

# NEIGHBOURHOOD SAFER PLACE OPERATING PROCEDURES

**Introduction.** The Pearl Beach Progress Association (PBPA) Memorial Community Hall has been upgraded with bushfire protection systems and is an RFS designated ‘**Neighbourhood Safer Place**’ (NSP). It is a last resort refuge for residents and visitors trapped within the village during a bushfire emergency, storms and/or blackouts. It is important to note:

- The NSP is NOT a safe haven or to be considered a preferred option. It offers some protection from fire, BUT NOT GUARANTEED PROTECTION OR SAFETY.
- People should evacuate from Pearl Beach if they cannot “stay and defend”. It is much safer and more comfortable in Umina. Those left in Pearl Beach after the road is closed are likely to be trapped for 24hrs or more without power or reliable water supply, under uncomfortable conditions including thick smoke and constant embers. The hall will potentially be crowded and uncomfortable.

The NSP is operated by members of the community evacuated to the hall. Volunteers will be trained but are NOT expected to stay behind - the expectation is that most will leave but one or two familiar with the operation are likely to remain behind in Pearl Beach. These operating procedures are meant to be simple enough for untrained community members to pick up and follow.

## 1 Bushfire Emergency Operation

### 1.1 Activation - When / Who?

Ideally the NSP will be activated by a trained operator. If people start congregating at the NSP during a fire, they should start preparing for operation on the assumption a trained operator may not arrive. **Read and implement these procedures. Make the best decisions you can for everybody’s safety, with the best information available at the time.**

**The NSP should NOT be activated while the road to Umina is still open and safe. Evacuation centres will be established (usually Club Umina Melbourne Ave and Umina Surf Club Sydney Ave), and people should be advised to evacuate while they can – they can always come back if it’s not as serious as feared.**

Start evaluation process: The NSP will activate when the road to Umina has been closed or is unsafe

Status:	NSP Not yet required	NSP Activated
Triggers:	RFS “Advice” or “Watch and Act” Road open	RFS “Watch and Act” or “Emergency” Road closed or considered unsafe
Signage	ROAD OPEN – EVACUATE TO UMINA	ROAD CLOSED – SAFER PLACE HERE

#### Activation / start-up actions:

- Call PBPA President (Karina Stafford 0401 991 454) and Safety convenor (Paul Toohey 0412 254 979) to advise NSP has been activated. SMS if no answer. They will send a SMS alert to all NSP volunteers, and to Neighbour Alert registered residents via the MessagePort system.
- Liaison with RFS will be via the Pearl Beach brigade or other brigades operating within the village. They are likely to be out at the fire front and uncontactable – try to flag down a passing truck and establish communications, and advise the current status (# people, tank water level), and whether it is possible to open a line of communication (at least give them a number to call).
- Unlock hall, doors open. Instigate all NSP Operator Roles upon arrival of volunteers. Ensure signs + traffic cones out front ASAP – stop parking before it gets parked out.

## 1.2 NSP start-up and operation

Identify people to fill NSP operator roles. Ideally 1 or more for each role, but initially may require people filling multiple roles. Find fit + able volunteers to assist / rotate as more people arrive:

Role:	PPE	Equip
○ <b>NSP coordinator</b>	Vest	
○ <b>Pump operator</b>	Vest, goggles, mask, hardhat*	
○ <b>Parking</b>	Vest*	Torch
○ <b>Hall welfare</b>	Vest	1 <sup>st</sup> aid, eyewash, register book
○ <b>Hose operators x2</b>	Vest, goggles, mask, hardhat*.	

\* Must have own boots, long sleeves/cotton pants.

Responsibilities / actions of people in each role as described below. Handout sheets attached.

### Policies

- OBJECTIVE IS TO KEEP EVERYONE IN THE HALL SAFE. DO YOUR BEST WITH INFO AVAILABLE.
- The NSP is a last resort refuge – everyone there is cooperating to try to keep everyone safe.
- Order or priorities (refer when making operational decisions):
  1. **Safety of NSP Operators.** (Keep yourself safe. You are not expected to rescue people)
  2. **Safety of people evacuated to the NSP.** Primary objective is to keep people at the hall safe.
  3. **Safety of others in Pearl Beach** (including RFS). People are responsible for their own safety and decision to evacuate (or leave the NSP). Help others only if it is safe.
  4. **NSP Operations** – implement these procedures to keep the NSP safe and functional
  5. **Property and animals.** Protect property / pets etc where it does not put people's safety at risk. Things can be replaced.
  6. **Comfort and wellbeing.** Try to make it as comfortable as possible in the circumstances.
- NSP is operated by volunteers / good samaritans. We're doing our best. Courtesy + respect. Make decisions as a team (= better decisions) using priorities above. Accept the team decision.
- **NSP Location:** 9 Diamond Rd Pearl Beach. Lat/Ion: -33.545, 151.306.  
What3words: "///capful.wheat.switch". Hall landline number 02 4303 0217  
Woy Woy Police Ph 02 4379 7399.

### Evacuee Policies / Rules

- **NO PARKING** – front of hall + 50m is "drop and go" and emergency vehicles only.
- **Pack light** – maximum handbag with phone / charger, medication. It is going to be crowded, we do not have room for excess personal belongings and the like. If it gets overcrowded, any excessive personal belongings will need to be moved outside.
- **Pets STRICTLY IN CAGES ONLY.** Small domestic pets in cages, on back deck or backyard area (not inside the hall). Only exception is guide dogs etc.
- **Bring a plate / packed food to share.** Very limited space in fridges – priority for medicines, then water / food to share.
- **Follow instructions** – operators are following procedures that have been reviewed to maximise safety in worst case conditions. If you do not like them – please contribute to our "post event review" to see if we can improve them. If you have emergency management experience (or are fit and able), please volunteer your assistance to the NSP Coordinator.
- **Co-ordinator and the Operator team** can agree to override these procedures where this improves safety on the day – see priorities above. Make the best decisions under the circumstances and available info.

## 1.3 NSP Coordinator role

### Responsibilities

- Activate the NSP
- Overall coordination of NSP
- Point of contact for NSW Emergency Services / RFS Fire Control
- Allocate people in each of the required roles
- Follow these procedures, provide people filling other roles with their procedure sheet

### Actions - start up

- Find and read / follow these procedures. Direct other operator roles to read and follow.
- Make decision to activate and advise PB Progress Association (President Karina Stafford 0401 991 454, Safety convenor Paul Toohey 0412 254 979). SMS if calls not answered.
- NSP activation:
  - Doors open, lights on.
  - Access Rear Shed (key near rear kitchen door) and retrieve BUSHFIRE NSP KIT tubs + signs
  - Allocate / agree roles, Distribute PPE + equipment to people in roles as above.
  - Parking setup cones + signs (ASAP before people park in front – move anyone that does)

### Actions – throughout operating period (expect up to 24 hours)

- **MONITOR EVACUEE NUMBERS AND NSP SAFETY RISK. IF OVERCROWDED SEE OVERFLOW POLICY NEXT PAGE. IF UNSAFE HALL CATCHES FIRE** – Coordinate evacuation to alternate Safer Place (beach, centred on amenities block) via Tourmaline and Amethyst Ave's. Call 000 to advise.
- Liaises with RFS / Emergency Services by flagging down a passing truck / vehicle, and agree best communications methods. Call 000 in an emergency (eg medical evac required).
- Consult other NSP operators and make decisions as a team (N.B. may be cut-off from phone and internet reception – make the best decisions you can given uncertainty).
- Monitor ABC radio 92.5 / Fires near me app – be aware of fire status, advice, road status etc.
- Best endeavours – do not stress if rules are not followed exactly.
- Ensure NSP Operators are OK in their roles. Rotate / relieve / supplement as required (including yourself)
- Coordinate information flows. Announce updates, keep evacuees informed.

### Actions – shutdown

- NSP can be deactivated on advice from RFS / police, or when the fire danger level is downgrade and road reopened.
- If fire is still active and you are advised the road has re-opened (could be temporary), pass this info on to evacuees who should be encouraged to relocate to Umina.
- If you decide shut down the NSP but some evacuees wish to remain for any reason wait for a member of the PBPA Executive or SAG to arrive and assume coordinator role.
- Make sure each operation team member completes shutdown actions and checks out of register.
- Advise PBPA contacts (see above) NSP is closing. They will arrange to send a Neighbour Alert MessagePort to residents *"Hall Neighbourhood Safer Place deactivated. RFS advise safe to return unless they inform you otherwise"*
- Return PPE etc to rear Rear Shed. Lights off. Lock hall. Thank you!

## 1.4 Hall – Neighbour Safer Place – overflow policy

### Responsibilities

- NSP Coordinator, Hall Welfare, in consultation with other NSP Operator roles and evacuees.
- Liaise with NSW Emergency Services by calling 000 in the first instance.

### Policies

- Make room for everyone
  - The hall should be able to accommodate up to 200 people (standing room only), and up to 100 more on the deck or yards. Whilst not ideal, in conditions that prompt hundreds of people to evacuate to the Hall, standing outside under the sprinklers will be preferable to being unsheltered at the beach.
  - Manage seating, tables etc accordingly. As more people arrive, tables and chairs may need to be packed away to make more room, with ultimately very limited seating available only for the ill and frail.
  - Pets to be kept in cages on the rear deck. Owners may stay with their pets on the deck, which is also protected by sprinklers and spot-fire hoses. Additional people can shelter on the deck and walkways, and (under some sprinkler spray) rear yard.
- Be aware that a sudden large fire could trap 500 or more people within Pearl Beach, and on EXTREME or CATASTROPHIC fire-weather days at least half of the homes in Pearl Beach will be practically undefendable and should be evacuated. It is possible the number of evacuees could exceed the safe capacity of the hall.

### If the hall is becoming too crowded and overcrowding / overflow is a possibility:

- Call 000 (or RFS Fire Control if a channel has been established) to advise the shelter is approaching capacity (and current numbers). With hundreds of people trapped by a fire serious enough to bring them to the shelter, we should be a high priority for evacuation.
- Contact the café / shop & Pearls on the Beach as early as possible to determine their capacity and agreement to offer shelter if required. Many people will likely seek shelter there in the first instance anyway. This is probably the only practical alternative to the hall as an indoor shelter, and reasonably safe + close to beach alternative.
- Pack people into the hall, kitchen, deck, outside walkways... it will not be comfortable, but it's at least protected. After that, the side passage and yards will also offer reasonable protection, though uncovered ground areas will receive some spray from the sprinklers.
- The yards of adjacent properties (either side) will also receive partial protection from the sprinklers, and with the spot-fire hoses able to reach these properties, they will also offer a degree of protection in a serious emergency.
- As a last resort... ask for volunteers (fit and healthy, with good protective clothing) to relocate to either the beach, café or Pearls on the Beach. Hall Welfare Operator to track / register people relocating (and to where).
  - Ideally, try to rotate people to the beach if the overcrowding emergency is extended beyond 1hr. Send others to the beach, with instructions to send back anyone already there (particularly those suffering serious discomfort or smoke inhalation).
  - Café and Pearls on the Beach – as above.
- **Turn on the ceiling exhaust fans.** The sprinklers will offer relief from hot temperatures and ash, and modest relief from smoke. *(N.B. the open vents at either end of the hall roof make it impractical to completely seal the hall against smoke – and when crowded the best comfort is likely from a number of open doors / windows and fans on to provide ventilation. Do what works best on the day).*

## Handout for Parking Control Role

### Responsibilities

- Manage parking and access in front of the hall
- Provide instructions to people as they arrive at the NSP.
- Signage
- Assist / direct emergency vehicles as they arrive.

### Policies

- Roads to be kept clear – emergency services need to be able to get through all streets quickly.
- Area directly in front of the hall to be kept clear – those unable to walk can “drop and go” with the driver then parking and walking. Space for emergency vehicles to park only. Ideally 50m in either direction, but at least one property either side of the hall kept clear. Traffic cones and signage (in rear Rear Shed) to be placed out front ASAP.
- Direct emergency services. RFS water fills from tanks at rear – talk to pump operator.
- Signage:
  - “No parking / Emergency vehicles only / Drop and go” sign out with traffic cones
  - Set and display status indicator board as appropriate: (flip to reverse)  
“Road open – evacuate to Umina” or “Road closed – shelter here (NSP)”
- No pets allowed unless in a cage and placed on rear deck or backyard.
- Instruct people to register their presence with “Hall Welfare” coordinator at the front of the Hall.

### Actions – start-up

- PPE & equipment – Hi-vis vest, torch. Mask, helmet, cotton long sleeves & sturdy shoes.
- Register with Hall Welfare book (name, phone).
- Collect signs and traffic cones (rear Rear Shed) and place in front of hall
- Track down any already parked cars and request to move. Ask for able volunteer to help move vehicles for anyone too frail to DIY. RFS truck to tow/push cars obstructing access.

### Actions – throughout operating period (expect up to 24 hours)

- Obtain regular updates on road and NSP status from NSP Coordinator.
- Pass on information (eg people returning from unsuccessfully evacuating as road now closed) to NSP Coordinator.
- Maintain no parking zone. Advise people arriving to “drop and go”, then “park and walk” and PARK WELL CLEAR OF THE ROAD AND NOT EVEN PARTIALLY BLOCK ANY ROADS
- Advise passing vehicles of Pearl Beach Dr road access and NSP status and latest advice.
- Raise / discuss / resolve with NSP Coordinator any issues

### Actions - shutdown

- Traffic cones, signs, PPE and equipment returned to rear Rear Shed
- Advise NSP Coordinator shutdown complete, Check out of register

## Handout for the Hall Welfare Role

### Responsibilities

- Register evacuees in/out – we need to know how many people we have (registration book)
- Collect info (best endeavours basis) of:
  - “people of concern” – eg require assistance, whereabouts unknown, or known to be staying to defend their property.
  - “people known safe” – eg known to have evacuated elsewhere or be away
- Coordinate First aid. Screen off nook adjacent to front door for first aid if necessary.
- Communications with ambulance for any medical emergencies
- Communications with other evacuation centres if possible. Advise them your ph number.
  - Club Umina (“bowling club”), Melbourne Ave. Ph (02) 4343 9999
  - Umina SLSC Sydney Ave. Ph (02) 4342 0320
  - Reconcile lists, if possible, to identify / resolve location of any people of concern
- Coordinate kitchen / facilities / comfort

### Policies

- People arriving / leaving to be registered and tracked in/out.
- Separate tracking of “people of concern” and “people known safe” reported by evacuees – e.g. address of “stay and defend” + # staying, address requiring assistance evacuating, concerned for neighbour. Note name of person advising, update them if you get any info.
- **No pets allowed unless in a cage** placed on rear deck or backyard (guide dogs exempt).
- Safety trumps comfort. Chairs and tables out only if sufficient room – pack away and prioritise for frail evacuees as more people arrive. Fridges for water, shared food, medicines – NO STORING PEOPLES PERISHABLES. No cooking/heating while pumps are operating.

### Actions – start-up

- PPE & equipment – Hi-vis vest. Register with Hall Welfare book (name, phone).
- Set up registration book at table by front door. Have someone manning the table to make sure everyone registers and other info (people of concern / known safe) collected.
- Assist parking track down owners of any parked cars and request to move. Ask for able volunteer to help move vehicles for anyone too frail to DIY.
- Set up first aid nook (beside front door). Get out 1<sup>st</sup> aid kit, eyewash, AED (defibrillator).

### Actions – throughout operating period (expect up to 24 hours)

- Make sure everyone is registered in/out. Update headcount periodically / every page.
- No pets unless in a cage. Cages on rear deck or backyard
- Raise / discuss / resolve with NSP Coordinator any issues
- Coordinate 1<sup>st</sup> aid. Find a volunteer to administer if possible. Contact 000 for serious cases.
  - You could also receive firefighters with heat stroke / smoke inhalation etc. Ask for volunteer 1<sup>st</sup> aiders, and do what you can. Keep any burns wet under slow running water.
- Welfare of people in the hall. Take turns with phone chargers. Fans on/off for max comfort (depends on temperature, smoke, etc). Turn on ceiling exhaust fans.
- (If time and communications permit) check with other evacuation centres (Umina bowling & Umina surf club) to compare lists and find “missing” people / people of concern known to be safe elsewhere.

### Actions - shutdown

- Coordinate with NSP Coordinator to pass “people of concern” list onto emergency services
- Advise NSP Coordinator shutdown complete, register yourself out.

## Handout for the Pump & Power Operator Role - *(some technical aptitude required)*

**Add a picture of the manifold with schematic arrows showing functions of each**

### Responsibilities

- Operate pumps and valves to activate fire protection sprinklers as required
- Monitor tank water levels, adjust pump use accordingly
- Monitor electricity supply, fuel level in backup generator
- Facilitate RFS truck refills (if sufficient water in tanks – see policies below)

### Policies

- **People outdoors in PPE** – long sleeve cotton, mask, goggles, hardhat when embers falling
- Conserve water – plan on needing to protect the hall for up to 24 hours, with the worst (fires within Pearl Beach) coming at the end. See pumps and water instructions on next page.
  - **MAXIMUM 1 PUMP START PER 5 MINUTES. FREQUENT STARTS CAN OVERHEAT PUMP**
- Conserve electricity – there is plenty for 48+ hours (including pumps), be frugal with other loads. Electrical system will operate automatically – just requires generator fuel top up
  - Turn hot water off (“HOT WATER2” circuit in hall switchboard - RHS front of hall)
  - No kitchen / cooking / heating loads (urn, kettle, microwave, oven) while pumps are running. Liaise with hall welfare - pumps & emergency safety systems take priority
- Generator fuel management: (NB 100L tank, so 1% = 1L – shown on display on front of gen)
  - “Ready” level 70 litres (70%) = 50L (24hrs consumption) + 20L reserve.
  - Generator “reserve” set at 20litres (20%) – will automatically cut out below 20L.
  - Keep generator above 30L (30%) – refill from DIESEL stored in generator enclosure (N.B. DIESEL cars if further top up required. (jerry + syphon hose in Pump Enclosure Shed)

### Actions – start-up

- PPE & equipment – Hi-vis vest, torch. Mask, helmet, cotton long sleeves & sturdy shoes.
- Register with Hall Welfare book (name, phone).
- Unlock and open pumps + generator enclosure doors. Pump instructions inside.
- Unlock 3x valve cover locks on tank valves. Leave valves in same position for now.
- Check generator control panel (behind glass panel on front of generator). Keys hanging on RHS shelf inside electrical cupboard in Rear Shed if you need to unlock generator doors.
  - (1) keyswitch in AUTO position (unless tagged to MAN, switch to AUTO).
  - (2) check fuel level (% on digital display). Topup if <30L (jerry + syphon in Pump Enclosure Shed).
- Turn off “HOT WATER 2”circuit breaker in hall meter box (RHS front of hall) and ZIP instant boiling water heater in kitchen.
- Test sprinklers + 5min wetdown.
  - Set valves to marked position. Turn pump on/off from electrical switch in enclosure.
- Top-up tanks from garden hose into either tank. Keep topping up until NSP is shutdown

### Actions – throughout operating period (expect up to 24 hours)

- Monitor fire, embers and 2x rainwater tank levels. Adjust pump operation accordingly
- Operate & monitor pumps/sprinklers according to “sprinkler system” instructions next page
- Assist RFS to refill trucks from tanks IF ADDITIONAL WATER AVAILABLE

### Actions – shutdown

- Turn off pumps. Lock pump enclosure doors. Leave tank valves unlocked for RFS access.
- Advise NSP Coordinator shutdown complete, register yourself out.

**Handout for Pumps and Sprinklers operation. \*\* priority = our safety protection system \*\***

The sprinklers on the roof and walls of the hall provide bushfire protection to everyone on site. Keeping these systems operating and the hall safe from fire is the #1 priority.

Ask for help if you need it. We are operating under a lot of uncertainty and unknowns. Most decisions will be best guesses, but these procedures have been designed to allow for safe operation during a serious event.

Assume the shelter and sprinklers could be operating for up to 24 hours, manage water levels accordingly. **Worst conditions (fire within Pearl Beach) will come at the end, and that is when water will be needed most.** Do not use up all the water early. Each tank is fitted with a water level gauge. Aim to use minimum water to keep roof wet until flames are visible (“close” phase below).

Tank usable water capacity is 15,000 litres. When full this can supply roof sprinklers for 3 hours, or roof + wall sprinklers for 1:30 hours. Start refilling tanks from garden hose if tanks below full, or as soon as fire sprinkler pump is started.

**\*\* With current limited water supply, we cannot give tank water to RFS. Tell RFS we need it for safety of people within officially designated Neighbourhood Safer Place \*\***

**Conserve water – save for worst fire conditions that may occur later. Leave valves at marked position, manage sprinkler percentage by turning pump on/off per tables below**

Progression of fire incident  Fire phase	If you do this			this happens to tank level	
	Plan this fire phase could last up to (hrs)	Roof sprinklers operation to limit water use to target	Wall sprinklers operation to limit water use to target	Tank water usage target	Tank level (Monitor how water level compares to target)
<b>Distant</b> (smoke + light ash)	2+	5%	-	750 L	100 – 95%
<b>Approaching</b> (heavy smoke, embers, some smouldering)	4	10%	5%	2,250 L	95 – 80%
<b>Close</b> (flames visible, large burning embers)	2	25%	10%	4,500 L	80 – 50%
<b>Fire front</b> (flames in Pearl Beach, <b>can feel radiant heat</b> )	1	50%	50%	6,000 L	50 – 10%
	Fire adjacent to hall	100%	100%		
<b>Front passed</b> (spot fires and embers)	2	15%	5%	1,500 L	10 – 0% (empty)
<b>Total water use</b> (litres)	15,000 L	11,000 L	4,000 L	15,000	

**If you think you’re going to run out of water before Fire front phase – alert NSP Coordinator immediately. If it’s a risk to safety, call 000 & alert them the shelter needs water.**

**Pump “on” time cycle to control water use within conservation targets above**

use 5 or 10 minute cycles of pump on/off, adjusting “on” time per table below for sprinkler use %

% sprinkler use target	5%	10%	15%	20%	25%	50%	100%
Pump “On” time / cycle time (minutes)	0:30 / 10:00	1:00 / 10:00	0:45 / 5:00	1:00 / 5:00	1:15 / 5:00	2:30 / 5:00	Continuous while fire adjacent

**\*\*\* remember, max 1 pump start per 5 minutes – more frequent starts can cause overheating \*\*\***

Turn wall sprinkler valve off to limit wall sprinklers use. E.G.F for 25% roof & 10% wall, turn pump on with all valves open, then after 0:30 turn wall sprays off, and at 1:15 (additional 0:45) turn pump off. Roof sprays are main protection from embers, wall sprays mainly protect from radiant heat (only when you can feel the heat from the flames) with minimal wetting for embers in strong winds.



**Handout for Power operation.** *(The system is automatic – just watch fuel level)*

The hall has a utility grade uninterruptable power supply system that can supply power to the hall and pump loads for at least 48 hours (hall and pumps) during a grid outage. The 4 sources are:

- Grid supply (very likely to be interrupted during a bushfire)
- 7.4kW Solar Panels
- 3 kW (22 kWh or over 7 hours at full load) battery backup
- 10 kW diesel generator able to supply all hall loads and charge batteries

The electrical backup system is all automatic, with the “Selectronic” inverter unit in the switchboard area of the rear Rear Shed controlling everything. The order of operation is:

- 1 **Solar** (with excess charging the batteries, then exported to the grid)
- 2 **Batteries** (maximum 3kW)
- 3 **Grid**
- 4 **Generator** (auto starts if grid supply lost, and load exceeds battery capacity, or charge <30%)

There are only two things that need to be done to operate the system during a bushfire:

- 1 Try to keep load below 3kW when running on batteries (if grid supply is blacked out)
- 2 Monitor generator fuel (diesel) level and top-up if necessary

Loads within the hall are:

Critical bushfire shelter loads		Other non-critical loads	
Main fire sprinkler pump	2kW	Hot water cylinder for toilets	2.4kW
Spearpoint pump (future)	1kW	Zip instant boiling water	2.4kW
Minimal hall lights + fans	0.2 kW	Kettle or urn	2.4kW
Fridges, wifi etc	0.2 kW	Hotplates	2kW ea
Phone chargers	negligible	Oven	4kW
<b>Total:</b>	<b>3kW</b>	Microwave	1.5kW

The longest and most reliable supply will be achieved by keeping the load at 3kW or less while running on batteries. Once the generator has started, additional loads can be supplied up to 7.5kW.

To keep loads at 3kW: (when running on batteries – grid supply lost and generator off)

- Switch off hot water cylinder (Turn OFF (down) “Hot Water 2” switch in hall meter board)
- Switch off ZIP instant hot water in kitchen (at power point)
- Minimal hall lights and fans on for comfort
- Do not use any cooking (kettle, urn, oven, microwave etc) while sprinkler pump is running

Generator fuel management: (NB 100L tank, so 1% = 1L – shown on display on front of genset)

- Fuel tank target level:
  - “Ready” level 70 litres (70%) = 50L (24hrs consumption) + 20L reserve.
  - Generator “reserve” set at 20litres (20%) – will automatically cut out below 20L.
- Fuel top-up required:
  - Keep generator above 30L (30%) – refill from DIESEL stored in jerry in Pump Enclosure Shed. Ask evacuees with DIESEL cars for donation if further top-up required. (jerry + “jiggler” syphon hose in the same shed)

Generator keys are hanging on shelf inside electrical cupboard in rear Rear Shed.

- To access fuel tanks to refill, unlock and open hatch on left side of generator. Syphon fuel from jerry into generator fuel tank filler tube using jiggler hose in the Pump Enclosure Shed.
- Glass front door to control / status panel on front of generator. Open with key to access Auto / Manual generator control. Keyswitch to MAN and START / STOP button as required. Normal operation leave on AUTO, system will manage and operate all of the power sources itself.

## Handout for Hose Operator Role - (hoses include one at front & one at rear of hall)

### Responsibilities

- Keep an eye out for any spot fires or burning/smouldering embers.
- Operate spot-fire hoses and nozzles to quickly extinguish any spot fires or embers.
- Operate the fire hoses within the Hall and on the back deck, if required.
- Regularly check other areas not easily observed – behind toilets and rear shed, hall roof and gutters, hall sub-floor space, over fences into adjoining properties
- Assist parking (front) and pump operator (rear) operators. If numbers are stretched, parking and pump operators can also fill hose operator roles.

### Policies

- Outdoor volunteers PPE – long sleeve cotton, helmet, goggles, sturdy shoes. Mask if reqd.
- Conserve water where possible
- Put out spot fires and embers
- Attempt to extinguish spot fires at adjacent properties if safe

### Actions – start-up

- PPE & equipment – Hi-vis vest, mask, helmet, cotton long sleeves & sturdy shoes.
- Register with Hall Welfare book (name, phone).
- Collect fire hoses and nozzles from NSP fire kit box in rear Rear Shed.
- Unroll / untangle hoses to reach full length. Connect to “fire pump” hose outlets\*, connect nozzles, turn tap on. Test strong flow (liaise with pump operator – only works with pump on and hose valve open)

\* Front fire tap is on right hand side of hall, near meter box. The fire tap at the back of hall toilets/storage area is located under the hanger for normal garden hose (*N.B. the town water supply garden hoses will lose pressure and be ineffective for spotfire hose use*).

### Actions – throughout operating period (expect up to 24 hours. Rotate people every hour)

- Regularly inspect all areas surrounding the Hall (every 5 mins) reachable by hoses.
- Quickly extinguish any spot fires, embers, anywhere producing smoke.
- If in doubt – spray it with water. If still in doubt – spray it with some more.

### **IF A FIRE BREAKS OUT, ALERT NSP CO-ORDINATOR IMMEDIATELY.**

- Attempt to extinguish with fire hoses and sprinklers, only if safe
- Be prepared to evacuate NSP and relocate to beach if fire cannot be contained

### Actions - shutdown

- Taps off. Disconnect and roll hoses. Hoses, nozzles and PPE returned to rear Rear Shed
- Advise NSP Coordinator shutdown complete, Check out of register