

# **Emergency Management Plan**

Produced for

**Winmalee  
Christian  
Conference  
Centre**

**59 Leslie St  
Winmalee NSW  
2777**

**Emergency Contacts**

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**Emergency  
Response  
Procedures**

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**Evacuation Procedures,  
Site Plans and  
Assembly Areas**

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## EMERGENCY CONTACT TELEPHONE NUMBERS

***PLEASE PHONE OR INFORM THE SITE MANAGERS IMMEDIATELY***

***(PHONE 4754 2588)***

***AFTER MAKING ANY EMERGENCY CALL.***

**Fire Brigade 000**

**Police 000**

**Ambulance 000**

**Springwood Police 4751 0299**

**Bushfire: Blue Mountains Control Centre 4782 2159**

**State Emergency Service (Storms Etc.) 4782 3200**

**Poisons Information Centre 13 1126**

**Nepean Hospital 4734 2000**

Cnr Derby St & Northern Rd Penrith

**Hawkesbury District Hospital 4560 5555**

Macquarie St Windsor

**Doctor – Balance Springwood Family Practice 4751 1233**

16 Ferguson Road Springwood

Monday & Tuesday 8:30am – 8pm

Wednesday – Friday 8:30am – 5pm

Saturday & Sunday 10am – 4pm

**After Hours Doctor 13 7425**

6pm Weekdays

12 noon Saturdays through to 8am Monday morning

All day public holidays

# EMERGENCY RESPONSE PROCEDURES

Australian Standards AS 3745-1995 and AS 4083-1997 define an emergency as: "Any event that arises internally or from external sources, which may adversely affect the safety of persons in a building or the community generally and required immediate response by the occupants."

Procedures given in this section cover the following situations:

***Fire or the threat of fire***

***Flood / severe storm***

***Gas leakage***

***Hazardous material spills***

***Medical Emergency***

***Missing / Lost Guest***

***Personal Threat & Security***

At the conclusion of any of the above, appropriate reports must be completed.

# **FIRE**

## **In the event of a FIRE IN A BUILDING:**

### **Group leaders and Winmalee Christian Conference Centre Staff should:-**

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Close the door on the fire to contain the spread (only if safe to do so);
- Call the Fire Brigade on **000** from Pay Phone (free call);
- **Notify the Site Manager** whenever a 000 call is made;
- Extinguish the fire (only if safe to do so);
- If threat to life exists, evacuate immediately, closing all doors;
- Check that all areas have been cleared and inform the site manager;
- Control the movement of occupants to the **Evacuation Assembly Area** (Playing Field);
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

## **In the event of a BUSH FIRE:**

### **Group leaders and Winmalee Christian Conference Centre Staff should:-**

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Call the Fire Brigade on **000** from the Pay Phone (free call);
- **Notify the Site Manager** whenever a 000 call is made;
- Extinguish the fire (only if safe to do so);
- Call all Guests to the **Meeting Hall (Lower Level)**, checking roll to ensure all guests are in attendance.
- Shut all doors & windows
- Turn off all fans & air-conditioning.
- In the event that **Emergency Personnel** determines that evacuation of the site is required (only in the event of a major bush fire and with more than 4 hours notice), they will arrange for evacuation.
- If deemed necessary, and at the appropriate time, the external Building Protection Sprinklers will be turned on.
- Keep all personnel calm & do not allow anyone to leave building until instructed
- Obey all directions from Site Manager & Emergency Personnel

# Fire Safety

## Preparation

- Appoint a **Fire Warden** (Guest Register best person)
- Each leader needs to: -
  - Know who the Fire Warden is
  - Be aware of Evacuation Procedure, Assembly Points
  - Know the location of fire extinguishers, fire hoses & fire panel
- Fire Warden must have a complete record of all guests on site at any given time (including visitors) so that all can be accounted for during an incident. This must be kept on person & up to date
- If guests are leaving site the Fire Warden must be notified before & on return
- New arrivals must report to the Fire Warden
- Fire Warden is to be introduced to Site Manager on arrival
- Fire Alarm is connected to “Back to base” monitoring
- Be aware that the Site Manager’s Residence is connected to the alarm system & Site Manager will investigate alarm activation

## Active Alarm

- Locate alarm source at Fire Panel inside main entrance
- Check for false alarm or actual fire
- Evacuate personnel in immediate danger area
- Call 000 the Fire Brigade from Pay Phone (free call)
- Extinguish fire if safe to do so
- Evacuate all personnel to **Evacuation Assembly Area** (Playing Field)
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

# ***Flood / Severe Storm***

## **In the event of a FLOOD**

Flooding is unlikely at Winmalee Christian Conference Centre, however the Nepean/Hawkesbury/Grose River systems may flood.

- In this event the Yarramundi Road Bridge may go under water restricting access/egress to/from the site via Richmond.

## **In the event of a SEVERE STORM**

Winmalee Christian Conference Centre Staff should notify Guests of the expectation of a severe storm.

- If storm threatening do not allow guests to bushwalk. (Includes situations of high wind & rain).
- Assemble in the Meeting Room & conduct a Roll Call to ensure all guests are accounted for;
- Store or secure all loose items external to the building.
- Close all windows and doors.
- Disconnect electrically sensitive equipment like computers, data projectors and TV's.
- Remain inside the buildings, keeping away from exposed windows,
- After the storm,
  - Evaluate the need to evacuate buildings due to damage or the potential for fire.
  - Report on the status of the guests to the Site Manager.

# Gas Leakage

## In the event of a GAS LEAK

Group leaders and Winmalee Christian Conference Centre Staff should:-

- Call the **Site Manager immediately**, and then if deemed necessary call the Fire Brigade on **000** from the Pay Phone (free call).
- Turn off the Gas Supply (Site Staff responsibility);
- Turn off the electrical supply to the main building (Site Staff responsibility).
- If deemed necessary notify all persons to evacuate the building & assemble at the **Evacuation Assembly Area** on the playing field.
- Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.
- Remain at the Evacuation Assembly Area until advised that the situation is safe

# Hazardous Materials

## In the event of a HAZARDOUS MATERIAL SPILL

Group leaders and Winmalee Christian Conference Centre Staff should:-

If the spill has the potential to give off toxic or noxious fumes:-

- Call the Fire Brigade on **000** from Pay Phone (free call);
- **Notify the Site Manager** whenever a 000 call is made;
- Provide as much information about the material as possible;
- Turn off Air Conditioning and Fans, open windows if possible;
- Notify all persons to evacuate the building to the **Evacuation Assembly Area** on the playing field.
- Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

**AND**

If the spill is suspected of being flammable:-

- Remove any ignition sources (if safe to do so) before evacuating the area.

# ***Medical Emergency***

## **In the event of a MEDICAL EMERGENCY on Site**

### **Group leaders and Winmalee Christian Conference Centre should:-**

- Check for any threatening situation and remove or control it (if safe to do so);
- Remain with the casualty and provide appropriate support;
- Notify First Aid Personnel (If no Group Leaders are qualified Winmalee Christian Conference Centre Managers have Senior First Aid Certificates);
- Notify Site Manager;
- Call the Ambulance Service on **000** from Pay Phone (free call). This may take up to 20 minutes to arrive and consideration may be given to transporting the patient by private vehicle if deemed appropriate;
- Designate someone to meet the ambulance at the site entrance and direct it to the location of the casualty;
- NOTE
  - Provide support and appropriate assistance
  - Do not leave the casualty alone
  - Do not move casualty unless they are exposed to a life threatening situation by being left as and where they are.

## **In the event of a MEDICAL EMERGENCY off Site (eg bushwalk)**

### **Group leaders should:-**

- Check for any threatening situation and remove or control it (if safe to do so);
- Remain with the casualty and provide appropriate support;
- Notify Site Manager (Using UHF Radio on ridges or by sending two responsible persons with details);
- Do not move casualty unless they are exposed to a life threatening situation by being left as and where they are.
- Call the Ambulance Service on **000** if needed. This may take up to 20 minutes to arrive and consideration may be given to transporting the patient from the bush if deemed appropriate by Group Leader or Site Manager (some walking tracks are reachable by vehicle so please await instructions from Group Leader or Site Manager);
- Designate someone to meet the ambulance and direct it to the location of the casualty.

# ***Anaphylaxis***

Ensure that location of EpiPen is known to leaders & site staff

[See next page for anaphylaxis action plan \(used with permission\).](#)



# Action plan for Anaphylaxis

## SEVERE ALLERGIC REACTIONS

### MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- abdominal pain, vomiting

### ACTION

- stay with person and call for help
- give medications (if prescribed)
- locate EpiPen® or EpiPen® Jr
- contact family/carer



**watch for signs  
of Anaphylaxis**

### ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficulty/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- loss of consciousness and/or collapse
- pale and floppy (young children)

### ACTION

- 1 Give EpiPen® or EpiPen® Jr**
  - 2 Call ambulance. Telephone 000**
  - 3 Contact family/carer**
- If in doubt, give EpiPen® or EpiPen® Jr**

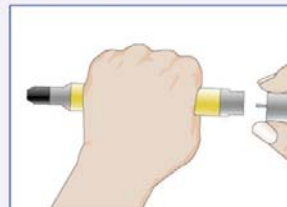
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australian society of clinical immunology and allergy inc.

[www.allergy.org.au](http://www.allergy.org.au)

### How to give EpiPen® or EpiPen® Jr

1



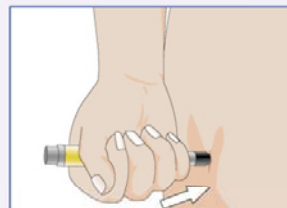
Form fist around EpiPen® and pull off grey cap.

2



Place black end against outer mid-thigh.

3



Push down **HARD** until a click is heard or felt and hold in place for 10 seconds.

4



Remove EpiPen® and be careful not to touch the needle. Massage the injection site for 10 seconds.

# ***Missing or Lost Guest***

## **In the event of a MISSING OR LOST GUEST**

**Group leaders and Winmalee Christian Conference Centre Staff should:-**

- In the first instance determine if any one is missing and then who is missing by a roll check.
- If a guest is missing then
  - Check all buildings, especially bedrooms (under beds) and bathrooms, systematically.
  - Check playing field, Weather Shed, Swimming Pool Enclosure and use PA system to call for the person.
  - Notify Site Manager who will oversee search.
  - Call Police on **000** from Pay Phone (free call) if deemed necessary and commence search as instructed.

# ***Personal Threat & Security***

## **In the event of a PERSONAL THREAT**

**Group leaders and Winmalee Christian Conference Centre Staff should:-**

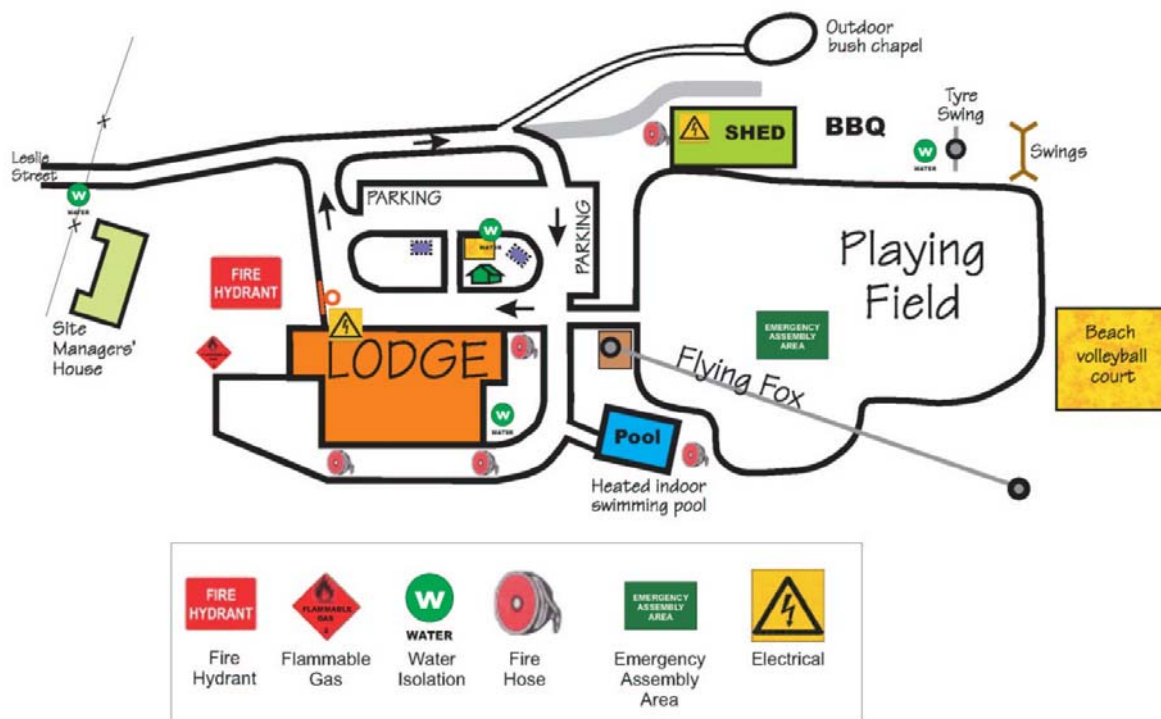
- Follow instruction on the **Security Protocol** leaflet you received.
- Call **the Site Manager immediately** and then if deemed necessary call the **POLICE** on **000** from Pay Phone (free call).
- Do not do anything that may encourage irrational or threatening behaviour.
- Initiate action to:-
  - Restrict the offenders entry into a building eg lock all doors & windows
  - Confine or isolate the intruder(s) / offender(s) from other guests.
- Evacuation may be considered, if necessary and safe to do so.
- Have as many people as possible complete the "Description of Offender" form.
- Report all intrusions or unknown personnel on site to Site Manager

# EVACUATION PROCEDURE

The plan below shows the Evacuation Assembly Areas for all persons evacuating the building.

The property is surrounded by dense bush and may be under threat from bushfire. In the event of a bushfire threat the assembly point will be in the Lodge on Lower Level Meeting Room (see Floor Plan page 13).

## Site Plan



## **The evacuation procedure is designed on the RACE Principle**

### **R**    **Rescue or Remove** people in immediate danger

If it is safe to do so, rescue any injured person and remove them from the area of immediate danger. You may need to obtain assistance if you are unable to rescue them by yourself. It is important not to place yourself into a dangerous situation while helping others.

### **A**    **Alert** others

Alert other residents that there is a fire in the building. This will give them time to cope with the emergency.

The Fire Brigade should be contacted as soon as possible. A person should position themselves at the front of the property to direct the Fire Brigade when they arrive. Upon arrival at the premises, the Brigade will need to know information on the location of the fire (ie. level of the building, Room No, etc), the closest access points to the building and whether or not people are trapped inside or otherwise need assistance.

### **C**    **Contain** the fire to the room or space of origin

Closing the door to the room in which the fire starts will often restrict its spread throughout the building. If the fire is in your room, leave & ensure door closes.

### **E**    **Extinguish** if safe to do so or **Evacuate** the building

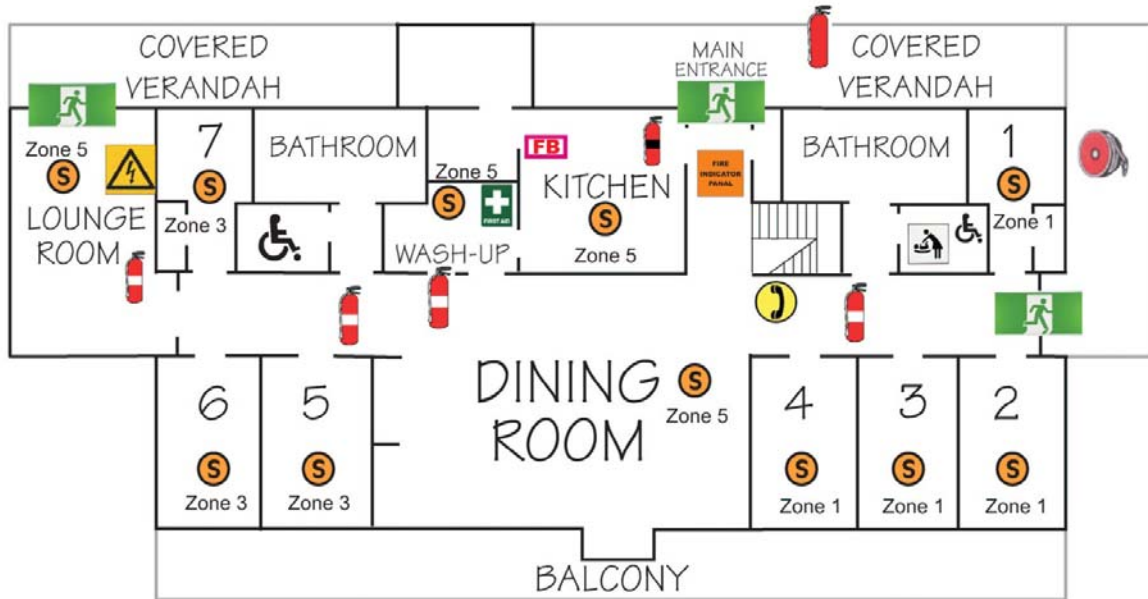
Most fires start out small and can be easily controlled in the early development stages. If the fire is only small and you feel confident in controlling it and the conditions are safe, you may try to extinguish the fire.

If the fire is too large or you do not feel confident in being able to control or extinguish it, you are to evacuate the building and congregate with others on the Playing Field. Do not try and gather valuables as this behaviour will prolong your exposure to the elements of fire and could be fatal.

Upon arrival of the Fire Brigade, you are to take instructions from them. Under no circumstances are you to re-enter the building unless the Fire Brigade indicates it is safe.

# Floor Plans

## Upper Level



## Lower Level

