.



4. Flood Behaviour

4.1 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.

4.1.1 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		



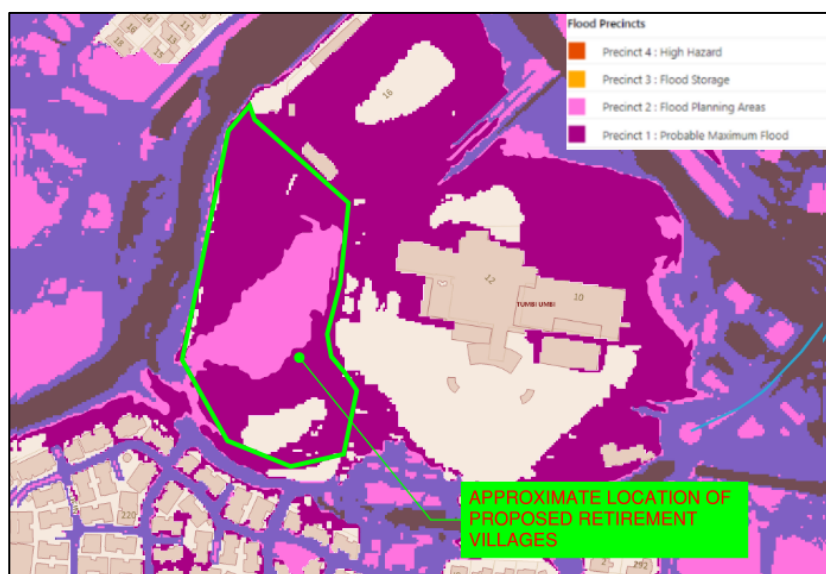


Figure 4: Flood Development Controls based on Flood Precinct (Source: Central Coast Council)

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 4.1.4 of this report.

4.1.2 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.

4.1.3 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.

4.1.4 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.

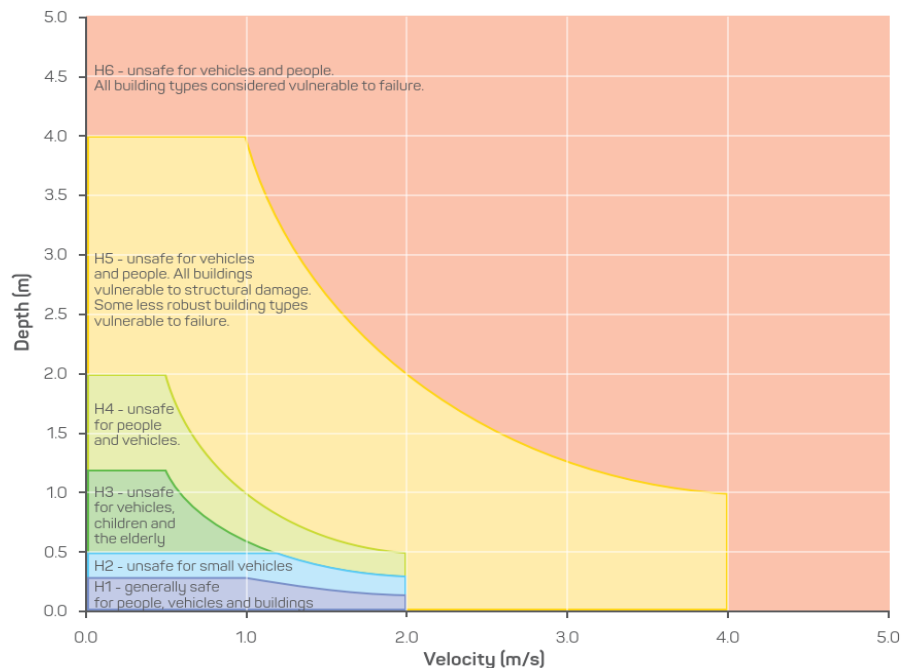


Figure 7: Flood (Source: Australian Institute of Disaster Resilience, Guideline 7-3, 2017)

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)



The pre-development and post development peak flood hazard for the site in the PMF flood event is shown in Figure 9 and Figure 10, respectively. Access into the site is available via Wyong Road and Mingara Drive. The proposed retirement village site, in the pre-development scenario, is largely classified as a H1 hazard, with minor pockets of land classified as a H2 hazard, particularly along the southern boundary of the site. The south-western corner of the site is classified as a H3 hazard. Due to the provision of additional flood storage along the southern boundary of the retirement village site, the development area is not flood affected in the post development scenario. The site is bordered by a H1-H6 hazard along the western and southern boundaries of the development site. The sitewide peak flood hazard is shown in Figure 11.

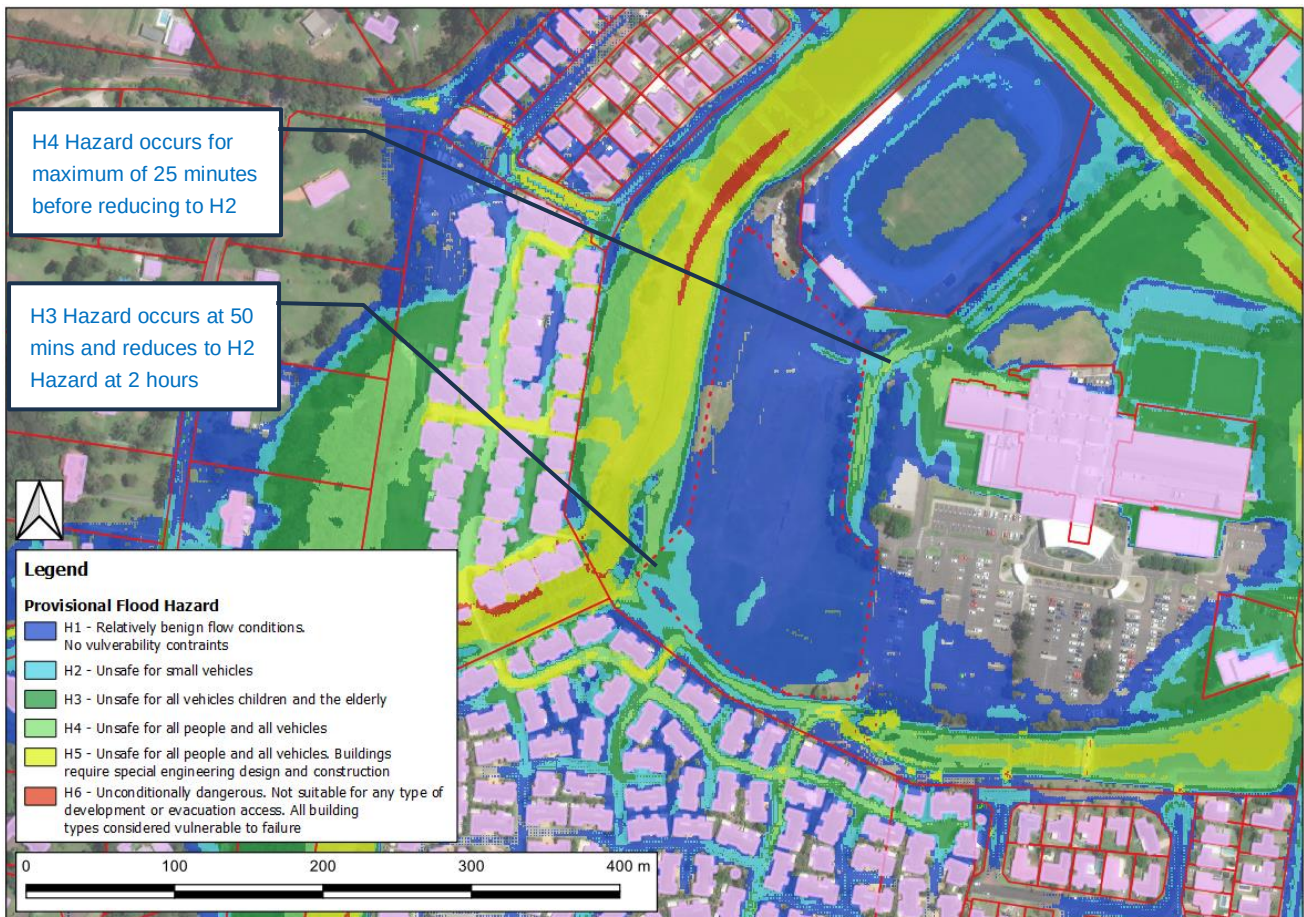


Figure 9: Peak Flood Hazard – PMF Event (Pre-Development Scenario)

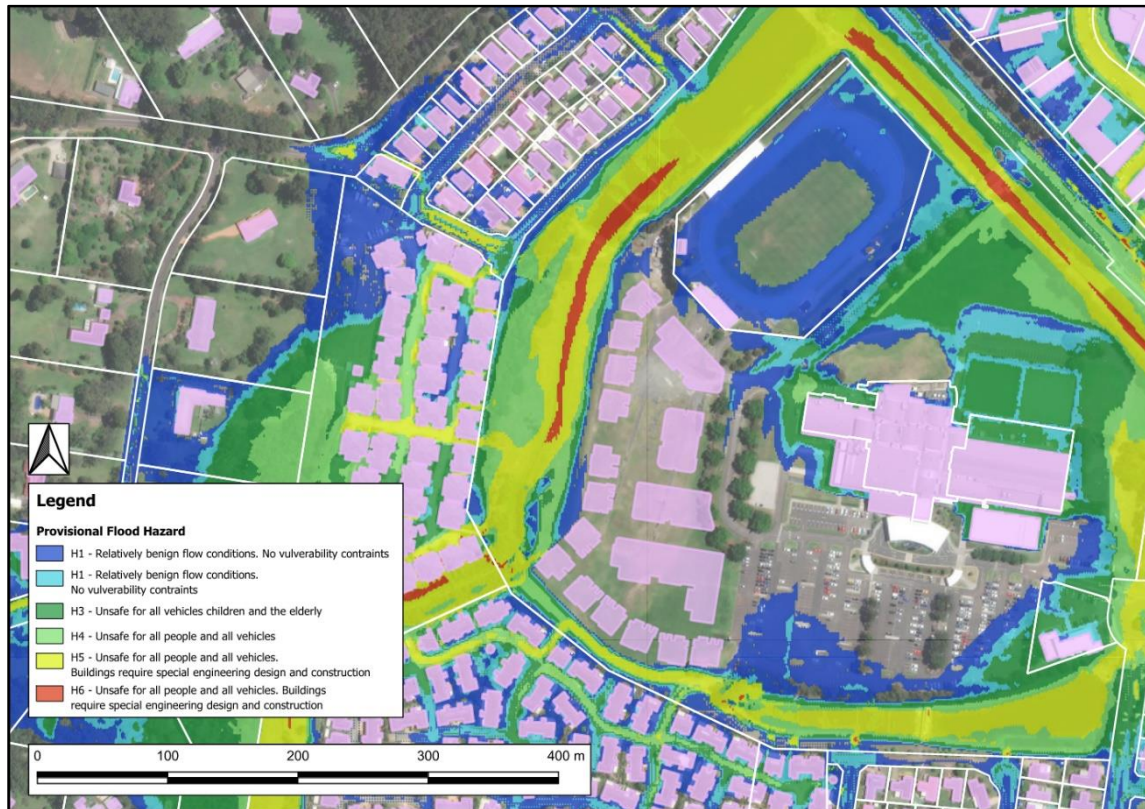


Figure 10: Peak Flood Hazard – PMF Event (Post Development Scenario)

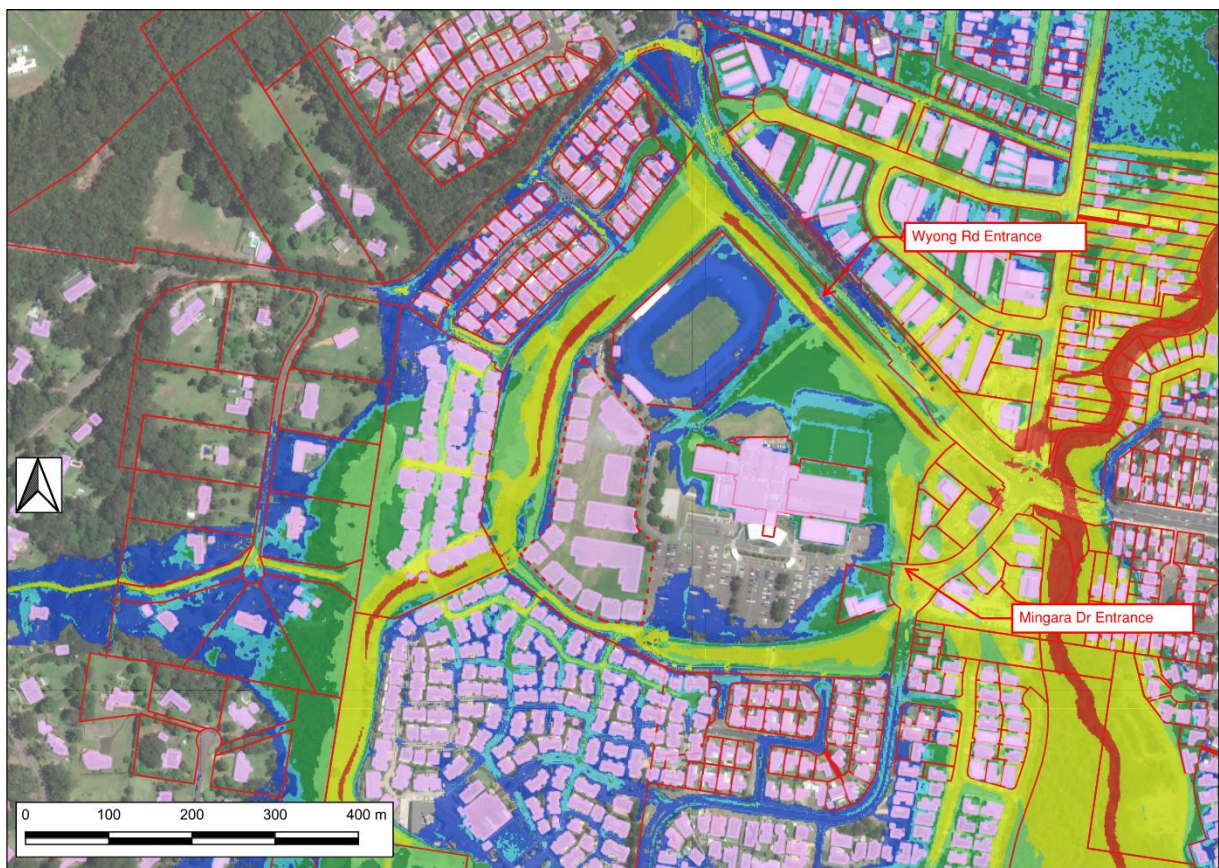


Figure 11: Mingara Club Sitewide Peak Flood Hazard – PMF Event (Post Development Scenario)

Wyong Road Entrance

The Wyong Road entrance into the site is classified as a H5-H6 hazard in the PMF flood event; however, it is noted that an overland flow channel runs west to east parallel to Wyong Road carrying upstream flows and culverts convey flows under the entrance road into the site; refer to Figure 12. The maximum flood depth over the road in the PMF flood event is approximately 110mm. The flood hazard is not expected to be high across the road crossing into the site. The road, as it extends into the site, is largely classified as a H3 hazard. Refer to **Figure 9**. A minor portion of the road at the roundabout is classified as a H4 hazard; however, this occurs for a maximum of 25 minutes before the hazard reduces to a H2 classification. The H3 hazard observed to the south-west of the development site at the road entrance is observed for a maximum of 50 minutes before reducing to a H2 hazard.

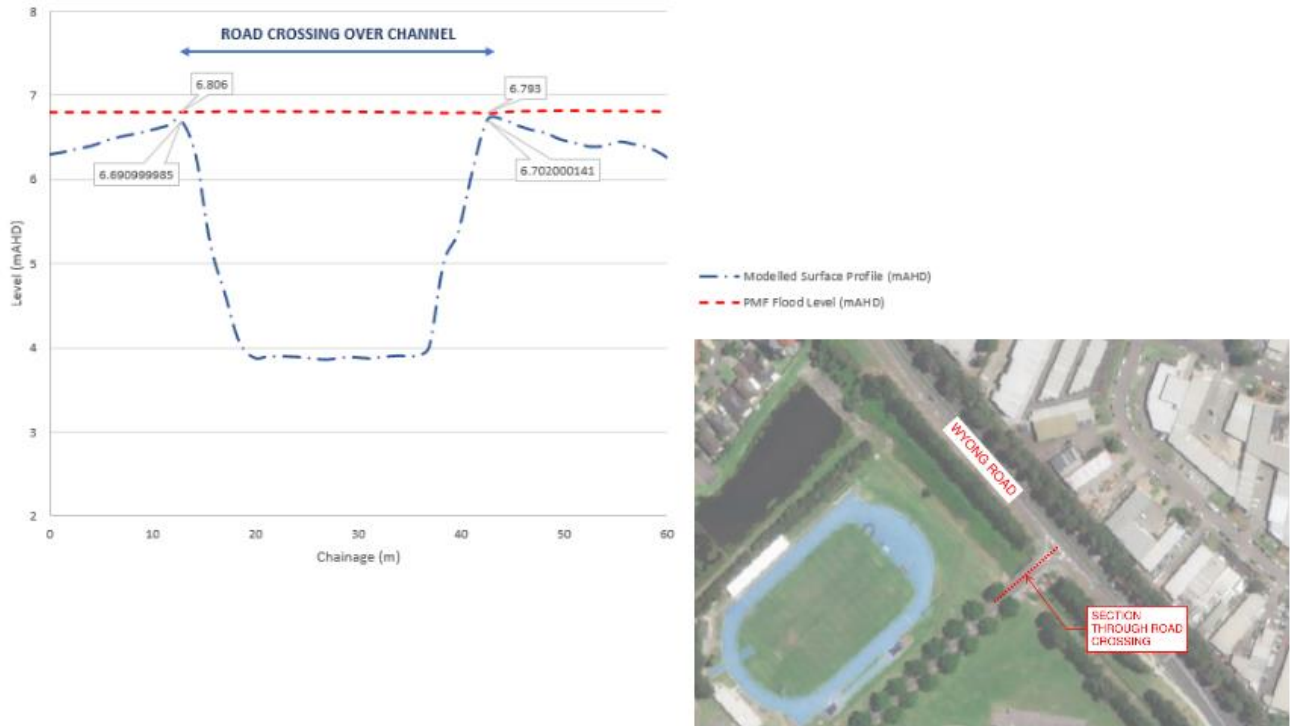


Figure 12: Road Crossing Profile at Wyong Road

Wyong Road itself is inundated in the PMF event between the intersection of Beckingham Road and Wyong Road and the intersection of Peach Avenue and Wyong Road (immediately adjacent to Tumby Umbi Creek). High flood hazards of up to H5-H6 hazards are observed in the PMF event. The road will essentially be blocked for a period of time, restricting access to the site due to the high hazard of flood flows. Low hazard access from the west of the site is available within 90 minutes of the PMF flood event. Refer to Table 2, Table 3 and Table 4 for flood hazard classification over 5-minute intervals for a period of time.

Table 5: Wyong Road Site Entrance – Maximum Flood Hazard Classification During PMF Event

Storm Duration (min)	Hazard Classification (5-minute Interval)																											
	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	
060	H1								H2	H4	H5			H4		H3				H2				H1				
120	H1								H2	H4											H2				H1			

*Note:- It is assumed that the road crossing over the channel at the entrance from Wyong Road is classified as a H1-H3 hazard in line with the hazard observed across the remainder of the road entrance into the site.

Table 6: Wyong Road travelling east to site from Intersection of Beckingham Road and Wyong Road – Maximum Flood Hazard Classification During PMF Event

Storm Duration (min)	Hazard Classification (5-minute Interval)																									
	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125
060	H1	H2	H5																	H1						
120	H1		H5																	H2	H1					

*Note:- H5 flood hazards are observed at the roundabout at Beckingham Road and Wyong Road only.

Table 7: Wyong Road travelling west to site from Intersection of Peach Avenue and Wyong Road – Maximum Flood Hazard Classification During PMF Event

Storm Duration (min)	Hazard Classification (5-minute Interval)																											
	0	5	10	15	20	25	30	35	40	45	50	55	...	230	235	240	245	250	255	260	265	270	275	280	285	290	295	
060	H1		H2	H4	H5																H4	H3						
120	H1		H2	H3	H4	H5																	H3					



Mingara Drive Entrance

The Mingara Drive entrance into the site is largely classified as a high hazard zone with a H4-H5 classification due to its proximity to Tumbi Umbi Creek. Given the extended duration of high hazard flows observed along Mingara Drive in the PMF event, it is not considered a suitable access point into the site. Similarly to the Wyong Road vehicular entrance into the site, a channel reticulates west to east and discharges into Tumbi Umbi Creek. Pedestrian and vehicular access into the site is bridged over the channel. Refer to Table 5 for flood hazard classification over 5-minute intervals for a period of time. A maximum of H2 flood hazard is observed after 6 hours in the 120 minute storm duration.

Table 8: Mingara Drive Site Entrance – Maximum Flood Hazard Classification During PMF Event

Storm Duration (min)	Hazard Classification (5-minute Interval)																												
	0	5	10	15	20	25	30	35	40	45	50	55	...	23 0	23 5	24 0	24 5	25 0	25 5	26 0	27 0	27 5	28 0	28 5	29 0	29 5	30 0		
060	H1		H2	H4						H5					H4										H3				
120	H1		H2	H3	H4	H5																		H3					



5. 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.

5.1 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.

5.1.1 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.

5.1.2 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.

5.1.3 Flood Watch

The BoM issues a Flood Watch to provide early advice of a developing situation that may lead to flooding. A Flood Watch is not a warning of imminent flooding. A Flood Watch provides information about a developing weather situation including forecast rainfall totals, catchments at risk of flooding, and indicative severity where required. The product also provides links to weather warnings, other BoM flood-related products, and contact details and information of relevant emergency services.

Although there is uncertainty attached to a Flood Watch, its early dissemination can help individuals and communities to be better prepared should flooding eventuate. A Flood Watch may discuss possible snowmelt, local flooding or tidal impacts but a Flood Watch will not be issued solely on the basis of these phenomena.

A Flood Watch is generally issued up to four days in advance of the expected onset of flooding. A Flood Watch can be issued before, during and after the rainfall has occurred, depending on the level of maturity of the flood warning systems and services, and flood impact information made available from the local emergency services or state agency.

Flood Watches are updated at least daily and finalised once all areas are covered by flood warnings or the risk of flooding has passed.

5.1.4 Flood Warning

Flood Warnings are issued by the BoM to advise that flooding is occurring or expected to occur in a geographical area based on defined criteria. Flood Warnings may include either qualitative or quantitative predictions or may include a statement about future flooding that is more generalised. The type of prediction provided depends on the quality of real-time rainfall and river level data, the capability of rainfall and hydrological forecast models and the level of service required.

A quantitative or qualitative flood warning of Minor, Moderate or Major flooding is provided in areas where the BoM has specialised warning systems. They provide advanced warning about the locations along river valleys where flooding is expected, the likely class of flooding and when it is likely to occur. Predictions of expected water levels and the timing of flood peaks are provided at key forecast locations.

The BoM also provides generalised flood warnings when there is not enough data to make specific predictions or in the developing stages of a flood. They typically rely on forecast rainfall and knowledge of historical flood response. Generalised warnings contain statements advising that flooding is expected in particular river valleys but do not provide information about flood class nor precise locations.

5.1.5 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.



5.2 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.

Leading up to and during a flood, NSW SES can issue the following:-

- Flood Bulletins that provide information on likely flood consequences and what actions you should take to protect yourself and your property;
- Evacuation Warnings that warn when evacuation routes are likely to be cut or when floodwaters are expected to inundate property. These warnings aim to get people prepared to evacuate and to respond quickly if an Evacuation Order is issued;
- Evacuation Orders that advise people what to do in an evacuation and where to go. Evacuations orders are transmitted on radio stations, or by automated telephone and/or SMS, NSW SES social media, or door knocks.

It is vital that all occupants leave the site if an Evacuation Order is received. NSW SES communications and warnings can be found in the following social media pages:-

- NSW SES Facebook Page: <https://www.facebook.com/NSW.SES;>

5.3 Other Sources

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

- The Central Coast Council shares flood warnings and general information via their Disaster Dashboard, which can be accessed at: <https://emergency.centralcoast.nsw.gov.au/dashboard/flood>;
- 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.

5.4 Coordination of Flood Evacuation Warnings and Orders

The overall coordination of the road evacuation routes will be conducted by the SES. Consultation with the SES will be undertaken to ensure they are in agreeance with the FEMP. This report will be updated to include the outcome of this consultation over time.



6. Assembly Points and Evacuation Routes

6.1 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 waiting 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.*

6.2 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 4.1.4 of this report, the majority of severe flows occur within the first one (1) to three (3) hours of a flood event. Therefore, the most appropriate evacuation procedure is considered to be vertical evacuation, or shelter in place, specifically for mobility impaired occupants. Next best option is to evacuate to Mingara Recreation Club, which is located immediately east of the proposed development site and is located outside the PMF flood extent. Pedestrian access will be available to the Club in the event of a flood via routes outside the flood extent or classified as a low hazard for the elderly (H1 and H2). 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 high hazard flooding. After evacuations, pedestrians and vehicles shall not return to flood impacted areas until authority’s review and direction to do so.

This advice 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.

6.3 Horizontal Evacuation

As discussed in Section 6.2, vertical evacuation (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. However, should horizontal evacuation be required, it can be achieved on foot by proceeding to the Mingara Recreation Club, which is the designated flood evacuation centre for Tumby Umbi as noted in Section 9 of the Mingara Emergency Procedures Manual (refer to Appendix B). The site itself is flood-free in all storm events up to, and including, the PMF flood event in the post development scenario. Flooding is largely contained to roadways to the north-east of the site, and the majority of the zone along the east of the site is classified as a H1 and H2 hazard zone, hence pedestrian movement to the east of the site is considered safe.

Furthermore, vehicular and pedestrian access will be available to the south-west of the site following the reduction in flooding depths and hazards after a 90-minute period in the 120-minute storm duration. The roadway itself during this period is largely a H1-H3 hazard which is typically safe for emergency vehicles, with greater flood hazards typically contained within the kerb and gutter. The proposed evacuation route is shown in Figure 13.

The following actions are to occur:-

- A ‘Refuge Shelter’ is to be established in the existing Club. It is noted that the Club, being located at the highest point of the site and outside the floodplain, is currently utilised as a refuge shelter and protocols are in place to ensure occupants of the site are moved to the ground floor of the Club in the event of flooding; It is also classified as a ‘High



Flood Island' in the Tuggerah Lakes Southern Catchments Flood Study, with the remainder of the site and the road network east of the site being classified as an 'Overland Escape Route';

- Occupants of the retirement village are to immediately make their way to the Club via the designated low flood hazard access way to the east of the site, guided by Flood Wardens;
- Access to drinking water and bathroom facilities is available within the Club;
- All occupants are to remain within the Club until floodwaters recede and it is safe to leave. This is expected to be less than three (3) hours.

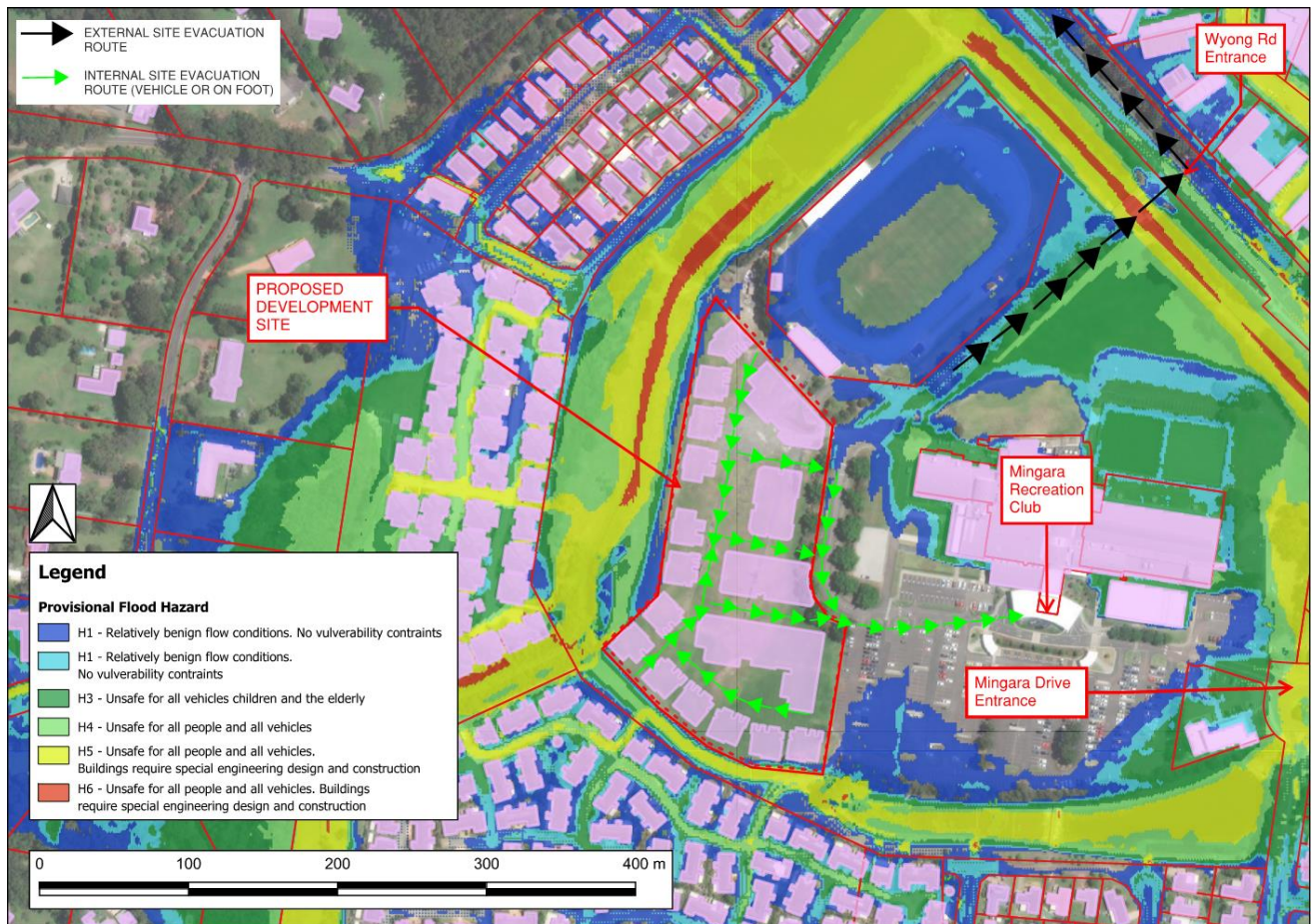


Figure 13: Proposed Evacuation Route

6.4 Vertical Evacuation

In the event of flash flooding or a Major Flood Warning is received via BoM, 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 Building 2, which is a mixed high care and ILU building Building 2 is expected to be a refuge shelter to accommodate shelter-in-place requirements for its occupants as described in Section 6.5.

Refer to Section 8 for the detailed action plan to be followed before, during and after a flood.

6.5 Refuge Shelter Establishment

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).

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 onsite even if Wyong Road is inaccessible.



7. Preparation for Flood Response

7.1 Education

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.

7.1.1 TURL Staff

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.

7.1.2 Residents

To increase awareness within the village, it is recommended that residents be educated on the potential flood risk and actions that will be undertaken during a flood event. As part of this education, evacuation drills should be conducted regularly to ensure residents are aware of the procedures for evacuation.

Lessons should 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 which have been tailored for children of various ages.

7.2 Evacuation Drills

It is recommended that 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.

7.3 Flood Emergency Kit

A Flood Emergency Kit should be prepared prior 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 should include:-

- 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 First Aid Officer.

7.4 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 8.



8. Flood Response Action Plan

8.1 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	N/A
	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.	Facility Manager and Flood Warden	N/A
	The building is to 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 two 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.	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.	Facility Manager	Register of people on site
	The First Aid Officer will maintain a flood emergency kit including a portable radio and torch with spare batteries and a first aid kit.	First Aid Officer	Flood Emergency Kit
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
Annually	The Facility Manager will host a Flood Emergency Response Drill, in which evacuation procedures are practised by flood wardens. This will ensure all residents and staff are familiar with the safe flood evacuation route.	Facility Manager	FEMP



8.2 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 Flood Watch 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.	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
	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.	Facility Manager	Phones
	Ensure the Flood Emergency Kit is ready for use.	First Aid 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.	Everyone on site	N/A
During Typical Operating Hours – When a Flood Warning Is Issued	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.	Facility Manager and Flood Warden	N/A
	Evacuate staff.	Facility Manager and Flood Warden	N/A
Outside Typical Operating Hours – When a Flood Watch Is Issued	Upon opening of the site, the actions to be undertaken during working hours, listed above, will apply.	Facility Manager	N/A
Outside Typical Operating Hours – When a Flood Warning Is Issued	Close down the site and notify residents, and staff of the temporary closure of the site.	Facility Manager	N/A

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



8.3 After A Flood

Table 9: Action Plan (After a Flood)

Trigger / Frequency	Action
When BoM cancels the Flood Watch or 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. - 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.

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



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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	
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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)

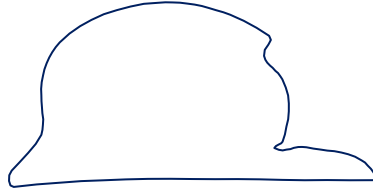
4.9 **WALL WETTING SPRINKLER & DRENCHER SYSTEM**

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:

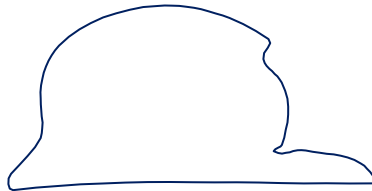
- Heat-activated sprinkler heads
- High-pressure water pipe
- Alarm input to Fire Indicator Panel via pressure switch
- Sprinkler Stop Valve – located in pump room



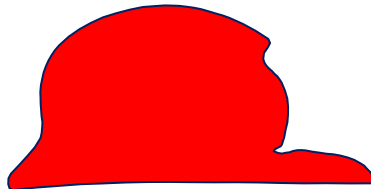
5 EMERGENCY CONTROL ORGANISATION



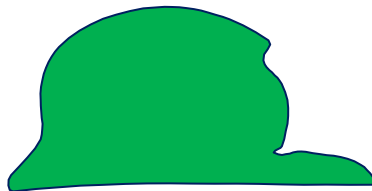
CHIEF WARDEN
Identifiable Feature (White)



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.

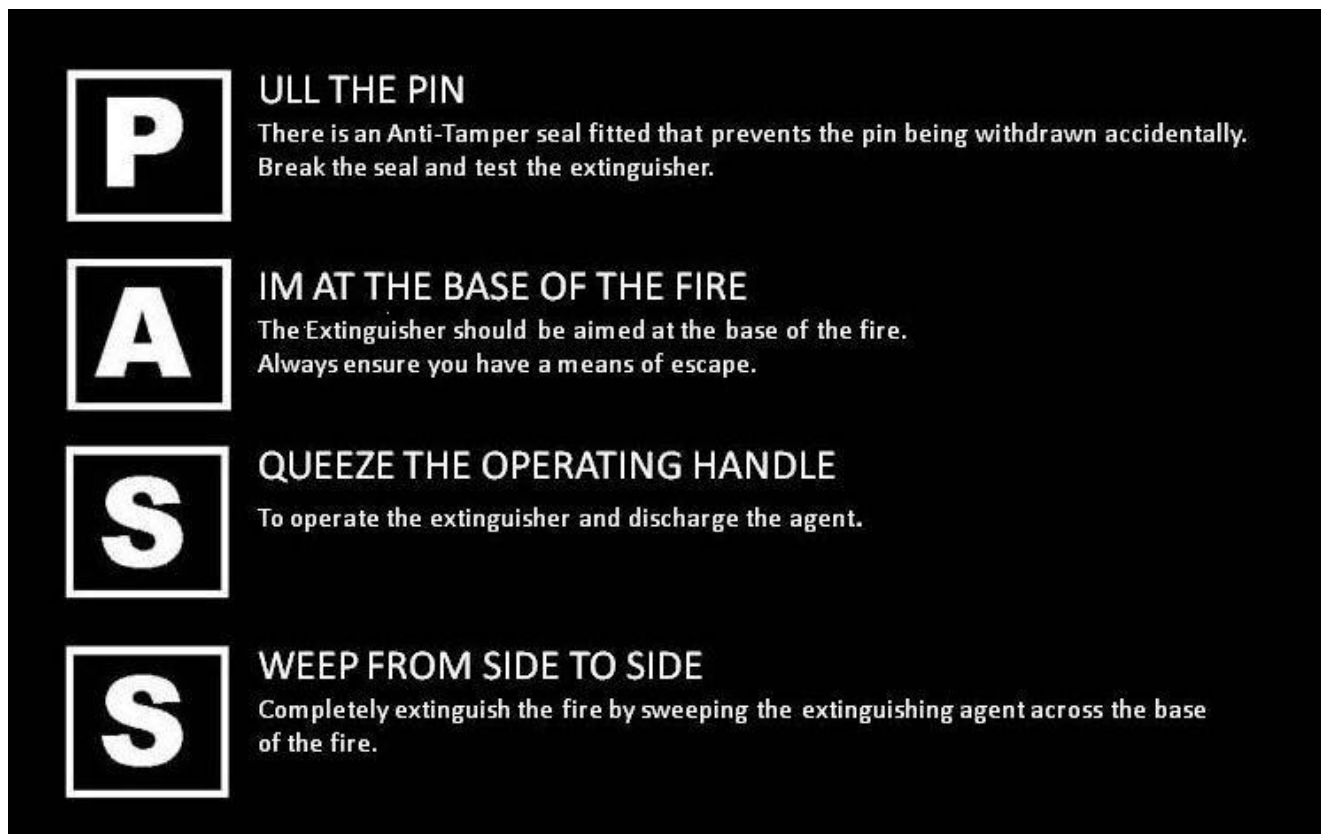
Note: To locate all firefighting equipment installed at this facility – refer to the Evacuation Diagram.

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 1997 Post 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. Special Powders are available specifically for various types of metal fires. Seek expert advice. Generally not suitable for outdoor fires. Suitable only for small fires. Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires. Dangerous if used on energized electrical equipment. Dangerous if used on energized electrical equipment. Check the characteristics of the specific extinguishant. Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use. Ensure you maintain a path of egress between you and the nearest exit.				
		Powder BE												
		Carbon Dioxide (CO2)												
		Water												
		Foam												
		Wet Chemical												
		Vaporising Liquid												
		Fire Blanket												
		Fire Hose Reel												

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:

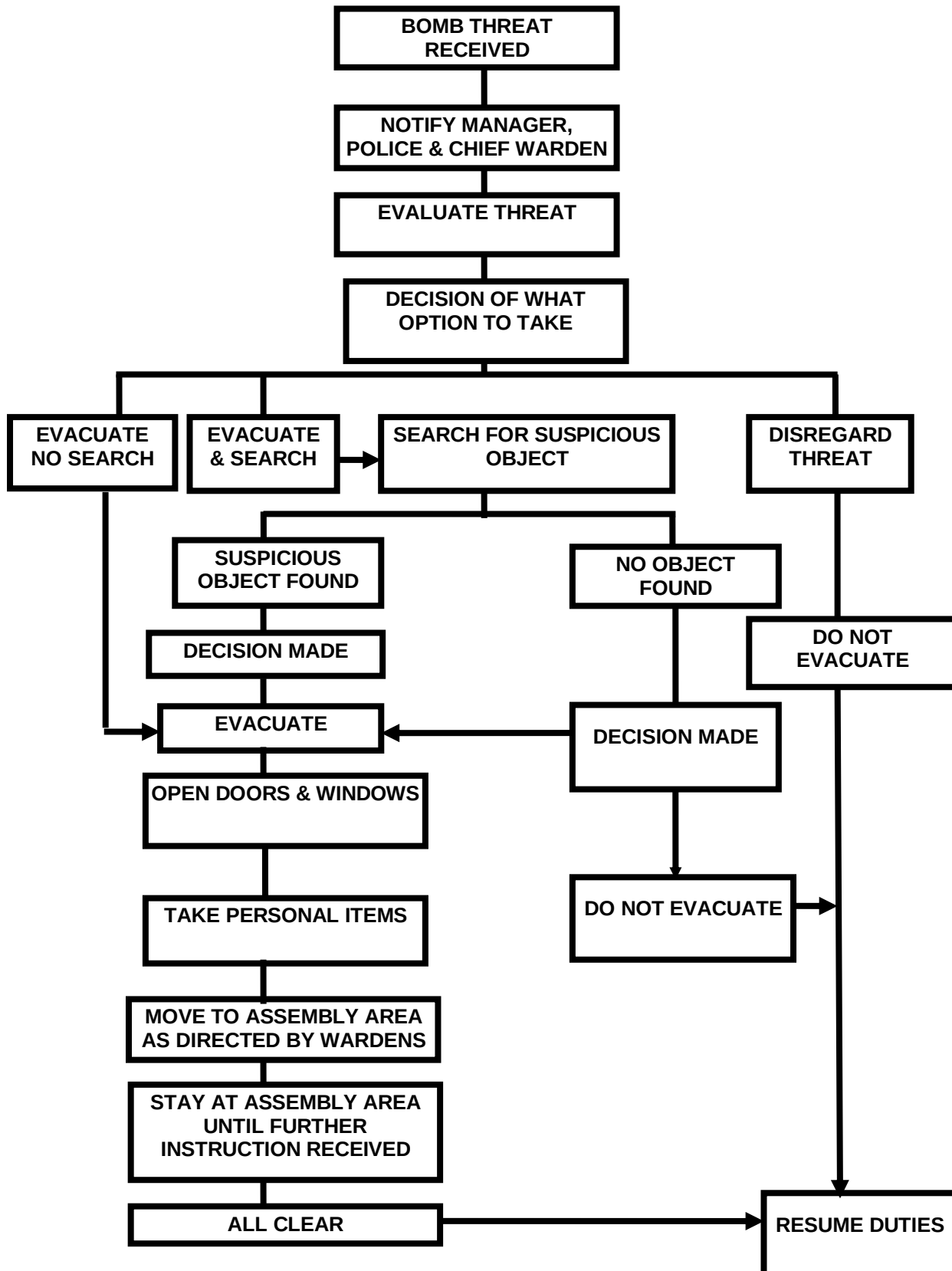
ACTION (OBTAIN DETAILS FROM SUPERVISOR)

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)

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



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