



Office  
of Sport

# EMERGENCY MANAGEMENT PLAN

JINDABYNE  
SPORT AND RECREATION CENTRE

207 Barry Way,  
JINDABYNE NSW 2627

**ComSafe** Training Services

Workplace Emergency Response Professionals



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## Transition History

Published November 2018

**Prepared By:** © ComSafe Training Service (Fire and Rescue NSW), Australia  
This EMP was designed, developed and produced by ComSafe Training Services (FRNSW).

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## Emergency Management Plan Overview

This EMP has been developed for the **Jindabyne Sport and Recreation Centre**, as part of our commitment to the safety of all who, enter, use or work at this Centre.

This plan forms part of the overall emergency preparedness and response, and should be used in conjunction with appropriate training, evacuation diagrams and exercises/drills to ensure the safety of all.

The aim of the EMP is to raise the awareness of how to respond to emergencies. By being prepared, the potential for injury, loss of life and damage to property can be reduced. A successful response to an emergency will ensure people are safe.

The signatories below have authorised the implementation of this document titled:

EMERGENCY MANAGEMENT PLAN  
JINDABYNE SPORT AND RECREATION CENTRE  
207 Barry Way, JINDABYNE NSW 2627

This document will be reviewed and serviced at regular intervals and any deficiency identified shall be rectified with the minimum of delay as per Australian Standard 3745 -2010 Planning for emergencies in facilities, Section 8.

Authorised by:  
Jeni Hamilton

_____
Name A/Centre Manager
_____
Position Title
_____
Dec 2018
_____
Implementation Date

_____
Signature
_____
Date
_____
DEC 2019
_____
Review Due Date

## Amendment Record:

Amendments will be issued as page replacements. The amendment number and date of issue of the amendment will be recorded in the table below.

Insert new or amended pages in sequence and an entry made in the amendment record table. Replaced pages for all other copies of the EMP should be destroyed.

Any proposals for amendments or additions to this plan will be submitted in writing to the Chair of the Emergency Planning Committee or Management for consideration. The following amendments have been made to this plan.

Amendment Number	Page(s) Replaced	Date Amended	Amended by	Date Amendment Issued	Signature
1	11 – updated defib location	19/1/20	Jeni Hamilton		

## Distribution List:

This EMP should be kept in a central location, such as the office, where staff can access as/when needed. Additional copies of the plan, including their location should be reflected in the distribution table below.

Sufficient information from the Emergency Response Procedures shall be distributed to members of the Emergency Control Organisation (ECO Structure) to enable them to carry out their required duties and sufficient information shall be provided to facility occupants to explain the actions they are to take with regard to any emergency.

A **record of distribution** shall be kept by the Emergency Planning Committee and maintained by the Chief Warden who shall provide the authority for distribution, amendment and review of the EMP.

All members of the Emergency Control Organisation shall be provided with a copy of the plan along with any amendments and reviews.

Copy	Issued to	Issued by	Date Issued	Location
MASTER	All on Call Staff	Jeni Hamilton	19/1/20	TRIM: D19/51943

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# SECTION ONE

# INTRODUCTION

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## INTRODUCTION

### Purpose

This EMP has been developed for the Jindabyne Sport and Recreation Centre as part of our commitment to the safety of all whom, enter, use or work at this Centre.

This plan forms part of the overall emergency preparedness and response, and should be used in conjunction with appropriate training, evacuation diagrams and exercises/drills to ensure the safety of all.

The overall aim of the EMP is to raise the awareness of how to respond to emergencies. By being prepared, the potential for injury, loss of life and damage to property can be reduced. A successful response to an emergency will ensure people are safe.

The purpose of this plan is to document the emergency response procedures for the facility including the actions to be taken by the Emergency Control Organisation and the procedures for evacuation of the facility. The procedures should not be considered as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated emergency.

This EMP provides important information about all hazards that could affect the Jindabyne Sport and Recreation Centre, including:

- fire or explosion in the building
- personal threat or hold-up
- bomb threat
- medical emergency
- gas leak or outage
- natural disaster – heat, bushfire, flood
- building sustaining structural damage
- hazardous substance contamination
- chemical, biological or radiological incident
- civil disorder (riot or protest)

The plan is based on recognised emergency management and risk management principles.

This document has been formulated to comply with Australian Standard AS3745-2010 *Planning for Emergencies in Facilities* and *Work Health and Safety Regulation – 2017 (NSW)* and *Part 3.2 General workplace management, Division 4 – Emergency Plans*.

### Scope

Emergencies detailed in this plan are based on potential incidents likely to impact on the Centre. These procedures have been designed specifically for this Centre; the procedures take into account the installed systems, staff numbers and operating hours.

These procedures do not address a Business Continuity Plan or Disaster Recovery Plan.

#### *Revision and Maintenance:*

The Emergency Response Procedures remain viable and effective by being reviewed and tested at least annually as stipulated in AS 3745.

# SECTION TWO

## SITE PROFILE, LIFE AND FIRE SAFETY SYSTEMS

## SITE PROFILE, LIFE AND FIRE SAFETY SYSTEMS

Site Name:	JINDABYNE SPORT AND RECREATION CENTRE
Site Address:	207 Barry Way, JINDABYNE NSW 2627
Building Type:	Numerous buildings of mixed construction types
Number of Levels:	2
Lifts on Site:	None
Occupant Numbers:	Site can accommodate up to 500 people overnight and has a maximum of 1000 on-site for day use activities and events.
Nominated Operating Hours:	Site is generally occupied 24 hours a day, 7 days a week
Non-Standards Hours:	Site may be un occupied for short periods during holiday shutdowns

### Alarm Systems

Alarm Monitoring	<p>The Main Fire Indicator Panel is located in the Administration Building. This panel will activate a local mobile telephone call system working on a rotational basis until responded to by a staff member pushing 3 on the phone to acknowledge the alarm. Notification of fire alarm is made to the Liaison on Call or Manager on Call. Always call Emergency Services by dialling Triple Zero '000' for all confirmed emergencies.</p> <p><b>NOTE:</b> There is no relay of alarm activation information to any external private monitoring company.</p>
Audibility	<p>Upon detection of smoke, thermal presence or manual break glass activation, the Fire Indicator Panel (FIP) will activate an alarm tone. This tone is limited to buildings that are connected to the FIP. The buildings that are not connected have domestic type fire alarm. This type of alarm is only audible in the immediate area.</p>
Communication	<p>During an emergency, communication among the Emergency Control Organisation will be via verbal means: Radio, desk phone and/or mobile phone.</p> <ul style="list-style-type: none"> <li>It must be noted that the internal phone system is not a failsafe means of communication during a fire emergency.</li> <li>Mobile phones and two-way radios must not be used during a bomb threat, gas leak or suspicious package situation.</li> </ul>
Emergency Control Point	<p>The Emergency Control Point is the location from which the Chief Warden can establish control and liaise with Emergency Services.</p> <p>An Emergency Control Point is located at the Fire Indicator Panel in the Administration Building.</p> <p>An alternative Emergency Control Point, should the primary point be untenable or unsuitable will be decided by the Chief Warden.</p>

### Detection Systems

Smoke Detection	Located throughout most buildings and connected to the Main FIP. Individual FIP's are located in other buildings. Upon activation, the system shall activate the incident building alarm bell and a red strobe light of the incident building only.
<b>Suppression Systems</b>	
Water Supply	The site has reticulated water with internal hydrant points and risers throughout the site.
Fire Hose Reels	Located throughout the site. Hose Reels are operated by turning the control valve anti- clockwise, un-reeling the hose, opening the nozzle and directing water at the base of the fire.
Extinguishers	This facility contains the following types of extinguishers: <ul style="list-style-type: none"> <li>• Carbon Dioxide</li> <li>• Dry Chemical Powder</li> </ul>
<b>Other</b>	
First Aid	<ul style="list-style-type: none"> <li>• Fixed first aid kits located in the Office and administration building. Teaching staff and instructors carry portable first aid kits.</li> <li>• <b>Automatic External Defibrillator</b> is located in the kitchen building.</li> <li>• Anaphylaxis and Asthma Emergency kits are located in the Office building.</li> <li>• Oxygen Resuscitation Kit located in the Office Building, the Recreation building and the kitchen building.</li> </ul>
On-Site Assembly Points	<p><b>Recreation Hall</b></p> <p>The Recreation Hall provides protection and shelter from the weather but more importantly smoke and should be used as the primary Final Assembly Area (FAA). The location also provides water, seating, client security and landline communications. Access for buses is immediately outside allowing for a more rapid evacuation should it be required. It is also located close to the access road should the need to evacuate/relocate from the Centre be deemed necessary. Care should be taken to close all windows and doors where possible.</p> <p><b>Dining Room</b></p> <p>The Dining Room provides protection and cover from weather elements. The location also provides water, food, seating, client security and landline communications. Access for buses is immediately outside allowing for a more rapid evacuation should it be required. The Dining Room should be considered as an alternate FAA if the Recreation Hall becomes untenable or involved in an incident.</p> <p><b>Eastern Athletics Oval</b></p> <p>The Eastern Athletics Oval could also be used as an alternative external FAA if structure fires are threatening the Centre's buildings. It is located at such a distance that it will provide sufficient separation to afford protection against radiant heat and direct flame contact. This area should not be used if smoke drift may impact the Centre. The oval can be serviced by the internal road system.</p> <p>REFERENCE SHOULD BE MADE TO THE CENTRE'S SITE PLANS</p>

<b>Off-Site Assembly Points</b>	The nearest Neighbourhood Safer Place is located at the Jindabyne Memorial Hall Kosciuszko Road, Jindabyne. Also the Station Resort Oval The Snowy River Way, Jindabyne can also be used depending on the incident.
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# SECTION THREE

## **SITE LAYOUT PHOTO SITE MAP EMERGENCY- EVACUATION PLAN**



## SITE LAYOUT, SITE MAP AND EMERGENCY EVACUATION PLAN

### Aerial map of Jindabyne - Sport and Recreation Centre

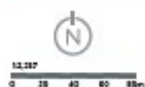
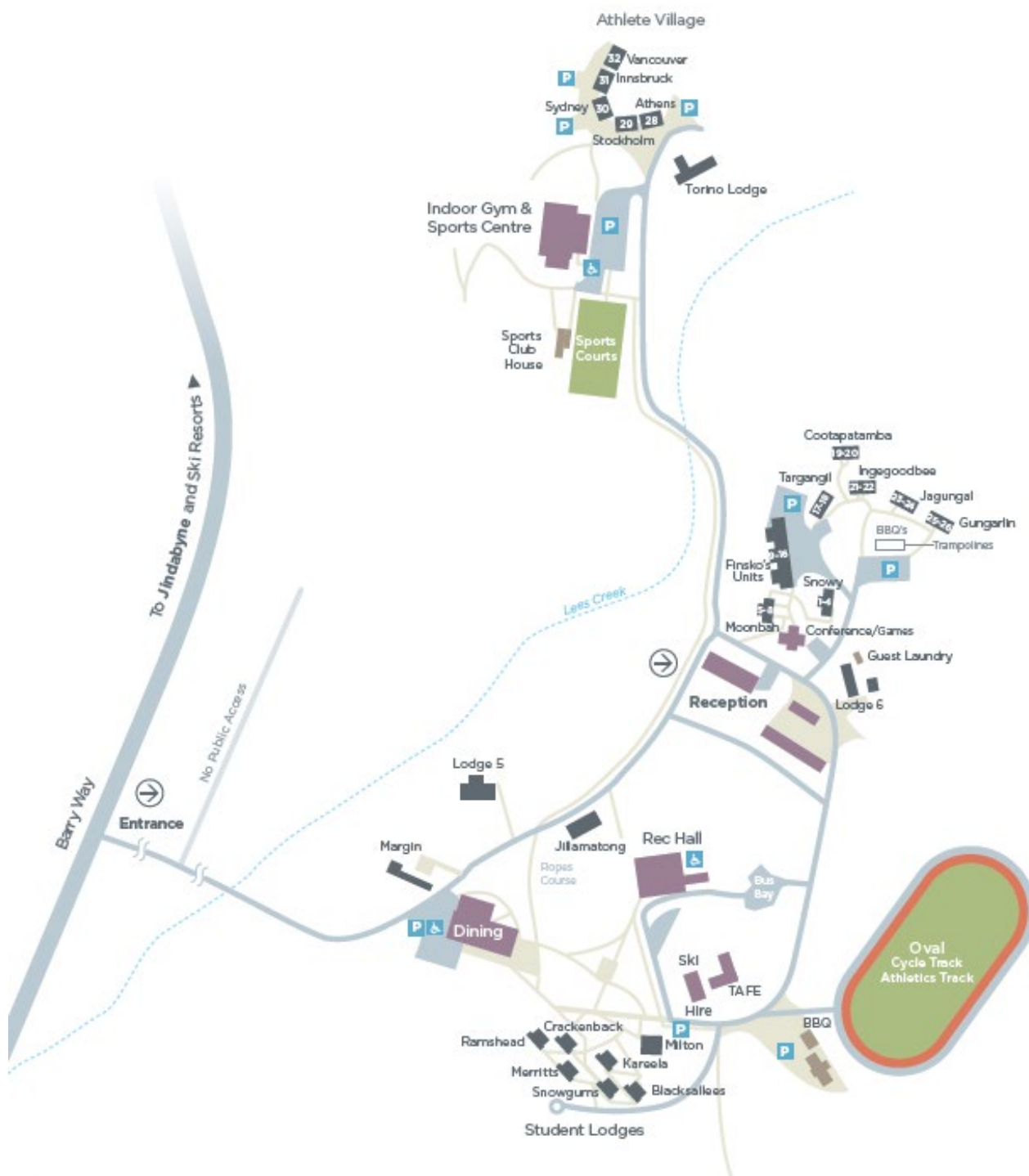




## Building Layout Map of Jindabyne - Sport and Recreation Centre

# JINDABYNE

## Sport & Recreation Centre Map



Sealed Road  
Unseal Road/Path  
Accessible Parking and Entrance

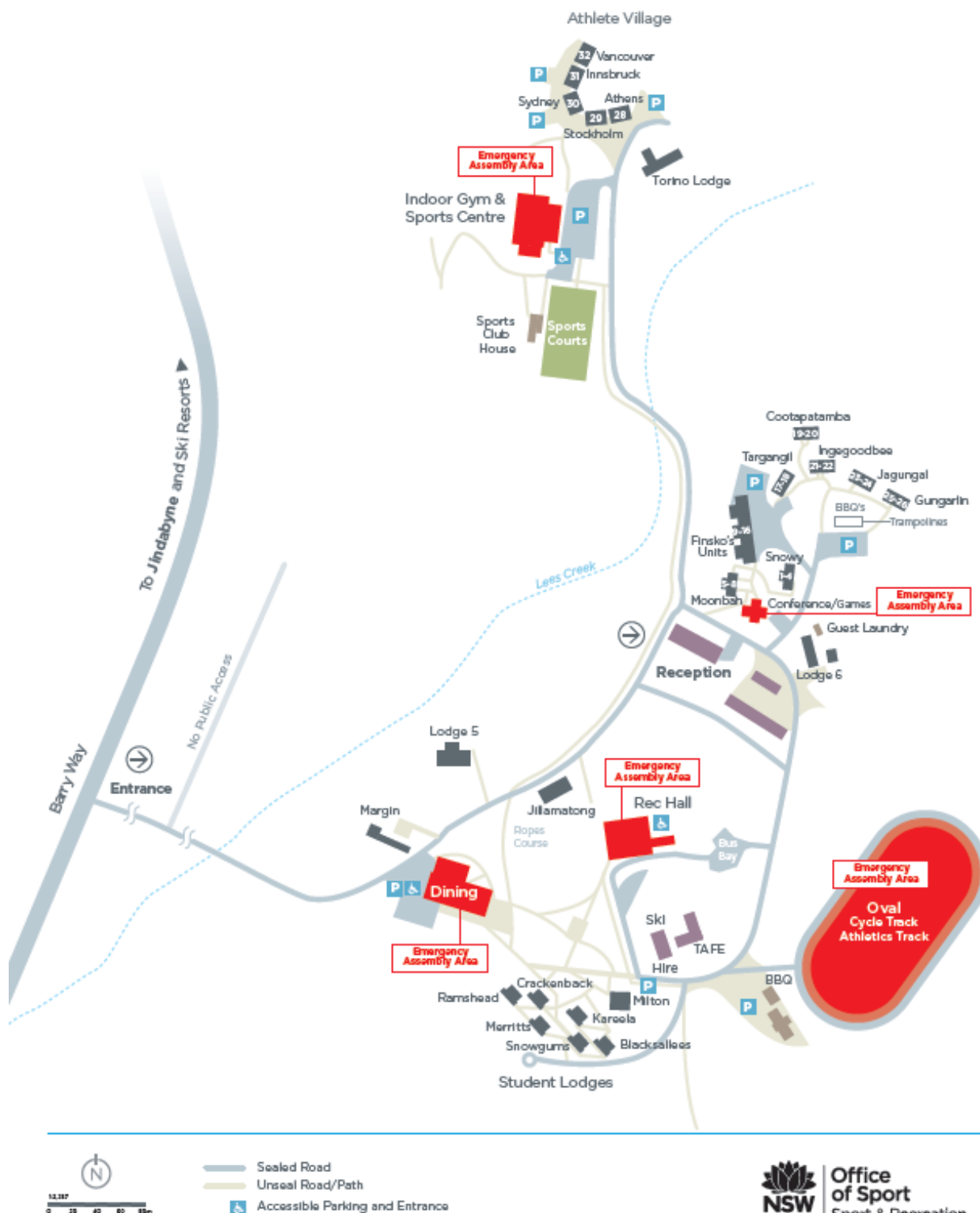


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## Emergency Assembly Areas for Jindabyne - Sport and Recreation Centre

# JINDABYNE

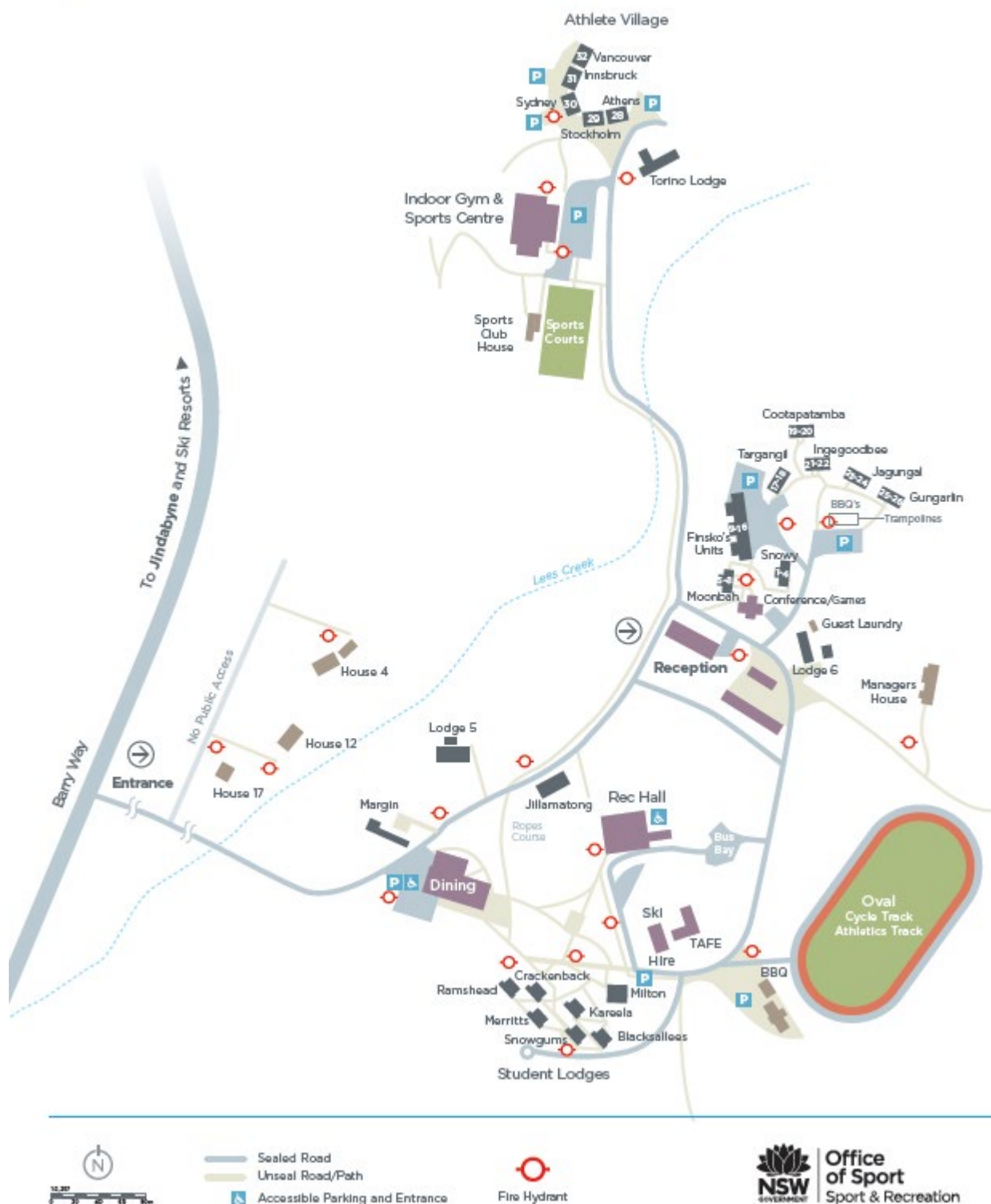
## Sport & Recreation Centre Emergency Assembly Areas



## Fire Hydrant locations for the Jindabyne - Sport and Recreation Centre

# JINDABYNE

## Sport & Recreation Centre Fire Hydrant Locations



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# SECTION FOUR

## EMERGENCY CONTACT LIST

## EMERGENCY CONTACTS

**Location:** 207 Barry Way, JINDABYNE NSW 2627  
**Cross Street:** Tinworth Drive **GPS:** 36° 43' 25.6"S 148° 61' 43.04"E

Remember, if you need to dial '0' to get an external line, you must include '0' in front of each phone number.

Emergency Service		
NSW Police	Critical Incident	<b>000</b>
	Jindabyne Police Station	(02) 6456 2244
	NSW Police Assistance Line	131 444
Fire	Critical Incident	<b>000</b>
	FRNSW Jindabyne Fire Station	(02) 6456 2476
	RFS Monaro Area Office	(02) 6455 0455
	Bushfire Information Line	1800 679 737
Ambulance	Critical Incident	<b>000</b>
State Emergency Services		13 25 00
General Emergency Contacts		
Centre Manager	Business Hours	6450 0200
	After Hours	0403 601 439
NSW EPA		13 15 55
NSW Poisons Information		13 1126
Local Hospital	Cooma Hospital and Health Bent Street, Cooma NSW 2630	(02) 6455 3222
Medical Centre	Snowy Mountains Medical Centre, shop 22 Nuggets Crossing Snowy River Avenue JINDABYNE NSW 2627	1800 022 222
Council	Snowy Monaro Regional Council	1300 345 345
Utilities		
Electricity	Essential Energy	13 20 80
Gas – LPG Gas		
Water		
Sewerage		
National Security Hotline		1800 123 400
Useful Website		
ComSafe Training Services	<a href="http://www.comsafe.com.au">www.comsafe.com.au</a>	
Fire and Rescue NSW	<a href="http://www.fire.nsw.gov.au">www.fire.nsw.gov.au</a>	
Rural Fire Service	<a href="mailto:www.rfs@nsw.gov.au">www.rfs@nsw.gov.au</a>	
State Emergency Service (SES)	<a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a>	
Bureau of Meteorology	<a href="http://www.born.gov.au">www.born.gov.au</a>	

## THE MANAGEMENT OF EMERGENCIES

### Key Contacts

TITLE	Name	Contact Number
IMT Contact		T:
Building Management		T:
Emergency Planning Committee	Manager on Call	T: 0403 601 439
After hours contact	Manager on Call	T: 0403 601 439
Fire Service provider	Alpine Fire Safety	T: 6445 3165
Fire alarm monitoring	Manager on Call	T: 0403 601 439
Security provider		T:

The Emergency Planning Committee - (EPC) is the group responsible for ensuring the EMP is developed and maintained. It should consist of representatives of various sections and tenants within the workplace and include where possible an emergency planning consultant. This group must meet at least annually to comply with AS 3745-2010.

### Emergency Control Organisation - Contacts

Chief Warden: *White*  
Area Warden: *Yellow*

Deputy Warden: *White*  
Warden: *Red*

Communications Officer: *White*  
First Aid Officer: *Green* (white cross)

Title	Name or Position	Contact Number
EPC Contact	Centre Manager – Jeni Hamilton	0412 395 126
Chief Warden	Manager on Call	T: 0403 601 439
Deputy Warden		T:
Communications		T:
Area Warden (staff)	Program on call	T: 0412 295 128
Area Warden (staff)	Liaison on Call	T: 0411 253 436
Area Warden (staff)		T:
Warden		T:
Warden		T:
Warden		T:
Warden		T:
First Aid Officer		T:
First Aid Officer		T:
First Aid Officer		T:

# SECTION FIVE

# EMERGENCY CONTROL ORGANISATION



---

## THE EMERGENCY PLANNING COMMITTEE (EPC)

The EPC is a small group of one to three staff whose role is to design, prepare, disseminate, implement, regularly review and amend the overall emergency strategies contained within this plan. This will ensure the safe evacuation or relocation of all occupants from buildings or the site under various emergencies. The Chairperson for the group shall be the Chief Warden or Deputy Warden.

A meeting should be held at least once a year to review this plan with suitable records of outcomes being kept. The Fire Service or a suitable person should be invited to attend evacuation drills and participate in the review and further development of the EMP on an annual basis.

### General Authority and Legal Indemnity

Once an emergency is declared, the powers of the Chief Warden and Wardens shall overrule all normal management procedures. Wardens shall have the authority to marshal all staff and visitors. The purpose of these powers is to ensure that during an emergency, life safety takes precedence over property and asset matters. These guidelines require consideration to be given to ensure the protection of Wardens, the person(s) refusing to comply, and other personnel in the area when a refusal situation arises. Any staff member responding in the event of an emergency shall be indemnified by the Office of Sport against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or evacuation of building where the person acts in good faith and in the course of emergency duties.

The Office of Sport has Insurance for legal liability of:

- Public Liability,
- Professional Indemnity,
- Directors and Officers,
- Product Liability and
- Workers Compensation,
- Motor vehicle coverage,
- Property coverage,
- Personal accident coverage (and volunteer workers).

### *Duties of the EPC should include:*

- a. Assuring that there are always adequate staff available to allow the EMP to be fully implemented. Emergencies are never the same and staff (including contracted staff) may come and go, therefore it is an on-going responsibility of the EPC to ensure that trained staff are always available to control occupant movement in each area of the Centre and thus the emergency incident.
- b. Providing and arranging 'Emergency Procedure' instruction to all permanent and casual staff. Similarly, where contractors work within the Centre, they must be briefed as to the presence of the EMP and that their co-operation is essential during times of emergency.
- c. Organising formal initial training for all ECO personnel.

It is imperative to ensure all ECO personnel (staff or volunteer) are given adequate training as to the operation of the EMP, first aid and firefighting equipment and the location of building service isolation points such as the main electrical switchboards and any natural gas / LPG gas stopcocks.

- d. Arranging at least one full evacuation drill every year. Australian Standard A.S.3745 – 2010, Section 7.3 requires that all occupants shall participate in at least one emergency response exercise in each 12-month period.

## EMERGENCY DRILLS

The objective of the emergency drill is to assess the response of the ECO and to identify and correct any deficiencies in communication systems, training, procedures or their implementation. Emergency drills should cover all types of incidents.

The Chief Warden should appoint observers for each emergency response drill. The observers should use a checklist to record the details and conduct of the drill.

[See Appendix 1 Emergency Drill Observers Checklist](#)

[See Appendix 2 Evacuation Checklist](#)

[See Appendix 5 Emergency Drill Training Schedule](#)

Drills can be carried out on a 'building by building' or 'area by area' basis as it is recognised that it is not practical to have all occupants available for drill participation at any one time due to other site operations.

During drills, an exemption exists for operational security. This is maintained by allowing one staff member to remain in a building (or other remote area) during a drill or exercise. This person must however be fully briefed at the conclusion of the drill or exercise and walked through the procedures to ensure their full understanding of the operational procedures and any changes which may have been made to them.

If the exercises reveal significant problems, or the response procedures are changed, they may need to be held more frequently until an effective response is achieved. After each drill, a report should be forwarded to the EPC, which identifies any deficiencies that were identified at the debriefing session.

### *Emergency Control Organisation (ECO)*

The main objective of the ECO is to provide adequately trained staff to supervise, control and assist in the evacuation of all occupants within the sites buildings and grounds during an emergency. The safety of all occupants is paramount, the buildings and services are secondary.

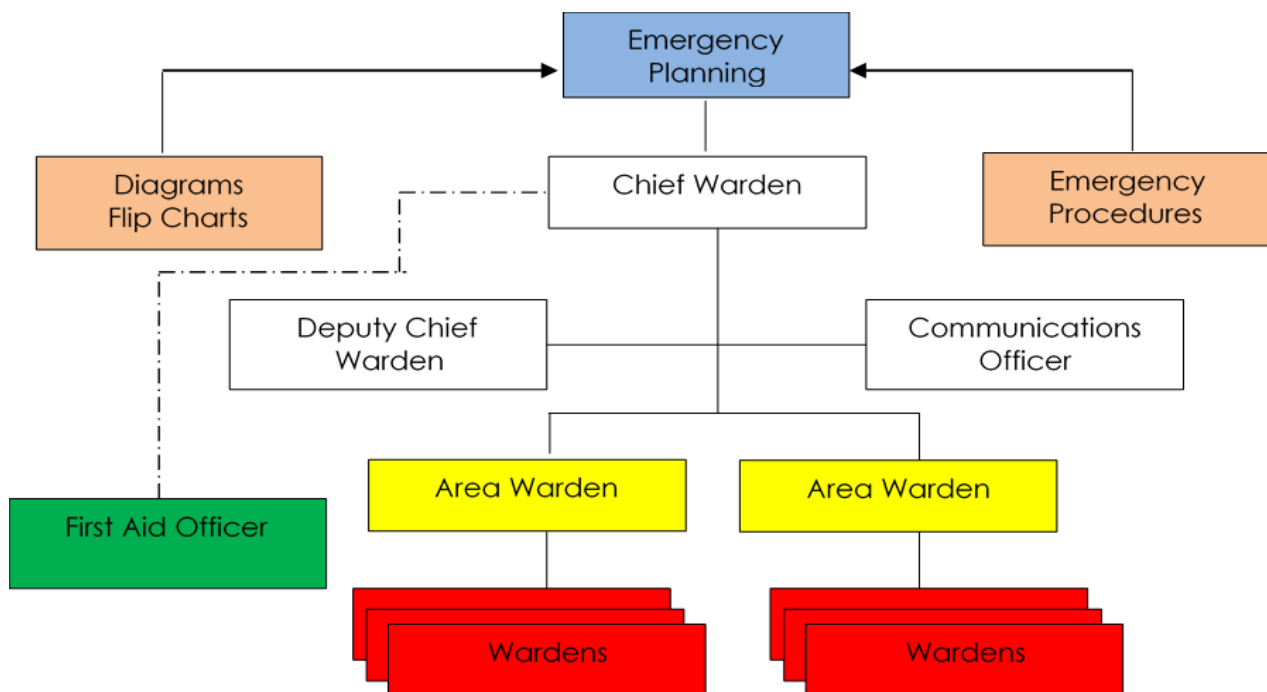
There may be times where casual staff are working at the site without full time staff being present. In this case, the most senior casual staff member must assume the role and responsibilities of the Chief Warden.

The ECO should consist of:

The Chief Warden	→	Centre Manager OR Manager on Duty
Deputy Chief Warden	→	Manager on Duty
Area Wardens	→	Staff appointed by the Chief Officer to a designated area
Warden	→	Staff who are not in direct control of an area working under the direction of Area/ Area Wardens
First Aid Officer	→	Suitably qualified staff member (when appointed)

**Note:** Dedicated 'First Aid Officers' are not to hold dual roles within ECO team as they may be committed to rendering immediate first aid whilst an evacuation is taking place therefore their first responsibility is to the patient.

## EMERGENCY CONTROL STRUCTURE



### Chief Warden (or Deputy)

The Chief Warden or Deputy shall be responsible for co-ordinating and supervising all ECO personnel and all emergency incidents within the site and its associated buildings.

**Note:** The Chief Warden shall have complete control of the incident until arrival of the first attending emergency service. At that time, they will hand over control of the incident to the emergency service and assist them as required.

In accordance with AS 3745 – 2010, the Chief Warden shall:

- be capable of performing their duties ;
- be capable of leading and taking command;
- display effective decision-making skills;
- demonstrate the capability to remain calm under pressure;
- be available to undertake their appointed duties;
- be capable of effectively communicating with occupants and visitors;
- be familiar with the facility; and
- be able to undergo relevant training.

### Communications Officer

The Communications Officer reports to the Chief Warden and will disseminate all information during an emergency incident as required. The Communications Officer is responsible for the operational readiness of all communication devices such as mobile telephones and hand held two-way radios.

## Issuing of Instructions

Once an emergency has been declared the powers of the Chief Warden and Wardens shall overrule all normal management procedures. During an incident any instruction given by a member of the ECO to any site visitor/occupant, must be fully adhered too.

## Area Wardens

Area Wardens should be appointed consistent with the level of their day-to-day responsibilities. They are responsible to operate under the direction of the Chief Warden in the co-ordination of the EMP within their defined areas and direct all other occupants to specific assembly areas as required.

Persons appointed, as Area Warden should:

- be capable of performing their duties;
- have leadership qualities and the ability to command authority;
- display effective decision-making skills;
- demonstrate the capability to remain calm under pressure;
- be available on-site to undertake their appointed duties;
- be capable of effectively communicating with occupants and visitor;
- be capable of deputizing for other positions on the ECO; and
- be able to undergo relevant training.

## First Aid Officer

A First Aid Officer shall be a fully qualified person holding a current approved First Aid Certificate. The First Aid Officer shall take no part in evacuation procedures other than to make them-selves available to the Chief Warden for directions as to the treatment of injured persons. It is acknowledged that most staff are qualified First Aiders.

## Identification

The functions of the ECO personnel is enhanced when they are readily identified, not only by all occupants but by Officers of the attending emergency services. During emergency incidents, occupants will be looking for guidance and assistance. The sight of easily identifiable Wardens can calm occupants and greatly assist the ECO in the evacuation process.

The standard identification method from AS-3745 is the issuing of colour-coded safety helmets or caps, vests or tabards as follows:

- |                                |  |
|--------------------------------|--|
| • Chief Warden / Deputy Warden | White                                    |
| • Communication Officer        | White (where appointed)                  |
| • Area Warden (Staff)          | Yellow                                   |
| • Warden                       | Red                                      |
| • First Aid Officer            | Green with White Cross (where appointed) |



To be easily identifiable, caps and helmets must be labelled at the front and rear.

## Emergency Response Codes

Type of Emergency	General Actions
<b>CODE RED</b> <b>Fire / Smoke Emergency</b>	<ol style="list-style-type: none"> <li>1. Follow the emergency procedures designed for your site.</li> <li>2. Remain calm – do not panic.</li> <li>3. Raise the alarm, investigate the area and communicate the exact location to emergency services.</li> <li>4. Alert Chief Warden / management / staff / occupants / visitors.</li> <li>5. Remove people from danger, if safe to do so.</li> <li>6. Provide assistance and direction, as required.</li> <li>7. Report to Chief Warden.</li> <li>8. Ensure that means of communication are kept open.</li> <li>9. Assemble as directed by the Chief Warden and evacuate when instructed to do so.</li> <li>10. Move to the Assembly Area and conduct head count.</li> </ol>
<b>CODE PURPLE</b> <b>Bomb Threat</b>	
<b>CODE BLUE</b> <b>Medical Emergency</b>	
<b>CODE BLACK</b> <b>Personal Threat</b>	
<b>CODE YELLOW</b> <b>Internal Emergency</b>	
<b>CODE BROWN</b> <b>External Emergency</b>	
<b>CODE ORANGE</b> <b>Evacuation</b>	

## Personal Emergency Evacuation Plans (PEEPs)

The Area Warden, in conjunction with the Chief Warden, will prepare a PEEP for each visitor or group of visitors with a disability and discuss the actions needed in the event of an alarm or emergency with an identified person.

See Appendix 12 for PEEP Template.

People, who may require a PEEP, include those who:

- are accompanied by an assistant (carer);
- have a companion animal;
- use alternative forms of information and communication;
- have an ambulatory disability;
- use wheeled mobility appliances;
- are easily fatigued;
- easily experienced acute anxiety in an emergency; and
- easily experience extreme confusion in an emergency.

The Chief Warden will keep the PEEP for the facility. Where necessary, the Chief Warden will communicate any additional emergency response and evacuation needs for people with disabilities.

# SECTION SIX

## PRE / POST EMERGENCY

## PRE/POST - EMERGENCY PROCEDURES

When an emergency occurs, the first priority is always the preservation of life. The second priority is the stabilisation of the incident. Many actions can be taken to stabilise an incident and minimise potential damage. First aid and CPR by trained employees can save lives. Use of fire extinguishers by trained employees can extinguish a small fire. Containment of a small chemical spill and supervision of building utilities and systems can minimise damage to a building and help prevent environmental damage.

Protective actions for the preservation of life include:

- evacuation;
- sheltering;
- shelter-in-place;
- lockdown.

## Housekeeping

All employees of the Office of Sport should:

- Ensure that any unnecessary rubbish is disposed of in a timely manner. (Empty boxes, overflowing bins etc.)
- Ensure the safe storage of flammable liquids. If it is necessary for you to have flammable liquids stored on site and ensure they are kept in leak proof container; have only sufficient amounts on hand for use during the day and return to an approved flammable liquids structure et or store properly at the end of each day. The keeping of flammable liquids in general areas is not permitted except under special circumstances, in which case only minimal quantities are to be held in approved containers.
- Ensure that the placement of furniture, decoration or equipment, do not obstruct passageways, fire fighting equipment, emergency exits or fire stairs.
- Report immediately to the Manager on Duty any faulty service equipment and ensure fire extinguisher tags are checked at regular intervals to ensure serviceability and maintenance of the equipment.
- Encourage all Centre uses to observe the greatest care in the use of matches, portable heaters, electrical appliances and other possible causes of ignition.
- Keep neat and tidy the immediate surrounding areas.
- Should regularly clear gutters on all buildings.
- Have trees on site checked by a suitably qualified person to ensure they are safe and have appropriate clearances from structures and occupied areas.
- Ensure Asset Protection Zones are maintained to the requirements outlined in the Bushfire Management Plan, as applicable for this site.
- Periodically check the smoke detectors to ensure they are in good working order.
- Ensure food preparation areas are kept clean and are free from grease, oils, spirits etc. These should be stored in suitable containers away from possible flame sources.
- Be aware of the location and operation of alarms, extinguishers and fire blankets.

**NOTE:** Where Bushfire Fire Authorities advise of an impending Severe, Extreme or Catastrophic Fire Danger Day, even if a bushfire currently does not exist in the general region, there should be consideration to closing the Centre until conditions return to normal. Staff can remain at the Centre as necessary for security purposes.

## Pre-Emergency Responsibilities

**Chief Warden:** The actions by the Chief Warden prior to an emergency event may include, but not be limited to:

- being familiar with all aspects of building fire safety;
- coordinating and ensuring that appropriate emergency planning has taken place;
- maintaining a current roster of ECO members;
- replacing ECO personnel when a position becomes vacant;
- conducting regular exercises;
- ensuring the Emergency Response Procedures are kept up to date;
- attending meetings of the EPC as appropriate;
- attending training and emergency exercises as required by the EPC;
- ensuring personal ECO identification is available; and
- collating and communicating PEEPs information.

**Area Warden:**

- coordinate the completion of any PEEPs required;
- communicate the emergency response procedures to all occupants within their nominated areas;
- coordinate safety practices (e.g. clear egress paths, access to first attack equipment and disposal of rubbish) throughout their area of responsibility; and
- attend training and emergency exercises, as required by the EPC and ensure personal ECO identification is available.

**NOTE:** It is not the intention of this plan to call for the immediate evacuation or relocation of occupants in every emergency. It is acknowledged the types of emergency incident differ and so will the response.

## General Emergency Response

- ensure the relevant emergency services are notified on triple zero – '000';
- assume control of the facility until the emergency services arrive;
- allocate additional resources as required;
- investigate, determine appropriate response;
- In the event of an evacuation follow the instructions of the Chief Warden and the directions contained in the Evacuation Section of this EMP and any measures described in an individual PEEP;
- assist, as necessary, in the evacuation of the occupants/visitors;
- if it is safe to do so, check that all areas have been cleared;
- ensure a headcount of all staff/occupants/visitors is conducted and the results recorded;
- provide a situation report to the emergency services on their arrival and provide specific emergency information if applicable;
- if necessary, relocate staff/occupants/visitors to a more appropriate assembly area and where necessary, brief appropriate personnel and
- if other staff are on duty and available during an emergency, the role of the Chief Warden may include delegating tasks to those staff, along with seeking the assistance of other available people.



## 'All-clear' instructions

After a fire, the Officer in Charge (OIC) of the fire service will issue the 'All-Clear' to the Chief Warden who will authorise the return to the facility.

For emergencies other than fire, the OIC of the relevant emergency service will give the 'All-Clear'. For example, NSW Police for a bomb threat.

Staff/occupants/visitors must not go back into the facility until the OIC of the responding emergency service has issued the 'All-Clear'. If this officer is not available, the Chief Warden can issue the 'All-Clear'.

On advice of the 'All-Clear', the Chief Warden, will return staff/occupants/visitors to the facility and conduct a further head count.

## Post-Emergency Responsibilities

### Chief Warden

The actions by the Chief Warden include:

- when the emergency incident is rendered safe or the Emergency service returns control; notify the ECO members to have occupants return to their facility, as appropriate. Activate Business Continuity Plan if applicable;
- conducting a debrief with all affected staff, discuss what happened, what went well and what can be done differently next time. Engage with attending Emergency services;
- organising any trauma counselling required for staff and visitors;
- compiling a report for the EPC and management;
- collating records of the event during the emergency for the debrief and ensure they are secured for future reference;
- cleaning, servicing and replacement of specialised equipment; and
- compiling a report of the actions taken during the emergency for the debrief.

**NOTE:** the re-entry and post-emergency actions should be done in collaboration with the Chief Warden and Emergency services OIC.

### Resumption

When the fire service or another responding emergency service provides the 'All Clear', the Chief Warden will return the staff/occupants/visitors to the Centre.

On return to the facility, the Chief Warden will conduct a head count and account for all staff/occupants/visitors. The Chief Warden must immediately advise the NSW Police of any missing staff/occupants/visitors so that follow-up action can commence.

Normal operations can be resumed when a head count has been completed and everyone is accounted for.

### Recovery

Recovery is the resumption of occupation and support services to staff/occupants/visitors (normal operations) or relocation. The Chief Warden/Site Manager will coordinate this.

### Relocation

If declaration of the 'All-Clear' is delayed for any reason, the Chief Warden will need to make an assessment about the viability of returning to the facility and the possible need to relocate staff/occupants/visitors.

Under these circumstances, the Chief Warden will decide, based upon the facts, on a course of action, making the necessary arrangements.

### *Business Continuity Plans*

Business Continuity Plans should outline a pre-planned approach to ensuring that the Office of Sport can continue to provide essential services to staff/occupants/visitors following damage or loss of access to the Centre.

## **Debriefing**

After an emergency incident, the Chief Warden will, consult with members of the ECO, EPC members and a Head Office representative to determine debriefing actions required. This will include meeting with staff to discuss the emergency, actions taken and procedures followed.

The Chief Wardens written report and any additional documentation (i.e. incident reports) should be reviewed and be kept securely. Corrective actions should be noted and any amendments to emergency procedures recorded.

See APPENDIX 3 – Chief Warden Incident Report.

## **General Reporting Information**

Timely reporting of emergencies is essential to the recovery process and allows the Office of Sport to improve emergency prevention, response systems and investigation of incidents.

Various internal and external reporting requirements are in place regarding emergencies. It is important to note that reporting requirements apply even if an emergency is averted.

*Internal reporting includes:*

- Contacting the WHS representative (as per site consultation arrangements) and reporting any hazard or incident via the Rapid online incident reporting platform.
- Notifying the relevant director as soon as possible.
- Notifying Asset Management as soon as possible of any significant damage or failure of emergency equipment.
- Escalating all media queries to the Director of Communications. Staff members should not be speaking to the media.

*External reporting requirements include:*

- Notifying SafeWork NSW of all serious incidents and other reportable incidents.
- The Chief Warden should contact relatives of anyone seriously injured as soon as possible.

## **Post-Incident Investigation**

Following an emergency at an Office of Sport facility, an internal investigation will commence as per the Rapid incident investigation process. An external authority may conduct an investigation concurrently depending on the nature of the emergency.

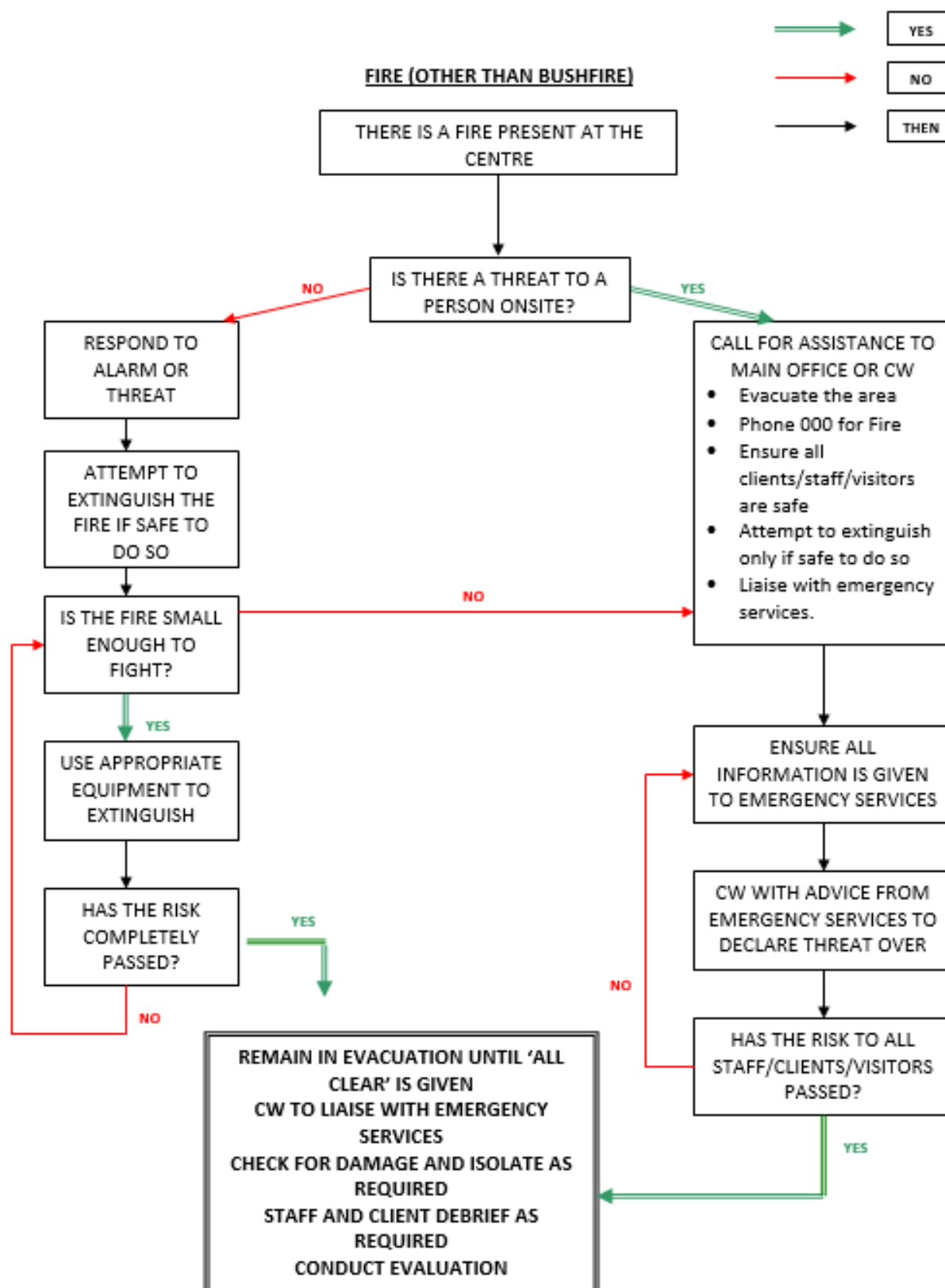
If a SafeWork NSW inspector or the NSW Police attend the workplace without notice, the Chief Warden must contact the relevant director as soon as possible.

# SECTION SEVEN

## FIRE / SMOKE EMERGENCY

# FIRE/SMOKE EMERGENCY

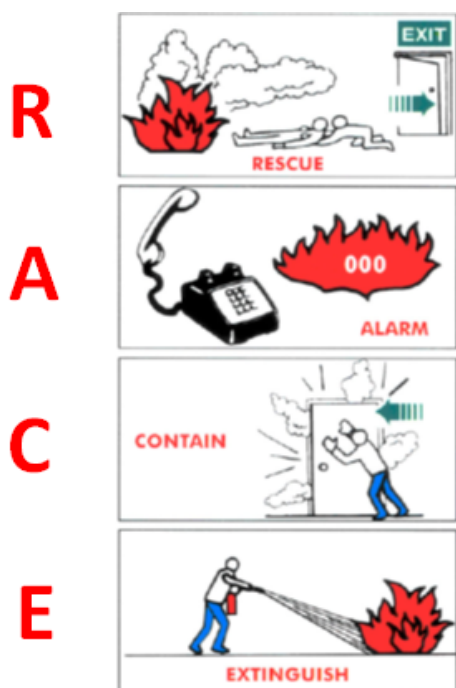
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## FIRE / SMOKE EMERGENCIES - INITIAL RESPONSE ACTIONS

**NOTE: Wardens must give priority to the preservation of life.** The primary duty of staff is not to combat the fire but to ensure as far as practicable and to the best of their ability, the safety of themselves and others. Staff with current skills in the use of extinguishers or other equipment may attempt to extinguish the fire, only if safe to do so.

### RACE



The acronym **RACE** are actions to be considered on discovering a fire.

**RESCUE (REMOVE)** Persons from immediate area if safe to do so.

#### **ALERT (ALARM)**

Internally –

Persons in immediate area

Person in Charge

Externally –

Fire Brigades (000)

Neighbouring facilities

**CONTAIN (CONFINE)** Close doors to contain the fire and smoke if safe to do so on exiting.

**EXTINGUISH (EVACUATE)** Extinguish fire only if suitably trained and it is safe to do so

In the event, an alarm is sounded or a report of smoke or fire in a structure or building is received, the following procedures should be undertaken.

The sequence of these steps may vary according to the circumstances of the fire emergency, but priority is given to the life of staff/clients /visitors.

- Call the fire service on Triple Zero – '000'.
- Rescue and/or move occupants/visitors in immediate danger, but only if it is safe to do so.
- Close doors to seal off the area where fire or smoke is observed, but only if it is safe to do so.
- Evacuate the facility, starting with the most ambulant occupants/visitors and those who are able to leave without assistance.
- Evacuate remaining occupants/visitors who need assistance, following any measures described in their PEEP.
- Delegate tasks to available workers and seek assistance from other available people.
- If it is safe to do so, search the facility (workers to operate in pairs if possible), including toilets, storerooms and other areas not normally used, to ensure that everybody has evacuated from the building.
- Ensure that occupants/visitors proceed directly to the Assembly Area (refer to evacuation diagram).
- Remain at the Assembly Area and conduct a headcount to ensure that all staff/occupants/ visitors are present.
- Advise the OIC of the emergency service if someone is missing.
- After all staff/occupants/ visitors are evacuated and accounted for, wait for the 'All-Clear' from the OIC of the emergency service before returning staff/occupant/ visitors to the facility.

## Chief Warden

On advice of a fire emergency, the following procedures should be commenced:

- Put on Chief Warden Helmet, take a mobile telephone / hand held two-way radio / loud hailer and proceed initially to the office to direct operations or proceed directly to the external impacted area.
- Ring for the fire service on Triple Zero - '000'; provide the operator with clear and distinct details of the location and type of fire if possible and importantly if persons are injured or missing.
- Continue to co-ordinate emergency activities until the arrival of the first attending emergency service or unless it becomes untenable to do so or all persons have been accounted for.
- Utilising the mobile telephone or a hand held radio or a loud hailer, instruct all wardens to make a search of their areas if they consider it safe to do so and conduct a head count.
- Where possible instruct other staff to escort occupants from the incident building to designated Staging or Final Assembly Area as considered necessary.
- Obtain final head counts from staff and if a discrepancy exists, arrange a recount at the staging or Final Assembly Area only. If the discrepancy still exists, advise the OIC of the attending fire service as soon as possible or ring Triple Zero - '000' and advise that a person or persons are unaccounted for and may still be inside the building.
- If first aid is required, direct the First Aid Officer to the location of any injured persons or to the assembly area. Obtain a list of names of any injured persons and give to the OIC of the first attending Emergency service. Smoke inhalation is very likely in these incidents.
- Where possible arrange for another staff member to wait at the main entry gate to meet responding emergency services and then direct them to the incident area.
- The Chief Warden should await the arrival of the attending emergency service, as near as practicable to the incident in order to hand over the control of the incident and any other relevant details to the Senior Officer.

The attending fire service will require the following minimum information:

- The exact location and type of incident within the building.
- The number of persons NOT accounted for.
- The number of injured, their location and nature of injuries.
- A layout of the building including the location of the main electrical switchboards.
- The location of any main gas stopcocks, LPG cylinders or medical cylinders.
- The location of any flammable liquid or hazardous goods storage.

**NOTE:** The Chief Warden shall standby to assist the senior emergency service Officer as required, otherwise he or she is to proceed to the Final Assembly Area until the emergency service closes the incident.

**NOTE: NO PERSON IS PERMITTED TO RE-ENTER ANY BUILDING/STRUCTURE UNDER ANY CIRCUMSTANCES, UNLESS THE SENIOR OFFICER OF THE ATTENDING EMERGENCY SERVICE AND OR THE SITE MANAGER GIVES AN 'ALL CLEAR'.**

The details of the incident should be reported in line with OOS procedures. Use the OOS online reporting system.

## Area Wardens

On the sounding of an alarm, or verbal advice of an incident, all Area Wardens are to:

- Put on their helmets, take a hand-held radio and stand by for instructions from the Chief Warden.
- Where the incident is located within the Area Wardens area, he / she shall arrange the immediate evacuation of all occupant's to the closest evacuation point. Where possible, close and lock all door and windows on leaving.
- Remove the client lists, cabin records and staff attendance book.
- Area Wardens shall conduct a final head count at the staging area or Final Assembly Area. Where numbers do not correspond to those on record, notify the Chief Warden.
- Area Wardens will hold all occupants at the Final Assembly Area: until the Chief Warden gives the 'ALL-CLEAR'.

## First Aid (designated by green helmets)

During an emergency, the First Aid Officer will:

- report to Area Warden;
- attend to persons injured (if it is safe to do so) and advise the Chief Warden of any injury or illness that may require immediate evacuation; and
- take the portable first aid kit with them to the assembly areas in the event of a building evacuation

## Optional Fire Fighting Measures by ECO Staff Only

On confirmation of a fire, the staff in the immediate incident area should raise the alarm via radio/mobile phone and advise the Chief Warden. The directions of the Chief Warden must be followed to then evacuate or relocate all occupants to a Staging or Final Assemble Area.

The Chief Warden will notify Triple Zero - '000', unless staff are directed to make the call.

After assessing the incident and if safe to do so, investigate with a minimum of two staff. The second staff member's role should be to ensure a safe escape passage is available at all times for the first staff member.

The following actions should be considered:

- Staff to access size and type of extinguishment.
- Staff to obtain appropriate type of portable fire extinguisher or a fire hose reel (all electrical sources need to be isolated prior to use).

Proceed to extinguish, following the PASS technique.

**NOTE:** If the fire cannot be extinguished by ONE complete extinguisher discharge, (approximately 90 seconds), staff must EVACUATE the area immediately. They must then report their actions immediately to the Chief Warden and advise that the fire has not been controlled.

- Once extinguished, one staff member should remain at the incident until the arrival of the Fire Service in order to prevent any re-ignition of the fire. The attending Fire Service will render the area safe after an investigation.
- If the fire is extinguished prior to the arrival of the Emergency services, ensure that the area is not disturbed and the Chief Warden is notified.
- Complete all relevant reporting procedure.



## Extinguisher operating Instructions

1. Remove the extinguisher from the wall.
2. Walk briskly to the fire (never run).
3. Use the correct extinguisher for the class of fire.
4. Remember the acronym **PASS** when operating the extinguisher.

**P**ull pin at top of extinguisher  
**A**im nozzle toward the base of the fire  
**S**queeze the operating handle  
**S**weep nozzle from side to side



## Fire Blankets

Fire blankets are used on small electrical appliance fires and flammable liquid containers such as deep fat fryers.

1. Remove fire blanket from container and carry to the fire.
2. Grasp blanket by fitted tabs and wrap hands into blanket.
3. Approach fire with arms straight and using the blanket for protection.
4. Gently lower blanket onto fire by bending legs and keeping head at hand level.
5. Turn off the source of the heat.
6. Leave the fire blanket on the pot or appliance. Do not remove a pot from the stove until it cools down, and leave appliances until the fire service arrives.
7. Call Triple Zero '000' and ask for the Fire Service.
8. Fire blankets are designed for small class F, A and B fires.
9. They can also be used for clothing fires.










## Fighting fire with hose reels

The use of fire hose reels should be limited to firefighters and trained staff. If you have training and are confident in using a hose reel, proceed as trained. People with little or no training in using hoses should not attempt to use them.





# Fire Extinguisher Usage Chart

FIRE EXTINGUISHER USAGE CHART						
TYPE OF EXTINGUISHER	A	B	C	E	F	
	Wood, paper & plastics	Flammable + combustible liquids	Flammable gases turn off supply	Energised electrical equipment	Cooking oils and fats	 YES  NO
Colour scheme AS 2444						<b>COMMENTS</b> [Refer Appendix A of AS.2444]



WATER



Dangerous if used on flammable liquid, live electrical equipment and cooking oil / fat fires


DCP  
POWDER  
AB(E)


Special Powders are available specifically for various types of metal fires. (Seek expert advice)


CO2  
CARBON  
DIOXIDE


Generally not suitable for outdoor use. Suitable only for small fires.


WET  
CHEMICAL


Dangerous if used on electrical fires


VAPOURISING  
LIQUID


Check the characteristics of the specific extinguishant.


FIRE HOSE  
REEL

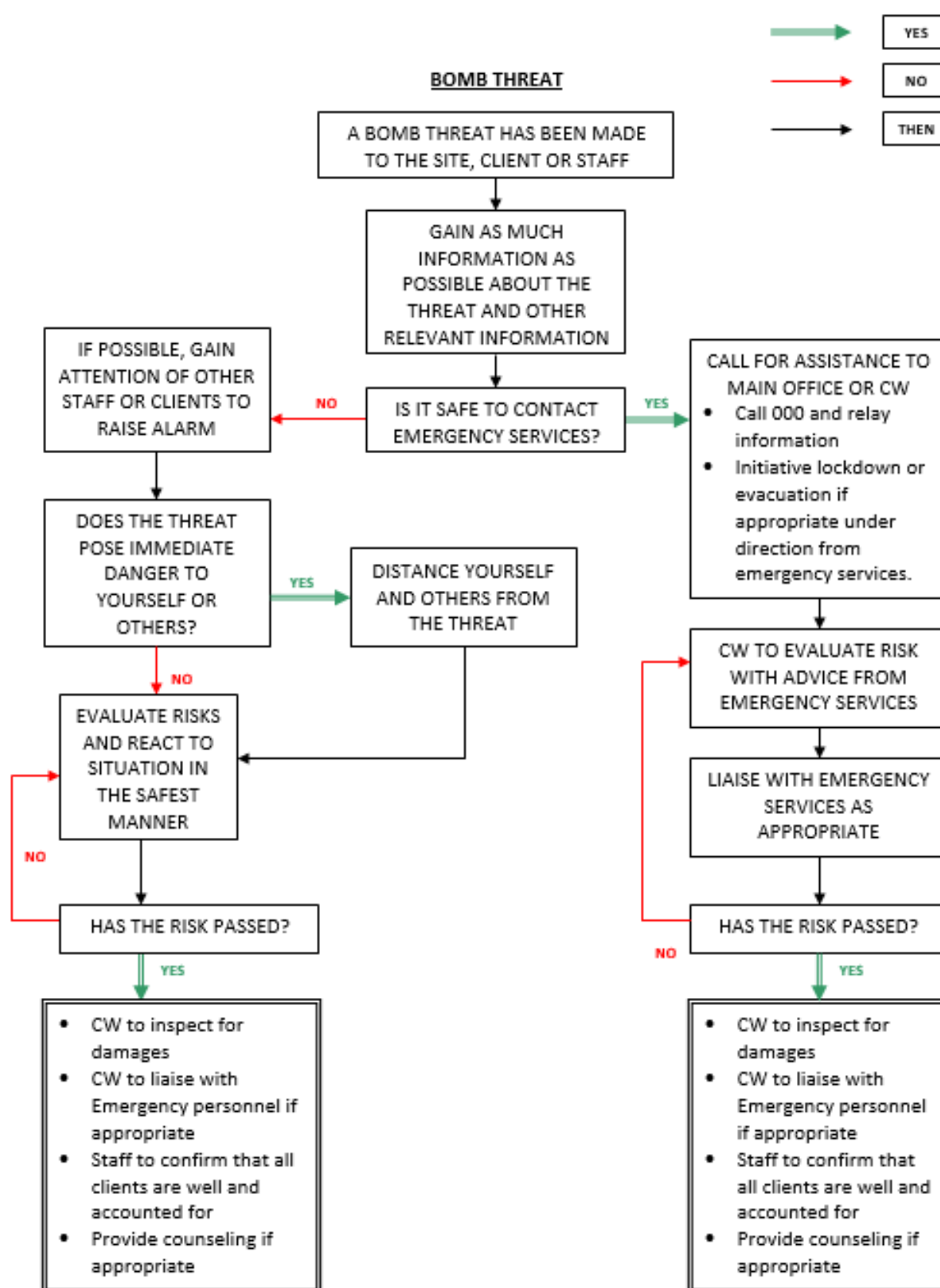

Ensure you maintain a path of egress between you and the nearest exit. (DO NOT USE NEAR ELECTRICAL EQUIPMENT / COMPUTERS)


FIRE  
BLANKET


Use as a Blanket to wrap around a Human Torch (Ensure you replace after every use)

# SECTION EIGHT

## BOMB/PHONE THREAT



## BOMB/PHONE THREAT

Bombs can be any shape or size, can look obvious or be camouflaged and may vary in their sophistication and may or may not explode (e.g. incendiary, radiological or chemical). Bombs can be placed in particular locations, can be delivered by an unsuspecting courier, sent in the mail or be concealed in a vehicle parked in a car park. The common term 'Bomb Threat' falls into two main categories:

### Hoax or Genuine

Generally, the main form of threat will be via the telephone. It is vital that staff are aware of their role in attempting to obtain as much information from the caller as possible.

[See Appendix 9 – Mail or Parcel Bomb Checklist.](#)

[See Appendix 10 – Bomb/Phone Threat Checklist.](#)

After an analysis of the available information, the threat will fall into one of two main sub categories:

### Specific Threat

This is the more serious of the two. Treat this threat as being genuine, as the caller may be prepared to provide specific information about the target (person or building), location, and type of device and when it will explode.

### Non-Specific Threat

Is far the most common. However, it must be treated as genuine until proven otherwise. The caller will provide scant information only, such as, "a bomb is in your building" and then hang up.

One of four possible decision options are considered:

- Ignore the threat and take no further action.
- Undertake a search without evacuation.
- Evacuate and then conduct a search.
- Evacuate and await a search by NSW Police.

The aim of a search is to locate something that appears out of place for the area such as:

- Objects similar to the one described in the threat.
- Peculiar shaped or unusual sized object.
- Objects for which owners cannot be found.
- Objects that are not normally kept in that area.
- Objects that are partially hidden or are found in unusual location.
- Clear the area, lock all entry doors, call the NSW Police and advise them of all details.

**NOTE:** DO-NOT use two-way radios and mobile telephones

### Chief Warden

1. Upon advice of a bomb threat, the Chief Warden shall put on their helmet and ring the '000'. (Note - the NSW Police may or may not attend depending upon the available evidence)
2. Organise the following;
  - Ban the use of all two-way radios and mobile telephones by ALL PERSONS where possible.
  - Use a direct approach (face to face).
  - Instruct the staff to carry out a brief search of their area. If nothing found, they may resume their normal duties after advising the Chief Warden of the result.

- If a suspect object is found, instruct staff to immediately evacuate all occupants from the area for a radius of 200m where possible and advise the NSW Police; then follow the directions from the NSW Police as necessary.
- 3. Evacuate the site – Commence evacuation if all available information points clearly to a device at the site, either inside or outside a building. The objective here is to evacuate the area immediately, advise NSW Police and have them conduct the search.

NOTE: Do not use loud hailers to provide instructions to staff unless a critical situation has developed.

### Area Wardens

- Upon advice of a bomb threat, the staff/wardens shall put on their helmets and conduct an immediate brief search of their building, structure or area for anything that is out of place such as packages / boxes / cartons / briefcases and the like.
- If an object is found, DO NOT TOUCH IT. Advise the Chief Warden of its location and any features you can see without moving or touching it such as;
  1. distinguishing marks;
  2. size of object;
  3. any protrusions on any face particularly underneath such as wires or rods;
  4. any sounds emanating from the package;
  5. any smell of almonds; and
  6. any smell of flammable liquids or other odours.
- Follow instructions from the Chief Warden as to evacuation methods.

### First Aid Officer and Communications Officer (where appointed)

- Put on respective helmet, contact the Chief Warden by verbal means, and await instruction from the Chief Warden.
- Do not use any two-way radios or mobile phones until further advised.

### HOT-UP

HOT-UP is a term used to describe a process for making an initial assessment about unattended, doubtful or suspicious items. If a suspect item fails any of the HOT-UP questions, it should increase the Chief Warden's awareness and ability to make an informed decision ensuring the ongoing safety of all staff/visitors and assets.

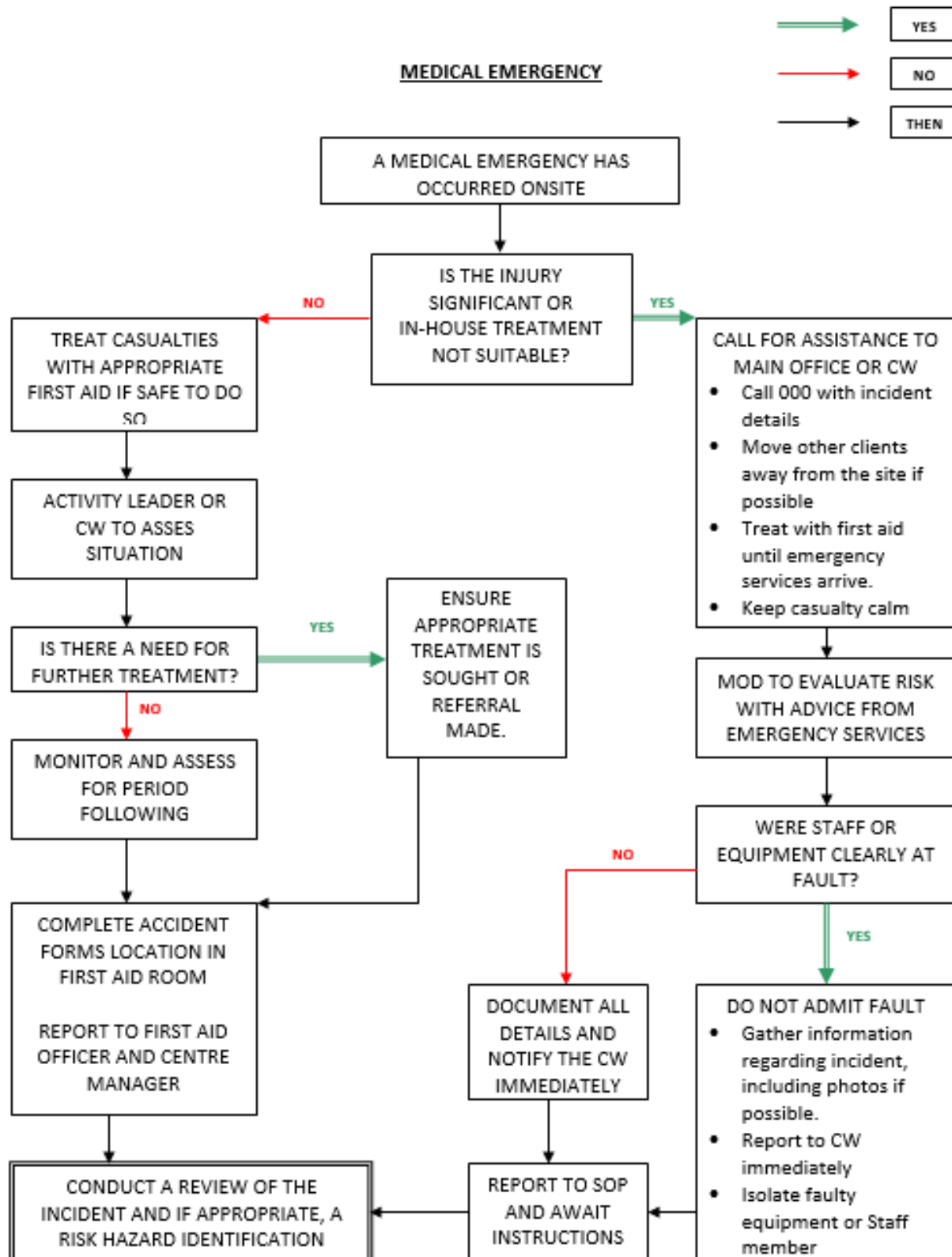
HOT-UP	IS THE ITEM:	HAS THERE BEEN:
	<b>H</b> idden? <b>O</b> bviously a bomb? <b>T</b> ypical of its environment?	<b>U</b> nauthorised access? <b>P</b> erimeter breach?

# SECTION NINE

## MEDICAL EMERGENCY

## MEDICAL EMERGENCY

## CODE BLUE



## MEDICAL EMERGENCY

The types of medical emergency are many and varied. The general principals remain the same, that is, for urgent cases call for an immediate response by NSW Ambulance and or a local doctor and take advice as to what treatment is required to stabilise the patient prior to the arrival of the doctor or NSW Ambulance. Staff should only render first aid only to the level of training/capability.

- Activities undertaken on site have some inherent risks, which may give rise to serious medical emergencies. Specific procedures for these activities can be found in the relevant guidelines.
- Both domestic and wildlife incidents should also be considered - the Poisons Information number is 131126 for animal / insect bites. Appropriate First Aid should be rendered for such incidents.
- For all other medical emergencies refer to the Office of Sport First Aid Policy.

### If you witness a medical emergency, remain calm and stay alert:

- Dial Triple Zero '000' and request an Ambulance.
- State the nature of the situation and provide the following detail as requested:  
*Address, Floor/Area, details of Injury, your name and a return phone number.*
- Do not hang up before the ambulance operator has received all the relevant information from you.
- Have someone remain with the injured person until help arrives.
- Call for a First Aid Officer - based on their training, the First Aid Officer should render assistance to the injured and make them comfortable.
- Clear the area of any by-standers.
- If the injury has resulted from a fall, do not move the person and do not leave them unattended.
- The First Aid Officer will remain with the injured person until arrival of the Ambulance.
- Ensure responding Emergency services personnel have a clear path of access to the injured person.
- The Warden or First Aid Officer should alert the Chief Warden of the incident and possible need for debriefing.

### Apply First Aid Action Plan

- D** Check for **DANGER**: Hazards, Risks, Safety for you, bystanders and the casualty.
- R** Check for **RESPONSE**: Check the casualty for a response by touching the casualty's shoulders and asking loudly "Are you alright?". Is the casualty Conscious or Unconscious?
- S** **SEND** for help: If unresponsive call **000** for an Ambulance.
- A** Check for **AIRWAYS**: Ensure the airway is open and clear of objects.
- B** Check for **BREATHING**: Keep the airway open and check for normal breathing.  
LOOK, LISTEN and FEEL for more than 10 seconds for normal breathing.
- C** Commence **CHEST COMPRESSION**: If the casualty has no signs of life, is UNCONSCIOUS, UNRESPONSIVE, not MOVING or not BREATHING normally, then commence compressions, but ONLY if trained and safe to do so. CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths.
- D** Apply a **DEFIBRILLATOR** (if available). Defibrillation is the emergency procedure where first-aiders apply the Automated External Defibrillator (AED) to the chest of a cardiac arrest casualty and the device delivers a controlled electric shock to the casualty's heart.



On advice of a medical emergency, the following procedures should be carried out:

### **Chief Warden**

- Put on helmet, gather mobile telephone, and hand held radio and immediately proceed to the incident area to assume control.
- Determine from other staff or witnesses the number of persons involved in the incident and their name/s.
- Direct staff to carry out first aid as appropriate to any injuries. Where the treatment is clearly above the first aid level, advise the appropriate emergency services by dialling Triple Zero – '000', such as the Ambulance Service, Fire Services or NSW Police and / or Local Water Rescue Organisations and request an immediate response.
- Direct a staff member to stay with the patient at all times until the emergency services arrive.
- Where possible arrange for another staff member to wait at the main entry gate to meet responding emergency services and then to direct them to the incident area.
- Conduct handover with the OIC of an attending emergency service.

### **First Aid (designated by green helmets)**

During an emergency, First Aid Officer will:

- Report to Area Warden.
- Attend to persons injured (if it is safe to do so) and advise the Chief Warden of any injury or illness that may require immediate evacuation.
- Take the portable first aid kit with them to the assembly areas in the event of a building evacuation.

### **Area Warden**

- On instruction from the Chief Warden or on being advised of a medical emergency, Area Wardens who are not involved in other immediate matters should put on their helmets. Then take up a loud hailer (where supplied), a hand held two-way radio or mobile telephone and contact the Chief Warden for directions as to possible deployment to assist either with the rescue effort or patient first aid treatment or occupant security.
- Staff are to follow the directions of the Chief Warden or the OIC of the attending Emergency service.

### **Snake Bites – First Aid Action Plan - Signs and Symptoms**

- |  |                        |
|--|------------------------|
| • puncture marks at the bite site                | • tingling or numbness |
| • copious amounts of saliva                      | • anxiety              |
| • pale, cool skin, progressive onset of sweating | • rapid, weak pulse    |
| • difficulty breathing and swallowing            | • blurred vision       |
| • chest and abdominal pain or discomfort         | • nausea / vomiting    |
| • headache                                       | • collapse             |
| • coma   |                        |

### *Pressure Immobilisation*

- |  |                                     |
|--|-------------------------------------|
| • primary and secondary assessment               | • dial triple zero – '000'          |
| • rest and calm casualty                         | • immobilise the limb with a splint |
| • apply pressure immobilisation bandage as shown |                                     |

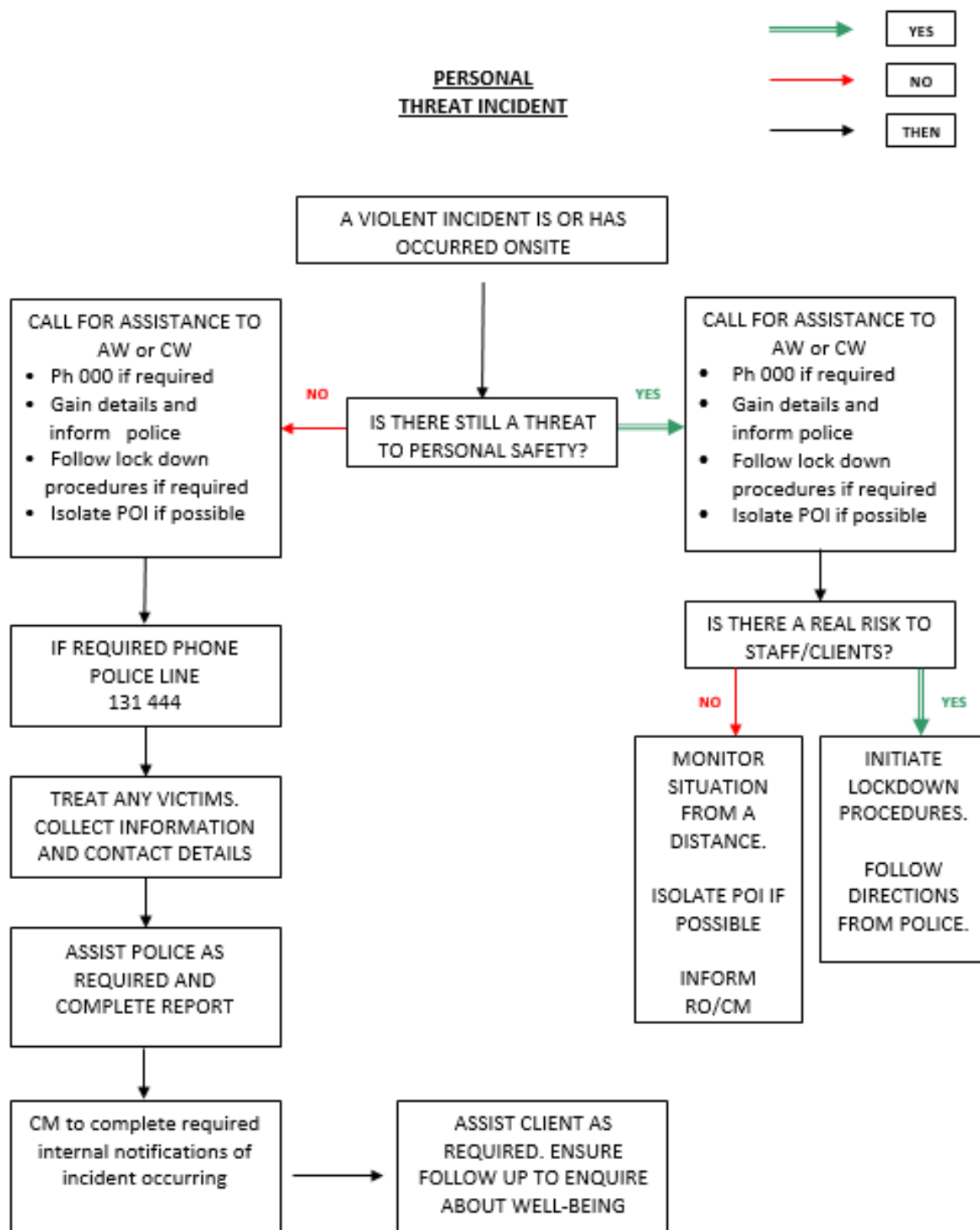
See Appendix 11 - Snake catch and release

# SECTION TEN

## PERSONAL THREAT

## PERSONAL THREAT

## CODE BLACK



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## PERSONAL THREAT

### Violent Incident On-site

At times, a situation may arise when you have to deal with verbal abuse, threatened violence or substance-affected behaviour from occupants or visitors. This can cause a great deal of distress to people. In the event of a violent incident, the first priority is the safety of other clients and staff.

#### Defuse the situation

- Find a suitable solution to the cause of the problem.
- If not, politely ask the offending person to leave the building.
- Inform the manager or senior staff member of the situation.
- If there is a perceived threat to life or wellbeing, call the NSW Police immediately.

#### Chief Warden

- If possible, isolate the perpetrator. If not, isolate all other clients and staff.
- Do not place yourself at risk.
- Obey the offender's instruction.
- Attempt to de-escalate the situation and avoid getting into an argument.
- Keep a safe distance between yourself and the offender.
- If the matter is deemed serious, dial triple zero – '000', NSW Police intervention should be sought.
- Take note of exits or other possible escape routes and try to get as close as possible.
- Activate the duress system (if installed).
- Call for assistance from another staff member as soon as possible.
- Observe continuously any objects touched by the offender.
- Record description of offender, what was said, touched etc. as soon as possible.
- Isolate the area until Security or NSW Police arrive.
- If no solution is available, politely ask the offending person to leave.
- Ask NSW Police to attend and tell the offending person you have done so.



## LOCKDOWN

In some critical situations, e.g. armed intruder in the vicinity or civil disobedience, or external emergency evacuation of persons from the building may not be the most appropriate response to safeguard lives. In these circumstances, the Chief Warden may initiate a **lockdown** procedure.

### **Chief Warden**

- Notify Area Warden to immediately lock all doors and windows to their cabins.
- Notify the NSW Police and request assistance.
- Direct Area Wardens to take occupants to designated lockdown areas.
- Notify OOS Management if they are not already aware of the situation.

### **Area Warden – on receiving advice to Lockdown:**

- Wardens should check toilets, outdoor structures, club building, and direct all occupants to designated lockdown areas.
- Advise occupants that they must remain where they are and not move around the building or leave the area.
- When lockdown is complete in the area of responsibility, the Area Warden shall contact the Chief Warden by mobile phone.
- Collate a list of names of those present on the floor.
- All persons shall keep a low profile, out of sight and away from windows until the "All Clear" is given from the Chief Warden or emergency services personnel.
- No person is to leave the lockdown area for any reason until this announcement.
- When the "All Clear" is given advise personnel away from the building that it is safe to return.

**NOTE:** *It is imperative, in this type of emergency that ECO members and Management remain calm and promote an appearance of confidence at all times.*

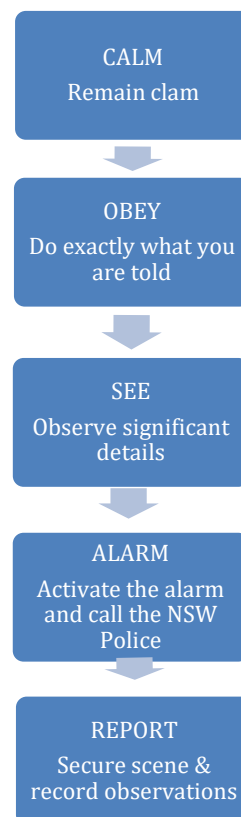
See Appendix 8 – Lockdown checklist

## Armed Intruder

Armed hold-ups are given appropriate serious consideration in these procedures. The possibility of injury to staff and occupants is a distinct possibility. All staff are to follow the instructions of the intruder and not to place themselves, other staff or site occupants at risk.

### Armed Hold-up Procedures

1. Do not be heroic - Do only what you are told and nothing more.
2. Obey the intruder's instructions.
3. Observe as much as possible about the intruder, including speech, mannerisms, clothing, scars, tattoos and other distinguishing features. If possible, estimate the intruder's height.
4. If you are out of danger, stay out of danger. If with safety, you can leave the building, do so and then raise the alarm. If possible, observe the vehicle used, its description registration number and escape route.
5. Ask witnesses to remain until NSW Police arrive. Mark all areas where the intruder stood or anything he touched then keep people away from those areas until NSW Police have checked for fingerprints and made other necessary examinations.
6. If the intruder tendered a demand note, preserve it untouched for fingerprint examination.
7. Until the NSW Police arrive, think about what happened but do not talk about it. If possible, write your observations down but without conferring with others. NSW Police want your impressions uninfluenced by others.
8. Release of information to the media is the sole responsibility of The Office of Sport Head Office or their nominee and all such inquiries should be referred directly to the Head Office.



### Chief Warden

- On advice of an armed hold-up the Chief Warden shall immediately ring the NSW Police on Triple Zero '000' and advise them of all available details.
- The Chief Warden shall follow the instructions given by the NSW Police as necessary for the safety of all occupants and comply with all directives from the intruder(s).

### Area Warden/Wardens

- When the Chief Warden is not contactable and on advice of an armed hold-up, and ONLY when it is possible to do so without jeopardising or risking other staff or occupants, immediately ring '000' and advise the NSW Police of the situation. A second call to the Chief Warden must be made immediately to advise them of the situation.
- Staff shall follow the instructions given by the NSW Police and where necessary comply with all directives from the intruder(s).

## Civil Disorder

Civil disorder is rare however; the EMP should make provision for specific actions to be undertaken by the Chief Warden, E.C.O and NSW Police. Civil disorder usually occurs outside a building.

The type of action the demonstrators will undertake will be dependent upon the initial reasons for the unrest as perceived by them. Similarly, any re-active measures undertaken by the Chief Warden, the E.C.O. and the NSW Police will be determined by the demonstrator's actions.

The Centre is large and control of such demonstrations will be extremely difficult or impossible in open space areas.

### Chief Warden

The Chief Warden should put on his or her helmet, take a hand held radio and carry out the following:

- Notify the NSW Police, request their assistance and follow their instructions.
- Advise all staff of the incident.
- Ensure the site is locked down.
- Alert other members of the E.C.O. mobile telephone or radio.
- Alert the Head Office of Sport of the situation.
- Restrict all Staff and occupants from exiting / entering the Centre.
- Restrict direct contact between any demonstrators and occupants where possible.
- Follow the directions of the NSW Police.

### Area Wardens

- Any staff becoming aware of any civil disorder should immediately notify the Chief Warden advising of all possible details then await further instructions.

### Cessation of Incident

On cessation of the incident, inspect any damage caused, liaise with NSW Police, advise the Office and Sport Head Office and record all details for possible reference by NSW Police for any possible criminal charges that may be laid later.

### Return to Normality

As soon as possible, the Chief Warden shall return the Centre to normal operations.



# SECTION ELEVEN

## INTERNAL EMERGENCY

## INFRASTRUCTURE

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## **INTERNAL (INFRASTRUCTURE) EMERGENCY**

### **Electrical Power Failure**

The electrical supply is critical both to the operation of the EMP and the Centres peripheral equipment such as internal telephones, base radios, computers, lighting, fire detection systems, fire-fighting pumps, occupant warning systems (Emergency PA System) and any electrically operated domestic sewerage waste water pumps.

NOTE: Conventional telephones will remain functional as their power is fed from the local telephone exchange via incoming service lines. Electrically supplied communications systems such as portable telephones and PABX's will fail unless an alternate power source is provided.

All ECO staff are reminded that the only lighting operational during a power failure will be Emergency and Exit Lighting systems where provided under the Building Code of Australia. However, this will only be for a nominal maximum period of 90 minutes. Some solar powered garden lighting may exist.

The fire detection and alarm system will continue to function for a period on internal battery power. Any alarm condition will rapidly drain the batteries.

#### **Chief Warden**

- Determine if the power loss is local or is a supply authority problem. If external to the Centre, telephone the supply authority and determine the extent and duration of the supply failure.
- Advise all staff / wardens via mobile phone or face to face of the expected duration and ensure that all staff / wardens are equipped with torches as necessary. Where necessary advise the Office of Sport Head Office of the incident.
- Advise all staff / wardens and review the minimum requirements necessary for the Centre to safely remain operational.
- Temporary power may be required in selected buildings. The Chief Warden should review local generator hire arrangements and whom to contact.

*NOTE: Consideration should be given to the use of portable two-way radios for communication due to reducing battery life. Sufficient replacement batteries should be available to support extended emergency conditions or if another emergency incident arose.*

#### **Area Wardens and Staff**

##### **Daylight hours:**

- All staff / wardens shall carry out the instructions issued by the Chief Warden.
- All Wardens shall put on their helmets (identifying products), take a two-way radio (but use sparingly) and a loud hailer where necessary and advise Centre occupants of the power failure and its expected duration and any other courses of action.

**Night hours:**

- Staff / wardens shall put on their helmets, take a two-way radio, (but use sparingly) a loud hailer and a torch and where thought necessary advise Centre occupants of the power failure and its expected duration and any other course of action. Emergency lighting will provide some cabin light for up to 90 minutes.

**(NOTE:** This action could be advised later when the morning arrives to reduce any chance of accidents occurring in the dark.)

- Unless critical, occupant evacuation should not be undertaken in the darkness. Staff should await the directions of the Manager on Duty / Chief Warden.

**Gas Leak**

In the event of a gas leak:

- Isolate the gas supply (turn off the gas), if safe to do so. Remove all ignition sources.
- Immediately contact Fire and Rescue NSW – dial '000'.
- Notify and report to the Chief Warden any actions taken.
- Shut down the air conditioning to prevent the spread of any flammable and/or toxic gasses
- Establish scope of emergency and whether safe containment will be speedily achieved (if in doubt commence evacuation).
- Ensure injured are moved to a place of safety and no one is exposed to further risk or injury.
- If evacuation does occur, ensure the assembly area is located up hill and upwind of the location of the leak and that, the wardens are advised of the new assembly area location if changed from the normal assembly area.

**Remain at the emergency assembly area until further advised by emergency services.**

**Water Utilities Failure**

In the event of a failure of water supplies on site:

- Staff may need to consider alternative water supplies.
- Report the failure to the relevant service provider.
- Staff should be aware that the fire sprinkler system would not work if no water were available.
- Contact the Directors and advise them of the situation.

In the event the potable water supply on the site is suspected to be contaminated:

- Stop using water supplies as soon as the contamination is noticed or suspected.
- Shut off and isolate water supply.
- Advise all staff/occupants/visitors for safety purposes to use bottled water.
- Call an ambulance on '000', if any workers/children/visitors/occupants require medical attention.
- Report the failure or contamination to the relevant service provider to be rectified.
- Contact the Directors and advise them of the situation.

In the event of broken or leaking water pipe resulting in flooding within the building:

- Isolate/turn off electricity, water and gas.
- Protect valuables and move equipment and documents above anticipated flood level.
- Evaluate the need to evacuate.
- Contact the emergency services if required – dial '000'.
- Upon the arrival of Emergency services, consult as to whether the building or areas can be re-occupied safely.

**NOTE:** Water damage occurring inside a building can be very disruptive and costly to occupants and building owners. Although an expedient response is critical, taking short cuts can have undesirable consequences such as mould growth: mould discoloured surfaces, and odour problems. Moulds and fungi may cause allergic reactions in susceptible individuals as well as other potential health problems.

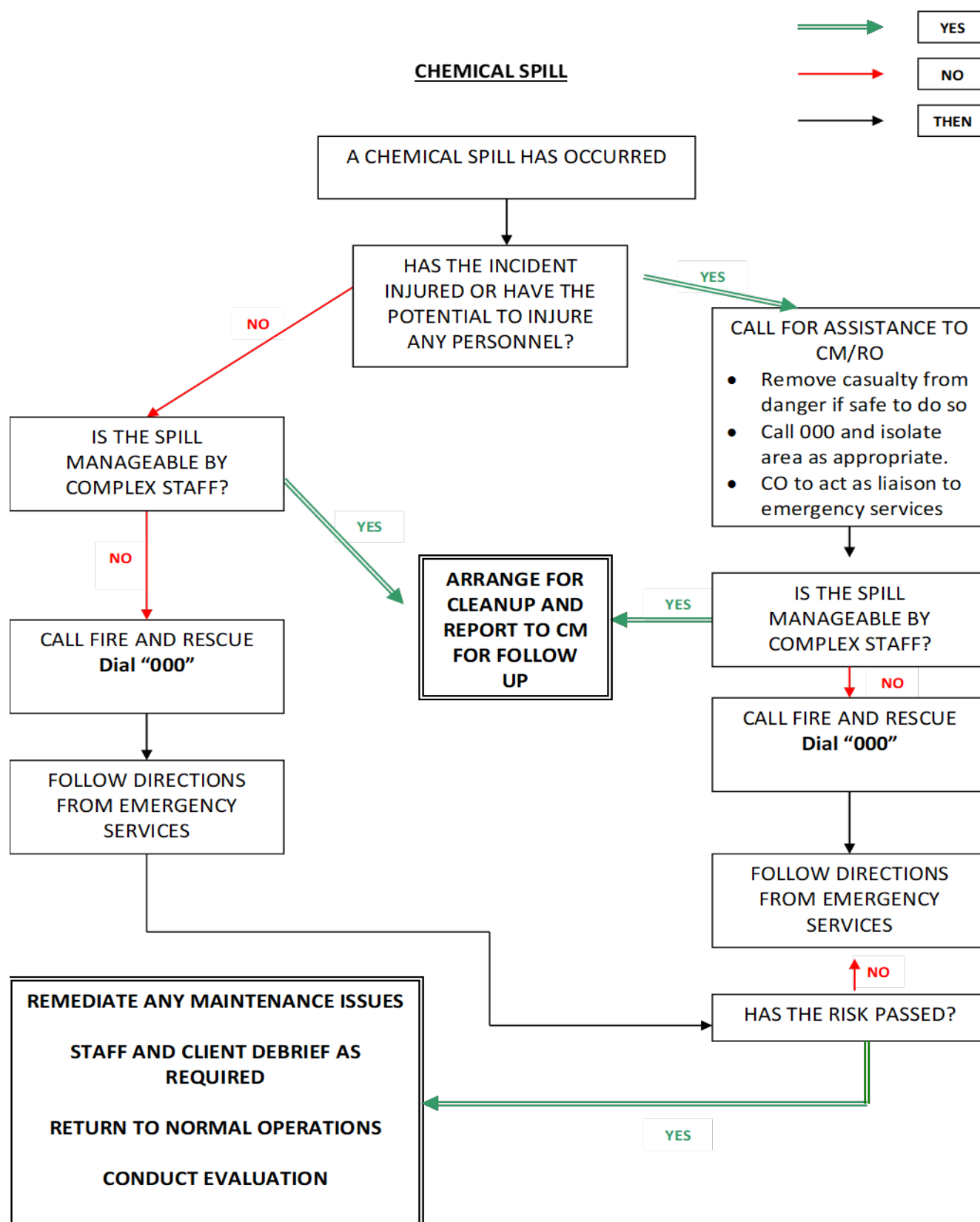
## Sewer Utilities Failure

In the event a building is flooded by sewage or wastewater:

- Isolate electrical power in the area that has been flooded if there is any chance of electrical wires, extension cords, or electrical appliances or fixtures coming in contact with standing water or wet materials.
- Evacuate sewage-contaminated areas right away. Areas of sewage spill should not be occupied by people who are not wearing appropriate protective equipment as they are dangerous.
- Decontaminate persons who have come into contact with the sewerage or wastewater using flowing clean water and soap.
- Report the failure or contamination to the relevant service provider to be rectified.
- Ensure the contaminated area is cleaned and disinfected before it is re-occupied.

**NOTE:** Sewage spills contain contaminants that can cause serious illness or disease. Disease causing agents in raw sewage include bacteria, fungi, parasites, and viruses and can cause serious illnesses including bacterial infections, Tetanus, Hepatitis A, Leptospirosis, infections by *Cryptosporidium* and *Giardia* and gastrointestinal diseases.

## CHEMICAL SPILL



## Chemical Spill

Safety Data Sheets (SDS) for Hazardous Materials and Dangerous Goods are kept on site. These sheets detail the chemical and physical properties, health hazard information, precautions for use and safe handling information for each hazardous substance.

**NOTE:** Hazardous Materials and Dangerous Substances are to be stored on site in accordance with Legislative requirements and Advisory Standards.

### Chief Warden

- Put on helmet, gather mobile telephone, and hand held radio and immediately assume control. Determine from other staff or witnesses the material and the number of persons involved in the incident.
- Dial Triple Zero – '**000**', ask for the Fire Service due to chemical contamination. Provide the following details:
  1. type of chemical
  2. UN number or name of chemical
  3. quantity estimate
  4. type of exposure
  5. number of casualties
  6. consciousness state
  7. treatment being provided
- In providing these details, additional services such as NSW Ambulance will be responded. Subsequent calls to Triple Zero – '**000**' may be required depending on the size and nature of the incident.
- Reference to appropriate SDS and act accordingly to response procedures.
- **CONFIRM THE AREA IS SAFE TO APPROACH.** Do not enter any confined area where there is the slightest risk of being overcome by chemical fumes – appropriate personal protective equipment as required must be worn in the area of the hazard. This may include, but is not limited to gloves, face shield, wet weather gear and respiratory protection.
- Evacuate the immediate danger area and ensure that persons assemble in a **well-ventilated area, uphill and upwind from the spill.**
- Cordon off area, prevent access to unauthorised areas and do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity.
- Notify any appropriate chemical experts as required.
- Establish the scope of emergency and whether safe containment will be speedily achieved. Ascertain hazardous substance and chemicals involved.
- If it is ascertained that safe containment may be achieved, retrieve spill kit (if available). Refer to the instructions on the spill kit and follow directions to contain the spill using the required personal protective equipment stated on SDS.
- All waste shall be removed consistent with any regulatory requirements and the incident should be reported under applicable statutory requirements.

**NOTE:** The Emergency services should be contacted if the spill is of a significant size, the substance is unknown or highly flammable/explosive/poisonous or if it has entered any drainage systems or other environment such as waterways – **dial Triple Zero '000'**.

If the chemical ignites, follow the **fire/smoke** emergency procedure.

### Area Warden

- Put on their helmets, or a hand held radio and stand by for instructions from the Chief Warden
- Where the incident is located within the Area Warden area of responsibility, arrange the immediate evacuation of all occupants closest to the incident to a staging area outside the incident building. Removal of client lists; structure records and the staff attendance book are the responsibility of the Area Warden.

**NOTE:** Portable generators are useful when temporary or remote electric power is needed, but they also can be hazardous. The primary hazards to avoid when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire.

### Missing Persons

On the first day induction, review with campers **“Staying Found”** and what to do if separated from the group.

Upon determination that a camper is missing:

#### Chief Warden

- Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
- Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did he fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
- Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
- Check any known accomplices (friends in other cabins, etc).
- Check bathrooms, dining hall and cabins.
- Contact the or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing.
- If the camper is not found within 20 minutes, the camper will be presumed lost. The Chief Warden will institute a public search that will include contacting the NSW Police, administration office, and camper's parents.
- Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some other activity.
- Complete an incident report and any other reports requested.

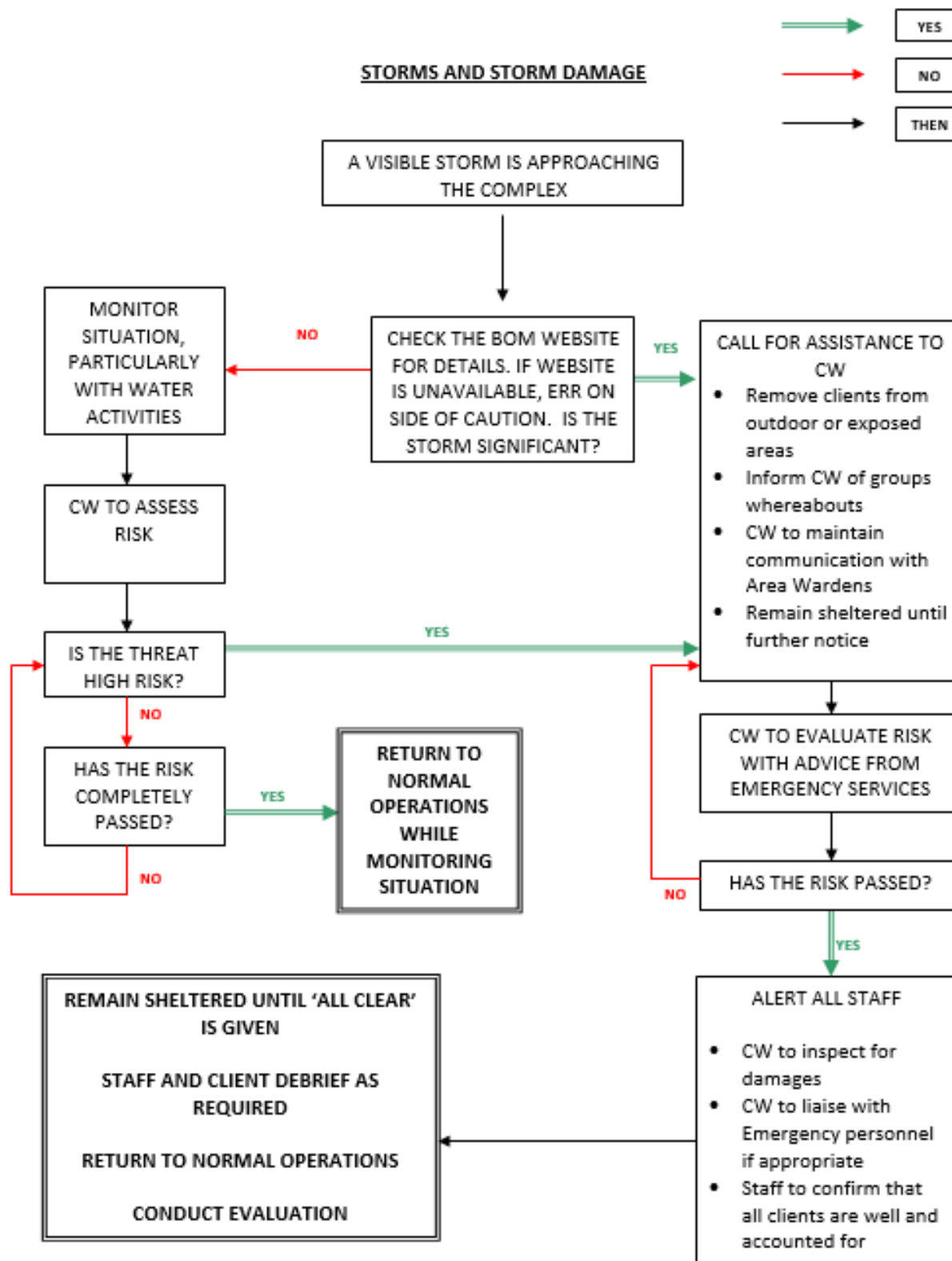
# SECTION TWELVE

## EXTERNAL EMERGENCY



## EXTERNAL EMERGENCY

## CODE BROWN



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## EXTERNAL EMERGENCY

### MVA, BUSHFIRE AND STORM EMERGENCIES

An external disaster is classified as an event occurring outside the site, which may require a reaction from the staff to prevent impact to the sites staff, visitors, facilities or other assets.

Examples:

- motor vehicle accident
- bushfire emergency
- storm emergency

#### **Chief Warden**

On advice of an external emergency, the Chief Warden shall immediately dial Triple Zero '000' and advise the relevant emergency service of the type of incident and all possible details.

The Chief Warden shall follow the instructions given by that emergency service and muster all available Area Wardens to assist where possible and where considered safe to do so.

#### **Area Warden**

On observation or local advice of an external emergency immediately dial Triple Zero '000' and advise the relevant emergency service of the type of incident and all possible details. In addition, advise the Chief Warden of the incident and follow any instructions given. Where Staff/ Wardens consider it safe to do so, they may render assistance.

### External Disaster Procedures

In the event of an advised or perceived external disaster the following actions must be carried out by either Area Warden or the Chief Warden whoever is first to note the incident:

1. Ring '000' and advise the relevant emergency service of:
  - the nature of the disaster (is fuel involved / are persons trapped);
  - the exact location – (Latitude and longitude is beneficial);
  - the number and type of injuries;
  - the type of rescue / transport required, (ambulances, buses or the like); and
  - what actions if any you are proposing to carry out.
2. Ring the Chief Warden on the mobile telephone and advise of the details.
3. Await a response and further directions from Site Manager.
4. Where circumstances change prior to the arrival of emergency services, immediately advise '000' of all changed details.
5. Where possible arrange for another staff member to wait at the main entry gate to meet responding emergency services and then to direct them to the incident area.
6. Upon arrival of the emergency services, hand over control and follow their directions.

### Extreme Heat

The following information will help you in times of extreme heat:

- open/close doors and windows to assist in temperature control;
- close blinds and curtains to reduce entry of heat;
- restrict access to external areas;
- monitor air temperatures within location;
- encourage staff and other persons to drink plenty of water; and
- ensure air conditioners are well maintained.

## Severe Weather Conditions

Severe weather conditions in the form of severe thunder and or hailstorms, dry lightning storms or very high winds may affect the site and cause serious damage. It is not possible to develop detailed emergency procedures for all of these differing types of incidents and again general emergency management principals apply.

Advice of extreme weather conditions may be given at very short notice and every effort to ensure all occupants are sheltering in their structures or Recreation Hall will be paramount to preventing possible occupant injury.

Where high winds are going to affect the Centre, the securing of buildings and equipment may not be possible given the short notice of the pending impact. However, where possible, all Centre buildings are to be secured as best as possible to prevent wind and rain damage. Constant monitoring of commercial radio and television stations is critical.

### Chief Warden

As soon as being notified of a severe weather condition approaching and where time permits, the Chief Warden shall:

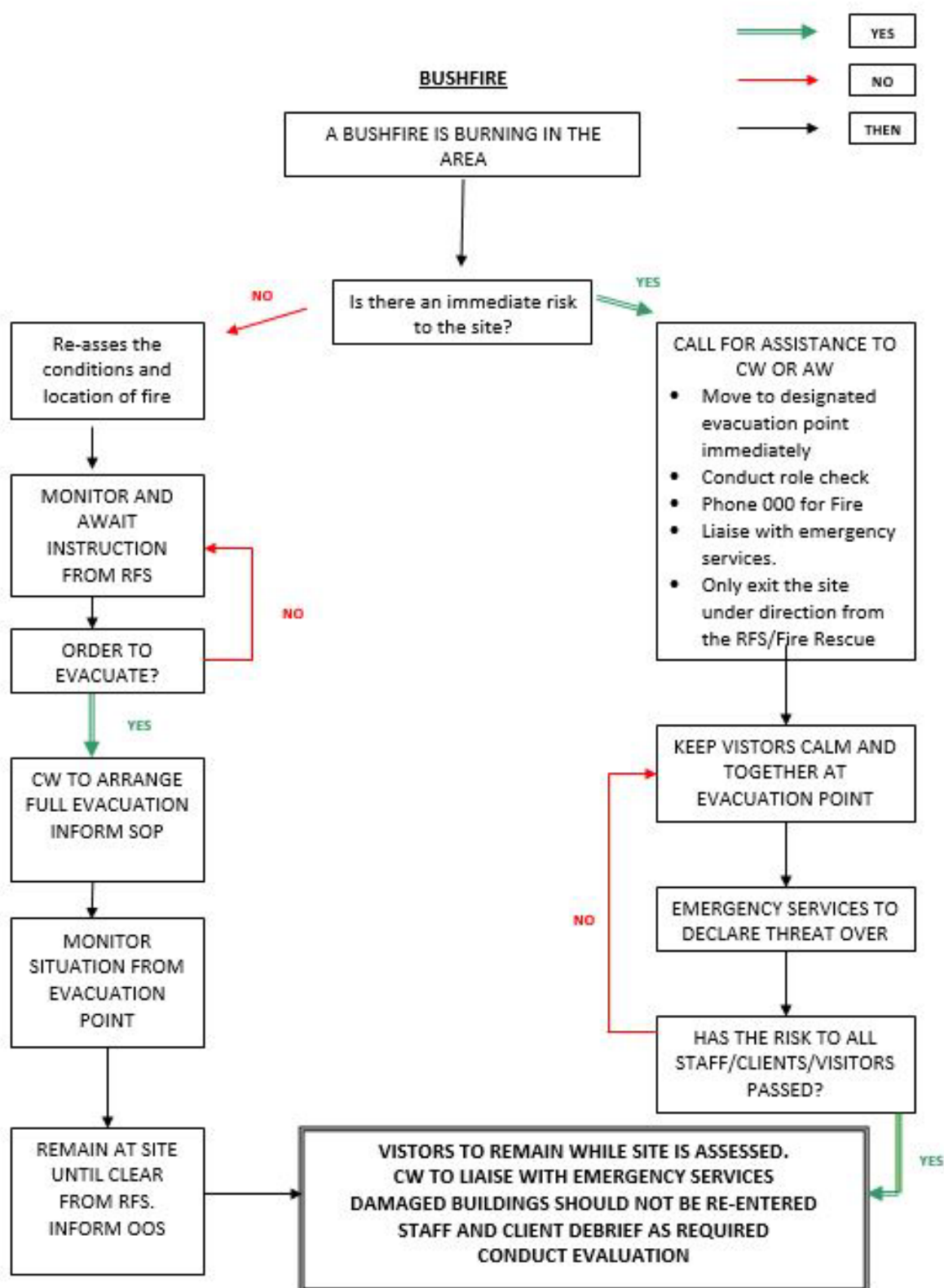
- Immediately advise Area Wardens, staff and occupants to seek shelter in the closest suitable structures.
- Where it is decided to 'ride out' the storm, the Chief Warden shall direct all Area Warden to ensure all occupants are in either safe structures or the Recreation Hall.
- The Chief Warden should take a mobile telephone and a battery operated AM/FM radio receiver with her at all times to listen for public safety announcements and where necessary respond accordingly.

**NOTE:** *It is possible to evacuate the Centre however given the nature of the activities and remote location of the site this may not be a safe option. Unless directed to do so or where there may be several hours in which to carry out an orderly relocation from the Centre, an evacuation over a very short time frame is not recommended.*

### Area Warden

- As soon as being notified of a severe weather impact, Area Wardens shall follow the instructions from the Chief Warden / Centre Manager.
- Staff /wardens should advise all occupants of the pending situation as soon as possible and encourage them to return to a safe structure. This sheltering activity may last for several hours.

## BUSHFIRE FLOWCHART



## Bush Fire

The Centre is located in a typical grassland area with limited woodland predominately located along Lees Creek. The main buildings and facilities are all located in cleared areas along the creek valley. There are only a few activities that are undertaken in the woodlands areas. These being trail walks and campfire sessions.

Bush fire and grass fire remains a high risk during the warmer months. Grass fires can be expected from the south, east and north. A westerly approach is unlikely due to the Barry Way.

Bush and grass fires can impact the Centre directly or by "spotting" from fires burning nearby. Where spotting occurs, the initial fire fighting attack by staff needs to be rapid, and measured against the control and protection of the Centre's clients and staff.

Where a 'spot fire' is seen by staff/wardens they must immediately ring **'000'** and call the fire services. Be aware that the fire services may not attend immediately due to other more urgent calls. Staff/Wardens can, if they consider it safe to do so, attempt to extinguish the spot fire.

The Centre's buildings are positioned in a relatively safe area of the property however smoke from burning bush and grass fires will be of particular concern to persons with respiratory problems and could be an ongoing concern regarding the overall visibility of the Centre should a fire come closer to the buildings.

Clients need to be relocated to the Recreation Hall immediately. The Hall provides adequate space and tenable conditions. The Dining Hall is an alternative location, however internal space may become a problem if large groups are onsite.

Alternatively, all staff and occupants must remain inside the Centre's designated buildings.

**Warning:** Caution must be used in moving Centre occupants about within the grounds at any time during bushfire impact due to smoke and embers.

It is recommended NOT to attempt to transport staff and visitors along Barry Way. This road may become involved in fire or be severely smoke impacted and become unsafe for all road users.

**NOTE:** Where Bushfire Fire Authorities advise of an impending Severe, Extreme or Catastrophic Fire Danger Day, even if no bushfire currently exists in the general region, there should be consideration to closing the venue until conditions return to normal. Staff can remain at the venue as necessary for security purposes.

## **'Stay or Go' Policy:**

Where a bushfire is likely to impact the Centre on days other than declared Extreme or Catastrophic bushfire impact a 'Stay or Go' policy is to be put in place.

Where a 'Stay or Go' policy is determined, the Chief Warden will implement it. The decision to 'Stay or Go' must be made as early as possible (several hours before) to ensure safe passage for all staff and occupants to places of safety well outside the Centre.

Attending fire services or the NSW Police may instruct that the Centre be evacuated, however the Chief Warden/Centre Manager must consider the problems associated with a rushed evacuation and should suggest that occupants are held in "safe refuges" inside the Centre where possible until at least the smoke and ember impact has subsided.

### **Chief Warden**

On being advised of an approaching bushfire or on smelling smoke, the Chief Warden shall immediately notify Triple Zero - '000' to seek urgent confirmation and possible support from the NSW Rural Fire Service and/or Fire Rescue NSW.

The Chief Warden shall advise the Fire Services of the following:

1. the location of the bushfire;
2. the approximate size of the bushfire (width of fire);
3. the time the bushfire was first noticed and how it has grown to this point;
4. the number of occupants and staff at the Centre;
5. actions being undertaken by staff/wardens to safe guard the occupants within the Recreation Hall or Dining Room;
6. the number of buses required for a formal evacuation; and

The Chief Warden shall then advise all staff / wardens of the incident by telephone, two-way radio or face to face and direct them to advise all occupants of the situation and that relocation or evacuation may or may not be possible. Where possible, staff should attempt to assemble all occupants in a designated safe area, conduct a head count and advise them of the pending situation and the proposed actions to be taken by Area Wardens for their safety.

The Chief Warden shall again telephone the fire services and confirm the total number of occupants and staff at the Centre and any evacuation / relocation / site holding plans being implemented.

The Chief Warden should, where time permits, advise the Office of Sport Head Office of the immanent bushfire impact and the emergency measures being undertaken.

The Chief Warden may ask some staff to take up 'spot fire' firefighting roles if considered safe to do so by the Area Wardens. All staff/wardens are reminded that firefighting equipment is limited to external fire hose reels so extinguishing a spot fire may be dangerous. It is imperative that constant contact with the Chief Warden is maintained.

## **Area Wardens**

On the smelling of smoke or on advice of an approaching bushfire, staff/wardens should:

- Attempt to determine the direction of the bushfire and direct Centre occupants initially into their closest refuge areas in order to maintain tenable conditions for them.
- Follow any instructions given by the Chief Warden and to maintain communications at all times.
- A 'spot fire' watch must be kept on Centre grounds and buildings and where impacted by bushfire embers, staff must direct any occupants to a 'safer' building or an external Final Assembly Area clear of smoke.

**NOTE:** Staff/wardens are reminded that their first responsibility is to the occupants ensuring they are in a relatively safe place. Staff/wardens are not trained as firefighters and where fire attack is proposed, staff/wardens must work in pairs for their own safety and only if they consider it safe to do so.

If possible, staff are to turn on radios or televisions and listen for local emergency broadcasts about the bushfire or other warnings such as declared "Extreme or Catastrophic" fire event days and the recommendations made by authorities for those days.

The use of the NSW Rural Fire Service app "Fires Near Me" is highly recommended.

**Warning:** A bushfire has potential to damage electrical transmission lines and it is possible for these lines to cause serious hazards.

## **First Aid Officer (where appointed)**

Standby at the Administration Office and await instruction from the Chief Warden.

Of concern will be persons having breathing difficulties due to the smoky conditions. This aspect may necessitate the use of an Oxy-viva or similar oxygen administration device and the person being relocated into a safe building out of the smoke.

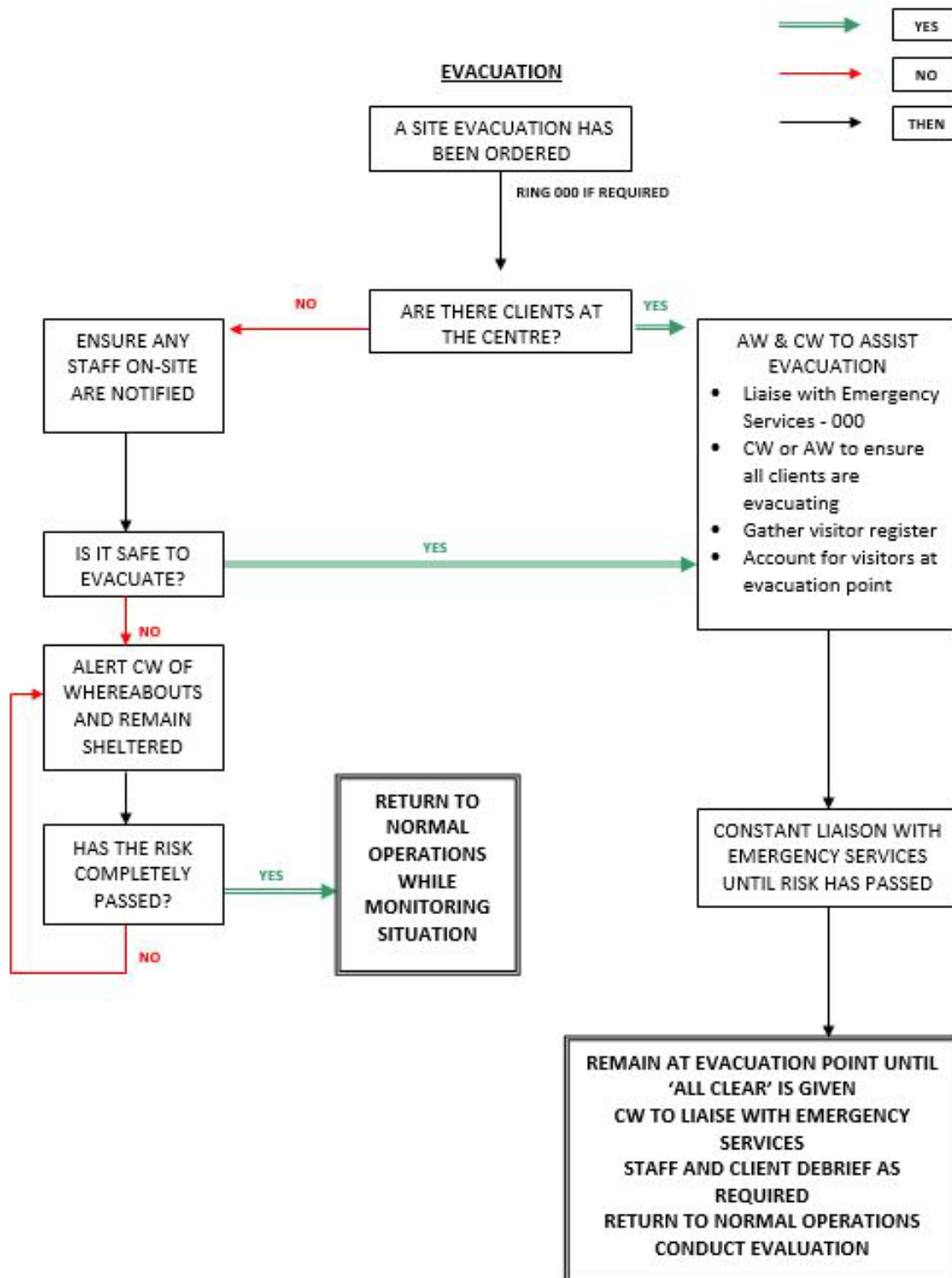
# SECTION THIRTEEN

## EVACUATION



## EVACUATION

## CODE ORANGE



## EVACUATION

As the Centre is spread over 87 hectares, several final assembly points for specific areas should be determined. It is acknowledged that the movement of occupants to Final Assembly Areas may be difficult to achieve and control. In particular, the maintenance of security for the occupants with limited ECO staff will be an on-going problem.

The provision of several final assembly points will enhance the overall management of an incident in allowing flexibility under varying emergency conditions particularly where bushfire or building smoke impact may change direction rendering one Final Assembly Area untenable.

Initially the Centre should be divided into three specific areas: - The Recreation Hall, Dining Room and the Eastern Athletics Oval. The provision of these separate areas will require minimum movement of occupants in order to reach safety and/or medical treatment.

Should an incident develop to a level where the allotted Final Assembly Area becomes untenable due to smoke, embers or other toxic products then an alternate site must be determined immediately and all occupants moved to that site.

### Assembly Areas –Locations

#### Recreation Hall

The Recreation Hall provides protection and shelter from the weather but more importantly smoke and should be used as the primary Final Assembly Area (FAA). The location also provides water, seating, client security and landline communications. Access for buses is immediately outside allowing for a more rapid evacuation should it be required. It is also located close to the access road should the need to evacuate/relocate from the Centre be deemed necessary. Care should be taken to close all windows and doors where possible.

#### Dining Room

The Dining Room provides protection and cover from weather elements. The location also provides water, food, seating, client security and landline communications. Access for buses is immediately outside allowing for a more rapid evacuation should it be required. The Dining Room should be considered as an alternate FAA if the Recreation Hall becomes untenable or involved in an incident.

#### Eastern Athletics Oval

The Eastern Athletics Oval could also be used as an alternative external FAA if structure fires are threatening the Centre's buildings. It is located at such a distance that it will provide sufficient separation to afford protection against radiant heat and direct flame contact. This area should not be used if smoke drift may impact the Centre. The oval can be serviced by the internal road system.

It is not recommended that Centre occupants be held near the grassland or forested areas as other threat issues could arise.

**NOTE:** REFERENCE SHOULD BE MADE TO THE CENTRE'S SITE PLAN

## Accounting of Occupants

During an incident, it is imperative that Area Wardens account for all occupants within any of the Centres buildings. This function shall require a full head count both before they leave the cabins and after they arrive at the selected Final Assembly Area. It is preferable that an initial head count be carried out in individual cabins or other buildings prior to arrival at the Final Assembly Area.

Where possible, staff should determine occupant numbers as they arrive at a designated Final Assembly Area or before they leave the Centre if emergency transport is available. Where staff numbers are low, this process may not be able to occur particularly where staff may be involved at the incident itself.

**WARNING:** NO PERSON SHOULD LEAVE A FINAL ASSEMBLY AREA UNTIL AN 'ALL CLEAR' HAS BEEN GIVEN BY THE CHIEF WARDEN OR THE RESPONSIBLE EMERGENCY SERVICE

During a building fire, accounting for all occupants is extremely important, as it is possible that attending emergency services will have to re-enter burning buildings to search for someone who is already outside thus placing the fire fighters at further unnecessary risk. Staff should attempt to account for occupants outside the building at the Final Assembly Area and then advise emergency services on their arrival.

Additionally, where heavy bushfire smoke impact occurs, visibility may be seriously reduced; Wardens should move all occupants to the dining room for more tenable conditions.

### **Chief Warden or Deputy Warden**

The Chief Warden or Deputy Warden shall take full and total control of all emergencies until the arrival of the first emergency service.

On the sounding of an alarm or on verbal advice of an incident, the Chief Warden shall don the identifying white helmet, secure a mobile telephone and proceed initially to the incident or the main FIP. The FIP is located in the entry foyer of the Administration Office. The chief Warden will continue the emergency co-ordination activities from that point until the arrival of the first attending emergency service.

Where an incident area becomes untenable, the Chief Warden must determine a safer location or the Final Assembly Areas and direct all occupants to that point if safe to do so.

The Chief Wardens responsibilities are to:

- Ensure that all occupants are made aware of the procedures to be followed in the event of an emergency incident.
- Arrange regular training meetings of the ECO. The meetings should be used to review and amend this EMP as deemed necessary by them.
- Ensure the continued maintenance of fire and safety equipment.
- Keep a record of all inspections and servicing carried out on all firefighting or passive fire protection equipment.

A competent person in accordance with the requirements of the National Construction Code of Australia (formally the BCA) should inspect all buildings annually. Records of these inspections and any remedial work should be retained on site.

## Area Wardens

The Area Wardens are responsible to the Chief Warden and shall carry out their instructions.

- All Area Wardens shall be responsible for conducting a thorough search of their respective areas (tenable circumstances permitting) and conducting a head count of all occupants. The figures should be checked at the Final Assembly Area and any discrepancies immediately brought to the attention of the Chief Warden.
- All Area Wardens shall prevent any persons, other than emergency services from re-entering any of the areas, structures, buildings during an evacuation and whilst that incident is being rendered safe by emergency services.
- Where possible, entry doors should be locked to prevent re-entry.
- Advise if medical assistance is required in their area. The Chief Warden shall also arrange for an Ambulance to attend as soon as possible.

No person is permitted back into any area or building under any circumstances unless an 'ALL CLEAR' is given by the Senior Officer of the attending emergency service or Chief Warden

## First Aid Officer

The First Aid Officer shall contact or report directly to the Chief Warden and await further instructions as to the location of any possibly injured persons. They shall then attend and provide appropriate treatment.

The Chief Warden will be notified when any serious injury occurs, they will in turn arrange for an Ambulance or other formal emergency medical attention to attend the incident.

First Aid Officers have responsibility to:

1. Collect the nearest first aid kit, don green identification and locate the Chief Warden.
2. Proceed directly to the assembly area and provide assistance where necessary and standby to assist staff, occupants and visitors requiring first aid treatment.

## Staying with a Casualty

If possible, First Aid Officers should encourage staff with minor injuries such as a bleeding finger, to leave the building as part of the evacuation and receive treatment outside. If the First Aid Officer is in any doubt that movement of a casualty could worsen a condition, they should not move the casualty and should remain with them. Where the First Aid Officer remains with a casualty, they must advise the Area Warden who will communicate this to the Chief Warden. The exception to this rule of remaining with the casualty in the building is where the risk posed by the danger is greater than that posed by the risk of moving the casualty, such as a spreading fire. First Aid Officers should always bear in mind the rule of personal safety ahead of any other consideration.

## Announcements

All announcements shall be made by the Chief Warden (or the Communications Officer, where appointed) where practicable. The method of communication shall be determined by the ECO and will include mobile telephones and hand held two-way radios or loud hailer.

Consideration should be given to purchase and use a combined audio and tone generating loud hailer for use by the Chief Warden due to the overall size of the Centre and the number of structures and buildings. Loud hailer could be placed in structures to assist with people control.

The Chief Warden has been issued with a mobile telephone for conducting immediate urgent outside calls from anywhere within the Centre.

A typical general announcement follows:

***"Your attention please, an incident has occurred in the Centre / building and is being attended too. There is no immediate danger; however as a precaution would you please assist by following the instructions given to you by your Area Wardens. "or***

***"Your attention please - would all Area Wardens please contact the Chief Warden".***

**NOTE:** There is to be NO reference made to the type of incident. The purpose being to minimise panic, which itself can hinder the staff in their emergency control duties.

The type of message can vary to suit the situation, should be repeated several times, and in other languages if required.

This type of announcement is used in the case of a serious situation so as not to alarm other staff/occupants/visitors. Communications should be by telephone or made face to face by the Chief Warden.

## Hearing Impaired / Vision Impaired Persons

Wardens are to be mindful of hearing impaired occupants or visitors who may not hear the alarms or your instruction to evacuate. If this appears the case, face the person so they can read your lips and ensure that person is aware of the need to evacuate. Maintain verbal communication with the visually impaired when moving around or over obstacles during evacuation.

## Refusals to Evacuate

At no time are ECO members, occupants or persons other than emergency service personnel to use physical force to remove someone who refuses to evacuate. Touching, poking or slapping a person who seems to be in a state of extreme fear or shock may cause a violent reaction.

Verbally attempt to persuade the occupant to evacuate by using the words *"An evacuation of the building is necessary. All occupants must leave the building by the nearest safe exit"*. If the occupant does not respond, repeat the above phrase and add, *"For your own safety and the safety of others, please leave the building immediately."* If the occupant still refuses, report the location of the person to the Area Cabin Warden, who will notify the Chief Warden. No personnel shall re-enter the building or cleared area to retrieve people who refuse to leave.

## Evacuation Kit – See Appendix 6 Evacuation Kit Checklist

An evacuation kit is located **[Type here]** and is easily accessed during an emergency and should be taken to the assembly area.

Contents of the evacuation box should include the following:

- copy of the EMP and the emergency contact list;
- warden identifiers (caps, tabards);
- staff listing and contact numbers;
- emergency whistle / megaphone and air horn (non-flammable);
- waterproof, intrinsically safe torch complete with additional batteries;
- bottled water;
- first aid kit and patient ID bracelets;
- marker pen, pens and paper;
- portable radio; and
- lollies/jellybeans for any diabetics.

All information sheets held in the evacuation kit should be updated annually.

# SECTION FOURTEEN

## FIRE SAFETY

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## **FIRE SAFETY**

### **Fire detection and alarm system**

The fire detection and alarm system in these buildings consists of a FIP and linked smoke and thermal detectors.

The fire detection and alarm system will detect the presence of smoke in zones covered by the FIP and sound an alarm bell and a red strobe light on the incident building.

### **Fire extinguishers and fire blankets**

Portable fire extinguishers of the Dry chemical powder and Carbon Dioxide type are provided in these buildings.

Fire blankets are provided in each kitchen area where cooking is performed.

The Chief Warden or staff/visitors may attempt to extinguish a fire using the correct extinguisher or fire blankets if:

- it is safe to do so
- It is a small fire. For example, a smouldering waste paper bin, overheating/smouldering electrical equipment, frying pan
- staff/occupants/visitors have been moved from the danger area, and, preferably, evacuation from immediate danger has commenced
- the Fire Service has been called on Triple Zero – '000'
- the person using the extinguisher or fire blanket has been trained in its use

### **Exit Signs**

Exit signs that are illuminated at all times and have battery back-up may have been installed in the buildings to indicate the designated exits, to direct staff/occupants/visitors to exits, and to provide illumination of the exit paths.

### **Fire Service Response**

Fire and Rescue NSW /Rural Fire Service called in an emergency on Triple Zero – '000' will provide the fire coverage to the Centre.

### **Maintenance of fire safety equipment**

Asset Management is responsible for liaising with and contracting services to oversee the purchase, inspection and maintenance of fire safety equipment in all Office of Sport venues.

Chief Wardens will be advised when inspections. Staff should report any faults or concerns to their Chief Warden so they can make appropriate arrangements for action.

The Certifiers' approval contains the details of the essential services maintenance requirements and is held by Asset Management.

## Fire Safety Audits

An annual fire safety audit will be conducted across all sites. These audits will be conducted or arranged by the WHS Representative.

## Emergency Evacuation Diagram

All Emergency Evacuation Diagrams must be displayed at each facility and be correctly orientated with regard to the direction of egress and the location to the 'YOU ARE HERE'.

The Emergency Evacuation Diagram is to be printed in colour on A3 paper and displayed in locations where staff/occupants/visitors are able to view them (including designated primary exits and nominated secondary exit doors) and positioned where staff and others can see them. In AS 3745-2010 Planning for emergencies in facilities, 2011 it is recommended that evacuation diagrams be positioned not less than 1200mm and not more than 1600mm above the plane of the finished floor.

The Emergency Evacuation Diagrams as a minimum must include:

- "YOU ARE HERE" location;
- designated exits;
- paths of exit (as required);
- communication equipment – Warden intercommunication points, manual and emergency call points;
- main controls/panels for any installed occupant warning system;
- fire indicator panel if installed;
- appropriate legend;
- evacuation diagram validity date;
- assembly area location;
- standard evacuation instructions; and
- hose reels, hydrants, fire extinguishers and fire blankets as applicable.



# SECTION FIFTEEN

## SITE SAFETY DATA SHEETS

## GENERAL INFORMATION

<b>Location Name:</b>
<b>Address of Premises:</b>
<b>Date of Manifest Preparation:</b>

## EMERGENCY CONTACT LIST (INTERNAL)

Contact Name	Position	Telephone (Work)	Telephone (A/Hours)	Mobile

## EMERGENCY RESOURCE CONTACT LIST (EXTERNAL)

Organisation	Resource	Telephone (Work)	Telephone (A/Hours)	Mobile
NSW Rural Fire Service	Fire Management	000 (Emergency)		N/A
Fire and Rescue NSW	State Fire and Rescue Service	000 (Emergency)	1800 679 737 (Info Line)	N/A

## Hazardous Substances and Dangerous Goods MANIFEST

Map location Reference	Storage Type	UN No.	Class/Division	HAZCHEM Code	Correct Product Name <u>OR</u> Shipping Name	Manifest Quantity	
						Manifest Threshold	Site Capacity

**Storage Type Key:** U/G – Underground, A/G – Above Ground, N/A – Not Applicable

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## GLOSSARY

### **Alert Signal**

Canteen siren – alerts all site occupants of an emergency.

Verbal advice from a staff member to occupants alerting them to a developing or actual emergency incident within the site. A sounder activated by a Fire Indicator Panel, or a local sounder attached to an individual smoke detector contained within any room.

### **Assembly area(s)**

The designated place or places where people assemble during the course of an evacuation.

### **Area Warden**

A staff member who, during an emergency, assumes control over a particular area or building. Area Wardens are under the direction of the Chief Warden.

### **Bomb**

A device of any size or shape which may vary in its sophistication which may or may not explode (incendiary devices will not explode).

### **Bomb threat**

A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date and place or against any specific person or organisation.

### **Building**

For the purposes of this document, a building means any built structure, including all residential and service buildings.

### **Chief Warden**

The Chief Warden /Chief Warden assumes full control of all emergency incidents, staff and occupants and ensures this EMP is implemented. The Chief Warden is also the prime contact for attending emergency services.

### **Client**

Any person (other than a staff member) who is making use of the site and its facilities.

### **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.

### **Confrontation**

A situation involving high risk of injury to personnel by a person (or persons) who may or may not be armed.

### **Communications Officer (where appointed)**

A staff member who may be appointed to monitor all forms of electronic communications, public address systems, two-way radios and telephones. The person is under the direction of the Chief Warden who shall make appropriate announcements during an emergency incident or make contact with emergency services as directed by the Chief Warden.

### **Deputy Warden**

A person, who in the absence of the Chief Warden assumes the roles and responsibilities of the Chief Warden. This could be any trained member of the ECO.

**Emergency**

Any incident or event, which arises either internally or externally to the site that may adversely affect the life safety of any of the sites occupants or site facilities. The incident or event calls for an immediate response by staff or emergency services to return the environment to a safe and tenable state as soon as possible.

**Emergency Control Organisation (ECO)**

All staff members whose role is to implement this plan, organise and supervise the safe and effective evacuation or relocation of all occupants from a building or from the site's grounds during an emergency incident.

**Emergency Planning Committee (EPC)**

A small committee consisting of staff who are responsible for the establishment and maintenance of the EMP, the setting up of operations and the training of the site ECO members. The EPC usually consists of not more than three persons with the Chief Warden as the chair.

**Emergency Electricity Generator**

Where provided a permanently fixed or mobile engine driven electrical generator which when started and connected to the site's electrical distribution system, can supply electricity to a specific area or item of equipment within the site .

**Emergency Response Procedures**

A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency response plan, to respond to and manage emergencies.

**Emergency Whistle**

A whistle attached to a lanyard issued to all staff for the purposes of raising an alarm or assisting in directing clients/occupants to areas of safety.

**Evacuation**

The orderly movement of site all occupants from a place of imminent danger to a place of relative safety. Usually carried out in a staged manner from point to point or building to building or from the site to another safe external location outside the site grounds.

**Evacuation Diagram**

Emergency and evacuation information about the depot, comprising a pictorial representation of a floor or area and other relevant emergency response information.

**Evacuation Signal**

A distinctive consecutive number of site siren blasts or a set series of five (5) whistle blasts or as advised verbally by staff to all site occupants.

**External Emergency**

An event that arises externally to the depot and may necessitate allocation of resources to an external depot or preparation for reception of a significant number of victims (or both).

**Final Assembly Area (building fire) (FAA)**

An area external to any building involved in fire, being another separate building or an open space (but not a car park) which is at least 50m away from the incident building, is upwind of any smoke and capable of accommodating site occupants as necessary and where responding emergency services have clear access to the site. Several Final Assembly Areas are permissible to cater for large populations or where smoke drift may render a particular FAA unsafe.

**Fire Break**

In terms of bushfire protection; a constructed earthen trail, which is regularly maintained to prevent vegetation growth and is generally located along bounding or other fence lines to reduce or prevent the spread of ground fire from one property to another or one paddock to another. It may be:

- A vehicular road or trail either bounding a property or constructed 'fit for purpose' within properties, including access roads.
- A large open area of very well managed grassland located between fixed assets and the bushland. It can include sports ovals, tennis courts or similar activity areas.
- Large firebreaks are usually constructed by machinery being ploughs or tractors fitted with slashers or blades or they can be created by the controlled burning of vegetation. (Hazard Reduction)

**Fire Indicator Panel (FIP)**

A monitoring and control device which, on activation of a smoke or thermal detector inside a building, will carry out the following functions; activate a local alarm bell and a red strobe light where fitted to selected buildings.

**Fire Service**

Any attending fire service being either Fire Rescue NSW or the NSW Rural Fire Service.

**First Aid Officer (where appointed)**

On hearing the alarm, personnel will make contact with the Chief Warden and make their way to the assembly area with equipment to render first aid as required.

**Manual Call Point (MCP)**

Where provided a device designed for occupants used for the immediate activation of the FIP. The MCP's activate the incident buildings bell, red strobe and FIP only.

**Medical Emergency**

Any event in which trained personnel are required to respond effectively to a medical crisis within or beyond the accepted routine of the depot or facility.

**Mobility-impaired Persons**

Any person with a physical, mental or sensory impairment (either temporary or permanent), who will require assistance from staff or occupants to move from an unsafe area to a safe area during an emergency incident.

**Neighbourhood Safer Place (NSP)**

An NSP is a building or a space within the community that has been designated as such by the Commissioner of the Rural Fire Service. It provides for improved protection of human life during the onset and passage of a bush fire. It is a location where people facing an immediate threat to their personal safety or property can gather and seek shelter from the impact of a bush fire.

**Occupant**

Any person who is inside the site boundaries during an emergency incident. These people can be staff, clients, visitors or contractors.

**Personal Emergency Evacuation Plan (PEEP)**

An individualised emergency plan designed for an occupant with mobility impairment who may need assistance during an emergency.

**Refuge**

An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.

**Relocation**

The term generally used for the organised and timely transfer of occupants from an area within the site, which may be subject to a pending emergency, to a safe location outside that area, or the site's boundaries where time is not critical. (Relocation must not be confused with evacuation)

**Staff**

Anyone employed at the site on a permanent, temporary or casual basis who may be rostered on for duty.

**Staging Area**

A pre-arranged area (or areas) as determined by the EPC where site occupants may assemble prior to being evacuated. A staging area may be located in a building or an open area of the site dependent upon the type of emergency incident at that time.

**Training exercise**

An activity simulating an emergency event through activation of alarms and deployment of personnel, to;

- review / test the planning process and procedures;
- identify needs and planning inadequacies;
- demonstrate capabilities and communication; and
- foster working together as a team.

**Visitor**

A person who is within site, who is temporarily visiting and is not:

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

*NOTE: Visitors include patrons, customers and clients.*

**Warden**

A person or persons appointed by to the roles and responsibilities of the ECO structure and to direct and control the implementation of the Centre's emergency response procedures.

**Warden intercommunication point (WIP)**

The location on a floor or evacuation zone, that includes a handset provided through which instructions can be received from the intercommunication panel via the emergency intercom system.

# APPENDIX



## APPENDIX

### APPENDIX – 1 Emergency Drill Observers Checklist

Date:				
Centre Location:				
Evacuation Type:				Time
<i>Time alarm sounded</i>				
Did person who initially discovered the emergency act calmly and correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Was alarm sounded in accordance with the EMP? Was it effective?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Could alarm be heard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Emergency coordinator(s) response</i>				
Did wardens report to their emergency posts or relevant area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Evacuation commenced</i>				
Was there any confusion from staff or Centre occupants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Did staff react rationally and maturely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Was evacuation conducted in an orderly fashion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Were there any obstructions or problems with evacuation paths or fire exits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Was the appropriate emergency equipment available? E.g. fire extinguishers etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Emergency coordinators report floor / area clear</i>				
Did wardens conduct a search to ensure no one was left behind?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Were aged persons or persons with disabilities accounted for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Arrival at Assembly Area / Safe Place</i>				
Did staff move to the designated assembly areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Was a head count conducted in assembly area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Was head count reported to Chief Warden and Fire Service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Evacuation completed</i>				
Was a log of events maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Exercise terminated</i>				
Comments or suggestions for improvement:				
Observer:	Date:			

## APPENDIX - 2

### Evacuation Checklist

*This checklist is to be used by the Chief Warden during and immediately following an emergency incident.*

✓	
<input type="checkbox"/>	Determine nature of emergency and appropriate course of action.
<input type="checkbox"/>	Evacuate <b>immediately</b> if there is danger to persons.
<input type="checkbox"/>	Call emergency services on Triple Zero – '000' – ask for NSW Police, Fire or Ambulance.
<input type="checkbox"/>	Conduct a search of the premises.
<input type="checkbox"/>	Collect the Evacuation Box, staff roster, visitor sign in/out book, pens and two- way radios and deliver to the nominated assembly area.
<input type="checkbox"/>	Nominate someone to direct emergency services to brief them on arrival – type, scope and
<input type="checkbox"/>	Prevent all persons from re-entering the building/area until deemed safe.
<input type="checkbox"/>	Ensure all persons are accounted for at the nominated assembly area (where possible).
<input type="checkbox"/>	Arrange for first aid to be provided to injured persons whilst waiting for emergency help.
<input type="checkbox"/>	Notify emergency services immediately of injuries, even minor ones.
<input type="checkbox"/>	For persons that suffered injuries, ensure that you contact 'next of kin'.
<input type="checkbox"/>	Secure the building/area. Preserve area where appropriate for following investigations.
<input type="checkbox"/>	Ensure witness do not leave the scene and ensure contact details are taken.
<input type="checkbox"/>	Report the incident to the Office of Sport. Contact Manager.
<input type="checkbox"/>	Organise and offer counselling for staff/visitors.
<input type="checkbox"/>	Write a brief report on what happened, injuries sustained and the actions you took.
<input type="checkbox"/>	Contact tradespersons to secure the premises to prevent theft or further damage.
<input type="checkbox"/>	After the incident, conduct a debrief with staff on what happened and why. Engage with Services, where appropriate.
<input type="checkbox"/>	Activate Business Continuity measures.

## APPENDIX - 3

### Chief Warden Incident Report

---

Date: ..... Time of Incident: .....am/pm

Type of Incident: .....

Date: ..... Time of Incident: .....am/pm

Location of Incident: .....

Notifying Officer/Person: .....  
Full Name and Position Title (if staff)

Time Reported: .....am/pm

How was the alarm raised?.....

What time were emergency services contacted? .....am/pm

What actions were taken? .....  
.....

Who else was contacted, what assistance/action was provided? .....  
.....

What time did the evacuation occur? .....

How many people were evacuated? .....am/pm

Was the evacuation completed? ☐ Yes ☐ No

Were there injuries? .....am/pm  
Explain: .....

What time was the 'All- Clear' given? .....am/pm  
Details : .....

Main points for Debrief? .....  
.....

Was the evacuation completed? ☐ Yes ☐ No

Date of Debrief: ..... Time of Debrief: .....am/pm

---

Incident Date:		

## APPENDIX - 4 HOT WORK PERMIT

(Please Print)

For cutting, welding, open flame or grinding / spark producing equipment			
Permit valid from:        /        /		TO	From:        /        /
Between the hours of:        am / pm		TO	am / pm
PERMIT INFORMATION			
Permit granted to:			<input type="checkbox"/> Individual <input type="checkbox"/> Company.
..... Name		..... Signature	
Proposed work:			
Fire Watch kept by:			<input type="checkbox"/> Individual <input type="checkbox"/> Company.
..... Name		..... Signature	
Permit by:	Issued	..... Name	..... Chief Warden - Signature
Date:        /        /		Time of issue:        am / pm	
CONDITIONS OF PERMIT			
<ul style="list-style-type: none"> <li>All Work Permits are revoked during Total Fire Bans or advised Catastrophic bushfire days</li> <li>Only where critical and with express permission from the RFS can any emergency work be undertaken during Total Fire Bans or advised Catastrophic bushfire days.</li> <li>Only the Chief Warden shall issue a Hot Work Permit.</li> <li>Suitable fire extinguishers to be confirmed and to be immediately on hand at all times.</li> <li>Clear the Immediate area where practical of combustible materials.</li> <li>Where combustibles cannot be cleared protective mats or shields are to be set down or erected.</li> <li>Maintain a Fire watch is to be during and for 10 minutes after hot work is completed.</li> <li>Should a fire occur, immediate efforts are to be made to extinguish the fire and immediately call the fire service.</li> <li>At the completion of all Hot Work, the staff are to notify the Chief Warden.</li> <li>The Chief Warden is to sign off on the Hot Work Permit only if satisfied all works are completed.</li> </ul>			

## APPENDIX - 5

### Emergency Drill Training Schedule

Months	Training Event	Person Responsible	Date Completed
January February	Whole site evacuation Emergency drill to primary evacuation assembly area		
March April	Lockdown in rooms during school time		
May June	Reverse Lockdown Outside to room		
September October	Evacuation from internal area, Shelter in Place		
November December	Whole site evacuation Emergency drill exit to secondary assembly area.		

One drill should be conducted with the broader school environment to ensure cohesion in emergency procedures.

## APPENDIX - 6

### Evacuation Kit Checklist

Keep the Evacuation Kit in a designated, easily accessible place. The Chief Warden and Area Manager are responsible for making sure the contents are complete. If your attendance rolls are electronically kept, ensure you have an updated printout available, as you may not be able to access electronic information in the event of an emergency.

Have you:	Yes	No
Child Data	<input type="checkbox"/>	<input type="checkbox"/>
Children and staff with special needs list	<input type="checkbox"/>	<input type="checkbox"/>
Child Release Forms	<input type="checkbox"/>	<input type="checkbox"/>
Staff Data	<input type="checkbox"/>	<input type="checkbox"/>
List of staff with emergency management or training skills	<input type="checkbox"/>	<input type="checkbox"/>
Traffic safety vest	<input type="checkbox"/>	<input type="checkbox"/>
Keys	<input type="checkbox"/>	<input type="checkbox"/>
Standard portable First Aid kit with bandages, Savlon, antiseptic wipes	<input type="checkbox"/>	<input type="checkbox"/>
Medical and Special needs list: children with asthma, allergies including Special medications e.g. asthma inhalers, EpiPens	<input type="checkbox"/>	<input type="checkbox"/>
<i>A charged mobile phone</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Torch with replacement batteries (or wind up torch)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>A megaphone</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Portable battery powered radio</i>	<input type="checkbox"/>	<input type="checkbox"/>
Bottled water	<input type="checkbox"/>	<input type="checkbox"/>
Portable non-perishable snacks such as sultanas, dried fruits, energy bars	<input type="checkbox"/>	<input type="checkbox"/>
<i>Copy of facility site plan and evacuation routes</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sunscreen and spare sunhats</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Whistle</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Plastic garbage bags and ties</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Toiletry supplies</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

## APPENDIX - 7

### Clients and Staff with Medical Concerns/Allergies

Include information about children who have medical management plans (e.g. for asthma, allergies to peanuts/bee stings (anaphylaxis), including their medications and EpiPens.

**IMPORTANT:** Information of a sensitive medical nature should be retained by the OOS for internal use only and not be distributed. While this list is a mandatory component of your EMP, sensitive medical details of staff and students should be removed from any public copy.

Client/ Staff Name		Room / Area	Condition	Assistance Needed During an Emergency / Evacuation	Who Will be responsible?
First name	Last Name				

## APPENDIX - 8

### Actions during lockdown

#### The Chief Warden -Incident Controller

Actions during lockdown	
Liaise with staff, other agencies and the Region in considering a lockdown.	
Activate lockdown using the predetermined activation signal.	
Advise NSW Police and other appropriate emergency service agencies.	
Activate the Incident Management Team (to plan further actions and enact the response plan).	
Allocate responsibilities.	
Collect emergency kit.	
Guide visitors to safety.	
Divert parents and returning groups from the school.	
Ensure a telephone line is kept free.	
Keep public address system free	
Secure external doors and entrances.	
Keep main entrance as the only entry point. It must be constantly monitored to prevent unauthorised people allowed access.	
Ascertain (as possible) if all children, staff and visitors are accounted for.	
Record some details of actions undertaken and times	
Await de-activation advice from Emergency services personnel (if appropriate).	

Actions to de-activate and immediately following lockdown	
Confirm with Emergency service personnel that it is safe to de-activate lockdown.	
Determine whether to activate the parent re-unification process.	
Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).	
De-activate lockdown using predetermined de-activation signal.	
Advise staff, children and visitors of any specific information they need to know.	
Ensure any children, staff or visitors with medical or other needs are supported.	
Print and issue pre-prepared parent letters and give these to children to take home.	
Brief staff on the incident.	
Ensure all personnel are made aware of Employee Assistance Program / Counselling contact details.	
Prepare and maintain records and documentation.	



Follow up with any children, staff or visitors who need support. (PEEPs)	
Undertake operational debrief to review the lockdown and procedural changes that may be required.	
<b>Actions (follow-up)</b>	
Signature:	Date:

## APPENDIX - 9

### Mail or parcel bomb checklist

<b>E</b> xcessive securing material	<b>P</b> roper names
<b>E</b> xcessive weight	<b>A</b> ddress – handwritten or poorly typed
<b>P</b> rotruding wires or tin foil	<b>R</b> estrictive marking – 'Confidential', 'To be opened only by'
<b>L</b> opsided or oddly shaped packaging or unusual weight	<b>C</b> ommon words misspelt
<b>O</b> ily stains or discolouration	<b>E</b> ither unusual or of foreign origin
<b>S</b> tiff or rigid envelope	<b>L</b> ack of sender's address
<b>I</b> s package expected	
<b>V</b> isual distractions on the front of the envelope or package	
<b>E</b> xcessive postage	

*UNDER NO CIRCUMSTANCES should an attempt be made to open, move or place the item in water.*

# APPENDIX – 10

## Bomb/Phone Threat Checklist

# DO NOT HANG UP THE PHONE

REMAIN CALM & LISTEN CLOSELY TO REMEMBER AS MUCH AS POSSIBLE

### THREAT TYPE:

Bomb ☐

Chemical / Biological ☐

Other (Please specify) \_\_\_\_\_  
(Exact wording of threat - where possible)

### CALL TAKEN:

Call Type: Local Call ☐ STD Call ☐ Unknown ☐

Number displayed when call received: \_\_\_\_\_

Duration of call: \_\_\_\_\_

Date and Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

### BOMB/CHEMICAL/BIOLOGICAL THREAT QUESTIONS:

### THREAT LANGUAGE:

Do you work for the Office of Sport? \_\_\_\_\_

What is it? Chemical or Biological \_\_\_\_\_

When is it going to explode/or be released? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

When did you put it there? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What will cause it to explode/or spread? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

Well spoken ☐ Irrational ☐ Incoherent ☐

Abusive ☐ Read by caller ☐ Pre-recorded ☐

Other: \_\_\_\_\_ Unknown ☐

### CALLER'S VOICE:

Sex of caller: Male ☐ Female ☐

Accent (specify): \_\_\_\_\_

Lisp ☐ Deep ☐ Ragged ☐ Crackly Voice ☐

Loud ☐ Soft ☐ Calm ☐ Angry ☐

Clear ☐ Muffled ☐ Excited ☐ Slow ☐

Rapid ☐ Laughter ☐ Crying ☐ Normal ☐

Distinct ☐ Nasal ☐ Stutter ☐ Disguised ☐

**Commence Evacuation Immediately**

### BACKGROUND NOISES:

### OTHER FACTS:

Street noises ☐ Motor ☐ Music ☐

House noises ☐ Animal Noises ☐ Clear ☐

Crockery ☐ Static ☐ PA System ☐

Office Machinery ☐ Aircraft noises ☐ Factory Machinery ☐

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REPORT CALL IMMEDIATELY TO:

### Security/Duty Manager of Centre:

Name: \_\_\_\_\_

### FURTHER COMMENTS:

Position: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Date Reported: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Reported to: \_\_\_\_\_

**APPENDIX - 11**  
**Snake Catch and Release**

Sport and Recreation

# Guideline

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# Snake Catch and Release

Status	Approved
Version	<b>1.4</b>
Effective Date	August 2015
Review Date	February 2016
Steering Group	Operations Support
Directorate	Commercial Services



## Development of this guideline

This guideline has been developed with advice from Craig Adams, Director Snake and Spider Safety Awareness for Employees (SSSAFE). It is intended for use in conjunction with the Guideline – Snake Management (Office of Sport). The purpose of the Guideline- Snake Catch and Release is to provide guidance to staff that may be faced with a situation where it is necessary to consider capturing a venomous snake. This is a high-risk undertaking and is only to be attempted by trained handlers in very limited circumstances. It is hoped that application of these two Guidelines will reduce the number of instances of high risk and unnecessary interactions with snakes by improving education and awareness and by providing clear guidance on when deliberate interaction may be necessary.

## Background

Snakes are common inhabitants to all Office of Sport site's and are a natural part of the outdoor environment. All Australian snakes are protected species and must not be intentionally harmed.

Australia's venomous snakes are among the most venomous in the world and must be treated with great respect. Pythons, while not venomous, can still inflict a nasty bite if provoked. Fortunately, snakes prefer to avoid humans where possible. The act of biting and envenoming a human puts the snake in danger of harm and uses valuable venom, which is needed for hunting prey. For this reason, given the chance, snakes will often employ a variety of defensive strategies before attempting to bite.

During warmer months, snakes are likely to be more visible around grounds and buildings as they seek water, such as from irrigation systems, actively hunt prey, and sun themselves on paths and lawns.

Snakes may find their way into amenity blocks, accommodation or other essential facilities. These situations make it difficult/inappropriate to wait for external assistance from professional handlers to attend and remove the snake. Where a qualified staff member feels it is **appropriate** and it is **safe** to do so, they may capture and release the snake in accordance with their training and this guideline.

Attempts to kill snakes greatly increase the likelihood of being bitten. Killing snakes is illegal under the National Parks and Wildlife Act (1974), unless the snake presents an imminent, direct and unavoidable threat to human safety. This situation is unlikely in the site context as there are usually options for avoiding being in close proximity to a venomous snake.

## Hierarchy of considerations for managing snakes

Safety of staff and clients Protection of the  
animal Operational convenience

## Snake Behaviours

Snakes are unpredictable animals, especially wild snakes in unfamiliar surroundings. If you are close to a snake, a bite can occur quickly and unexpectedly and can be a response to a variety of stimuli. When working near a snake it is critical to remember this. Snakes may become defensive due to a range of factors including:

- movement of any kind – especially sudden movements
- being handled
- being physically restrained
- presence of threats, such as humans
- Attempts or strategies aimed at encouraging the snake to move, such as frightening it by throwing objects or water. This approach must not be undertaken as it will cause agitation and may harm the snake.
- for no obvious reason

## Prevention Measures

The preferred approach to managing snakes is to discourage their presence, make them easy to see and avoid, and to minimise the risks of a bite. The following prevention measures should be followed:

Keep grass short – as snakes do not like to be exposed.

Keep grounds free of debris that may harbour snakes.

Keep gardens open and avoid dense, ground covering plants that provide habitat for snakes and their prey, particularly around accommodation areas.

Repair leaking taps and irrigation systems and remove unnecessary water sources that may attract snakes.

Control rats and mice with baiting programs.

Educate and inform clients of the likely presence of snakes, particularly during warmer months.

Recommending staff and clients wear sturdy footwear and long pants when walking in long grass or on bushwalks.

Provision of adequate communication and first aid response for snakebites.

## Prior to attempting a snake capture and release

Site staff should develop an awareness and understanding of the behavioural characteristics of venomous snakes.

If possible, leave the snake where it is and wait until it moves through the area.

If the snake can be identified and is non-venomous, staff may manage controlled educational opportunities appropriately. Please see Guideline - Snake Management for details.

<http://communitiesnsw.srhome/DocumentManager/Documents/Site s/standardoperatingguidelinesandprocedures/program/1140395142/>

Move clients and staff away from the snake.

Temporarily close/cordon off the area and/or take an alternate route if possible. Communicate situation/location of the snake to other relevant staff

If the snake is in a building, close off adjacent rooms or areas. Create an open pathway to allow the snake to leave on its own. Seek external assistance to remove the snake, for example registered and licensed professional

Continue to monitor the snake to keep track of its location. Capture is more difficult and increases the risk to the handler if the snake's location is uncertain

If external assistance is not practical, an authorised staff member may undertake capture and release of the snake.

Capturing and relocating a snake should only be used as a last resort. Staff must not attempt to handle or capture snakes unless they have been properly trained and it is **safe to do so**.

## Steps to take when capturing the snake – for use by qualified and authorised persons only

Handling and capturing venomous snakes is all about safety and avoiding situations where a snake may be able to bite the handler or those around them. Handlers should be trained in a variety of techniques to handle snakes safely, and to make informed decisions about when it is safe to do so. Trained handlers must not be pressured to undertake a capture and always have the final say on whether it is appropriate and safe to do so.

- Before a capture and release is attempted, the handler must seek the approval of the Site Manager.
- Determine the risk to clients and/or staff. If there is no immediate risk, monitor the snake until it has left the area.
- Determine if the situation is safe to attempt a catch and release. Handlers must take into consideration: if it is a venomous or non-venomous snake, consequences of a bite, the speed of the snake's strike and the availability of professional medical intervention.
- Ensure appropriate equipment is available and organised – catch and release kit, hoop bags, handling tools, first aid kit and compression bandages, communication device.
- Ensure you have the appropriate footwear and protective clothing e.g. long pants, enclosed shoes.
- Ensure a support staff member is nearby and is ready to provide first aid in the event of a snakebite.
- Maintain spatial awareness and position yourself to allow retreat/movement away from the snake/ outside of the strike zone.

- Stay clear of the strike zone (the distance a snake could conceivably strike) and ensure others remain away from this area.
- Monitor movements and behaviour of the snake e.g. speed of the snake's general movements. If the snake becomes highly agitated, the capture attempt should be abandoned until a later time.
- Watch the head of the snake and avoid allowing it to come into contact with any part of a person.
- Use appropriate equipment to capture the snake such as snake hooks, grab sticks and pinners. Used correctly, these tools reduce the need for unnecessary physical contact with a snake, help support its body and promote safety for the handler.
- Place the snake in a specialised holding (hoop) bag tail first. If the snake is wrapped awkwardly around the snake tongs, deposit these into the bag too.
- Tailing or holding the snake just forward of the tail is not a taught practice and should not be attempted by Sport and Recreation staff.

### Transporting and Releasing the Snake

- Secure the bag using the twist, tie method, and carry by the seamed edge or tabs (to avoid bite through the bag).
- Transport the snake with care and avoid travelling for extended periods.
- When releasing the snake it is important to consider the environment you are placing the snake in to ensure it is suitable for the snake.

Undo the bag ties, and untwist the bag. Place face down, and pull tabs upward to reveal the snake on the ground. Walk away backwards and observe until the snake has moved away safely.

### Emergency planning

All sites have an emergency plan that can be quickly enacted in the event of a medical emergency, such as snakebite.

Staff working outdoors must have ready access to compression bandages that can be used to treat snakebites, and must be aware of current first aid practices for snakebite. Staff working in isolation must carry communication devices.

Hospitals are equipped with venom identification kits and multi-valent anti-venoms. The type of antivenin required can be determined from venom residue on the skin around the bite. For this reason, do not wash the area around a snakebite. There is no need for the snake to be clearly identified for a victim to be treated, and certainly no need to catch or kill the snake for identification.

### Staff Qualifications

All SR staff interacting with snakes - as defined within this guideline - must have received appropriate training. The Site Operations and Support Unit using a recognised provider will offer training.



## APPENDIX – 12

### Personal Emergency Evacuation Plan

# Personal Emergency Evacuation Plan

Last Review:

Facility  
Name:

JINDABYNE – Sport and  
Recreation Centre

**P.E.E.P.**

*All occupants or regular visitors with a disability (Mobility impaired) require a P.E.E.P. to identify, assess and record circumstances and abilities prior to an emergency evacuation. A copy should be kept in the fire control room for reference by emergency services and wardens made aware of requirements and processes.*

Name

Location (Level / Floor No)

Room  
No.

Building Address

Workstation Location

Phone

Mobile

Email:

Is an assistance animal involved?

☐ Yes

☐ No

Are you trained in emergency response procedures?  
(including evacuation procedures)

☐ Yes

☐ No

Preferred method of receiving updates to emergency response procedures.  
(including evacuation procedures - please select by crossing a box)

☐ Direct Phone

☐ Email

☐ Mobile

☐ SMS / Text

☐ Braille

☐ Verbal

Preferred method of notification of emergency  
(please select by crossing a box)

☐ Visual Alarm

☐ SMS / Text

☐ Personal Vibrating Device

☐ Other

Type of assistance required:  
(please list procedures necessary for assistance)


Equipment required for evacuation:


Egress Procedure (step by step details)


**Designated Assistant(s) details:**

Allocated Name	Warden/Assistant	Direct Phone	Mobile No	Email

- Are warden/assistant trained in specific notification? ☐ Yes ☐ No
- Are warden/assistant trained in specific equipment? ☐ Yes ☐ No
- Are warden/assistant trained in specific procedures? ☐ Yes ☐ No
- Attach diagram of preferred route for evacuation ☐ Yes ☐ No

## Approvals

Occupant Approved Signature

Date

Warden/Assistant Signature

Date

Chief Warden Name

Date

Signature

Issue Date