



Department of
Local Government, Sport
and Cultural Industries

*Pt Walter
Recreation and
Conference Centre*

Emergency Response

Manual

(Client Groups)

Overview

These procedures were formulated to meet the requirements of Australian Standard **AS3745-2010** Planning for Emergencies in Facilities, and the National Competency Standard – Fire Emergency Response

All full-time staff of the Pt Walter Recreation and Conference Centre are required to participate in regular emergency training and evacuation drills. Other Sport and Recreation WA employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation) in emergency situations.

The Critical Incident Management Planning and Learning (CIMPL plan) covers the overarching responses and chain of communications for the Sport and Recreation WA camps chain. The specific responses and procedures mentioned in this document are to be used in conjunction with the CIMPL plan to help enable the best emergency response possible.

Incidents and Emergency situations that arise at the Pt Walter Recreation and Conference Centre will be dealt with in three phases.

Phase 1 – Any immediate actions required by those physically close to the incident.

Phase 2 – Actions required by those not directly responding to the incident. Will generally start with radio contact from/to the office and includes the responses then completed by other support staff, including record keeping, communications with emergency services, line managers, public affairs, coordinating evacuations and other tasks.

Phase 3 – Involves subsequent actions taken following the incident. It may include the re-stocking of first aid kits and other resources used, providing counseling services and comprehensive debriefing for staff and participants. This phase also requires working with staff to action a suitable return to work program and an assessment of the emergency response plan and camp resources to determine if improvements can be made.

Purpose of the Manual

This abridged version of our emergency response manual will assist group leaders and participants to respond effectively and safely to all emergency situations.

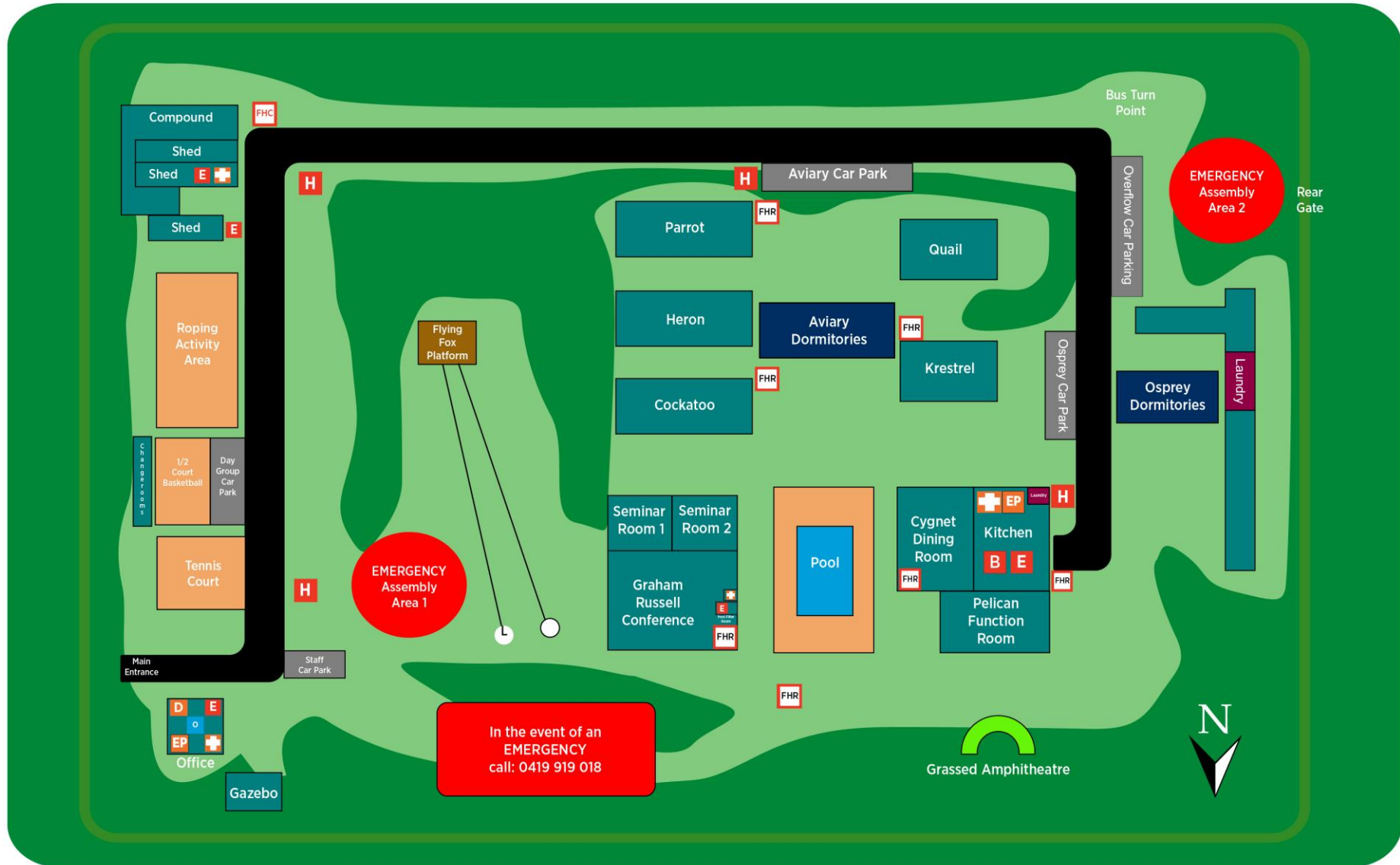
The following procedures provide a basis for handling various types of emergencies at the Pt Walter Recreation and Conference Centre. They should not be regarded as rigid but rather as flexible guidelines to be adapted to cope with any emergency situations.

Version	Date	Revision Description (Section, content etc)	Completed by
1.0	10/9/2010	Original Version – Full Manual	Craig Waite
1.1	11/2/2011	Abridged Version – Client Manual	Craig Waite
1.2	4/10/2011	Reviewed Version	Craig Waite
1.3	2/2/2015	Reviewed Version	Craig Waite
1.4	13/10/2016	Reviewed Version	Craig Waite
1.5	31/05/2018	Reviewed Version	Alicia Tahana
1.6	14/11/2023	Reviewed Version (This Document)	Craig Waite

Emergency Contact Numbers

PT WALTER CENTRE 1 Stock Rd Bicton WA 6157	Main Office On call staff member(24hrs) Manager – Craig Waite Kitchen	9492 9784 0419 919 018 0437 516 721 6365 1835
EMERGENCY	Emergency services (Police/Fire/Ambulance) (If 000 is not working from mobile)	000 112
POLICE	Central (non emergencies – 24hrs) Fremantle Palmyra	131 444 9430 1222 9339 1151
FIRE	Fremantle Fire Station (non emergencies) DFES recorded information line Regular fire reports - ABC local radio	6414 9010 13 33 37 720 am radio
HOSPITALS	Fiona Stanley Hospital <small>see map</small> Princess Margaret Hospital for Children <small>see map</small>	6152 2222 9340 8222
MEDICAL CENTRES	Pt Walter Medical Centre <small>see map</small> Bicton-Palmyra Medical Centre	9319 2333 9339 0300
SES	General assistance	132 500
CITY OF MELVILLE	City Of Melville Shire Rangers (A/H) City Of Melville Pt Walter Reserve Manager (James Dwyer)	9364 0666 0418 943 219 0402 430 468
WESTERN POWER	Report and enquire faults and emergencies	13 13 51
WATER CORPORATION	Faults, emergencies and security	13 13 75
BUS COMPANY	Horizons West - Welshpool	9351 8980

Map - Emergency Equipment and Layout



Emergency Equipment

- D** Defibrillator
- +** First Aid Kit
- EP** Epi Pen

- E** Fire Extinguisher
- H** Fire Hydrant
- B** Fire Blanket

- FHR** Fire Hose Reel
- FHC** Fire Hose Cabinet
- O** Medical Oxygen

- 1** Emergency Assembly Area- Oval
- 2** Alternate Emergency Assembly Area- Osprey

Map – Emergency Equipment Location

- Emergency Assembly Area at the light pole on the oval (1)
 - Alternative Emergency Assembly Area at overflow car park area south of Osprey Dorms (2)
- Emergency evacuation point will be via main entrance gates.
 - Alternative evacuation point will be via rear gates on west boundary on Carroll Drive.
- Fire hose reels located at
 - Cygnet Dining Room
 - Pelican Function Room
 - Graham Russell Conference Room
 - Aviary Dormitories (Parrot, Cockatoo, Kestrel blocks)
- Fire extinguishers
 - Kitchen
 - Office
 - Program, Workshop/Storage sheds and Pool Room.
- Fire hydrants located outside
 - Main office
 - Program shed
 - Southern car park (Aviary Dormitories)
 - Osprey Dormitories
- Fire hose one located in cabinet outside Program Shed – one inside workshop
- First Aid kits are located in
 - Office (including Trauma First Aid Kit)
 - Program Sheds
 - Pool Room and First aid cupboard
 - Kitchen
 - Camp vehicle.
- Defibrillator, Stretcher and Spinal Board can be found in the **Pool First Aid Cupboard** on the west side of the Conference Centre, facing the pool.
- Medical oxygen, Ventolin and Epi pens located in the **Main Office**.

In an emergency please contact Emergency Services and Camp Management immediately!

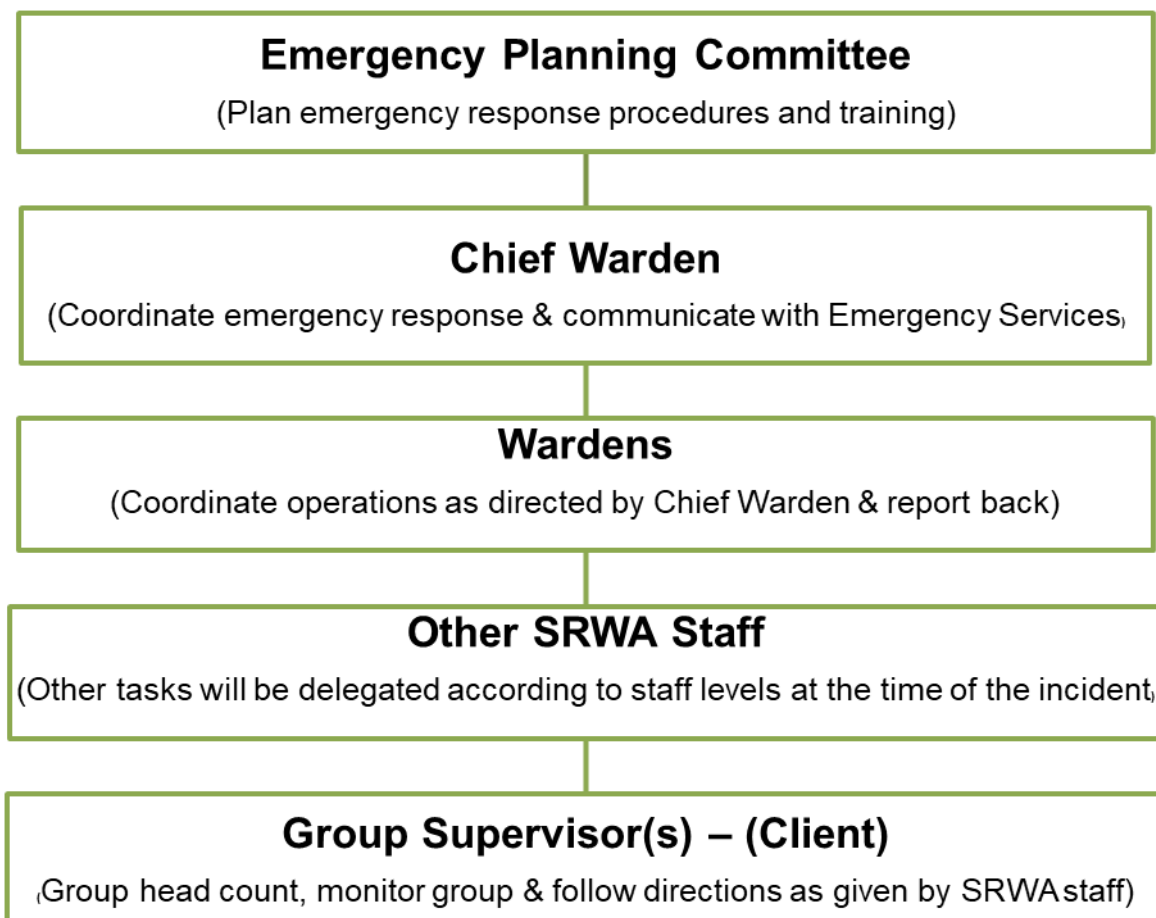
Types of Emergencies

An emergency situation may arise as a result of any of the following:

- Fire.
- Bomb Threat.
- Earthquake.
- Medical Emergency.
- Armed Intrusion / Hold Up.
- Flood / Landslide.
- Hazardous Materials.
- Other Unforeseen Emergency.

Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located within the facility.



Emergency Control Organisation Responsibilities

Staff forming part of the Emergency Control Organisation who have received the required training as specified in AS 3745-2010 are expected to behave in a competent and responsible manner.

It should be clearly understood, that the primary duty of the Chief Warden and Wardens is not to combat emergencies but to ensure, as far as practical and to the best of their ability, the safety of the occupants and the orderly evacuation from the danger area when appropriate.

Persons appointed to the Emergency Control Organisation (ECO) should:

Be aware of their responsibilities in this area.

Be capable of undertaking such duties.

Have leadership qualities.

- Have clear diction and be able to communicate with the majority of the people in the workplace.
- Have maturity of judgment, good decision making skills and capable of remaining calm under pressure.

INDEMNITY

“ECO personnel should be indemnified against the civil liability, resulting from practice or emergency evacuation of a building (*or workplace*) where the personnel act in good faith and in the course of their duties.” AS 3745-2010

Warden Identification

A Chief Warden/Senior Staff member must be contactable at all times.

All Wardens will be identified by wearing a helmet/cap as follows during an emergency:

White Helmet/Cap – Chief Warden

Red Helmet/Cap – Warden

Green Helmet/Cap – First Aid Warden

In an emergency the person in charge must be identifiable.

Communications

Where possible ECO members should communicate during all emergencies via two way radio on channel 31 (CTCSS 38) and / or by mobile phone.

Channel 30 (CTCSS 38) is an alternative channel that is used for any communications to other personnel such as camp staff and group leaders.

If emergency assembly is required sound the office megaphone siren for 30 seconds then turn off for 30 seconds. Repeat this procedure until all persons are accounted for. A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

The office has voice -over internet phone line (08 9492 9784) and internet.

The manager's residence has no landline phone (Mob 0437 516 721)

On call mobile is 0419 919 018

Mobile reception may be poor in some areas of the camp.

Residential or day group leaders are to be contacted by mobile phone where possible.

Accolade Catering staff to be notified by mobile phone (0404 160 816 – Simon Bain) or via Kitchen landline (08 6365 1835)

On a weekend where the site may not be attended by a staff member, mobile phone will be the primary means of contact until a staff member is onsite.

Phase 1 Standard Emergency Order

In the event of a critical incident or accident, it is expected staff on site will, in accordance with the Critical Incident Management Planning and Learning (CIMPL) Plan;

1. Ensure their own safety.
2. Provide direction to and care for bystander's safety.
3. Care for casualties according to training,
 - DRS ABCD should be followed.
4. Notify office or parties as soon as practical to enable Phase 2 to commence.
5. If emergency siren sounded and/or call given via radio communications, head to an assembly point (preferably as a group), follow instructions from Wardens.
6. In the event Pt Walter staff cannot be contacted directly, leave a voice message on the 24hr on call mobile number (no SMS available)
7. If emergency siren is sounded, proceed to assembly point (preferably as a group), follow instructions from Wardens.
8. Check that all persons in your group are accounted for and provide this information to the Wardens

In the event of a critical incident or accident;
Steps 1 to 5 should be completed.

Phase 2 General Emergency Response

Chief Warden/Senior Staff use this list to respond to the incident:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
- If required **Call '000'** and provide information on numbers at site.
Time of call _____ am / pm
- Follow CIMPL plan flow chart.
- On site resources available (Oxygen, first aid kit, defibrillator and stretcher).
- Have someone remain with any injured person until help arrives.
- Emergency **siren** to be sounded on megaphone if appropriate.
 - Assemble at Emergency Assembly Areas (Oval or Osprey).
- If safe**, search camp IN PAIRS with radios for any more persons and identify damage;
 - Aviary (5) and Osprey (1) Dormitories
 - Cygnet Dining Room and Pelican Function Room
 - Kitchen, Chef's Office and Laundry
 - Graham Russell Conference Room and Seminar Rooms (2)
 - Pool Room, Amphitheatre and Gazebo
 - Day Area Ablution Block
 - Recreation, roping, workshop, staff sheds and compound
 - Office and staff bathroom
 - On site residence.
 - Boundary fences.
- Numbers on site; Group _____ SRWA staff _____ Visitors _____ Onsite Res _____
Kitchen Staff _____ **Total** _____
- Is it best to **stay or evacuate**?
- Follow instructions from DFES _____
- Inform Group Leaders** of situation and response.
- Is **everyone accounted** for?
 - Clients and Visitors (check Accommodation Diary and visitors log)
 - SRWA staff (check Program Diary)
 - Onsite Residence. (0437 516 721)
 - Kitchen Staff (08 6365 1835)
- Complete reports** and ensure relevant persons are notified.

Phase 1 Standard Fire Order

In the event of a fire, all group leaders and guests on site should follow the standard emergency order:

1. Care for their own safety.
2. Assist anyone in immediate danger (if safe to do so).
3. Close all doors to isolate smoke and fire.
4. Provide direction to and care for all people in their group.
5. Provide first aid treatment and care for casualties as required – DRS ABCD should be followed.
6. Notify Pt Walter staff at office as soon as practical and provide information to enable Phase 2 to commence.
7. If emergency siren is sounded, proceed to assembly point (preferably as a group), follow instructions from Wardens.
8. Check that all persons in your group are accounted for and provide this information to the Wardens.

In the event of a fire all steps should be completed.

Phase 1 Recreation Activity Response

In the event of an emergency or critical incident during a recreation program or activity, all group leaders and guests on site should follow the standard response:

1. Care for their own safety.
2. Assist anyone in immediate danger (if safe to do so).
3. Provide first aid treatment and care for casualties as required – DRS ABCD should be followed.
4. Provide direction to and care for all people in their group.
5. Notify Pt Walter staff supervising the activity or notify staff at the office as soon as practical and provide information.
6. If staff not available, contact emergency services as required
7. If emergency siren is sounded, proceed to assembly point (preferably as a group), follow instructions from Wardens.
8. Check that all persons in your group are accounted for and provide this information to the Wardens.

In the event of an emergency all steps should be completed.

Phase 2 Specific Activity Response

Chief Warden / Senior Staff member should take into account:

Abseiling Tower / High Ropes Course / Flying Fox / Archery

Access - is good. Close activity and remove people and hazards.

Evacuation - If ambulance services are required, DFES should be notified

Communication - Good radio and mobile reception at all points

Basketball /Tennis Court

Access - is good. Close activity and remove people and hazards.

Evacuation - If ambulance services are required, DFES should be notified

Communication - Good radio and mobile reception at all points

Water Activities at Pt Walter Reserve (Page St)

Access - Vehicle access to the beach gained via the path at the end of Page St

Evacuation - If ambulance services are required, DFES should be notified

Communication - Good radio and mobile reception at all points

Note - Be aware of early onset of hypothermia.

Mountain Biking at Pt Walter Reserve (Honour Ave)

Access - Good vehicle access along Honour Ave. Access along 4WD tracks along Blackwall Reach cliff paths

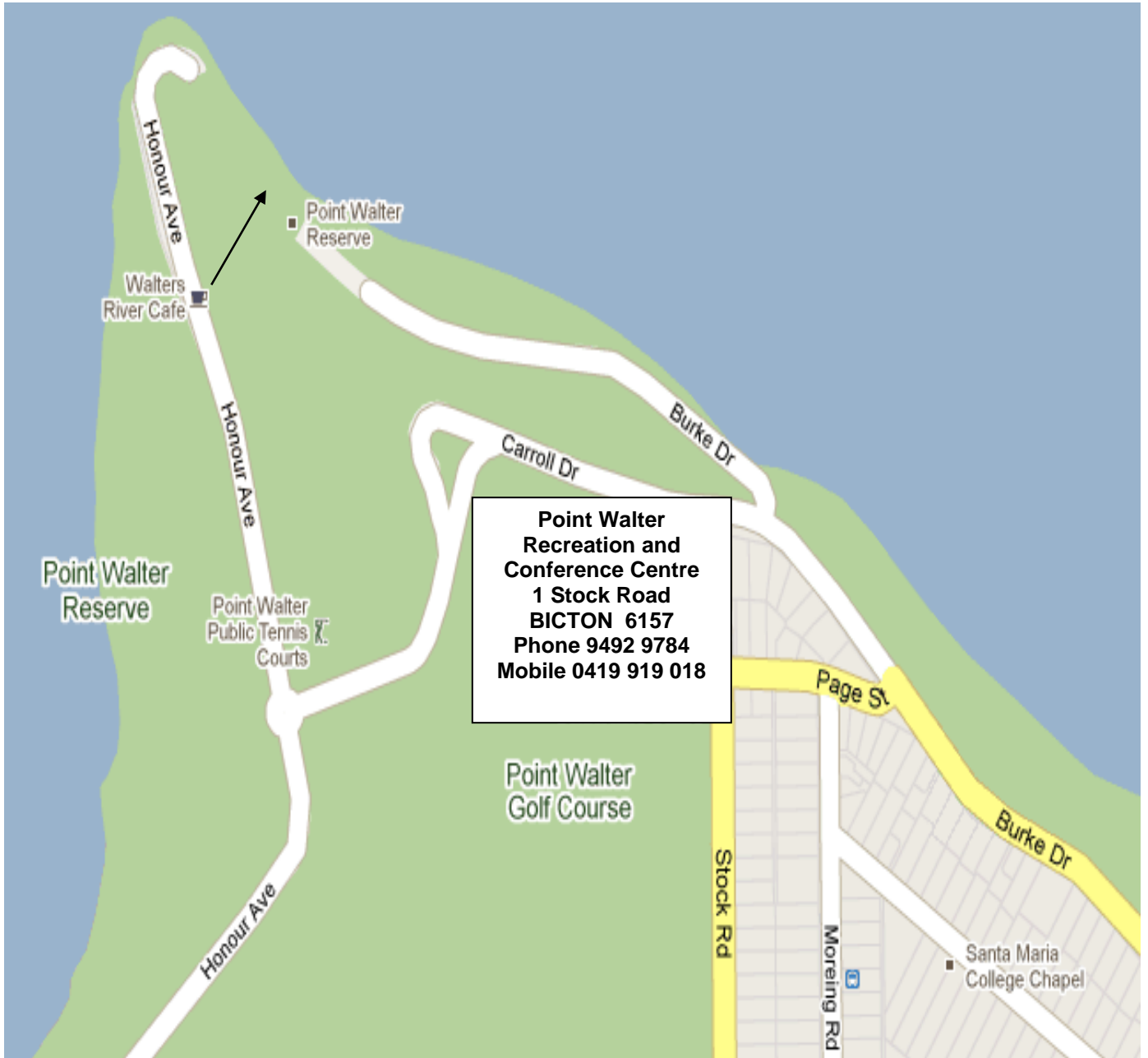
Extraction - If ambulance services are required, DFES should be notified

Communication - Patchy radio and mobile reception at some points around Blackwall Reach cliff paths

Note – Numerous dirt tracks and paths make a systematic check and locating a missing person difficult.

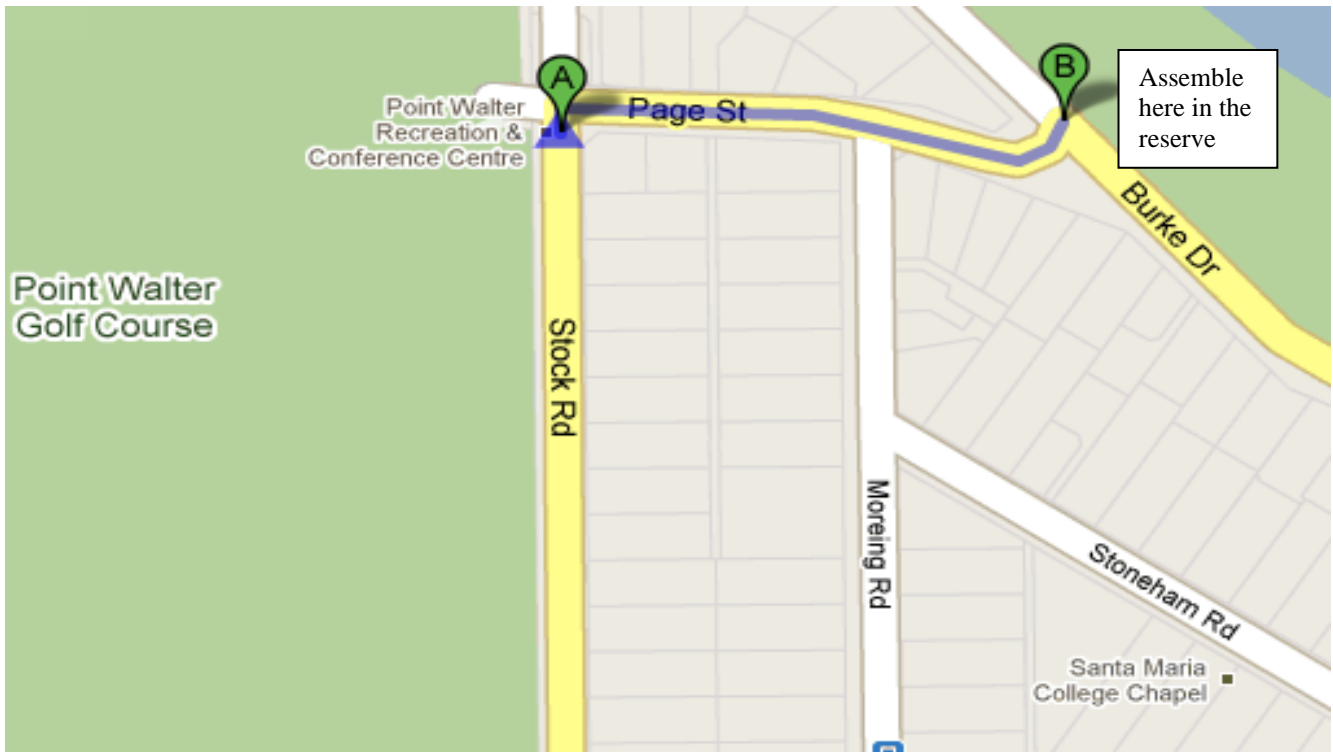
Map – Pt Walter & Surrounding Area

**Pt Walter Centre
1 Stock Rd Bicton
Phone 9492 9784
Mobile 0419 919 018**



Map - Evacuation Plan – Page St

Pt Walter Centre
1 Stock Rd Bicton
Phone 9492 9784
Mobile 0419 919 018



Walking directions to Page St - Foreshore Reserve

Stock Rd and Page St
220 m - 2 mins



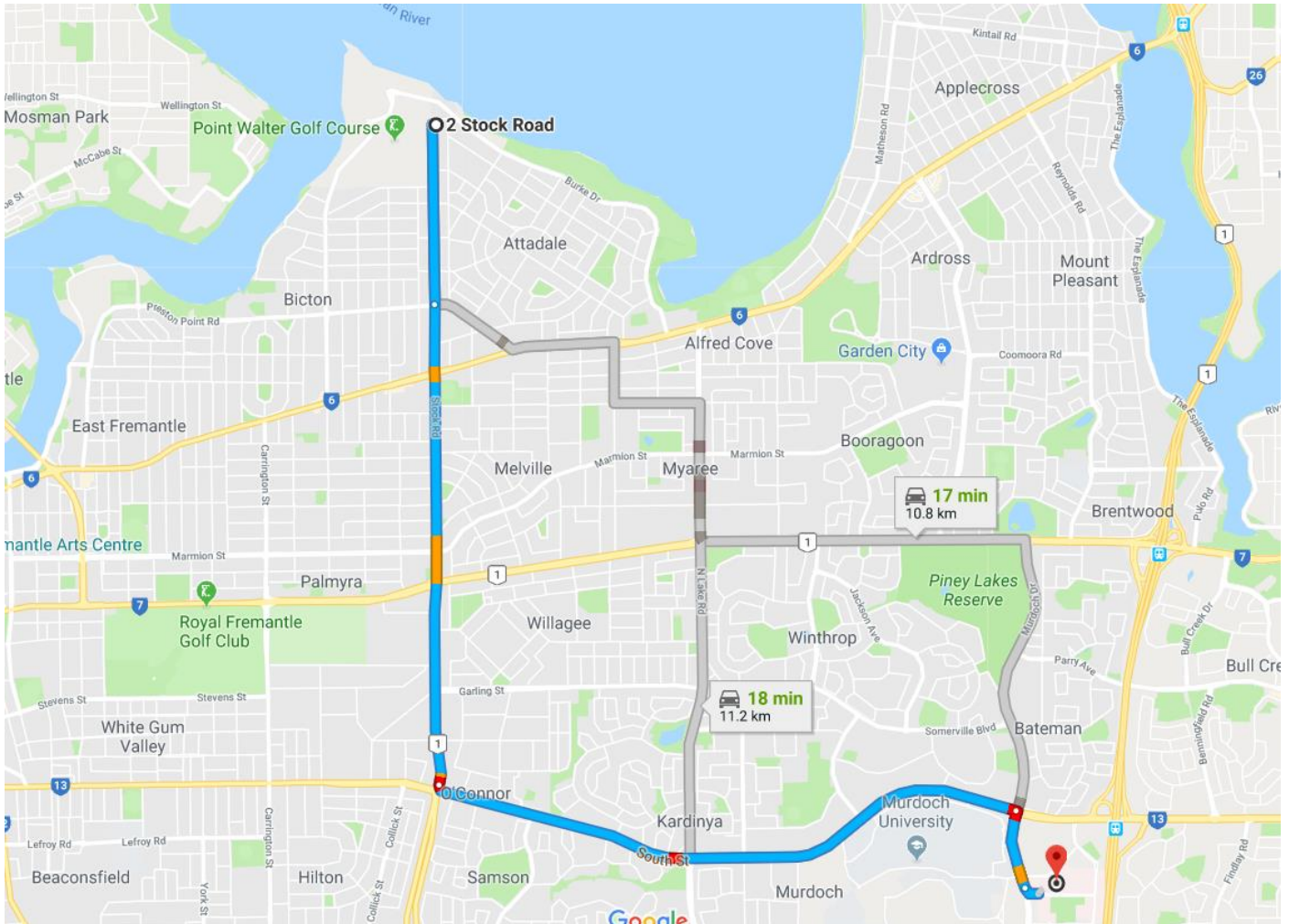
1. Head **east** across **Stock Rd** towards **Page St** 11 m
2. Go down the hill on **Page St** 210 m



At the Stop sign go STRAIGHT across the road to reserve
Assemble as directed by administrative staff in reserve

Map – Fiona Stanley Hospital

Fiona Stanley Hospital
102 – 118 Murdoch Drive, Murdoch WA
(08) 6152 2222



NOTE: Directions are taken from 2 Stock Road, Bicton for more accurate results on Google Maps.

Pt Walter Centre
1 Stock Rd Bicton
Phone 9492 9784
Mobile 0419 919 018

Driving directions to Fiona Stanley Hospital


2 Stock Rd

Attadale WA 6156, Australia

↑ Head south on Stock Rd toward Cawston Rd

 Go through 1 roundabout

1.4 km

 At the roundabout, continue straight to stay on Stock Rd

3.8 km

↶ Turn left onto South St/State Route 13

4.8 km

↷ Turn right onto Murdoch Dr

650 m

↶ Turn left onto Robin Warren Dr

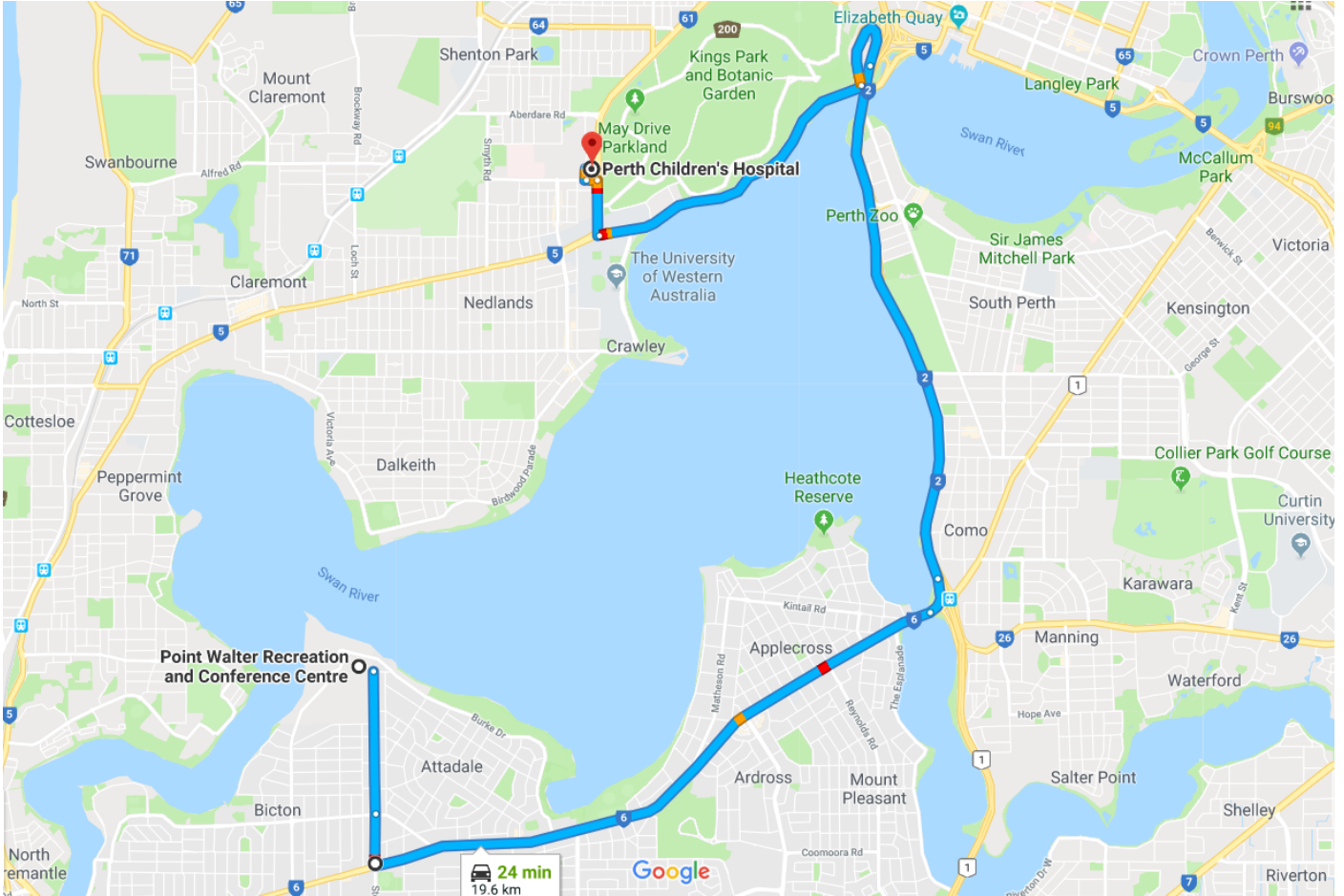
130 m

Fiona Stanley Hospital

11 Robin Warren Dr, Murdoch WA 6150, Australia

Map – Perth Children Hospital

Perth Children's Hospital
15 Hospital Avenue
Nedlands WA 6009
(08) 6456 2222



Pt Walter Centre
1 Stock Rd Bicton
Phone 9492 9784
Mobile 0419 919 018

Driving directions to Perth Children's Hospital

Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

Follow Stock Rd to Canning Hwy/State Route 6

4 min (2.0 km)

↑ Head south on Stock Rd towards Cawston Rd
[Go through 1 roundabout](#)

1.5 km

📍 At the roundabout, continue straight to stay on Stock Rd

550 m

Follow Canning Hwy/State Route 6, State Route 2 and Mounts Bay Rd to Monash Ave in Nedlands

20 min (17.3 km)

↶ Turn left onto Canning Hwy/State Route 6

6.5 km

⬆ Use the left 2 lanes to take the State Rte 2 slip road to Perth City

400 m

⬆ Merge onto State Route 2

5.5 km

↶ Use the left 3 lanes to merge onto Mounts Bay Rd towards State Rte 5/Fremantle

1.1 km

📍 At Point Lewis Rotary, take the 2nd exit onto Mounts Bay Rd/State Route 5

3.3 km

↷ Use the right 2 lanes to turn right onto Winthrop Ave/State Route 61

600 m

Drive to Hospital Ave

53 s (260 m)

↶ Turn left onto Monash Ave

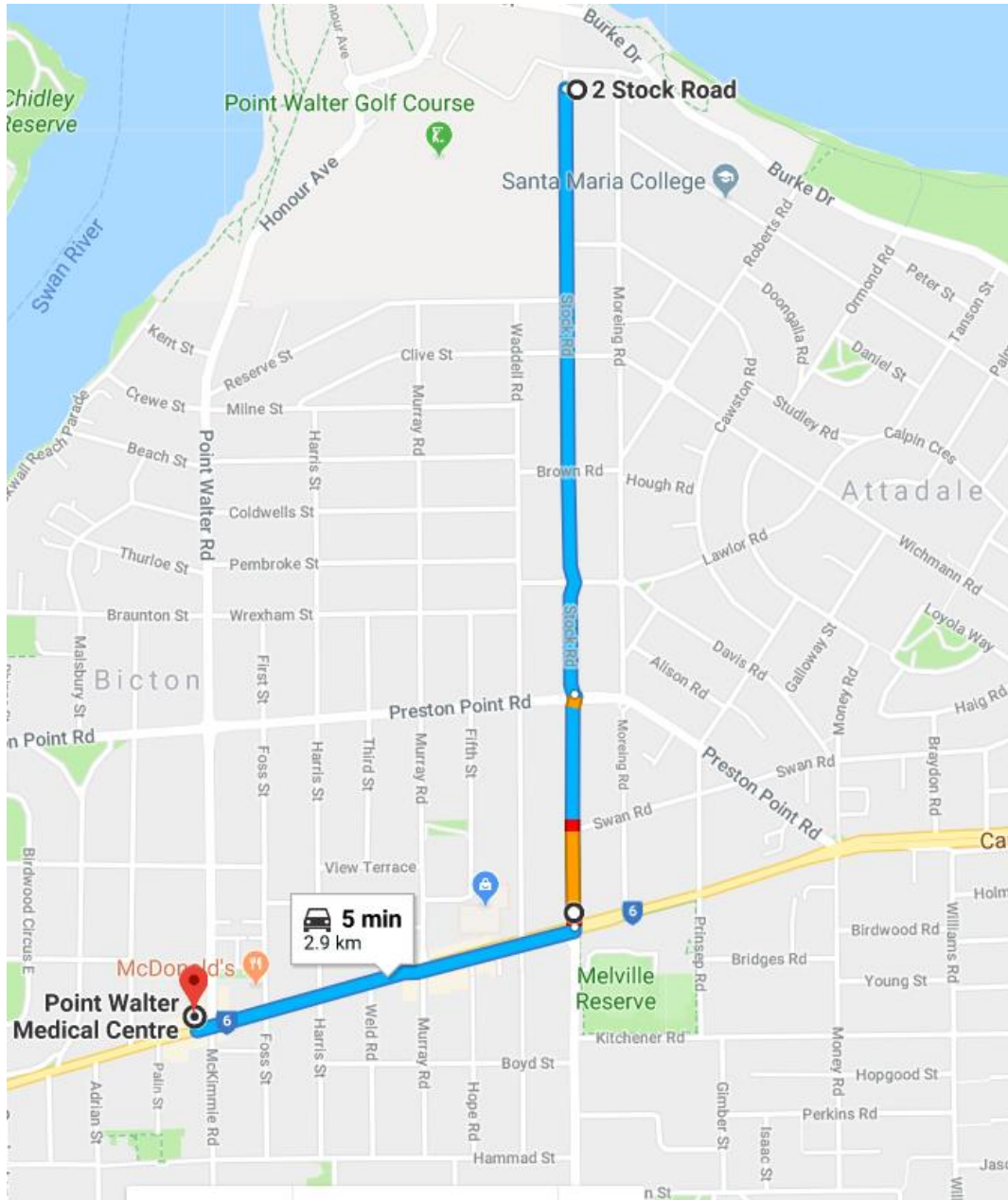
110 m

📍 At the roundabout, take the 2nd exit onto Hospital Ave
[Destination will be on the right](#)

150 m

Map – Pt Walter Medical Centre

Point Walter Medical Centre
322 Canning Hwy
Bicton WA 6157
(08) 9319 2333




NOTE: Directions are taken from 2 Stock Road, Bicton for more accurate results on Google Maps.

Pt Walter Centre
1 Stock Rd Bicton
Phone 9492 9784
Mobile 0419 919 018

Driving directions to Point Walter Medical Centre


2 Stock Rd

Attadale WA 6156, Australia

 Head south on Stock Rd toward Cawston Rd

 Go through 1 roundabout

1.4 km

 At the roundabout, continue straight to stay on Stock Rd

550 m

 Turn right onto Canning Hwy/State Route 6

 Destination will be on the right

950 m

Point Walter Medical Centre

322-324 Canning Hwy, Bicton WA 6157, Australia

On Site Emergency Resources

Emergency Equipment Location (Office / Vehicle / Sheds / First Aid Cupboard)

Office	First Aid Cupboard (Pool)	Vehicle / Equipment Sheds
First Aid Kit (Wall Unit)	First Aid Kit	Standard First Aid Kit (Green)
Oxygen Resuscitation Kit	Stretcher	Vehicle Kit (Blue)
Neck Brace / Collar	Defibrillator	
Ice Packs	Spinal Board	
Epi Pen x3 (Adult x2 and Child x1)		
Ventolin x1		
Fire Equipment PPE		
Portable Trauma Kit		

Oxygen flow rates

	Therapy	Resuscitation
Adult	8L/min	15L/min
Child	8L/min	8L/min

Fire Hose Reels (6)

Located at:

- Cygnet Dining Room
- Graham Russell Conference Room (external cupboard)
- Pelican Function Room (outside west entry doors)
- Cockatoo, Parrot and Kestrel Dorms

Fire Hydrants (4)

Located on main camp road adjacent to or opposite:

- Main Office
- Recreation Shed
- Top Car Park (Aviary Dorms)
- Osprey Dorms

Fire Extinguishers (7)

Located at:

- Main Office (outside)
- Workshop (outside)
- Program Shed (inside)
- Pool Room (inside)
- Kitchen
- Vehicle
- Manager's Residence (inside laundry beside small shed)

Types of extinguishers

Two colour schemes for fire extinguishers exist.		TYPE OF FIRE, CLASS AND SUITABILITY						Metal Fires	Comments
Pre-1997	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats		
		Water	YES	NO	NO	NO	NO	Use only special purpose extinguishers and seek expert advice.	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Wet Chemical	YES	NO	NO	NO	YES		Dangerous if used on energised electrical equipment.
		Foam*	YES	YES	NO	NO	LIMITED		Dangerous if used on energised electrical equipment.
		Powder	(ABE) YES	YES	YES	YES	NO		Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
			(BE) NO	YES	YES	YES	YES		
		Carbon Dioxide	LIMITED	LIMITED	NO	YES	NO		Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only.
		Vaporising Liquid	YES	LIMITED	LIMITED	YES	NO		Check the characteristics of the specific extinguishing agent.
		Fire Blanket	LIMITED*	LIMITED	NO	NO	YES		* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.
		Fire Hose Reel	YES	NO	NO	NO	NO	Maximum length of hose is 36m.	

■ The class in which the agent is most effective.
■ Not recommend for this class of fires.

LIMITED The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.
 * Solvents such as alcohol or acetone mix with water and therefore require special foam.

Fire Hydrant Hoses / Fire Cabinet

Located outside at recreation shed in fire cabinet – 2 hydrant hoses x 30m each
 Additional 30m hydrant hose located in workshop shed

Keys (Office)

Vehicle, Master Keys, Program Shed and BMW 42886 (Green key for switchboards and Staff bathroom) keys are located in the office

First aid kits

- Located at the office (white cabinet)
- Located at main program shed (green x 6)
- Located at maintenance shed (white cabinet)
- Located at first aid cupboard at pool (White container x 1)
- Located in vehicle (white x 1)
- Located in kitchen (white cabinet)
- Located in Cleaners storerooms 5, 11, 17 and Osprey – (green x 3)

Spinal rescue board

Located at Pool First Aid Room
 Spinal board should only be used for spinal injuries by qualified persons.