

ANNEXURE 'C'

KAWANA WATERS MARINA EVACUATION PLAN

(Updated January 2019)

GENERAL

The information in this Plan is distributed by Marina Owners Ltd, trading as Kawana Waters Marina (The Marina) and is an information source only. The Marina disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs might be incurred as a result of this information being inaccurate or incomplete in any way and for any reason.

The following is a guide to assist preparation and actions in the event of an evacuation.

PREPARATION

- This *Evacuation Plan* forms part of visiting vessels 'welcome kit'.
- There are several emergency events that may require evacuation of the Marina precinct including, boat fire, gas leak, chemical spill and police emergency.
- Owners, tenants and visitors should make themselves familiar with this *Evacuation Plan* especially the *evacuation assembly area*. A map is attached and is always posted on the Marina notice board.
- Evacuation by water may be an option. In such cases persons taking this option should contact Marina staff immediately it is safe to do so to. Recording of persons within the Marina precinct is paramount.
- Owners and tenants should be aware of locations of fire hoses, fire extinguishers and associated equipment. Refer to the *Marina site plan* on the notice board.
- This emergency procedures will be drilled from time to time. Owners, tenants and visitors cooperation is expected. On such occasions, Marina staff may undertake extra safety and emergency training for owners and tenants. The Marina Manager is responsible for arranging the drill program.

EVACUATION

- If a situation occurs that could require evacuation of the Marina, call 000 and notify the Manager, Office or Dock Manager.
- After hours alarm should be made to the 'Night Manager' whose location and phone number are noted on the Evacuation Plan.
- As soon as possible the alarm bell located adjacent to the Marina office should be activated.
- Marina staff will activate the alarm and manage the evacuation of the Marina to the designated evacuation assembly area so that people are safe and emergency personnel have clear access onto the Marina.

- The evacuation assembly area is the Adelong Crescent car park (small car park) unless otherwise instructed.
- The Queensland Fire and Emergency Services (QFES) will take control of all emergency procedures when they arrive. All staff and tenants are to obey all instructions from QFES personnel.
- Where there are people with disabilities (e.g. persons with a physical, visual or auditory disability - temporary or permanent) please provide them with assistance. The Marina Office will be aware of those persons requiring assistance.
- The Marina Manager is to co-ordinate assisted by a nominated deputy to carry out a check of all areas, identify if people are missing and to account for all persons within the Marina precinct.
- Only on the advice of QFES or the Marina Manager should staff and general public return to the Marina.
- The Marina Manager is to ascertain the extent of the damage. If instructed, staff and volunteers are to assist in securing the site. If relevant the Manager is to implement a Clean-up Plan and strategy to make good.
- The Marina Manager will be responsible for completing the 'Incident Report'.

FIRE IN MARINA PRECINCT

1. Immediately notify the Marina staff that a fire has started and which area of the precinct is involved.
2. The fire alarm should be activated.
3. Marina staff is to call 000 and also advise the QFES.
4. Open the gates of the Marina. If unable to do this immediately delegate another person to open the gates to allow access to emergency service.
5. Marina staff may give instructions to evacuate. If this instruction is given, follow this *Evacuation Plan*.
6. If it is safe to do so, attempt to extinguish the fire using the correct fire extinguishers and/or water HOWEVER if you believe you are in any danger, evacuate the area.
7. If instructed by Marina staff attempt to move adjacent vessels (if any) from the vicinity of the fire.
8. Hand over to the QFES or emergency services.
9. Marina staff will advise owners of vessels affected (if any).
10. The Marina Manager will file 'Incident Report'.

REFER TO *MARINA SITE PLAN* FOR LOCATION OF FIRE EXTINGUISHERS AND FIRE HOSE REELS.

FIRE ON BOAT

1. Immediately notify the Marina staff that a fire has started, clearly identifying the vessel and berth concerned. and which vessel/s are involved.
2. The fire alarm should be activated.

3. Marina staff will call 000 and also advise the QFES and the Mooloolaba Water Police on 54752599.
4. Marina staff may give instructions to evacuate. If this instruction is given follow this *Evacuation Plan*.
5. Ascertain type of fire if possible e.g. electrical, fuel etc.
6. If it is safe to do so, attempt to extinguish the fire using the correct fire extinguishers and/or water HOWEVER if you believe you are in any danger, evacuate the area.
7. If safe to do so, remove boat from the Marina.
8. Hand over to QFES when they arrive.
9. Marina staff are to ascertain the extent of the damage, remove debris, foam etc. from area and ensure all spills have been cleaned and removed.
10. If appropriate, secure vessel.
11. Marina staff will notify vessel(s) owner(s).
12. The Marina Manager will file 'Incident Report'.

REFER TO *MARINA SITE PLAN* FOR LOCATION OF FIRE EXTINGUISHERS AND FIRE HOSE REELS.
