

# Uniting

## Emergency Management Plan

### Berry Village

395 Warburton Highway Wandin North 3139



Issued: 1/05/27 Review date:

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## Document Control Schedule

A revision of this document including all attachments is to be carried out immediately following an incident or whenever a change is made to the contents by a nominated “competent” person. All details of the revision are to be annotated in this schedule. This document is valid for a period of five (5) years from the date of initial issue. At the end of the period of validity this document must undergo a full review and update prior to reissue.

| Dated | Revision Details | Name/Signature | Distributed to: |
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## Foreword

This Emergency Management Plan (EMP) has been compiled with information provided by Uniting and observations made via site visits. The information contained in this document has been developed for residents of Berry Village, over 55s retirement village. This information may be referred to for the purposes of internal instruction or for guidance in responding to an actual or perceived emergency situations or critical incidents arising in connection within Berry Village located at 395 Warburton Highway Wandin North.

This EMP and the guidelines contained in this manual have been developed based on information specific to Berry Village located at 395 Warburton Highway Wandin North.

The emergency responses in this plan may be supplemented by emergency response instructions given to residents by emergency services personnel.

The Emergency Management Plan has been prepared by using the guidelines of Australian Standard (AS) 3745.2010, Planning for Emergencies in Facilities, with a focus on the actions to be taken by Berry Village residents up to and once an emergency occurs. Response procedures have been inserted following an identification and assessment of potential emergencies that may impact the facility. This document forms part of the overall emergency preparedness and response and should be used in conjunction with emergency response information.

Emergency types and responses required can be varied and offer varying degrees of danger to occupants. As a result, the procedures within this plan are general in nature and flexibility in execution of the procedures must be employed to cope with emergency specifics. The principal aim of any emergency response is to maintain the safety of the residents of Berry Village located at 395 Warburton Highway Wandin North.

This plan considers the installed systems, the capability of resident and the number of occupants at Berry Village.

## Persons Requiring Assistance

### Introduction

A person with special needs is defined in Australian Standard 3745-2010 as someone having physical, intellectual, visual, or auditory disabilities or impairments, either temporary or permanent.

### Personal Emergency Evacuation Plans

Residents have been contacted to self-nominate as a resident who may requires assistance in an emergency. Personal Emergency Evacuation Plans (PEEPs) has been compiled for each identified person requiring assistance at the site. At any time, a resident is able contact 1800 466 359 and identify as some-one that may require assistance in an emergency. PEEP's are in the Emergency Services Information Box (ESIB) located at the facility. See Diagram 1 for ESIB location. Local emergency services have been notified of the contents of the ESIB.

## Site Profile

The following details are a guide for representatives of the Emergency Planning Committee.

### Building Characteristics

The address houses 15 self-contained residences. These buildings serve as an over 55 retirement village. The construction material used, would suggest a 1980s build date.

### Building Classification

The building classifications for this complex is Class 2.

### Emergency Contact Numbers

| Primary Contact  |              |
|------------------|--------------|
| Uniting (Homely) | 1800 466 359 |

| Emergency Services Contact Details |                              |
|------------------------------------|------------------------------|
| Fire Emergency:                    | Triple Zero (000)            |
| Police Emergency:                  | Triple Zero (000) 57 230 888 |
| Medical Emergency (Ambulance):     | Triple Zero (000)            |
| SES:                               | 132 500                      |
| Poisons Information Centre:        | 131 126                      |
| Lilydale Police Station            | 03 9739 2300                 |
| Non-Urgent Police Line             | 131 444                      |

| Key Infrastructure/Public Services Key Contact Details |              |
|--------------------------------------------------------|--------------|
| Yarra Ranges Council                                   | 1300 368 333 |

| Utilities Contact Details        |          |
|----------------------------------|----------|
| Water Supply: Yarra Valley Water | 13 27 62 |

## Prevention Procedures

Prevention of an emergency is as important as the development of efficient means of responding to one. All residents should be acutely aware of the need to avoid dangerous practices and of the danger to life and property in the event of fire getting out of control.

### Maintenance of Exits by Residents

Residents are responsible for ensuring that all exits, paths of travel to the assembly point are kept readily accessible and clear of obstruction so that egress to and from their residence is maintained.

### Prevention

Residents should be encouraged to take note of and report to the Uniting Emergency contact:

- Any accumulation of litter which may increase the danger of fire.
- Incorrect storage of flammable liquids.
- Incorrect storage of Dangerous Goods and/or Hazardous Materials.
- Any furniture, decoration, equipment, or any other item that might restrict the width of the path of travel to and from a residence.
- Any other hazards that may pose a risk to residents and visitors to the Village.

## Evacuation Management Plan Requirements

### Operation of the Building Emergency Management Plan

In the event of an emergency, the effective execution an emergency response can be achieved only if residents are thoroughly familiar with what is expected of them. The risk of panic, personal injury and loss of property is significantly reduced by having residents well versed in evacuation protocols, and their role in emergency response procedures.

### Types of Emergencies

Australian Standard 3745-2010 lists the types of emergencies that could affect a facility (see Site Risk Profile -**Appendix C**). These are hazards have been identified for 395 Warburton Highway Wandin North. These include Fire & Smoke, Personal Threat, Severe weather/Storm Damage, Medical Emergency and Building Service Failure.

### Raising an Alarm

When an incident occurs, the alarm can be raised by:

- Ringing the Emergency Services, dialling Triple Zero (000). (if required)
- Ringing 1800 466 359
- Notifying neighbours

### **Movement of Motor Vehicles during an Emergency**

Vehicle movement to and from the carpark should not occur during an emergency. Residents and visitors should not attempt to move vehicles during an emergency.

Vehicles may be removed from the car park only after residents have been evacuated and only with the approval of the Senior Emergency Services Officer or Police.

### **Evacuation Assembly Area**

The Evacuation Assembly Area has been established for this facility and is located on Sebire Avenue side of the facility, on the nature strip. This location is considered the stage 2 evacuation area. In some instances, it may be considered appropriate to evacuate to another approved safe area as nominated by the attending Emergency Services. See Diagram 1.

Diagram 1. Assembly Point Location for Daniel Gunson Memorial Home



### **All Clear**

Residents will be notified by a person in authority from the relevant Emergency Service when it is safe to return to their homes. This is known as being given the "All clear". Residents must not return to their homes until the "All Clear" is communicated by emergency services.

## Response Colour Codes

The following colour codes are used for announcements for specific emergencies.

| Type of Emergency                                     | Response Colour Code |
|-------------------------------------------------------|----------------------|
| Fire/Smoke                                            | Red                  |
| Medical Emergency                                     | Blue                 |
| External Emergency                                    | Brown                |
| Internal emergency<br>(Failure of essential services) | Yellow               |
| Personal Threat – Active Threat                       | Black                |

## Fire / Smoke Emergency Procedures – CODE RED

The primary duty of the resident is not to combat the fire but to ensure the safety of themselves and others. Residents are advised not to attempt to extinguish the fire. Residents are advised:

1. Remove themselves from immediate danger, and others, if safe to do so. Close doors behind you as you leave your residence.
2. Raise the alarm by notifying emergency services by dialling “000”
3. Notify neighbouring residents.
4. If safe to do so, waiting at the emergency assembly point.
5. Follow the instructions of the emergency services.

The RACE acronym is applicable in this situation. The order of the RACE points may depend on the situation as it may be safer to alert colleagues before attempting to rescue occupants.

# STANDARD FIRE ORDERS

## ACTIONS TO BE CONSIDERED ON DISCOVERY OF A FIRE

# R

### Rescue / Remove

Any person/s in immediate danger, only if safe to do so



# A

### Alarm / Alert

Raise the alarm and follow your emergency procedures



# C

### Contain / Confine

Close doors to contain the fire and smoke



# E

### Extinguish / Evacuate

Attempt to extinguish the fire only if you are trained and it is safe to do so.

Otherwise EVACUATE



## Medical Emergency – CODE BLUE

### If a resident experiences a medical emergency:

- Dial triple zero '000' and request an ambulance.
- The resident needs to state the nature of the situation and be prepared to provide the following information:
  1. Address: 395 Warburton Highway Wandin North 3139 and your unit number
  2. Nearest cross street: Sebire Avenue
  3. Details of the medical emergency.
  4. Your name and return phone number.
- Where possible alert other residents of your situation

### If a resident witnesses a medical emergency:

- Remain calm and stay alert.
- Assist with First aid where possible
- Dial triple zero '000' and request an ambulance.
- The resident needs to state the nature of the situation and be prepared to provide the following information:
  5. Address: 395 Warburton Highway Wandin North 3139 and the closest unit number
  6. Nearest cross street: Sebire Avenue
  7. Details of the medical emergency.
  8. Your name and return phone number.
- Do not hang up before the ambulance operator has received all the relevant information from you.
- If possible, dispatch another resident to meet the Emergency Services at the village entry point.
- Have someone remain with the injured person until help arrives.
- If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended.
- **Remain Calm - do not panic.**

### Basic Life Support

**D** - Check for **DANGER**

**R** - Check for **RESPONSE**

**S** - **SEND** for help - Call Triple Zero

**A** - **AIRWAY** clear the airway.

**B** - Check for **BREATHING** - not breathing – start **CPR**, normal breathing place in recovery position.

**C** - Start **CPR** - Give continual chest compressions until qualified personnel arrive or signs of life return.

## External Emergencies – CODE BROWN

External emergencies can be defined as any occurrence such as storms that causes, or threatens to cause, loss of life or injury or property damage and is of such a magnitude that actions are required to protect life. External emergencies can be varied and require different approaches depending on the situation. This plan offers general advice on the response required to an external emergency.

### Severe Weather / Storms and Flooding

The resident shall:

- Determine whether a lockdown, shelter in place, or evacuation is required until the severe weather has passed.
- Secure windows and external doors
- Protect valuables and disconnect electrical equipment – cover or move equipment away from windows.
- Restrict use of telephone landlines to emergency calls only.
- Assess damage and additional emergencies after the severe weather has passed.
- Call triple zero '000' to notify emergency services if needed.
- If safe to do so, check on your neighbours.

### Shelter in Place/ Lockdown

Shelter in place is an emergency response option that allows occupants to remain inside their residence on the basis that evacuating to an external location might expose evacuated occupants to a greater level of danger.

Sheltering in place is a defensive action and is an alternative to evacuation where occupants can protect themselves against an incident originating outdoors.

A refuge is a predetermined area or room of the building which with special provisions can provide a barrier to protect the occupants from external environment.

## Building Services / System Failure – CODE YELLOW

Building services/systems will include statutory features installed within a building to protect the health and safety of residents. The temporary failure of an individual service or system may not present a risk to the health and safety of the occupants that requires either evacuation or an immediate shut down of the building. However, the temporary failure of a combination of features or the temporary failure of a particular service during adverse conditions may require the evacuation of part or the entire building until the service(s) are restored.

Building services / systems that could be involved include:

- Air Conditioning Services.
- Services Sewerage Systems.
- Mains Power Supply.
- Bathroom and Toilet Facilities.

### Resident Actions

In the event of a building services/systems failure staff should:

- Contact the maintenance hotline **1800 466 359** and report the failure
- Ensure that they do not attempt to use building services that may not be functioning correctly.
- Wait for directions from the maintenance hotline.

| Key Infrastructure/Public Services Key Contact Details |                           |
|--------------------------------------------------------|---------------------------|
| Yarra Ranges Council                                   | 1300 368 333              |
| SES                                                    | 132 500                   |
| Maintenance & Repairs 24/7                             | 1800 466 359 (1800homely) |

| Utilities Contact Details        |          |
|----------------------------------|----------|
| Water Supply: Yarra Valley Water | 13 27 62 |

## Personal / Active Threat – CODE BLACK

**Personal/Active threats** can be categorised as:

- Assault
- Threatening lives
- Verbal abuse.

In the event of being **threatened by a person or persons** attempt to defuse the situation by:

- Maintaining a barrier between yourself and the aggressor by remaining within the safety of your residence.
- Politely asking them to leave the facility
- Calling police (Dial 000) if there is a threat to safety or a refusal to vacate the village area.
- Informing them the police have been called.
- Notify neighbours of the intruders on site.
- Remaining inside until the police arrive.

As the person/s leaves, attempt to:

- Write down a brief description of the person/s (hair length and colour, clothing, or any distinguishing tattoos)
- Estimate build and height (gauge off door frames).
- Note down the time, and a brief description of what occurred.
- Observe and record which direction person/s leaves, the type of car, its colour, and its registration number.
- Do not touching any areas, the person/s touched.

### **Evacuation Drills and Associated Record**

Due to the risks to some residents that maybe introduced by undertaking an annual evacuation drill, Uniting will provide annual emergency response and safety briefing at each retirement village. A record of each emergency response and safety briefing evacuation will be maintained and include the following information:

- The date of the emergency response and safety briefing.
- The name of the staff who attended in the evacuation exercise.
- any recommendations to improve future evacuations.

## Appendix A - Site Risk Assessment Matrix

Identification and analysis of potential emergencies likely to impact on the site/facility was undertaken for the site/facility to determine which events required consideration as emergencies in this document.

### Risk Assessment Matrix – 395 Warburton Highway Wandin North 3139

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                               |                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <p><b>Extreme:</b> Incapacitating, life threatening harm or injury or death of resident or another person.</p> <p><b>Major:</b> Serious injury or harm to residents or other person requiring hospitalisation and medical treatments with extended time required to recover.</p> <p><b>Moderate:</b> Injury or harm to residents or other person requiring medical attention with some time (up to 1 week) required to recover.</p> <p><b>Minor:</b> Minor harm, injury to resident or other person requiring first aid and or outpatient medical attention.</p> <p><b>Insignificant:</b> Single incident of harm, injury or ailment to resident or another person requiring first aid only.</p> | <p><b>Almost Certain</b></p> <p>Is expected to occur in most circumstances.</p> <p><b>Likely</b></p> <p>Will probably occurs in most circumstances.</p> <p><b>Possible</b></p> <p>May occur at some time.</p> <p><b>Unlikely</b></p> <p>Could occur from time to time.</p> <p><b>Rare</b></p> <p>May occur in exceptional</p> | <p><b>Person at Risk</b></p> <p>A. Residents</p> <p>B. All Occupants</p> <p>C. Public</p>        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>Risk Matrix</b></p>                                                                                                                                                                                                                                                                                                     | <p><b>CONSEQUENCE</b></p> <p>Insignificant   Minor   Moderate   Major   Extreme</p>              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                               | <p><b>Almost Certain</b>   Mod (8)   High (16)   High (20)   Very High (23)   Very High (25)</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                               | <p><b>Likely</b>   Low (7)   Mod (12)   High (17)   Very High (21)   Very High (24)</p>          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                               | <p><b>Possible</b>   Low (4)   Mod (9)   Mod (13)   High (18)   Very High (22)</p>               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                               | <p><b>Unlikely</b>   Very Low (2)   Low (5)   Mod (10)   Mod (14)   High (19)</p>                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>Rare</b>   Very Low (1)   Very Low (3)   Low (6)   Mod (11)   Mod (15)</p>                                                                                                                                                                                                                                              |                                                                                                  |

Identification and analysis of potential emergencies likely to impact on the site/facility was undertaken for the site/facility to determine which events required consideration as emergencies in this document.

| Description of Task                                                         |                                                                                                                |                                                                                                                    | Risk Rating                                                                                                                                                                                 |                |                                                                                                |                                       |                                                                                                                                                            |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Persons at Risk</b><br><br>A. Residents<br>B. All Occupants<br>C. Public | <b>Likelihood</b><br><br>1. Rare<br>2. Possible<br>3. Likely<br>4. Almost Certain<br>5. Certain<br>(ISO 31000) | <b>Consequences</b><br><br>1. Insignificant<br>2. Low<br>3. Moderate<br>4. Major<br>5. Catastrophic<br>(ISO 31000) | 1-3 (T)                                                                                                                                                                                     | Tolerable      | No further action is required unless circumstances change. Monitor situation.                  |                                       |                                                                                                                                                            |
|                                                                             |                                                                                                                |                                                                                                                    | 4-8 (M)                                                                                                                                                                                     | Moderate       | Satisfactory, additional minor actions may be required. Re-assess at review date.              |                                       |                                                                                                                                                            |
|                                                                             |                                                                                                                |                                                                                                                    | 9-15                                                                                                                                                                                        | High (H)       | Unsatisfactory, priority action must be taken. Review current methods and re-assess.           |                                       |                                                                                                                                                            |
|                                                                             |                                                                                                                |                                                                                                                    | 16-25 (V)                                                                                                                                                                                   | Very High      | Serious and imminent danger. Immediate action must be taken. Re-assess after control measures. |                                       |                                                                                                                                                            |
| Hazard N°                                                                   | Hazard Identified                                                                                              | Persons at Risk                                                                                                    | Control Measures in Place                                                                                                                                                                   | Likelihood 1-5 | Consequences 1-5                                                                               | Risk Score = Consequence X Likelihood | Are Existing Control Measures Adequate                                                                                                                     |
| 1                                                                           | Fire – Internal                                                                                                | A                                                                                                                  | Smoke detectors in residences. Village has emergency response procedures in place. Resident induction covers off evacuation procedures. Evacuation information sessions conducted annually. | 2              | 2                                                                                              | 4<br>Moderate                         | Yes. Review annually                                                                                                                                       |
| 2                                                                           | Fire – Major External                                                                                          | A                                                                                                                  | Low risk vegetative surrounds to the village. External agencies would manage wildfire exposure to the village.                                                                              | 1              | 4                                                                                              | 4<br>Moderate                         | Yes. Review annually                                                                                                                                       |
| 3                                                                           | Medical Emergency                                                                                              | A                                                                                                                  | Emergency response in most cases is managed by the resident.                                                                                                                                | 3              | 4                                                                                              | 12<br>High                            | As this is not a workplace the control measures are considered acceptable for this type of environment. However, at risk residents should be encouraged to |

|   |                                    |      |                                                                                          |   |   |               |                                                                       |
|---|------------------------------------|------|------------------------------------------------------------------------------------------|---|---|---------------|-----------------------------------------------------------------------|
|   |                                    |      |                                                                                          |   |   |               | use medical duress alarms where possible. Review Annually.            |
| 4 | Personal Threat                    | A, B | Emergency response procedures in place. The residences are secure.                       | 2 | 3 | 6<br>Moderate | Yes. Review the effectiveness of risk mitigation strategies annually. |
| 5 | Building services/Sys tems failure | A, B | Emergency response procedures in place. 24-hour hotline providing maintenance support    | 2 | 1 | 4<br>Moderate | Yes                                                                   |
| 6 | Severe Storm                       | A, B | Emergency procedures in place. The buildings are well maintained and solid in structure. | 2 | 3 | 6<br>Moderate | Yes                                                                   |