



BUSH FIRE EMERGENCY MANAGEMENT AND EVACUATION PLAN

Name of facility:

Winmalee Christian Conference Centre

Address

59 Leslie Street

Winmalee NSW 2777

Prepared by:

George Hawke

Authorised by:

Graham Whittaker

Date: 25 February 2021

TO BE REVIEWED ANNUALLY

Facility Details

This plan is for: Winmalee Christian Conference Centre
Name of facility

and has been designed to assist management to protect life and property in the event of a bush fire.

This Plan outlines procedures for both **sheltering** (remaining on-site) and **evacuation** to enhance the protection of occupants from the threat of a bush fire.

The Primary Action to follow under normal bush fire conditions is to:

Shelter **Evacuate**

Contact person: Glenn Posford

Position / role: Site Manager

Phone number (BH): 02 4754 2588 Phone number (AH): 0414 534337

Type of facility: Conference Centre Number of buildings: One

Number of employees: 6 (maximum on site) Number of occupants: 84

Number of occupants with support needs: Nil

Provide description of support needs:

Potentially there could be staff and guests with various degrees of asthma related illnesses.

Roles & Responsibilities

The following outlines who has the responsibility of implementing the emergency procedures in the event of a bush fire.

Position	Name or person	Building / area of responsibility	Mobile phone number
Site Manager	Glenn Posford	Site area	0414 534 337
Site Manager	Glenn Posford	Check fire danger rating	02 4754 2588
Site Manager	Glenn Posford	Check "Fires near me"	02 4754 2588

Emergency Contacts

Name of organisation	Office / contact	Phone Number
NSW Rural Fire Service	Local Fire Control Centre	Katoomba - 4784 7444
NSW Rural Fire Service	Bush Fire Information Line	1800 679 737 1800 NSW RFS
NSW Rural Fire Service	Website	www.rfs.nsw.gov.au
NSW Police Force	Springwood Police	4751 0299
NSW RFS	Winmalee Rural Fire Brigade	4754 1322
Emergency Services	State	000
SES	Katoomba	4782 3200
	Fire danger rating - issued 4pm	https://www.rfs.nsw.gov.au/fire-information/fdr-and-tob
	Fires in the vicinity	"Fires near me NSW" app



SHELTERING PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to shelter in a designated refuge.

The following are the designated refuges allocated within the premises.

Designated refuges

- a. The Lodge
- b.
- c.
- d.

Procedure for sheltering during a bush fire emergency

Trigger	Action
a. As directed by Emergency Services	a. Activate lockdown procedure Prepare windows & bushfire shutters Prepare bushfire water spray system Guest fire warden manage guests & notify families
b. Visual sighting of smoke or fire and it is not safe to evacuate	b. Activate lockdown procedure Prepare windows & bushfire shutters Prepare bushfire water spray system Guest fire warden manage guests & notify familie
c.	c.
d.	d.

After the bush fire emergency

- a. After Emergency Services have advised that the emergency has abated, allow guests to leave the site
- b.
- c.
- d.



EVACUATION PROCEDURES

Evaluation of the safety of employees and occupants has determined that it would be safer for ALL persons to evacuate to a designated refuge.

Designated assembly points

- 1. The Lodge
- 2.
- 3.
- 4.

Refuge (primary)

Name of venue (primary): Winmalee Shopping Centre

Address of venue: Winmalee Shopping Centre

Nearest cross-street: Leslie Street

Map reference:

Phone number:

Transportation arrangements

Number of vehicles required: Guests to arrange own transport

Name of organisation providing transportation:

Contact phone number:

Time required to have transportation available:

Estimated travelling time to destination:

Refuge (alternate)

Name of venue (alternate): Not applicable

Address of venue:

Nearest cross-street:

Map reference:

Transportation arrangements

Number of vehicles required: Not applicable

Name of organisation providing transportation:

Contact phone number:

Time required to have transportation available:

Estimated travelling time to destination:

Before and at the commencement of the Bush Fire Danger Period, we will:

- a. Site Manager will monitor the fire danger rating for the local area (check RFS website).....
- b. Maintain the Asset Protection Zone around the site in accordance with RFS guidelines.....
- c. Maintain and test the bushfire water sprinkler system.....
- d. Maintain and test the bushfire shutters.....




Procedures for evacuation in the event of a bush fire

Trigger	Action
a. Catastrophic Fire Danger is predicted for tomorrow and there is a fire within 20km.	a. Advise guests of the need for the site to be evacuated. Client Fire Warden to account for all occupants and inform their families (if required).
b. As directed by Emergency Services.	b. Advise guests of the need for the site to be evacuated. Client Fire Warden to account for all occupants and inform their families (if required).
c.	c.
d.	d.

After the bush fire event

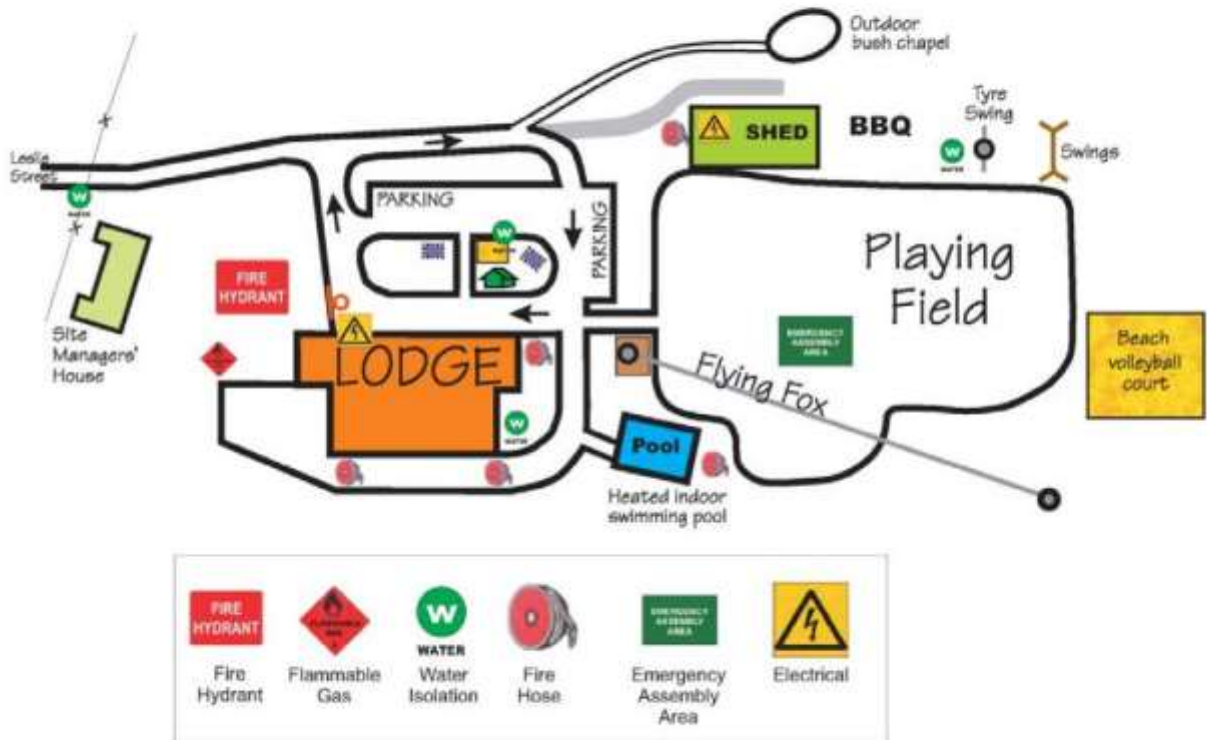
- a. Debrief staff and guest representative of the process and outcomes.....
- b.
- c.
- d.

 **Attachments**

-  Occupant/employee listing
-  Contact details for parents/guardians
-  Site Layout of Premises

Attachment 1
Site layout
Winmalee Christian Conference Centre

Site Plan



Attachment 2

Underground services – including Fire Hydrants Winmalee Christian Conference Centre

