



Department of  
Sport and Recreation

## Pt Walter Recreation and Conference Centre Emergency Response Manual



Government of **Western Australia**  
Department of **Sport and Recreation**

# *Pt Walter Recreation and Conference Centre*

# **Emergency Response**

# **Manual**

# **(Client Groups)**



## Pt Walter Recreation and Conference Centre Emergency Response Manual

# Location Map

**PT WALTER CENTRE**  
**1 Stock Rd Bicton WA 6157**  
**PH: 9492 9784**  
**MOB: 0419 919 018**



To Fremantle

To Freeway and Perth CBD





# Pt Walter Recreation and Conference Centre Emergency Response Manual

## Overview

These procedures were formulated to meet the requirements of Australian Standard **AS3745-2002** Emergency Control Organisation and Procedures for Buildings, 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 DSR employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation) in emergency situations.

The Critical Incident Management Planning and Learning (C.I.M.P.L plan) covers the overarching responses and chain of communications for the Department of Sport and Recreation Western Australia’s (DSR) camps chain. The specific responses and procedures mentioned in this document are to be used in conjunction with the C.I.M.P.L. 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. This includes all client group leaders and participants of each group.**

**Phase 2 – Actions generally 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 by Pt Walter management.. 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 (This document)	Craig Waite

## Pt Walter Recreation and Conference Centre Emergency Response Manual

# Emergency Contact Numbers

<b>PT WALTER CENTRE</b> 1 Stock Rd Bicton WA 6157	Main Office	9492 9784
	On call staff member(24hrs)	0419 919 018
	Manager – Craig Waite	0437 516 721
	Kitchen	9330 7902
<b>EMERGENCY</b>	Emergency services (Police/Fire/Ambulance)	000
	(If 000 is not working from mobile)	112
<b>POLICE</b>	Central (non emergencies – 24hrs)	131 444
	Fremantle	9430 1222
	Palmyra	9339 1151
<b>FIRE</b>	O'Connor Fire Station (non emergencies)	9337 2040
	FESA recorded information line	1300 657 209
	Regular fire reports - ABC local radio	720 am radio
<b>HOSPITALS</b>	Fremantle Hospital <small>see map</small>	9431 3333
	Princess Margaret Hospital for Children <small>see map</small>	9340 8222
<b>MEDICAL CENTRES</b>	Pt Walter Medical Centre <small>see map</small>	9319 2333
	Bicton-Palmyra Medical Centre	9339 0300
<b>SES</b>	General assistance	132 500
<b>CITY OF MELVILLE</b>	City Of Melville	9293 5287
	Shire Rangers (A/H) City Of Melville	0418 943 219
	Pt Walter Reserve Manager (James Dwyer)	0402 430 468
<b>WESTERN POWER</b>	Report and enquire faults and emergencies	13 13 51
<b>WATER CORPORATION</b>	Faults, emergencies and security	13 13 75
<b>BUS COMPANY</b>	Horizons West - Welshpool	9351 8980



## Pt Walter Recreation and Conference Centre Emergency Response Manual

### Map – Emergency Equipment and Lay Out

- 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 points 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 Dorms (Parrot, Cockatoo, Kestrel blocks)
- Fire hoses located at cabinet outside Recreation Equipment Shed
- Fire extinguishers are located in or at the kitchen, office, recreation sheds, workshop /storage shed and pool filter room.
- Fire hydrants located outside main office, recreation program sheds, southern car park and Osprey Dorms.
- All dormitory rooms have hard wired smoke detectors installed linked to a fire panel / alarm system monitored 24hrs/day by FESA.
- First Aid kits are located in the office, recreation sheds, staff shed, kitchen and camp vehicle.
- A stretcher and first aid kit is located in the first aid cupboard on the west side of the conference centre facing the pool.
- Medical oxygen and defibrillator is located in the office.

**In an emergency please contact management immediately.**

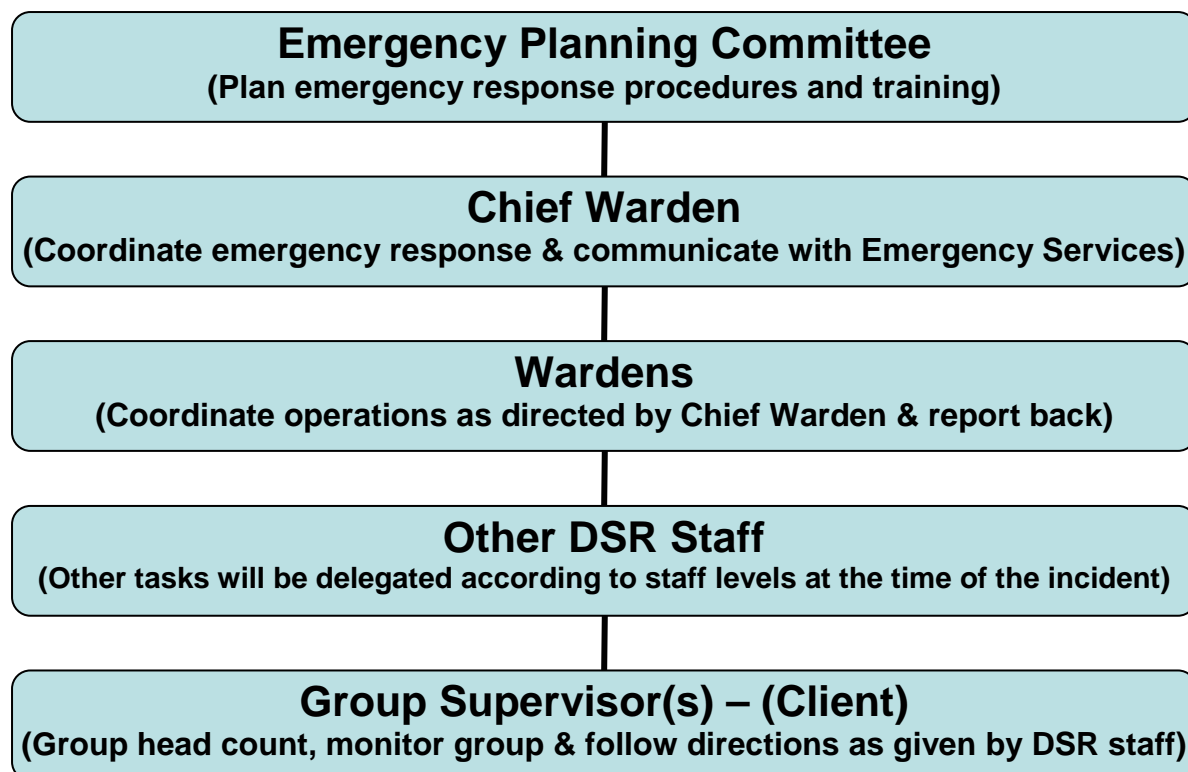
## Types of Emergencies

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 3745-2002 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 3745-2002

## **Warden Identification**

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

All Wardens will be identified by wearing a helmet or 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**

Mobile reception may be poor in some areas of the camp. Improved reception may be gained by moving to the oval.

The manager's residence and the office have land line telephones and the internet.

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.

ECO members should communicate during all emergencies via two way radio on channel 30 (CTCSS 38) and / or by mobile phone.

Channel 31 (CTCSS 38) is an alternative channel that is used for any communications to other personnel such as camp staff and group leaders

## **Phase 1 Standard Emergency Order**

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

1. Care for their own safety.
2. Provide first aid treatment and care for casualties as required – DRS ABCD should be followed.
3. Provide direction to and care for all people in their group.
4. Contact emergency services on '000' if required.
5. Notify Pt Walter staff on site or at office as soon as practical and provide information to enable Phase 2 to commence.
6. In the event Pt Walter staff cannot be contacted directly, leave a message on the 24hr on call mobile number.
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 C.I.M.P.L. plan flow chart.
  - On site resources available (Oxygen, first aid kit, defibrillator, 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 and Amphitheatre
    - Day Area Ablution Block
    - Recreation, roping, workshop, staff sheds and compound
    - Office and staff bathroom
    - On site residence.
    - Boundary fences.
  - Numbers on site; Group \_\_\_\_ DSR \_\_\_\_ Visitors \_\_\_\_ **Total** \_\_\_\_
  - Is it best to **stay or evacuate**? \_\_\_\_\_
  - Follow instructions from FESA. \_\_\_\_\_
  - **Inform Group Leaders** of situation and response.
- Is **everyone accounted** for?
- Clients and Visitors.
  - DSR staff (see sign in board).
  - Onsite residence.
- **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 / Group Leader should take into account:**

### **Abseiling Tower / High Ropes Course / Flying Fox / Glider Possum**

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

*Evacuation* - If ambulance services are required, FESA should be notified

*Communication* - Good radio and mobile reception at all points

### **Team Games / Archery / Oval / Basketball & Tennis Courts**

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

*Evacuation* - If ambulance services are required, FESA 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 can be gained via the path at the end of Page St

*Evacuation* - If ambulance services are required, FESA 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

*Evacuation* - If ambulance services are required, FESA should be notified

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

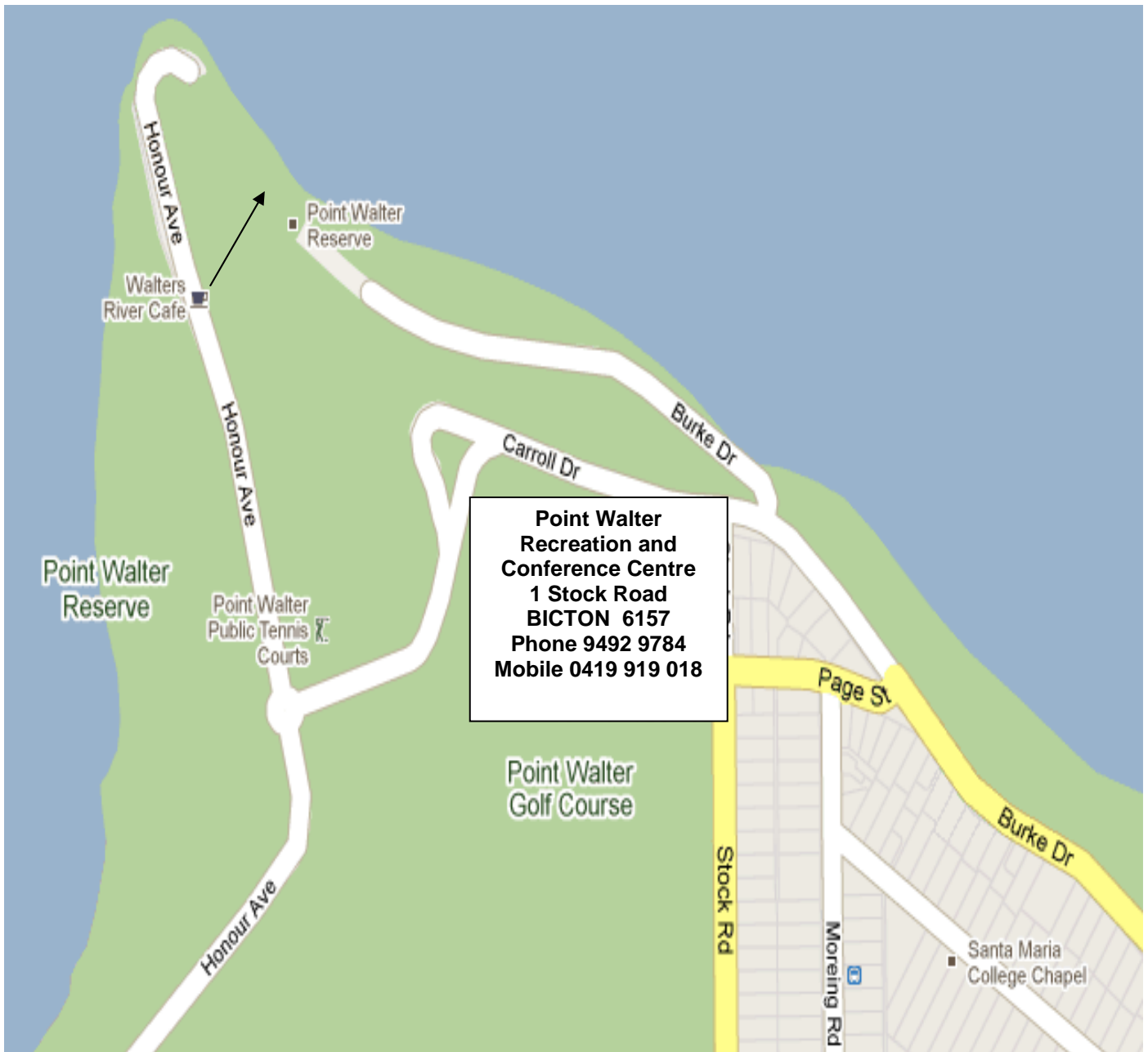
*Note* – Numerous dirt tracks and paths make a systematic check and locating a missing person difficult.



## Pt Walter Recreation and Conference Centre Emergency Response Manual

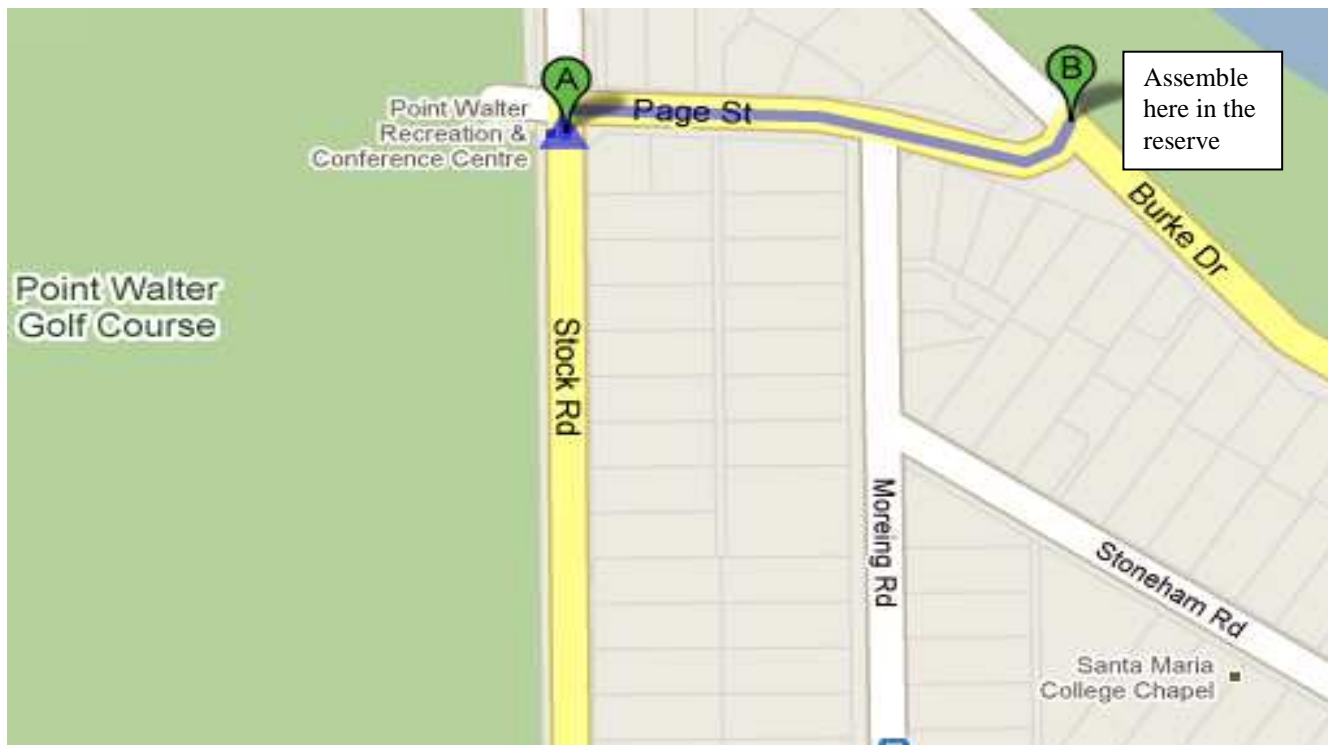
# Map – Pt Walter & Surrounding Area

**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 <b>east</b> across <b>Stock Rd</b> towards <b>Page St</b> | 11 m  |
| 2. | Go down the hill on <b>Page St</b>                             | 210 m |

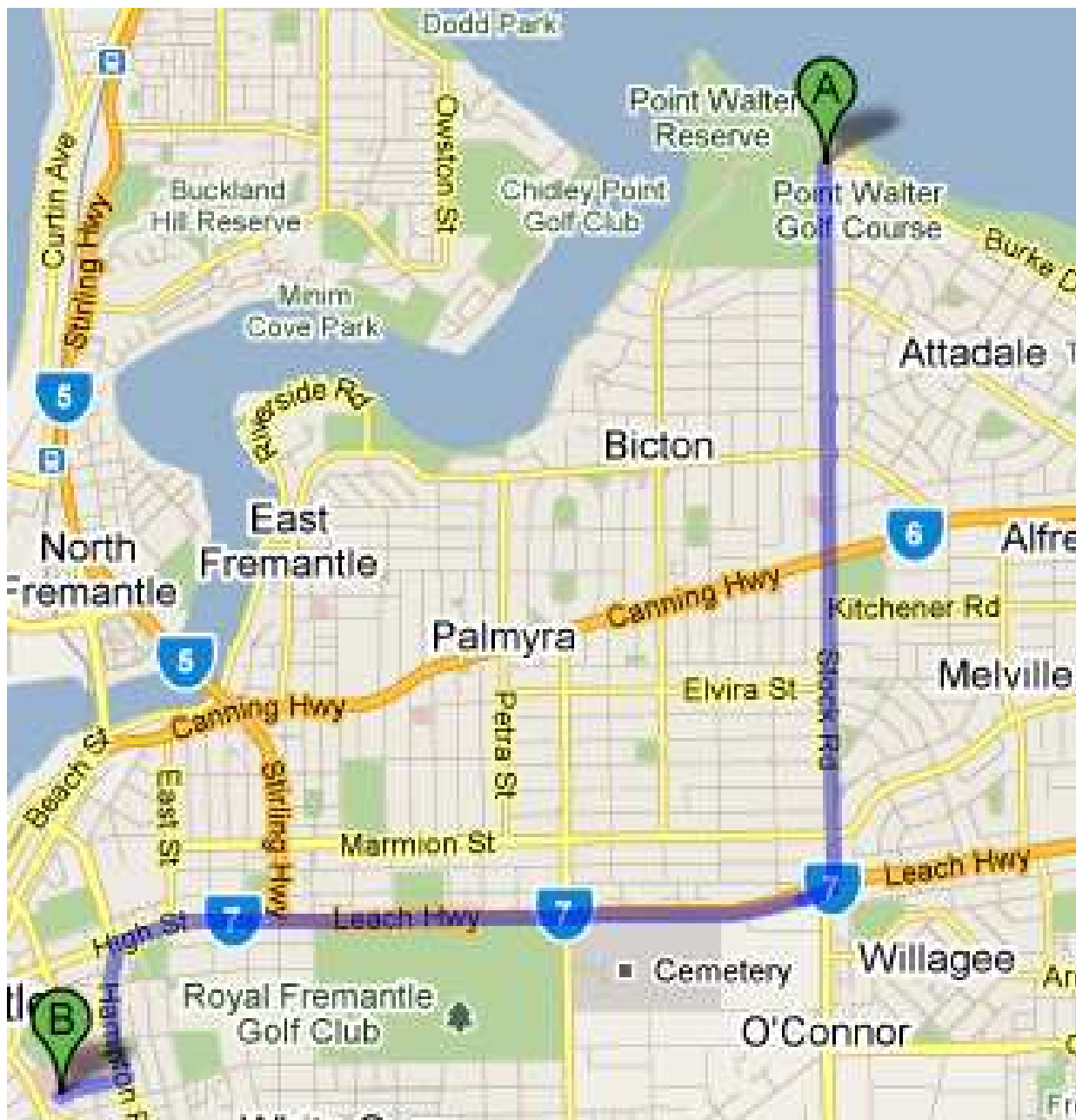


At the Stop sign go **STRAIGHT** across the road to reserve  
 Assemble as directed by administrative staff in reserve

## Pt Walter Recreation and Conference Centre Emergency Response Manual

# Map - Fremantle Hospital

**Fremantle Hospital**  
2 Alma St  
Fremantle  
(08) 9431 3333



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

## Pt Walter Recreation and Conference Centre Emergency Response Manual

### Driving directions to Fremantle Hospital & Health Service

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#### Stock Rd and Leach Hwy

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1.4km

18 mins

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

1. Head **south** on **Stock Rd** towards **Canning Hwy** 3.7 km
  2. Turn **right** at **Leach Hwy** 2.8 km
  3. Continue onto **High St** 850 m
  4. Turn **left** at **Ord St** 200 m
  5. Continue onto **Hampton Rd** 500 m
  6. Turn **right** at **Alma St** 350 m
- 

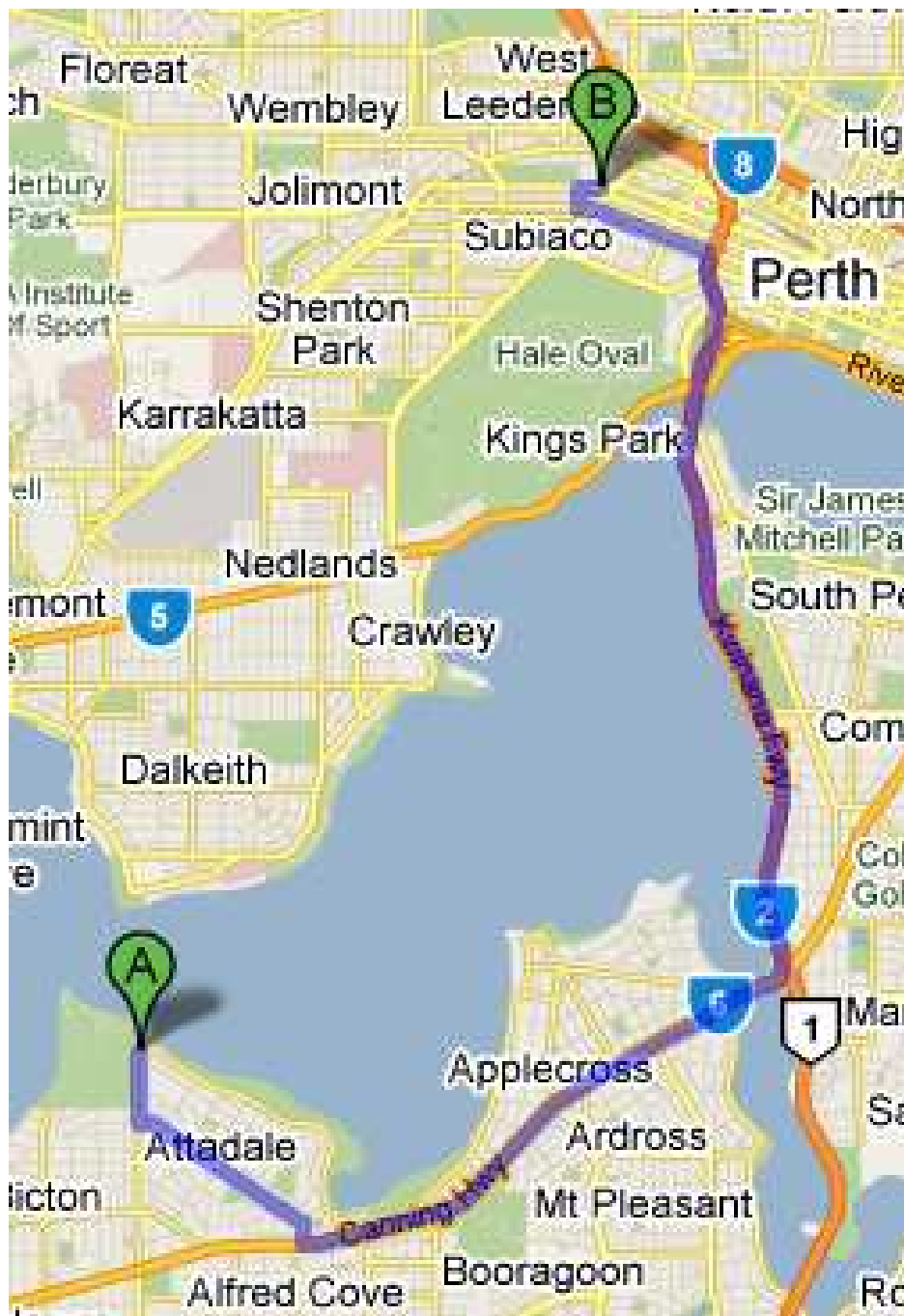


Fremantle Hospital & Health Service  
Alma St  
Fremantle WA 6969  
(08) 9431 3333

## Pt Walter Recreation and Conference Centre Emergency Response Manual

# Map - Princess Margaret Hospital

Princess Margaret Hospital for Children  
Roberts Rd  
Subiaco WA 6008  
(08) 9340 8222



Pt Walter Centre  
1 Stock Rd Bickton  
Phone 9492 9784

## Pt Walter Recreation and Conference Centre Emergency Response Manual

Mobile 0419 919 018

### Driving directions to Princess Margaret Hospital for Children

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#### Canning Hwy and Kwinana Fwy

16.1 km

24 mins



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

1. Head **south** on **Stock Rd** towards **Canning Hwy** 650 m
2. Turn **left** at **Clive St** 120 m
3. **Clive St** turns slightly **right** and becomes **Wichmann Rd** 1.6 km
4. Turn **right** at **Hislop Rd** 190 m
5. Take the 1st **left** on to **Canning Hwy** 4.9 km
6. Take the ramp onto **Kwinana Fwy** 6.5 km
7. Take the ramp to **Hay St** 650 m
8. Turn **left** at **Hay St** 1.1 km
9. Turn **right** at **Hamilton St** 190 m
10. Take the 1st **right** on to **Roberts Rd** 180 m



Princess Margaret Hospital for Children  
Roberts Rd  
Subiaco WA 6008  
(08) 9340 8222

## Pt Walter Recreation and Conference Centre Emergency Response Manual

# Map – Pt Walter Medical Centre

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



**Pt Walter Centre**  
1 Stock Rd Bicton  
Phone 9492 9784



## Pt Walter Recreation and Conference Centre Emergency Response Manual

Mobile 0419 919 018

### Driving directions to Point Walter Medical Centre

Via Point Walter Rd

Stock Rd and Preston Point Rd

1.0km

7 mins



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

1. Head **south** on **Stock Rd** towards **Canning Hwy** 1.5 km
2. At the roundabout, take the **3rd** exit onto **Preston Point Rd** 900 m
3. At the roundabout, take the **1st** exit onto **Point Walter Rd to Canning Hwy** 700 m



Point Walter Medical Centre  
322 Canning Hwy  
Bicton WA 6157  
(

## **On Site Emergency Resources**

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

<b>Office</b>	<b>First Aid Cupboard (Pool)</b>	<b>Vehicle / Equipment Sheds</b>
First Aid Kit (Wall Unit)	First Aid Kit (Blue Bum Bag)	Standard First Aid Kit (Green)
Oxygen Resuscitation Kit	Stretcher	Ice Packs
Defibrillator	Rescue Tube (TBC)	Rescue Tubes (TBC)
Neck Brace / Collar		Vehicle Kit (Blue)
Ice Packs		

### **Oxygen flow rates**

	<b>Therapy</b>	<b>Resuscitation</b>
<b>Adult</b>	8L/min	15L/min
<b>Child</b>	8L/min	8L/min

Can be decreased if limited oxygen is available

### **Fire Hose Reels (6)**

Located at:

- Cygnet Dining Room
- Graham Russell Conference Room (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)
- Conference Room (outside pool room )
- Kitchen
- Vehicle

## Pt Walter Recreation and Conference Centre Emergency Response Manual

➤ Manager's Residence (outside beside small shed)

### Types of extinguishers

 Fire & Emergency Services Authority of Western Australia		<b>Portable Fire Extinguisher Guide</b> Blue text indicates the class or classes in which agent is most effective.					Fire & Emergency Services Authority of Western Australia website: <a href="http://www.fesa.wa.gov.au">www.fesa.wa.gov.au</a>	
		CLASS A	CLASS B	CLASS C	CLASS E	CLASS F		CLASS D
Two colour schemes for fire extinguishers exist.		EXTINGUISHANT	Wood Paper Plastics	Flammable & combustible liquids	Flammable gases	Electrically energised equipment	Cooking oils and fats	For fire involving combustible metals use special purpose extinguisher.
PRE 1999	FROM 1999		YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equip- ment and cooking oils/fat fires.
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equip- ment and cooking oils/fat fires.
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment.
		POWDER	YES <small>(ABE)</small> NO <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>	NO <small>(ABE)</small> LIMITED <small>(BE)</small>	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
		CARBON DIOXIDE	LIMITED	LIMITED	LIMITED	YES	LIMITED	Limited outdoor use.
		VAPORISING LIQUID	YES	LIMITED	LIMITED	YES	LIMITED	Check the characteristics of the specific extinguishing agent.
		WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment.

LIMITED indicates that the extinguishant is not the agent choice for the class of fire, but that it may have a limited extinguishing capability.  
Solvents and alcohol mix with water and therefore require special foam.

### Fire Hoses (2) / Fire Cabinet

Located outside at recreation shed in fire cabinet – 2 hoses x 30m each

### Keys (Office)

Vehicle, Master Keys, Program Shed and BMW 42886 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 first aid cupboard at pool (blue bum bag x 1)

Located in vehicle (blue x 1)

### Spinal rescue board

To be purchased

Spinal board should only be used for spinal injuries by qualified persons.