

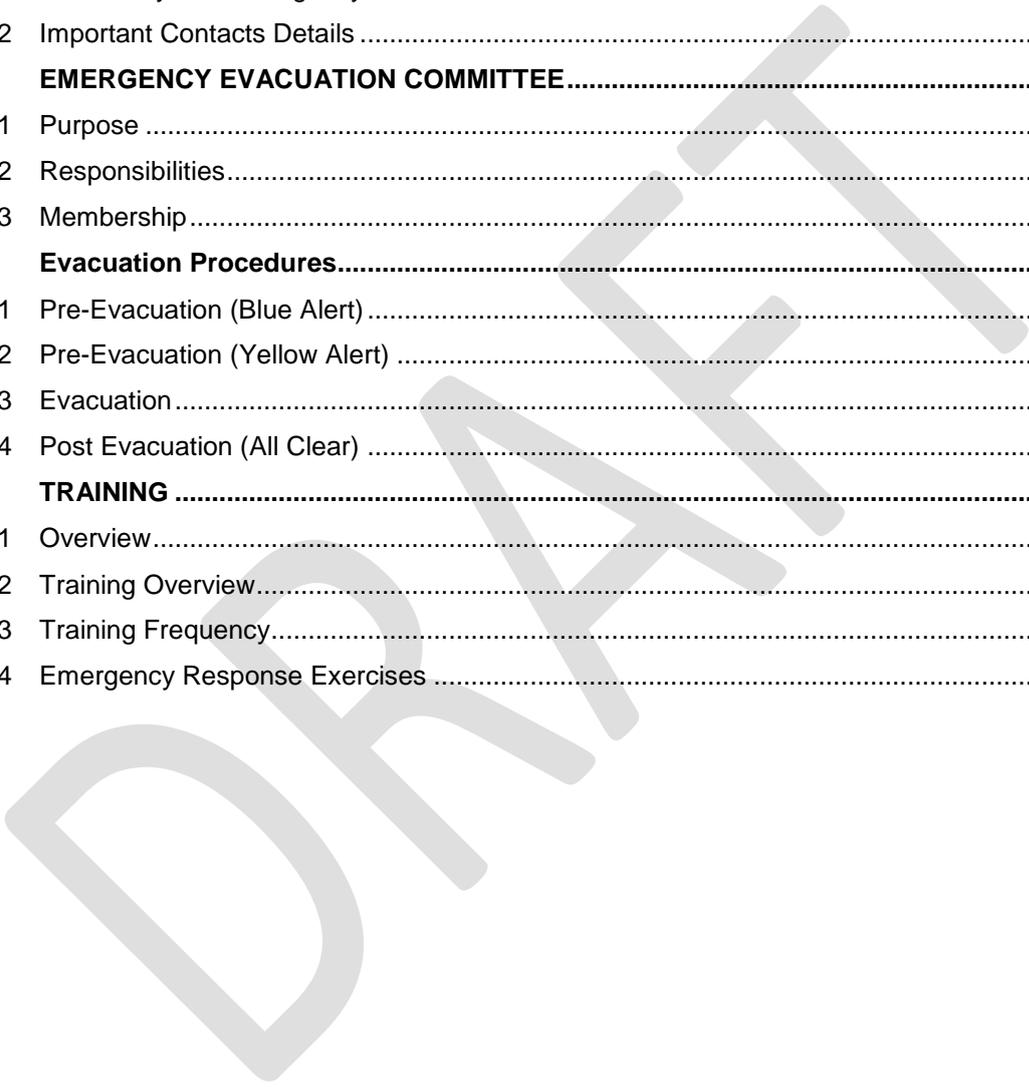
# **PORT HEDLAND RETIREMENT VILLAGE INTERIM EVACUATION PLAN**

For  
The Emergency Evacuation and Reception of  
Residents Between Aged Care Facilities in the  
Event of a Cyclone or Storm Surge Event



# Contents

- 1 OVERVIEW .....4**
  - 1.1 Aim and Objectives.....4
  - 1.2 Application ..... **Error! Bookmark not defined.**
  - 1.3 Scope.....4
  - 1.4 Relevant Documents .....4
  - 1.5 Review Period .....4
  - 1.6 Distribution.....4
- 2 Facility Information .....5**
  - 2.1 Location .....5
  - 2.1 Fire Safety and Emergency Features.....7
  - 2.2 Important Contacts Details .....7
- 3 EMERGENCY EVACUATION COMMITTEE.....9**
  - 3.1 Purpose .....9
  - 3.2 Responsibilities.....9
  - 3.3 Membership.....9
- 4 Evacuation Procedures.....11**
  - 4.1 Pre-Evacuation (Blue Alert) .....11
  - 4.2 Pre-Evacuation (Yellow Alert) .....11
  - 4.3 Evacuation.....12
  - 4.4 Post Evacuation (All Clear) .....13
- 5 TRAINING .....14**
  - 5.1 Overview.....14
  - 5.2 Training Overview.....14
  - 5.3 Training Frequency.....14
  - 5.4 Emergency Response Exercises .....14



# 1 OVERVIEW

## 1.1 Aim and Objectives

The Town of Port Hedland is responsible for the ongoing management of the Port Hedland Retirement Village. Port Hedland is in a cyclone prone region. The facility is known to be aged and ability for the structure to withstand a severe weather event is unclear. Given the situation, the Town of Port Hedland as a duty of care to ensure appropriate risk management and emergency management planning, procedure and protocols are in place in the event of a cyclone, storm surge or severe weather event.

## 1.2 Purpose

The purpose of this interim plan is to set out appropriate planning, procedures and responsibilities to ensure the safe and effective transition of aged care residents from the PHRV to an alternative location and subsequent return to the facility should it be safe to do so in the event of a cyclone or severe weather event only. Coordinated procedures are needed immediately for the facility to deal with these specific events for the following due to the exposure of the facility to the coastline, the age and condition of the buildings.

## 1.3 Scope

This plan only deals with coordinated evacuation procedures in the event of a cyclone. It does not address other potential emergencies which may affect the premises but may not require evacuation.

The plan does not incorporate Personal Emergency Evacuation Plans (PEEPs) for each resident. It is recommended this be completed if it is in the intention of the Town of Port Hedland to continue to use the facility to provide accommodation for aging residents of the Town of Port Hedland.

Whilst AS 3745 – 2010 has been used to develop this plan, the standard does not apply to Class 1a buildings which is the predominantly classification of the PHRV. Similarly, guidelines for residential aged care facilities have been used to inform this plan; however the PHRV is not classified as a residential care facility.

## 1.4 Relevant Documents

- Australian Standard 3745-1990 – Planning for Emergencies in Facilities;
- Town of Port Hedland Local Emergency Management Plan; and
- Town of Port Hedland Evacuation Plan
- Emergency Management Planning - A guide to developing an emergency management plan for your supported residential service (2014, Victoria Department of Health)
- Port Hedland Retirement Village – Structural Investigation Report (KSCE Structural Engineers)
- NCC BCA Compliance and Building Condition Audit Report (Code 2018)

## 1.5 Review Period

This Emergency Plan is to be review on an annual basis or until such time residents are permanently relocated from the facility.

## 1.6 Distribution

This plan should be distributed to all residents of the facility, Department of Fire and Emergency Services, St. John's Ambulance, Local Emergency Management Committee, nominated transport providers and all members of the Emergency Evacuation Committee.

# 2 Facility Information

## 2.1 Location

The PHRV is located on the corner of Stevens Street and Sutherland Street in Port Hedland. The South Hedland Health Campus, Kalarra House and Renal Facility are 15km from the facility. The site runs north south and is in close proximity to the open ocean with the northern most building being approximately 120 m from high tide line.

<b>Building Name</b>	Port Hedland Retirement Village
<b>Building Owner</b>	Town of Port Hedland
<b>Building Manager</b>	Foundation Housing
<b>Nearest Cross Street</b>	Sutherland Street
<b>Building Phone Number</b>	
<b>Hours of Occupancy</b>	24-Hours

<b>Building Description</b>	<b>Details</b>
No. Buildings	9
Public Buildings	1 Communal Building Centrally Located
No. Dwellings	22
Anticipated Occupancy	22
Building Classification	Class 1a -  A single dwelling being –  a) A detached house; or b) One of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.
Resident Profile	Residents are all over the age of 55 and may have a health condition which impairs mobility.
Building Condition	Poor, structurally unstable and not compliant with current building and disable access provisions



Figure 1: Location



Figure 2: Aerial View

## 2.1 Fire Safety and Emergency Features

The BCA requires the construction of fire rated separating walls between adjoining Class 1a residences. A site inspection confirmed that separating walls are in place and it is assumed that the walls achieved the required 60/60/60 fire resistance levels when constructed. The communal building is adequately separated from other buildings on the site and from allotment boundaries so that no fire rated construction is required.

Fire and Safety Feature	Location
Smoke Alarms	All Habitable Buildings and Communal Building
Fire Extinguishers	TBC
Fire Blankets	TBC
Evacuation Plan and Map	All Dwellings and Communal Building
Evacuation Procedures	All Dwellings and Communal Building
Medical Supplies	Communal Building....
Important Contact Numbers	All Dwellings and Communal Building
Evacuation Pack	Communal Building

## 2.2 Important Contacts Details

Organization	Phone Number
Town of Port Hedland Facility Warden	0417 923 177
Facility Manager	
South Hedland Health Campus	9174 1000
Department of Fire and Emergency Services	9158 1300
State Emergency Services – Port Hedland Branch	0419 909 744
Kallara House	9174 1522
St. John Ambulance	9172 1333
Department of Communities	9160 2800
Bureau of Meteorology	9263 2222
Port Hedland Police Station	9173 8100
South Hedland Police Station	9160 2100

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# 3 EMERGENCY EVACUATION COMMITTEE

## 3.1 Purpose

An Emergency Evacuation Committee (EEC) is to be convened for the PHRV to oversee the implementation and maintenance of this Emergency Plan.

The purpose of the EEC is to:

- ensure adequate planning, procedures and communication is in place to implement this plan, focused primarily on the evacuation of residents;
- ensure the emergency plan is reviewed on an annual basis or until such time residents are permanently relocated from the PHRV; and
- to ensure adequate training associated with any procedures in this plan are completed on a regular basis (noting such training can be undertaken in conjunction with external organizations).

## 3.2 Responsibilities

The Duties of the EEC are as follows:

- identifying events that could reasonably produce emergency situations;
- developing and maintaining this plan based on an annual review period;
- ensuring resources are provided and accessible to enable implementation of the plan;
- ensuring this emergency plan is readily identifiable and accessible to relevant persons and organisations;
- being fully aware of the procedures of this plan;
- testing and reviewing the procedures which form part of this plan;
- ensuring adequate records are kept; and
- identifying and rectifying deficiencies in the plan and procedures.
- Training staff

The nominated Warden shall be responsible for:

- maintaining records;
- coordinating all training and simulations;
- convening meetings of the EEC;
- allocating resources for maintenance and review of this plan.

## 3.3 Membership

The EPS is required to consist of no less than two people who represent the residents and stakeholders associated with the PHRV. Each member of the EEC should:

- Be capable of performing the duties in this plan;
- Have leadership roles in their relevant organization or capable of leading and taking command;
- Have effective decision-making skills;
- Be capable of remaining calm under pressure;
- Be available to effectively communicate with occupants and other organizations important to the implementation of this plan;
- Be familiar or have familiarized themselves with the PHRV and this plan; and
- Be available and capable to undergo associated training.

The nominated membership of the EEC is as follows:

Organization	Representative	Contact Details
Town of Port Hedland Nominated Warden and Committee Chair	Michael Cuvalo	
Foundation Housing		
St. Johns Ambulance		
Resident Representative		

### 3.3.1 Meetings

The EEC shall meet annually and records shall be maintained in accordance with relevant legislative requirements including any agenda, minutes, other relevant communication, specialist advice etc.

# 4 Evacuation Procedures

## 4.1 Pre-Evacuation (Blue Alert)

### 4.1.1 Town of Port Hedland Representative

- Residents advised to prepare a relocation kit ([https://www.dfes.wa.gov.au/safetyinformation/cyclone/Factsheets/DFES-Cyclone\\_and\\_Flood-Relocation\\_Kit.pdf](https://www.dfes.wa.gov.au/safetyinformation/cyclone/Factsheets/DFES-Cyclone_and_Flood-Relocation_Kit.pdf)).
- Direct or assist residents as necessary to:
  - Secure or remove loose material and rubbish from around your home or work
  - Store or secure other loose items like outdoor furniture
  - Secure boats, caravans, trailers, garden sheds, rainwater tanks and LPG bottles;
  - Fasten all cyclone screens, board up or heavily tape exposed windows, close curtains and lock doors.
- St. Johns to be contacted to undertake evaluation of relocation capability of each resident and make records of condition.
- Check and Update Evacuation Kit (refer Appendix 1)
- Record of planned relocation premises for each resident is to be recorded including contact phone number:
  - Emergency Contact Person
  - Welfare Centre
  - Karlarra House/ South Hedland Health Campus
- Transport organizations to be contacted and notified of potential relocation assistance for number of residents determined and confirm availability to assist.
- Kallara House/ South Hedland Health campus to be notified of number and condition of residents who may need to be relocated.
- Animals to be relocated to pound recorded.

### 4.1.2 St. John's Ambulance

- Attend PHRV and complete evaluation for relocation of residents;
- Ensure adequate resources and equipment available/ stand-by to assist with relocation.

### 4.1.3 South Hedland Health campus/ Karlarra House

- Notify Nominated Person In-Charge of potential receipt of residents.
- Ensure adequate equipment and resources on standby to assist.
- Notify Emergency Contact Person of relocation arrangements for all residents.

## 4.2 Pre-Evacuation (Yellow Alert)

### 4.2.1 Town of Port Hedland

- Residents determined to be of adequate health and capable of self-relocation to an alternative premise are to be:
  - directed to leave the premises immediately to their alternative accommodation with relocation kit;
  - make contact confirming they have arrived at their alternative accommodation;

- advised not to return to the PHRV until contacted by the Warden of the PHRV even is an All Clear has been issued by the Department of Fire and Emergency Services.
- Confirmation of relocation of residents to be recorded and contact details verified.
- Remaining residents to be notified that relocation from the premises could be imminent and they should be prepared with relocation kit.
- Gas Bottles to be secured and turned off.
- Ensure there are no obstructions to any pathways.
- Confirm relocation arrangements with transport providers.
- Regular contact is to be made with the Town of Port Hedland LEMC representative to determine the likelihood and timing that alter status may be raised to 'Red'.

#### **4.2.2 St. John's Ambulance**

- Adequate resources, equipment and vehicles to be available to assist with relocation.

#### **4.2.3 Karlarra House**

- Prepare for receipt of residents including:
  - Catering
  - Human Resources
  - Equipment including but not limited to:
    - Bedding/ Seating
    - Incontinence products
    - Equipment for assessment
    - Oxygen
    - Linen

### **4.3 Evacuation**

A direction to evacuate is only to be made in consultant with the nominated Hazard Management Agency.

#### **4.3.1 Town of Port Hedland**

- Initiate relocation of residents based on resident evaluation for transport requirements.
- As rooms are cleared, close doors.
- Mark checked areas by using chalk or a sticker on a door.
- Isolate Power.
- Confirm and record final location of all residents.
- Notify the HMA that all residents have been relocated to alternative accommodation.
- Notify Emergency Contact Person relocation has occurred.
- If a person refuses to evacuate from the premises the Warden shall seek support from an appointed Hazard Management Officer to take steps necessary for evacuation.

#### **4.3.2 St. Johns**

- Activate relocation of residents.
- Confirm with Nominated Town of Port Hedland Warden relocation of residents, condition and location.

### **4.3.3 Karlarra House/ South Hedland Health campus**

- Receive residents
- Evaluate Condition
- Monitor, maintain and record adequate care of residents.

## **4.4 Post Evacuation (All Clear)**

### **4.4.1 Town of Port Hedland**

- Contact made with resident/ carer to:
  - notify ALL Clear
  - confirm condition
  - provide clear direction that return to the premises is not to occur until further notification is provided by the Town of Port Hedland Warden.
- Arrange evaluation of all buildings to establish whether it is safe to return residents:
  - Electrical
  - Structural
- If the buildings is determined safe for habitation:
  - Residents to be notified they can return to the premises;
  - Transport arrangements to be made for return of residents requiring assistance;
  - Welfare Centre/ South Hedland Health Campus so be notified of transport arrangements.
- If the entire facility or a portion of the facility is determined unsafe, residents are to be notified and alternative suitable forms of accommodation are to be provided until rectification works can be completed to make good;
- Utilities to be reconnected.
- Return of residents to be recorded on arrival.
- Emergency Contact Person to be notified of return.
- All records to be compiled and final report compiled.
- Debrief Meeting to be held of Emergency Planning Committee.

### **4.4.2 St. John's Ambulance**

- Residents to be evaluated for return to premises.
- Relocation to occur as resources are available.
- Confirm relocation complete with Town of Port Hedland Warden.

### **4.4.3 South Hedland Health Campus/ Karlarra House**

- Evaluate suitability of residents for relocation.
- Notify Town of Port Hedland when pick-up of residents occurred.
- Provide copies of any treatment or care provided to residents.

# 5 TRAINING

## 5.1 Overview

Training shall be conducted for all members of the EEC in accordance with the what is set out in this plan.

All residents should receive adequate training and education associated with this plan to enable them to act or assist in accordance with the emergency procedures set out in the plan.

Any new residents to the building should receive training on this plan prior to taking occupancy.

Training shall be coordinated by the Town of Port Hedland.

## 5.2 Training Overview

Training of the plan shall address:

- Responsibilities of each organization;
- Facility familiarization including location of specialize equipment, evacuation packs and records;
- Reporting requirements;
- Pre-evacuation procedures;
- Evacuation procedures;
- Post evacuation procedures;
- Reporting requirements.

## 5.3 Training Frequency

Training for EEC members shall occur every 6-months following a meeting being convened by the Town of Port Hedland. The training should also be used to discuss changes in personnel, prepare for evacuation exercises, arrange necessary training, analyses any incidents since the last meeting, identify new risks, and include short skills maintenance.

Training for all residents is to be provided by the Town of Port Hedland and recorded.

## 5.4 Emergency Response Exercises

The procedures in this plan shall be tested on an annual basis through a simulation. The initial simulation should be a full simulation of the procedures with subsequent simulations being informed based its outcomes.

A review of the simulation should be undertaken by the EEC and amendments to improve the quality of outcomes should be made. An observer should be appointed to review the implementation of a simulation and recorded in a manner consistent with the appendices.

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**Appendix 1  
Evacuation Kit Checklist**

# Evacuation Kit Checklist

An Emergency Equipment Kit is to be assembled and kept in a location that is both readily accessible and secure. It should contain enough resources for the number of evacuees that the facility is able to accommodate.

Item	Check
Emergency Management Plan	
Resident List for Facility including emergency contact information and any special needs/ medication etc.	
EEC member contact list	
First Aid Kit	
Torch	
Facility Keys	
Identification Cap/Helmet/ Vest & Name Badges/ Stickers	
Clipboard/ Pen and Paper	

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**Appendix 2**  
**Evacuation Procedures Checklist**

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# Warden Evacuation Procedure Checklist

Pre-Evacuation (Blue Alert)			
Task	Complete	Date	Time
Residents advised to prepare a relocation kit ( <a href="https://www.dfes.wa.gov.au/safetyinformation/cyclone/Factsheets/DFES-Cyclone_and_Flood-Relocation_Kit.pdf">https://www.dfes.wa.gov.au/safetyinformation/cyclone/Factsheets/DFES-Cyclone_and_Flood-Relocation_Kit.pdf</a> ).			
Direct or assist residents as necessary to: <ul style="list-style-type: none"> <li>- Secure or remove loose material and rubbish from around your home or work</li> <li>- Store or secure other loose items like outdoor furniture</li> <li>- Secure boats, caravans, trailers, garden sheds, rainwater tanks and LPG bottles;</li> <li>- Fasten all cyclone screens, board up or heavily tape exposed windows, close curtains and lock doors.</li> </ul>			
Complete Resident Evaluation with S. John's			
Check and Update Evacuation Kit			
Record transport and accommodation provider in Resident Relocation Checklist			
Notify South Hedland Health Campus of Residents who may required relocation			
Confirm acknowledgement			
Check all site preparation has been completed.			
Animal Relocation			
Notify Emergency Contact Person of relocation arrangements for all residents.			

Pre-Evacuation (Yellow Alert)			
Task	Complete	Date	Time
Capable Residents relocated to alternative accommodation and details recorded in Resident Relocation Checklist			
Remaining Residents notified imminent evacuation			
Gas Bottles secure and turned off			
Verify pathways are clear to pick-up point			
6-Hourly contact with Hazard Management Agency			

Evacuation			
Task	Complete	Date	Time
HMA agency direction to Evacuate premises and relocate residents			
Commence relocation of residents in accordance with plans			
Check all rooms and residents are cleared and clearly marked checked areas			
Confirm relocation of residents in Resident Relocation Checklist			
Isolate Power			
Confirm relocation has occurred with Hazard Management Agency			
Confirm relocation has occurred with Emergency Contact Person			

Post Evacuation			
Task	Complete	Date	Time
Notify residents all clear has been issued but no one is to return to facility until Warden confirms it is safe to do so.			

Structural Evaluation of Building			
Electrical evaluation of Building			
Reconnect utilities			
Notify residents return to premises is acceptable OR notify resident of alternative accommodation arrangements			
Notify Emergency Contact Person all clear and relocation is completed.			
Compile records and complete final report of actions, outcomes and opportunities for improvements			

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**Appendix 3  
Relocation Records**

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**Appendix 4**  
**Wardens General Progress Notes**

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**Appendix 5**  
**Wardens Training Record**

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**Appendix 6  
Evacuation Exercise Record**



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**Appendix 7  
Simulation Observer's Checklist**

## Emergency Evacuation Exercise Observer's Checklist

Date	
Address	
Facility	

Evacuation Sequence	Time to Complete	
	Hours	Minutes
Blue Alert Procedures		
Yellow Alert Procedures		
Evacuation procedures		
Post Evacuation Procedures		

Observer Comments
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Recommendations: