PUTTY * KINDARUN * YENGO

Hub Houses Emergency Plan

July 2023

Coordinators:

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Contents

List of acronyms

PED   Putty Kindarun Yengo Emergency Directory

HUB HOUSES EMERGENCY PLAN

Introduction

The area known as Putty is situated between Windsor and Singleton. Although the area is only a two hour drive from the Sydney CBD, it is over an hour's drive to the nearest shopping centre, medical service and hospital. The drive is longer for people living on small remote blocks of land up to 30km into the valley.

The only access to properties of some of the residents is by Crown Reserve Roads, not maintained by Singleton Council. The unsealed state of these access roads adds to travel time especially during periods of rain.

People at Putty have to be self-sufficient and resilient as it is a remote community where roads and communications can be cut for days or weeks due to bushfires, floods and other issues.

The Putty community continues to develop a Hub House system (communications tree), started over 20 years ago for bushfires. More recently the Hub House system has been activated during flooding. This system brings neighbours together to help each other during a crisis.

1.0 AIM

The aim of this plan is to

- Establish a protocol and procedures to inform residents of impending fire, flood and other emergency events by enacting the Hub House plan when established triggers for action arise.

- Establish a recognised two-way line of communication between the Putty community and emergency services

Emergency Services
⇅
Putty Liaison
⇅
3 Coordinators
⇅
16 Hub House Leaders
⇅
Community
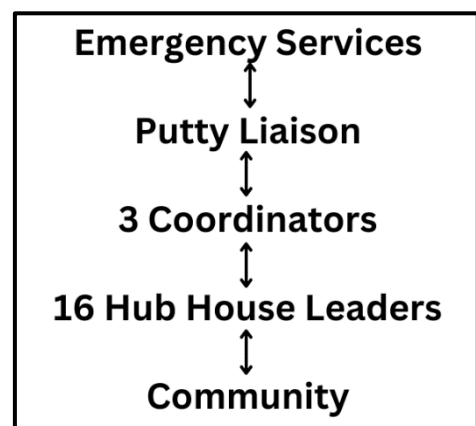
2.0 IDENTIFIED LOCAL PROBLEMS

After the unprecedented fires of 2019/2020 and the floods of 2022, power failure, communications and roads were identified as the most serious issues for the Putty community.

2.1 Power Failure

Power failures frequently occur during emergencies at Putty. Most residents have a generator, however, fuel supplies become depleted if the power failure is prolonged and access to buy fuel may not be available – see 2.3 Roads below.

Solution: Encourage residents to have a generator and enough fuel in the event of an emergency, and/or to install enough solar panels with sufficient battery storage to run appliances for a week without sunshine.

2.2 Communications

If the power fails, both the mobile tower and the landline telephone exchange work for two days only on current back up batteries. During emergencies network failure or congestion may delay SMS.

Some residents have UHF radios but the range can be limited, depending on the hills in their area.

Free satellite internet connections are available at Putty Hall and the Putty Fire Shed where you can use Wi-Fi Calling and SMS. A generator powers the Fire Shed when the power fails. Wi-Fi calls can be made from outside the building. Signage on the front wall provides instructions for connecting.

Many residents without mains power have solar power with some battery storage and usually remain connected to Wi-Fi calling and the internet via satellite. If battery storage is limited or not available, a generator can be turned on twice a day to power lights, fridges and the satellite.

Most Putty residents regularly monitor at least one, maybe two of the following - telephone, text, email, Facebook, web, UHF while others may only have intermittent access to communications as their access to mobile coverage may be up a hill or only available in their home.

Grey Gums Café is a physical location where up-to-date information will be available although roads may be inaccessible.

Solutions: Continue to apply for grants for solar panels and battery storage for the Putty Hall for communications.

Encourage people with mains power in open areas to buy UHFs and work with neighbours to determine and increase set-to-set (simplex) UHF coverage. Make further enquiries about repeater stations.

2.3 Roads

Property access roads and Council roads may be blocked by fallen trees or closed because of fires or floodwaters. Landslides occur frequently on Putty Road, and Windsor and North Richmond Bridges and their approaches frequently go underwater. Trips to Sydney and to shops may take longer than usual at any time, especially during floods or fires.

Solution: In flood, fire or other extreme conditions residents need to leave early or arrive early and be prepared for possible lengthy isolation.

2.4 Vulnerable Populations

Putty has several aging residents, people with disabilities or chronic health conditions and single parents who may not be able to access essential support or services during an emergency.

Pets and livestock of part-time residents are vulnerable as owners may not be able to return to feed/water them.

Guests and tourists regularly visit Putty. During an emergency visitors face additional vulnerability due to lack of local knowledge and communications.

Solution: During warnings for extreme heat, floods and or severe weather for the Hunter and or Hawkesbury and when fire danger rating is extreme or catastrophic:

- Visitors are discouraged
- Vulnerable residents are encouraged to leave early for a location where support is available
- Part-time residents are encouraged to activate their back-up pet/livestock care plans
- Grey Gums Café is a location where visitors to the area can access up-to-date information

3.0 GOVERNMENT AGENCIES INVOLVEMENT

When an emergency event is beyond the capabilities of the responsible response agency a Section 44 is declared. This allows other resources to be deployed.

- An Incident Controller and Deputy are appointed at this time.
- An Incident Management Team (IMT) is formed and usually consists of personnel from multiple agencies.
- A Public Liaison Officer may be appointed to liaise with communities or a particular community.
- A Field Liaison Officer may be appointed to organise a team of volunteers to visit houses.

Although senior positions in the Rural Fire Service (RFS) and State Emergency Services (SES) are government funded, during an emergency much of the work is done by volunteers who may come from outside the area supplementing Putty RFS brigade capability. Unfortunately availability and access can prevent outside teams joining the on-ground local action.

Government agencies may deploy helicopters to assist the community. Official helicopter landing sites have not been designated in Putty. Pilots select where they will land.

3.1 Rural Fire Service (RFS)

When a fire is reported in the Putty area, Hunter Valley Fire Control (Bulga FCC) contacts Putty Rural Fire Brigade or vice versa.

- Hunter Valley Fire Control (Bulga FCC) issues Fire Alerts based on the [Australian Warning System](#). These are posted on the RFS website

- If a fire alert is near Putty, the Putty Rural Fire Brigade or Hunter Valley Fire Control notifies at least one of the three Hub House Coordinators by telephone -
Margaret Ferguson   0427 282 246
Kathy McKenzie   0408 650 851
Kimmy Stokes   0488 692 459

Resources that may be deployed include bulldozers and helicopters. A number of bulldozers and drivers are located in Putty who could be called on, but they may be working outside the area at the time.

3.2 NSW State Emergency Services (NSW SES)

During a flood or strong wind event Singleton SES will share the Duty Officer's number with all Hub House Coordinators and the Putty Liaison will communicate with the SES Duty Officer.

The Putty Liaison will advise Singleton SES when:

- Floodwater is rising and the bridges are likely to go under

- Residents cannot leave the area and need urgent essential goods such as medications, food, baby needs etc. See 7.0 Resupply Plan

- Trees have fallen across Crown Reserve roads and help is needed to remove them

3.3 Singleton Council

Singleton Council is responsible for Putty Valley Road, Box Gap Road, Roswill Drive, Burnt Arm Road, Yengo Drive, Bunjim Drive and the first part of the Lilavale Track. These roads may be impacted by flood waters and the following sections may go underwater.

- Putty Bridge
- Condon Clear Causeway
- Gibbs Bridge
- Spooners Bridge

- Roswill Bridge
- Box Gap Road Causeway
- Lilavale Track Bridge
- Bunjun Drive

For more information on roads see 2.3 Roads, and Putty Emergency Directory (PED) Page 8.

3.4 Transport NSW

Transport NSW is responsible for Putty Road which may be closed in one or both directions by floods, fires or to prevent theft. *(PED page 10)*

3.5 Department of Primary Industries (DPI) and Local Land Services (LLS)

DPI is the lead agency for biosecurity hazards such as Varroa Mite or Foot and Mouth Disease. A biosecurity emergency may result in a Stock Stand Still which prohibits the movement of specific species for a time period.

In any Section 44 emergency DPI, LLS and other agencies join to form the Animal and Agricultural Services Functional Area (AASFA). The Putty Liaison should contact AASFA in relation to animal welfare during an emergency on the AASFA Hotline: 1800 814 647

4.0 PUTTY HUB HOUSES

In 2021 the Putty Hub House communication tree (see Appendix B) was updated in line with Council rural road naming and numbering. The Hub House Team of 40 people volunteer to keep their neighbours informed. The Team forms a recognised line of communication between the community and agencies during an emergency.

The Team consists of 3 Area Coordinators and each Hub House has 1-3 Leaders, to allow for availability. Where possible, Hub House Leaders are paired up to take advantage of age, experience, youth and technology skills, allowing for a seamless transition in the future.

Each of the 16 Hub Houses service an area on the same road and/or in close proximity. This enables the coordinators to:

- First contact the Hub Houses located closest to the emergency
- Allow people with no communications to drive to their Hub House for information as most Hub Houses have satellite with Wi-Fi capable mobile phones
- Find a replacement nearby if no leader is available to fulfil that role

Some Hub Houses have worked together for many years. They know who is best to do a job and have formed firm friendships. When the RFS resources are stretched, the residents in these Hub House areas are of great assistance to the local fire brigade. They are able to clear roads and help protect assets, calling on the RFS only when needed.

Ideally, members of the Putty Hub House Team are:

- Permanent residents or landholders who visit their properties frequently
- Knowledgeable about their area
- Supported by their area's community
- Able to identify community members most at risk
- Good communicators
- Tech savvy and have a satellite phone or satellite internet connection with generators or solar power, or have access to one nearby.
- Have a UHF Radio
- Located within a short drive from their members
- Trusted to maintain confidentiality where necessary

Two experienced horse handlers are appointed as Hub House Horse Relocation Coordinators. See 6.1

4.1 Team Roles and Responsibilities

Flexibility is key as volunteers may be away, choose to leave the area, too busy protecting their own assets, or the emergency may not impact their area.

Some roles require certain skills and equipment, and communication systems may work one minute and not the next.

The following are Team's basic roles and responsibilities

Coordinators

During emergencies this Plan will be implemented by the 3 coordinators of the Putty Hub House Team. Responsibilities

- Liaise with each other to make decisions for the whole area

- Ensure Leaders are available for each Hub House. If no one suitable is available they can either do it themselves or appoint someone from a neighbouring area
- Relay information to Hub House Leaders in their area
- Record all information received and relayed in an Action Log – Appendix A
- Decide who will do the following tasks
  - Send emails to all residents and landholders
  - Post on the community Facebook page, Putty Valley Chronicles
  - Inform the relevant emergency service of emerging issues
  - Nominate a Putty Liaison if emergency escalates
  - Check roads and bridges
  - Conduct welfare checks
  - Organise a boat/s if needed

Putty Liaison

Coordinators appoint a Putty Liaison from the Hub House Team when a Watch and Act or Emergency Warning is issued for Putty area. Responsibilities:

- Act as the main contact point for emergency services
- Notify relevant government agencies of emerging issues at Putty and resource requirements
- Ensure information forwarded from Emergency Services to the community is posted on PuttyAlerts.com and pinned at the top of Putty Valley Chronicles facebook.com/groups/187211862469717
- Brief Kim at café
- Monitor Facebook pages for local information and check if correct
- Monitor Singleton and Hawkesbury Disaster Dashboards
- Monitor news and the appropriate emergency service website and the Bureau of Meteorology
- Contact landholders and residents near bridges and causeway for information and record and post on social media
- Record all information received and relayed in an Action Log – Appendix A
- Organise resupplies
- During prolonged events write a daily update for social media – include daily rainfall for different catchment areas (Appendix C) during floods, weather forecast and summary of information about roads, bridges etc from social media and other sources. Post on PuttyAlerts.com and Pin to top of Facebook page.

16 Hub House Leaders

Responsibilities:

- Provide regular updates throughout the year to their Hub House Coordinator so that the database of phone numbers, new owners etc. can be maintained
- Relay information from the Hub House Coordinator to their Hub House members
- Relay emergency information back to their Coordinator – resource requirements, outstanding actions or completion thereof, emerging issues of serious concern or likely to affect other hub houses
- Notify their Coordinator if no longer available and if another leader has been appointed
- Record all information received and relayed in an Action Log – Appendix A

5.0 HUB HOUSE ACTIVATION

Hub House activation is guided by the [Australian Warning System](#) (AWS), introduced in 2022. AWS is a nationally consistent, three-tiered approach with clear warnings, leading people to take action ahead of severe weather events.

(PED) refers to
Putty – Kindarun - Yengo
Emergency Directory

https://puttyalerts.com/directory/

5.1 Trigger Points

This Plan is activated at the coordinators' discretion when

- Notification is received from the Putty Rural Fire Brigade of a fire in the area
- Water levels of Putty Creek are high and more rain is predicted in the catchment (Map Appendix C)
- Fire or flood alerts are issued for Putty area by RFS or SES
- Singleton Council advises a coordinator to activate it
- Bureau of Meteorology issues warnings for extreme heat, floods and or severe weather for the Hunter and or Hawkesbury
- Power failure *(PED page 9)*
- Fire danger rating is Extreme or Catastrophic
- Putty Road is closed *(PED page 10)*
- DPI, Police or Council announce a Stock Stand Still
- If the Hub Houses have not been activated for 12 months, a practice run is conducted at the beginning of the fire season.

5.2 Activation

Early communication is crucial to being prepared and to monitoring a possible or pending emergency. The first warning may be the last warning people receive because of limited communication opportunities during an emergency. See Communications 2.2

However, if alerts are sent out frequently and nothing occurs people may become complacent and ignore all warnings.

If an emergency escalates quickly, the relevant advice from the lower levels will be emailed with the higher warning level.

The following boxed information has been designed to be quickly copied, edited and sent in an email to residents and posted on Facebook.

5.2.1 Advice

ADVICE - An incident has either started or is forecast to start. No immediate danger

Situation: explain

Reply to this email: confirm that you are aware of the situation and are monitoring updates.

In case the situation changes quickly
> Stay up to date: check emails, texts, https://puttyalerts.com/ and Putty Valley Chronicles
> on Facebook regularly
> Turn on UHF and radio
> Monitor weather forecasts as well as conditions in your area

Prepare your property to reduce the threat *(PED page 16-27)*. If not in Putty don't leave preparations to the last minute – there may be no access.

If your plan is to stay
> Check supplies – food, medicines, fuel and extra containers *(PED page 17-19)*
> Shop for supplies for at least 2-3 weeks

Ensure you have access to drinking water if power goes off

Notes: Preparing for an emergency event early rather than at the last minute results in better outcomes and less stress during an event.

Putty residents are reminded that the onus is on you to check your communications regularly, to tune into emergency broadcasts and to prepare your property.

AUSTRALIAN WARNING SYSTEM   FIRE - FLOOD - STORM - HEAT

Advice   **Watch and Act**   **Emergency**

Advice: An incident has started. No immediate danger. Stay up to date in case the situation changes.

Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start to act now to protect you and your family.

Emergency Warning: You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Disclaimer: The following information was compiled by the Hub House Team from various sources, including government agencies opinions, and observations by Putty locals. The Hub House Team accepts no responsibility or liability for any errors or omissions in the content. This advice was relevant at the time of posting.

Hub House Coordinators' Activity

1. Post information on https://puttyalerts.com/ and monitor comments
2. Send email to all residents and landholders with above information
3. Post same on social media and pin to top
4. Call hub house leaders – closer to possible impacts first
5. Establish which leaders will be available if emergency escalates
6. Establish coordinators positions in the event of the emergency escalating

Leaders' Activity

1. Call vulnerable people first – the elderly, living alone, health issues, previous impacts
2. Attempt to contact all members of your Hub House using all forms of communication until a response is received and you know that everyone is alert and monitoring the situation as best they can. If no response, log and alert the coordinator.
   a. Read out email message if not seen
   b. Log who plans to stay and go – do they have a plan?
   c. Log the best way to contact them if power fails
   d. Ask them to post on Putty Valley Chronicles any useful information for the community – water at bridges, rainfall, road blocks etc.

Be polite but firm if people want to chat. Explain you have a number of calls to make and when you have made them all you will call them back

5.2.2. Watch & Act

WATCH & ACT **Conditions are changing. Take action now to protect you and your family**

Situation: explain

Reply to this email: confirm that you are either in the area or out of it.

Roads: Is there time to get supplies?

Power & Communications: If the power fails conserve fuel to keep fridges, freezers and drinking water pumps going. Run your generator for 2 hours morning and evening. If you have a satellite internet connection and a mobile with Wi-Fi calling you can make phone calls, check emails and Putty Valley Chronicles on Facebook.

Prepare to evacuate - pack grab and go bag (PED page 19). Putty Hall is a designated evacuation centre. If needed, an agency liaison officer may be in attendance with necessary food supplies

Advise your hub house leader if coming or going

Avoid the area if not at Putty. Advise visitors to leave

Leave if you need to be somewhere else during the next ….. weeks
     Check road conditions before leaving – take a chainsaw. Live Traffic

Or prepare to be isolated for at least …. weeks

Move stock to higher ground and/or gates may need to be opened

If you or someone in your family hasn't heard from your Hub House Leader by ……….. please contact coordinators………………………..

Bushfire: Leave if you have a medical condition affected by smoke

Flood: Do not enter floodwater, move a vehicle to higher ground for shelter and/or across a creek in case access is washed away

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Hub House Coordinators' Activity

1. Post information on https://puttyalerts.com/ and monitor comments
2. Send email to all residents and landholders with above information
3. Post information and contact details for coordinators on Putty Valley Chronicles – pin to top
4. Notify hub house leaders closest to adverse impacts first
5. Request they call residents and landholders to update them
6. Appoint a Putty Liaison – See 4.1

Leaders' Activity

1. Log who is in the area and request notification if they come or if going, record contact details
2. Provide horse evacuation contact information *(PED page 7)*
3. Advise area coordinator if anyone needs assistance
4. Request people post on Putty Valley Chronicles useful community information – water at bridges, rainfall, road blocks etc.

5.2.3 Emergency Warning

Emergency Warning **You may be in danger and need to take action immediately**

Situation: explain

Roads: open/closed?

Reply to this email: Confirm if you plan to stay or leave

Power & Communications: If the power fails conserve fuel to keep fridges, freezers and drinking water pumps going. Run your generator for 2 hours morning and evening. If you have a satellite internet connection and a mobile with Wi-Fi calling you can make phone calls, check emails, https://puttyalerts.com/ and Putty Valley Chronicles on Facebook

Any delay may put your life at risk

Do not come to the area

If possible - Evacuate now / Evacuate before ……...

Shelter now

Floods: Move to higher ground

AUSTRALIAN WARNING SYSTEM   FIRE - FLOOD - STORM - HEAT

Advice   Watch and Act   Emergency

Advice: An incident has started. No immediate danger. Stay up to date in case the situation changes.

Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start to act now to protect you and your family.

Emergency Warning: You may be in danger and need to take action immediately. Any delay now puts your life at risk.

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Hub House Coordinators' Activity

1. Post information on https://puttyalerts.com/ and monitor comments
2. Send email to all residents and landholders with above information
3. Post information on Putty Valley Chronicles – families monitor this during emergencies and they usually know how and when to contact relatives in Putty
4. Notify hub house leaders closest to adverse impacts first. Request they call all residents and landholders to update them and log who is in the area and who is not
5. Discourage anyone from coming to the area
6. Putty Liaison See 4.1
7. Find substitutes for Leaders who have left or take over those Hub Houses

Leaders' Activity

1. Call residents to update them
2. Advise coordinator who is in Putty and who is not
3. Keep log up to date

6.0 EMERGENCY ANIMAL WELFARE

Emergency animal welfare is available from Local Land Services (LLS), Department of Primary Industry (DPI) and other supporting agencies during a Section 44 Emergency. Agriculture and Animal Services Functional Area (AASFA) may be able to provide access to livestock transport, temporary yards and troughs, emergency fodder and water for up to 72 hours.

Contact:
- LLS: 1300 7950 299
- AASFA: (only during a Section 44 Emergency) 1800 814 647
- DPI: 1800 808 095

6.1 Horse Relocation Team - Local

Horses have been relocated from Putty during bushfires for many years. The contact details for the horse relocation coordinators are available from Hub House Coordinators and are listed in the Putty Kindarun Yengo Emergency Directory. *(PED page 7)*

Responsibilities:
- Advise horse owners of procedures and terms for horse relocations
- Identify Safe Relocation Properties and gain permission from owners for the relocation of horses during a bushfire
- Compile a list of people with horses and floats

6.1.1 Relocation Trigger Points

The Horse Relocation Team members are notified through the Hub House system the location and status of fires. They will decide which horses need to be relocated and where.

- Record all information received and relayed in Action Log – Appendix A

When horse owners contact them about relocation or when the Hub House Team decide to relocate horses in an area, the owners will be advised the following:

- Relocation is temporary until the fire situation is considered safe for the owner to pick up the horses and return them to their own property
- Safe Relocation Property owners must be advised before moving the horses onto their land
- It is the horse owner's responsibility to re-check for fence safety and availability of water for the animals. Previous inspections of the properties listed showed fencing and water were adequate
- Absentee livestock owners can appoint a nominee to manage their livestock in the event of a fire
- Livestock owner or nominee is responsible for any feeding requirements
- All rugs, head collars and fly veils should be removed

6.1.2 Safe Relocation Properties

The following properties have been identified by the Horse Relocation Team as safe for horses when they inspected them. Landholder contact details are held by the Horse Relocation Team.

32 Kookaburra Way
190 Burnt Arm Road
420 Putty Valley Road
432 Putty Valley Road
Singleton Showground
Hawkesbury Showground

7.0 RESUPPLY PLAN

1. Encourage people planning to stay in Putty during an emergency to have supplies – food, medications and fuel on hand for at least 2 weeks as roads are often not passable during emergencies. More fuel than usual will be needed to run generators if the power fails.

2. Paid click-and-collect orders of essential items from a supermarket may be brought to Putty by a resident if the roads are clear, but only after an event occurs without warning, or after 7 days of not being able to access shops.
    a. Do not order then expect someone to pick it up. Check on social media for offers of help or contact Putty Liaison. Before placing an order find out which shop/town to order from and the driver's pick-up time/date.
    b. No responsibility will be taken by pick up drivers for damage to goods, so goods ordered need to travel well – no soft fruit or frozen goods. Anything requiring refrigeration is at risk.
    c. Depending on the emergency situation and the final destination of the goods, supplies can be delivered to Putty Creek Bridge, the Putty Hall or the Monastery.

3. During floods when Putty Bridge is impassable, supplies will be ferried across the creek in a locally owned boat or by the SES and taken to the Hall for pick up.

4. In extreme situations and if other methods are deemed unsafe by SES or RFS, Putty Liaison will contact the NSW SES. Emergency packs containing basic tinned and dried food, and urgently required baby needs, pet supplies or medicines may be flown in by helicopter.

5. Fuel cannot be transported by helicopter. Cash and an empty fuel container will be required by anyone doing a fuel run to Colo Heights or Bulga. Check supplies at service stations first.

8.0 GET READY

8.1 Emergency Directory (PED)

The Putty, Kindarun, Yengo Emergency Directory was first published in August 2021 to help the community better prepare for bushfires. After several unprecedented floods in the first half of 2022, an updated version was printed to cover floods and other emergencies. The A5 booklets have bright covers so they can be easily found during an emergency and a QR code links to an updated version on https://puttyalerts.com/.

8.2 Get Ready Event

- Putty Community-led Resilience Team may organise an event "Get Ready for Bushfire Season" or "Get Ready for more Extreme Weather Events"

- Any event would be advertised on Facebook

- The Hub House Coordinators will include information on the event in an email to their database, at the same time updating landholders and residents on the latest Hub House developments.

9.0 AFTER EVENT

The Putty Hub House Team will:

- Check and report to Council on damage to access roads for emergency vehicles
- Notify RFS and SES of damage to access roads in case access is required
- Have a Team or community debriefing meeting at the Putty Hall or on Zoom after the event
- Compile a final report, depending on the extent of damage
- Review the plan

  o Ensure that the plan is reviewed and updated following emergency events or annually by all team members.
  o Provide an update to the community of changes to the Plan via Facebook and at the AGM of the Putty Rural Fire Brigade
  o Ensure that the appropriate authorities and individuals are emailed the new plan

10.0 RECOVERY

After a major emergency members of the Hub House Team may be too exhausted to help with recovery. However, they will cooperate with government agencies and Putty Resilience Team to

- Email the community about access to emergency relief payments, details for recovery clinics, for wellbeing checks, and property impact mapping
- Activate the Hub House communications tree if necessary
- Pass-on relevant information for Putty Resilience team to follow-up and facilitate a streamlined recovery

The Putty Resilience Team will lead community recovery with the following if needed.

- Co-host with government agencies a NSW Recovery Hub
- Advocate for recovery resources locally
- Post recovery information on Facebook
- Hold community after event review/debrief information sharing locally and/or with emergency agencies
- Handle requests for help and offers of assistance and spontaneous volunteers
- Arrange recovery events such as community BBQs and working bees
- Organise a clean-up with Council

The RFS usually do wellbeing checks for properties they know have been affected and will refer on to Putty Resilience Team for further recovery support.

11.0 PRIVACY POLICY

Information provided to the Hub House Team has been given by landholders and residents on the understanding that it will only be used during emergencies or for Hub House updates. Only the Coordinators have access to the full Hub House database. Team Leaders have access to their Hub House list of names, addresses and phone numbers.

The Coordinators contact residents or landholders
- Who request their details are not shared with others
- Who own properties in several Hub House Areas
- When Leaders in their Area do not want to contact them

Between Emergency Events the Hub House email list is used sparingly to avoid being blocked and therefore important messages not being delivered. The Hub House communications tree will only be activated to pass on emergency or very important information for the Putty community. The Hub House leaders signed on to contact people in an emergency. They are not a telephone banking service to promote events or other activities.

Appendix A - Action Log

Date	Time	Information / Decision / Action	Initials

Appendix B - Hub House Flow Chart

* Satellite internet with Wi-Fi calling, powered by generator or off-grid solar, ** Satellite phone, *** UHF Radio

Coordinators	No	Leaders	Comms	Area	No.
South Margaret	1	Ayu	*/***	Box Gap Road	12-18
	2	Guillaume Steph	* *	Roswill Drive and Burnt Arm Rd	11-16
West Margaret	3	Warren Mags Belinda Andy	* * * **	Lilavale Track, Tullagong Park Trail, Melaleuca Trail, Swampy Arm Trail	12-15
Lower Central Margaret	4	Margaret Therese Steve	*/***	Harrys Place, 150-155 Putty Valley Rd, Reserve Rd, Turnbull Creek Rd	6-10
Central Kimberly	5	Dixie Jodie	*/***	257-446 Putty Valley Rd	13
	6	Kimberly Dora	*/*** *	Condon Clear Trail, 460-807 Putty Valley Rd	11
Upper Central Kimberly	7	June Liz	*** *	873-977 Putty Valley Rd	7
	8	Catrina Justin	* *	1020-1079 Putty Valley Rd	6-8
	9	Martha Debbie	*/** */***	Kookaburra Way, 1090-1461 Putty Valley Rd	11-15
North Kathy	10	Kathy Tim Richard	*/*** */*** */***	Bog Creek Rd, Bunya Place, Johnson Arm Rd, 1765-1800 Putty Valley Rd	11-14
	11	Susan Julie	* *	1951-2071 Putty Valley Road	5
	12	Jeneene	*	Bakers Rd	6-10
	13	Christine	*	Bakers Rd, Kindarun Valley Rd	6-9
East Kathy	14	Laurelle		6798-7601 Putty Road	7-11
	15	Fr Anthony Kim	* *	8221-8870 Putty Road Unnamed road off Yengo Drive	14-27
	16	Lesley	*/**	Bunjim Drive and Yengo Drive	10-15
Private Kathy	17	Kathy	*/***	Landholders with many properties and private numbers	1

Appendix C – Putty Valley & Yengo Water Catchments