Emergency Management Plan

Welshman's Reef Water Sport's Club Inc.

This Document has been divided into Three Parts:

Part .1 Introduction:	Club/Park details, emergency contacts list & site plan
Part .2 Risk Assessment:	Identifying hazards applicable to the park. Conduct a risk assessment
Part .3 Action Plan:	Decide on a list of actions to complete before, during and after for each of the relevant hazards. Plan review

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PART .1

INTRODUCTION

Club/Park details, emergency contact list and site plan

Club Name	**Welshman's Reef Water Sports Club Inc**
Street address	213 Fisherman's Road Welshman's Reef, VIC 3462
Postal address	Welshman's Reef Water Sports Club 213 Fisherman's Road Welshman's Reef, VIC 3462
Phone number(s)	0417 100 632
Email	Secretary: welshmansreefwsc@gmail.com Caretaker: infowelshies@gmail.com
Web; address	www.welshmansreefwsc.com.au
Owner(s)	Goulburn-Murray Water (GMW)
Manager/Caretaker	Peter and Donna Tedds
Number of sites	111
Number of permanent residents	0

This plan has been developed in accordance with the Residential Tenancies *(Caravan Parks and Movable Dwellings Registration and Standards)* Regulations 2010.

Emergency Contact List

	Name/Web	Phone number
Life-threatening emergency **Police/Fire/Ambulance**	www.triplezero.gov.au	Phone number: 000 (Triple Zero)
Flood, Storm, earthquake or tsunami emergency	www.ses.vic.gov.au	Phone number: 132 500
Victoria State Emergency Service (SES)	www.ses.vic.gov.au	Phone number (03) 54724593 Castlemaine
SES information line (during major events)	N/A	Phone number: 1300 842 737 (1300VIC SES)
Bureau of Meteorology	www.bom.gov.au	Phone number: 1300 659 217
Country Fire Authority (CFA)	www.cfa.vic.gov.au	Phone number: 000 Phone number: 0427 762 353
Victorian Bushfire Information Line:	N/A	Phone number: 1800 240 667
Nurse on call:	N/A	Phone number: 1300 60 60 24
Local Council	Name: Mt Alexander Shire Council www.mountalexander.vic.gov.au	Phone number: 5471 1700
Closest Medical Services	**Name**: Mt Alexander Hospital https://dhelkayahealth.org.au/ **Name**: Maldon Hospital https://dhelkayahealth.org.au/ **Name**: Bendigo Hospital 62 Lucan Street, Bendigo VIC 3550	Phone number: (03) 5471 1555 Phone number: (03) 5475 2000 Phone number: (03) 5454 6000
Country Fire Authority (CFA) **VIC Emergency Hot Line**	www.cfa.vic.gov.au	Phone number: 000 Phone number: **1800 226 226**
Police	Station name: Newstead :Maldon :Castlemaine	Phone number: (03) 5476 2250 Phone number: (03) 5475 2210 Phone number: (03) 5470 4100
Victorian Poisons Information Centre	www.austin.org.au/poisons	Phone number: 13 11 26
Vic Roads	www.vicroads.vic.gov.au	Phone number: 13 11 71
Electricity Authority	Name: Powercor www.powercor.com.au	Phone number: 13 24 12
Gas Authority	Supergas – Rachael Tonkin	Phone number: (03) 1300 651 106

Insurance Company	Pen Underwriting Pty Ltd Public Liability: Policy No 015MP/0406434 Business: ALE UW Policy No GLP0001798	Phone number: 02 9323 5024 Phone number: 1300 670 066

Emergency Broadcasters
Emergency Broadcasters include ABC local radio, commercial radio, designated community radio stations and SKY NEWSTelevision.*

Emergency Broadcasters: www.abc.net.au/news/emergency/state/vic/

Warnings & Incidents - All warnings are posted on the CFA and DEPI websites, and the new Vic Emergency website
Victorian Bushfire Information Line (VBIL) on 1800 240 667. Callers who are deaf, hard of hearing, or have a speech/communication impairment can contact VBIL via the National Relay Service on 1800 555 677. If you don't speak English, call the Translating and Interpreting Service on 131 450
Radio & TV - ABC Local Radio, commercial and designated community radio stations and Sky News TV
Social media - Twitter @CFA_Updates and facebook.com/cfavic
Fire Ready App on your phone
In extreme circumstances, telephone warnings might be sent to your landline or mobile phone using the Emergency Alert system.

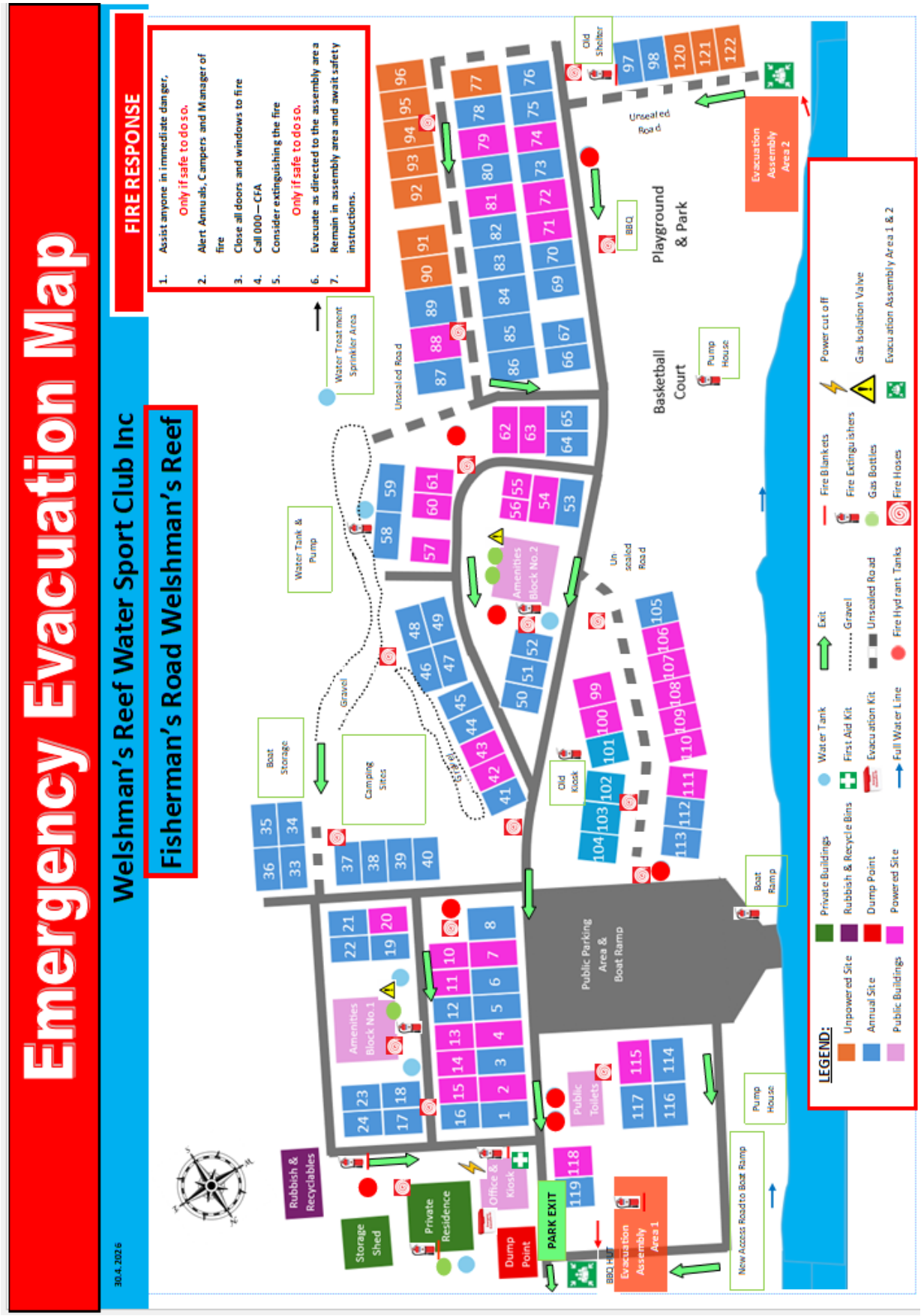
** A full list of emergency broadcasters is on the Fire Services Commissioner's Website at www.firecommissioner.vic.gov.au.*

Do not rely on an official warning to leave. Bushfires can start quickly and threaten homes and lives within minutes.

Emergency contact list

	Name:	Phone number:
Electrician	Murphy Electrical Brian and Corey Murphy	0497 688 320
Plumber	Jeff Gulbin	0438 083 748
Water authority		1300 720 700 (general) 1300 134 202 (emergency)
Local water authority	Goulburn Murray Water Coliban Water	1800 013 357 24 hour Emergency- 1800 064 184 1300 363 200
Arborist	Uber Arbor – Rachael Tomkin (Tree Maintenance Report) Arborist Liam Malone	0433 712 732 0423 945 436

Wild life rescue Animal Control	Mt Alexander Shire Council Department of Environment & Primary Industries	1300 094 353 136 186
Staff Members	Peter and Donna (Caretakers)	(03)5476 2378 0417 100 632
Other Contacts		


Emergency Evacuation Map
Welshman's Reef Water Sport Club Inc
Fisherman's Road Welshman's Reef
30.4.2026
FIRE RESPONSE
1. Assist anyone in immediate danger, Only if safe to do so.
2. Alert Annuals, Campers and Manager of fire
3. Close all doors and windows to fire
4. Call 000—CFA
5. Consider extinguishing the fire Only if safe to do so.
6. Evacuate as directed to the assembly are a
7. Remain in assembly area and await safety instructions.
Water Treatment Sprinkler Area
Unsealed Road
Old Shelter
Unsealed Road
BBQ
Playground & Park
Evacuation Assembly Area 2
Basketball Court
Pump House
Water Tank & Pump
Amenities Block No.2
Un sealed Road
Old Kiosk
Boat Storage
Gravel
Camping Sites
Amenities Block No.1
Public Parking Area & Boat Ramp
Boat Ramp
Public Toilets
Pump House
Rubbish & Recyclables
Storage Shed
Private Residence
Office & Kiosk
Dump Point
PARK EXIT
BBQ Hut
Evacuation Assembly Area 1
New Access Road to Boat Ramp
LEGEND:
Unpowered Site
Annual Site
Public Buildings
Private Buildings
Rubbish & Recycle Bins
Dump Point
Powered Site
Water Tank
First Aid Kit
Evacuation Kit
Full Water Line
Exit
Gravel
Unsealed Road
Fire Hydrant Tanks
Fire Blankets
Fire Extinguishers
Gas Bottles
Fire Hoses
Power cut off
Gas Isolation Valve
Evacuation Assembly Area 1 & 2

PART 2

RISK ASSESSMENT

Identifying Hazards applicable to the Club/Park

Conduct a risk assessment

A HAZARD IS A SITUATION THAT POSES A THREAT TO LIFE, HEALTH, PROPERTY OR ENVIRONMENT.

Hazards that may affect your Club/park

Consult with emergency services to identify which hazards are applicable to your Club/Park. Write down each of hazards identified in the table below.

Service	Consulted?	Hazard(s) Identified e.g. flood, bush fire, etc.
SES	YES	Flood, Storm, Earth Quake, Land Slide, Dam Failure.
Fire Service Country Fire Authority (CFA)	YES	Bush Fire Structural Fire Gas Leak
Your Local Council Mt Alexander Shire Council	YES	Public Health Incident Public Safety Incident Heat Wave
Police	YES	Public Safety Incident Public Health Incident
Goulburn Murray Water	YES	Water Pollution and Hazards

A RISK IS A SITUATION THAT INVOLVES EXPOSURE TO DANGER.

Risk assessment

You have now identified hazards applicable to your park.

Write down each of the hazards, and complete the risk assessment by filling in the likelihood and consequence of each hazard.

Once you have identified the hazards relevant to your Club/Park, go to the tabbed hazard section and remove any hazards that are not applicable to your site. You might want to keep these sections in case there is a change in your park or surrounding area. The likelihood, consequence and risk rating matrix is below for your reference.

Likelihood description

Likelihood	Description
Almost certain	A hazard event is expected in most circumstances
Likely	A hazard event will probably occur in most circumstances
Possible	A hazard event could take place at some time
Unlikely	A hazard event unlikely to take place
Rare	A hazard event may take place only in exceptional circumstances

Consequence description

Consequence	Description
Catastrophic	Significant fatalities, extensive damage, park potentially out of business, large number of severe injuries
Major	Some fatalities, significant damage, significant financial loss, extensive injuries

continued;

Moderate	No fatalities, localized damage, significant financial loss, medical treatment required including some hospitalisation
Minor	First aid treatment required, minor damage, some financial loss
Insignificant	No injury, little or no damage, little or no financial loss

Risk rating matrix

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

Risk assessment

Hazard	Likelihood	Consequence	Risk rating
Bush Fire	Possible	Catastrophic	Extreme
Flood	Possible	Minor	Moderate
Storm	Likely	Moderate	High
Earth Quake	Rare	Moderate	Moderate
Structural Fire	Rare	Major	High
Heat Wave	Possible	Minor	Moderate
Public Health incident	Unlikely	Moderate	Moderate
Public Safety Incident	Possible	Moderate	High
Land Slide	Rare	Moderate	Moderate
Dam failure	Rare	Minor	Low

From the previous risk assessment table, write down the extreme and high risk hazards for your site.

Bushfire	Extreme
Public Safety	High
Storm	High
Structural Fire	High

These are the main hazards you should focus on when completing this emergency management plan: As per the guidelines, when considering risk reduction activities, it is important to consider:

(a) The likelihood of an emergency risk eventuating; and

(b) The degree of harm that would result if the emergency risk eventuated; and

(c) What the Club/Park owner knows, or ought reasonably to know, about the emergency risk and any ways of reducing the risk; and

(d) The availability and suitability of ways to reduce the emergency risk; and

(e) The cost of reducing the emergency risk.

You must implement your designated risk reduction (or 'before' activities) for your EMP to be valid.

Emergency precautions for owners (risk reduction action plan)

There are a few general precautions or "actions" that you can take to reduce the chance of damage or injury from any hazard at your Club/Park. For the risk reduction actions below, specify if they are applicable to your site. If they are applicable, you should also indicate:

When will the action be done: either put a date when completed, a time frame or if it is an ongoing action, specify how often you need to do it e.g. daily/weekly/monthly/during summer months.

Who will do it: the person responsible for carrying out the action e.g. Jack Smith" (manager) or "all staff".

Notes: any special requirements needed to carry out the task e.g. location of keys, special training or two people required.

Risk Reduction Action	Applicable to my Club	When will it be done	Who will do it	Notes
Regularly check long range weather forecasts (BOM).	YES	Weekly or as needed	Manager/Caretaker & all members	When danger levels are high check more regularly
Display weather information including any warnings in a prominent position in your park.	YES	When alert or warnings are	Manager/Caretaker	All individuals in the Club/Park will be verbally notified where possible of any ALERTS or weather events
Ensure all staff and members are aware of EMP and understand their responsibilities in an emergency.	YES	Members will be sent a copy of the EMP. As part of the employment agreement All staff will have an induction to the EMP	Manager/Caretaker, Committee of management	The EMP will be discussed and the importance of it explained During our Member meeting And any further information added if needed. A copy of the EMP will be available in the office at all times to view.
Display an up to date evacuation map and procedure in office, amenities blocks and park owned dwellings.	YES	On completion and approval of the EMP	Manager/Caretaker Committee of management	All maps are to be maintained and updated as pending fire safety works are completed.
Schedule & practice evacuation procedures.	YES	Bi-Annually	Manager, Committee of management & All members	All individuals in the park will be expected to participate in the evacuation procedure
Install and regularly check fire alarms in all park owned dwellings and public areas.	YES	Installation immediately, inspection bi-annually	Manager/Caretaker Committee of management	This will be done through a register of safety checks.
Maintain fire vehicle access.	YES	As required	Manager/Caretaker & all members of the park	If needed Individuals will be asked to move their vehicles or obstruction for clear road access.
Maintain fire safety equipment.	YES	This will be done through a register of safety checks by the CFA	CFA Manager/Caretaker COM and all members of the park	The register of safety checks will be held in the office and made available for inspection

Risk Reduction Action	Applicable to my Club	When will it be done	Who will do it	Notes
Monitor and maintain gas storage and other flammable chemicals.	YES	Club Gas Bottles are to be maintained by the gas supplier, As per regulation.	Manager /Caretaker & Gas supplier. Members will maintain their own Gas bottles and safe storage of flammable chemicals	The Hazardous Chemical Register is located in the office COM will inform members of regulations regarding the safe storage of gas and other flammable chemicals.(Aus Safety Standards)
Check currency and relevance of insurance.	YES	Annually	Manager/Caretaker COM	Seek professional advice
Ensure permanent outdoor furniture is secured or can be easily secured in the event of a storm.	YES	Monthly	Manager/Caretaker & all members	Regularly inspect the structural integrity of the outdoor furniture, repair or remove as needed.
Monitor trees for dangerous branches and remove when necessary.	YES	Regularly & after any weather event. Professional Arborist Annually.	Manager/Caretaker & all members	Our local Arborist, Liam Malone will report on and remove any dangerous items when required.
Keep an up to date register of members in the park, to be used in the case of an evacuation.	YES		Manager/Caretaker	The process of Individuals arriving and leaving via the waterfront makes this process not always possible.
Ensure movable vans are maintained in a movable state.	YES	Annual registration	The owner of the van	The owner of the van should insure it is maintained and movable
Prepare an emergency kit which includes a battery powered radio, spare batteries, a torch, first aid kit and a copy of emergency management plan.	YES	Completed	Committee of Management	The Emergency Kit is stored in the manager's office. To be maintained annually or as needed.
Develop arrangements for emergency warnings to be communicated to occupants (PA system/ door knocking/ public notices etc.)	YES	Bi-annually during evacuation procedure practice	Manager/Caretaker and the Committee of management	Emergency warning device is located in the manager's office

Risk Reduction Action	Applicable to my Club	When will it be done	Who will do it	Notes
Provide information for Club members on safety procedures and considerations as well as warning systems.	YES	On arrival to the Club/Park And posted in prominent areas used around the Park	Manager/Caretaker & CoM	The Manager/Caretaker will be briefed on the safety procedures, Emergency precautions & the EMP. All annual members are able to access Emergency precautions, safety procedures and EMP. At the office & Web page.
Develop a Medical Emergency Plan to include potential medical emergencies	YES	In Place, to be updated as required	Committee of Management	Medical Emergency Plan to be kept In the office with the first aid kit & EMP.
In relation to Pandemics and alike, Follow the directions of health authorities and or governing bodies & Emergency Services	YES	When directed by the Health authorities & or governing bodies	The Committee of Management	Implement shutdowns and or lockouts when necessary for the health & safety of the public
Fire Training When, how and what to do when there is a fire event, (Bushfire/structural fire)	YES	Annually or as requested	Sean Mc Cubbin from Maldon CFA & Doug Richardson Fire Chief Newstead CFA	

Emergency precautions for Occupiers /Club Members

These precautions should be followed by Club/Park occupants in an emergency. In order to ensure they are aware of procedures, once you have filled in the precautions below you can:

- Hand a copy of this sheet to occupants on their arrival.
- Send a copy to each site holder
- Advise campers of appropriate procedures when they arrive.

When	What to do
Before	Listen for warnings issued by the Caretaker/manager.
	Ensure moveable caravans are kept in a moveable state.
	Do not park your vehicle under trees.
	Follow the instructions of the Caretaker/Manager.
During	Turn off power and gas to your site.
	Close all windows, doors and hatches. *continued;*
	Gather your family and pets.
	Walk to the evacuation area directed by the Caretaker, Manager /evacuation plan.
	DO NOT ATTEMPT TO MOVE YOUR CAR OR CARAVAN.
After	Follow the instruction of the Caretaker/Manager or emergency services if present.

PART 3

ACTION PLAN

Decide on a list of actions to complete before, during and after actions for each of the relevant hazards, plan review.

Bushfire

Dam Failure

Earthquake

Fire- Structural

Flood

Heat wave

Landslide

Storms

Public Health

Public Safety

BUSHFIRE

In Victoria, Community Information Guides have been developed for a number of communities deemed at risk of bushfire or grassfire.

Community Information Guides provide important direction and information for communities to assist with planning before, during and after a fire.

Current Community Information Guides are available on the CFA website at: www.cfa.vic.gov.au

CFA and MFB have also produced a Caravan Park Fire Safety Guideline available on both the CFA and MFB websites. www.cfa.vic.gov.au

Useful Contacts

Contacts	Number
Life-threatening emergency	000 (Triple Zero)
Country Fire Authority (CFA)	Phone No: 0427762353 (Newstead)
CFA District/Region:	North Central Vic, Mt Alexander Shire Victorian
Bush fire Information Line	1800 240 667
Wild life Rescue	1300 094 353

Bushfire Warnings

All bush fire alerts and warnings are posted on:

- CFA (http://www.cfa.vic.gov.au)website
- DSE (http://www.dse.vic.gov.au)website

Before a Bushfire - actions to take when you hear a bush fire warning or on a Catastrophic day.

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** e.g. Park manager, supervisor	**Completed** (Yes/No)
Follow standards and regulations as listed in the Fire Prevention and Safety section of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010*	At all times	Read, understand and familiar yourself with the act	Park /Club Manager/caretaker & committee of Management	
Close the club/Park on Catastrophic Days	When a Catastrophic day has been declared	Erect signs at Club/Park entry Erect Catastrophic signs in the park Notify individuals staying at the Club of the pending situation; recommend leaving, If safe to do so. (They may choose to stay).	Park /Club Manager/caretaker	
Install and regularly check fire alarms in all Club/Park owned dwellings and public areas.	Bi-Annually	Registry of fire safety checks	Park /Club Manager/caretaker CFA	
Maintain fire vehicle access.	Annually	Maintain clearways, storage of boats and trailers in designated storage areas	Park /Club Manager/caretaker Members	
Maintain fire safety equipment.	Annually	Registry of fire safety checks, CFA & Annual Members	Park /Club Manager/caretaker CFA	
Monitor and maintain gas storage and other flammable chemicals.	Annually	Registry of fire safety checks, CFA & Annual Members	Park /Club Manager/caretaker Members	

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** e.g. Park manager, supervisor	**Completed** (Yes/No)
Prepare an emergency evacuation kit.	The kit has been prepared in the office	Collect all item required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	
Check currency and relevance of insurance.	Annually	Through Professional advice	Committee of Management	
Keep an up to date list of members in the park to be used in the case of evacuations.	On going	Through sign in registrar of the individuals entering and leaving the Club/Park	Park /Club Manager/caretaker	
Develop arrangements for emergency warnings to be communicated to occupants (PA system/ door knocking/ Public notices etc.)	As Emergency warnings are communicated	Place warnings on noticeboards located around the Club/Park and deliver the information personally when possible	Park /Club Manager/caretaker, Committee of Management	
Ensure all occupiers have a copy or have access to a copy of the Emergency precautions for Members.	On entry to the Club/Park & delivered to all annual site holders	Person to person, electronic devices and/or mail. Available in the office.	Club /Park Manager/caretaker, Committee of Management	
Ensure movable vans are maintained in a movable state.	When they are put on site	Regular maintenance and servicing by the owner	The owner of the van	
Schedule and practice evacuation procedures.	Bi-Annually	Alert the individuals in the park and carry out the procedure	Club /Park Manager/caretaker	
Maintain fire fighting tanks and equipment	Review every two years	Under direction from, CFA, and local council	Committee of Management	
Develop a Medical Emergency Plan How to deal with a medical emergency	Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

During a bushfire - actions to take in the event of a bushfire

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** e.g. Park manager, supervisor	**Completed** (Yes/No)
Implement bush fire survival plan:	When the authorities send out the warning. Or if under imminent threat	Carry out fire survival plan and evacuate, if safe to do so.	Club /Park Manager/ caretaker and/or members (ALL)	
Commence property protection when it is safe to do so.	If it is safe to do so	With existing fire-fighting equipment placed around the Club/park	Club /Park Manager/ caretaker and/or members if confident in doing so	
Under extreme bushfire behavior conditions, take refuge in emergency assembly area until fire front passes.	When directed by the Authorities, Park Manager /Supervisor	Sound the emergency alarm/siren check all occupied sites and advise occupants of the of the assembly area and the pending situation	Club /Park Manager/ caretaker and/or members	
Recommence property protection if it is safe to do so.	When it is safe to do so	When safe to do so. With existing fire-fighting equipment placed around the park	Club /Park Manager/ caretaker and/or members And with the assistance of the CFA and Emergency Services	
Notify Club members in the Park	As soon as the fire warning has been received	Keep an up to date Club residents and guest list to be used in the case of evacuations. Sound siren, door knock & search of all sites	Club /Park Manager/ caretaker and/or members	
Call 000 (Triple Zero) and notify the Club/Park manager/caretaker if not present.	When under imminent threat, life threatening situation	Using any phone Call 000 Locate Club/Park Manager/Caretaker and inform them. Open boom by using the boom override or key, located in the manager's office, key register.	Club /Park Manager/ caretaker and/or members	
If time permits, brief Club residents more thoroughly about the situation.	As soon as the alert has gone out or a bush fire is sighted	Door knock person to person	Club /Park Manager/ caretaker and/or members (ALL)	
Control and maintain the movement of occupants to the emergency assembly area.	When the Club/Park is under imminent threat	In a quiet and orderly manor	Club /Park Manager/ caretaker and/or members	

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** e.g. Park manager, supervisor	**Completed** (Yes/No)
If advised to evacuate, leave immediately. Ensure all Club/Park occupants have also evacuated. If you evacuate, take your Emergency kit with you and turn off gas, water and electricity at the mains. Lock your office and ensure vans and cabins are locked.	When advised and if it is safe to do so	With the instructions from fire authority CFA, SES and Police.	Club /Park Manager/ caretaker and/or members (ALL)	
Open caravan park boom gates and emergency access gates.	When the fire warning has been issued	Manual over ride and/or physically remove boom Open all gates for easy access	Club /Park Manager/ caretaker and/or members	
If time permits, remove any fire hazards from around structures that may be flammable to prevent fire spread.	When it is safe to do so	Through coordination of members and individuals who chose to stay	Club /Park Manager/ caretaker and/or members	

After a bushfire - actions to take once a bush fire has occurred.

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it e.g. Park manager, supervisor**	**Completed (Yes/No)**
Ensure that nobody re-enters the Park/Club until emergency services inform you it is safe to do so.	When advised by Emergency Services	Through communication with emergency services, CFA and Club/Park Manager Through emergency services, Fire authorities, community announcements Road Blocks & signs	Club/Park Manager /caretaker in corporation with emergency services, CFA, SES, Vic Roads & Police	
Patrol for spot fires and extinguish if safe to do so, if you have not evacuated.	When it is safe to do so	With existing fire-fighting equipment placed around the Club/Park	Club/Park Manager/Caretaker and/or individuals capable of doing so, CFA	
Contact Mount Alexander Animal Welfare Shelter 1300 094, for sick or injured Animals/wild life, affected by the fire.	When the animal is identified as being injured or sick	Call Mount Alexander Animal Welfare Shelter 1300 094	In the absence of Club/Park Manager/Caretaker any individual	
Inspect/check the Club/Park for any individuals or pets not accounted for	Only when it is safe to do so	Thoroughly inspect all sites and buildings	CFA, Emergency Services and Club/Park Manager/Caretaker.	

DAM FAILURE

Useful Contacts

Contact	Number
Life threatening Emergencies	**000 (Triple Zero)**
State Emergency Service SES	132 500 www.ses.vic.gov.au
DSE Emergency Coordination Centre	1300 134 444
Your Local Catchment Management Authority (CMA):	GMW

Dam Failure Warnings

The best way to ensure you are aware of an impending dam breach is to monitor dam levels in your area. Dam failure may occur during flooding. If flooding is occurring in your area, monitor radio stations for any potential dam failures.

Important information about dam failure

For information and a register of all large dams in Australia visit the Australian National Committee on Large Dams incorporated website at www.ancold.org.au.

Before a dam failure

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Prepare an emergency evacuation kit.	The kit has been prepared	Collect all item required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	
Check currency and relevance of insurance.	Annually	Through Professional advice	Committee of Management	
Ensure permanent outdoor furniture is secured or can be easily secured in the event of a storm/flood.	Annually or as required	Maintenance schedule	Club /Park Manager/caretaker	
Develop arrangements for emergency warnings to be communicated to occupants (PA system/door knocking/ public notices etc.).	As Emergency warnings are communicated	Place warnings on noticeboards located around the park and deliver the information personally when possible	Club /Park Manager/caretaker, Committee of Management	
Keep an up to date residents and guest list to be used in the case of evacuations.	When possible as it changes	Through use of a guest register.	Club /Park Manager/caretaker	
Ensure movable dwellings are maintained in a movable state.	When they are using our Club services	Registration, Regular maintenance and servicing by the owner	The owner of the dwelling	
Develop a Medical Emergency Plan How to deal with a medical emergency	Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

During a dam failure

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** **e.g. Park manager, supervisor**	**Completed (Yes/No)**
Notify all residents of impending dam breach.	When the alert has gone out	Listen to local emergency reports	Club /Park Manager/Caretaker	
Keep all residents and staff on high alert.	At all times during the event	Notify the residents of the situation, In person door to door	Club /Park Manager/Caretaker	
Consider evacuating residents.	If there is an immediate threat	In person door to door	Club /Park Manager/Caretaker	
Alert any staff not on the premises to stay away until floodwater has receded and it is safe to return.	When the alert has gone out During the event	Phone call & electronic devices	Club /Park Manager/Caretaker	
Follow advice of emergency services.	When advised	Emergency broadcast services & electronic devices	Club /Park Manager/Caretaker	
If advised to evacuate, leave immediately. Ensure all park occupants have also evacuated. If you evacuate, take Emergency kit with you and turn off gas, water and electricity at the mains, lock your office and ensure occupants lock vans and cabins.	When advised	In person door to door, sound evacuation alarm	Club /Park Manager/Caretaker Club members	
If safe to do so, stay inside your building with staff and any occupants. Shelter in the highest part of the building.	During the event	Remain in the highest point of the building until after the event has passed	Club /Park Manager/Caretaker Individuals involved	

After a dam failure

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Listen to your emergency broadcaster for information and advice.	Regularly during the day	Radio TV & electronic devices	All individuals	
If evacuated, only allow occupants back into the park if you have been advised that it is safe to do so.	When the Emergency services advise you	Contact local emergency services for updates on the situation (SES)	Club /Park Manager/Caretaker	
Have all utilities affected professionally checked.	As soon as safe to do so	Have all affected utilities checked professionally	Club /Park Manager/Caretaker COM	
Remove debris, clean, repair and disinfect buildings.	As soon as safe to do so	Organise a Club Working Bee	Club /Park Manager/Caretaker Club members	
Salvage, clean and dry as much as possible.	As soon as safe to do so	Organise a Club Working Bee	Club /Park Manager/Caretaker Club members	
Restock your emergency kit.	As soon as possible	Identify which items have been used and replace them. (List of items required, stored in the Kit)	Club /Park Manager/Caretaker	
Restore critical records, cash, computer equipment and files.	As soon as possible	Computer technician restore computer files. Replace any files & equipment lost, back up records.	Committee of Management Park Manager/Caretaker	

EARTHQUAKE

Useful Contacts

Contact	Number
Life threatening Emergencies	**000 (Triple Zero)**
State Emergency Service SES	132 500 www.ses.vic.gov.au
Geo science Australia	www.ga.gov.au
Earthquake information line	1800 655 739
Report an earthquake	www.ga.gov.au/earthquake

Before an earthquake

There is no accepted method to predict earthquakes; however, some regions are more prone to earthquakes than others due to their location in proximity to fault planes. Following an earthquake, it is advisable for people to evacuate from buildings, If safe to do so. While major earthquakes are unlikely, earthquakes can and do happen in Australia. Check the local history in your area.

Once an earthquake starts, there is little you can do to alert park occupants of key safety messages. Ensure that you keep yourself safe and are aware of where your Emergency Kit is located.

After an earthquake

Action	How to do it	Who will do it	Completed
Locate and collect your emergency kit from the Manager/Caretakers office.	Only if safe to do so	Club /Park Manager/care taker or delegated person	
Check for injuries among your staff and occupants. Get help if required.	Call 000 Administer First Aid if required	Any individual capable of doing so	
If there is a life-threatening emergency, call 000 (Triple Zero).	Call 000 and ask for the appropriate service Fire, Police, and Ambulance.	Any individual capable of doing so	
Prepare for aftershocks.	If safe to do so, Remove yourself and or others from any structure or obstacle that could fall or hit you	All individuals in the park	
Ensure people leave damaged buildings if it is safe to do so.	When possible and safe to do so	All individuals in buildings/structures	
Tune on your emergency broadcasters - ABC Local Radio, commercial radio and designated community radio Stations or SKY NEWS Television, Phones and Electronic devices	Locate radio in the Emergency Kit or use personal electronic devices.	Any individual capable of doing so	
Turn off electricity, gas and water.	If safe to do so, Locate main power source at the Kiosk and switch to off. Turn Gas isolation valves to off position on all gas bottles/supplies located at the amenities blocks.	Club /Park Manager/Caretaker or Emergency services. Any individual capable of doing so.	

FIRE-STRUCTURAL

Useful Contacts

Contact	Number
Life-Threatening Emergency	000 (Triple Zero)
Country Fire Authority (CFA)	0427762353 Newstead - www.cfa.vic.gov.au

Structural Fire Warnings

There are no warnings available for structural fire, however there are a number of actions you can take to avoid a structural fire. More information is available from the CFA and MFB. Guideline available on both the CFA and MFB websites

Emergency fire procedures for Members/occupants

Before

Install/check smoke alarms

Familiarise yourself with the evacuation routes and assembly areas in the park

During

Assist any person in immediate danger if safe to do so

Follow the direction of the Club/Park Owner and Emergency Services or Club/Park

Manager/Caretaker Make sure all your family members are friend are accounted

for

After

Remain in the assembly area and ensure

everyone is accounted for Follow the direction

of Emergency Services

Before a structural fire

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** **e.g. Park manager, supervisor**	**Completed (Yes/No)**
Follow standards and regulations as listed in the Fire Prevention and Safety section of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*	At all times	Making yourself familiar with the Act by reading and comprehending the Act, Regulations & Standards	Club/Park manager/Caretaker & the Committee of Management	
Schedule and practice evacuation procedures.	Bi-annually	In a quiet orderly manner Directed by the Club/Park manager/Caretaker	Club /Park manager/Caretaker	
Install and regularly check fire alarms in all park owned dwellings and public areas.	Annually or as require	Fire safety check list	Club /Park manager/Caretaker	
Maintain fire vehicle access.	At all times	By visual inspections of the roads ways Maintain clearways, storage of boats and trailers in designated storage areas	Club /Park manager/Caretaker All members	
Maintain fire safety equipment.	Annually or as needed	Registry of Fire safety check list, CFA & Annual Members	Club /Park manager/Caretaker, COM Annual Club members &CFA.	
Monitor and maintain gas storage and other flammable chemicals.	Annually or as needed	Registry of fire safety checks, CFA & Annual Members	Club /Park manager/Caretaker, COM. Annual Club members & CFA.	

Prepare an emergency evacuation kit.	The kit has been prepared	Collect all items required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	
Check currency and relevance of insurance.	Annually	Through professional consultation	Committee of Management	
Regularly clean gutters, downpipes and drains for blockages.	Bi-Annually or months as needed	Through maintenance scheduled check list	Club /Park Manager/Caretaker	
Keep an up to date residents and guest list to be used in the case of evacuations	Where possible. As individuals arrive and leave the park	Record through consultation and observation of the individuals entering and leaving the Park Through a guest register.	Club /Park Manager/caretaker	
Ensure movable vans are maintained in a movable state.	When they are put on site	Regular maintenance and servicing by the owner	The owner of the van	
Develop arrangements for emergency warnings to be communicated to occupants (PA system/ door knocking/ Public Notices etc.)	As Emergency warnings are communicated	Place warnings on noticeboards located around the park and deliver the information in person when possible, Sound alarm.	Club /Park Manager/caretaker Committee of Management	
Develop a Medical Emergency Plan How to deal with a medical emergency	Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

During a structural fire

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Call the Fire Brigade on 000 (Triple Zero) and notify the caravan park manager if not present.	In the event of an uncontainable structural fire	Phone 000 Inform the Manager /Caretaker as soon as possible	Any individual capable	
If a threat to life exists, evacuate immediately, closing all doors.	As soon as the threat is identified	Raise the alert, Call 000 and inform people all occupants of the Club.	Occupants of the structure Club /Park Manager /Caretaker	
Alert all persons nearby and request assistance.	Immediately	Verbally , Person to person Inform the Manager /Caretaker as soon as possible	Any capable individual who has observed the fire Club /Park Manager /Caretaker	
Assist any person in immediate danger (only if safe to do so).	Immediately (If safe to do so)	Remove person or persons from the danger. Administer First Aid where possible. Request assistance from others. Call 000 Inform the Manager /Caretaker as soon as possible	Any capable individual who has observed the immediate danger Manager /Caretaker	
Open caravan park boom gates and any other emergency access gates.	As soon as fire authorities have been alerted	By using the boom override key, located in the manager's office, key register. Or force if necessary	Club /Park Manager/caretaker Meet the emergency services at the gate	
Close the door on the fire to contain the spread (only if safe to do so).	Occupant or any individual capable of doing so	First ensure there are no occupants inside. If the door is hot use a barrier between the door handle and your hand (rag, jumper) Inform the Manager /Caretaker as soon as possible	Occupant or any capable individual who has observed the fire Inform the Manager /Caretaker as soon as possible	

Turn off all electricity (only if safe to do so).	Immediately	Unplug the caravan power supply from the power source (pole/post) Or Locate the main Park Power Supply Box at the Kiosk/office **(switch mains power to off)**	Club /Park Manager /Caretaker Emergency services	
Shut off gas cylinders (only if safe to do so).	Immediately	Ensure all Gas release valves are facing away from structures. Turn the shut off valve to the off position.	Club /Park Manager /Caretaker Emergency services Club members	
Extinguish the fire (only if safe to do so).	Immediately	By using existing fire-fighting equipment	Any individual capable of doing so	
Check that all areas have been cleared & safe.	Immediately, when safe to do so	inspection of the structure	Emergency services Club /Park Manager /Caretaker	
Control and maintain the movement of occupants to the emergency assembly area or evacuation point.	When there is an imminent danger to others	In a quiet, orderly manor Door knock and visual search/inspection of the sites	Club /Park Manager /Caretaker Emergency services	

After a structural fire

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** **e.g. Park manager, supervisor**	**Completed (Yes/No)**
Do not enter or allow others to enter any buildings that have been damaged by fire.	When there is a building or structure damaged by fire	Stay clear of the building/structure until it is deemed safe to enter by emergency services. (Use barricade tape)	Club/Park manager/Car etaker Emergency services	
Check your guest register and ensure everyone is accounted for.	As soon as practicable	Through guest register	Club/Park manager/Caretaker	

FLOOD

Useful Contacts

Contact	Number
Life-threatening emergency	**000 (Triple Zero)**
Victoria State Emergency Service (SES)	**132 500 - www.ses.vic.gov.au**
SES information line	**1300 842 737 (1300VICSES)**
SES (Operates during major events) Website	**www.ses.vic.gov.au**
Bureau of Meteorology	**www.bom.gov.au**

Flood Regulations

If a Club/Park is in an area liable to flooding, the Club/Park owner must give written notice of that fact to the owner of a

UN register-able movable dwelling or a register-able movable dwelling with an attached rigid annex before the dwelling or annex is installed on a site at the Club/Park. If a Club/Park is in an area liable to flooding, the park owner must give written notice of that fact to a person who proposes to be a member of an UN-register-able movable dwelling or a register- able movable dwelling with an attached rigid annex before the individual takes up temporary residency of that dwelling.

In considering whether or not a caravan park owner has complied with this regulation, the council must consult with the relevant catchment management authority.

Information

In Victoria, Local Flood Guides have been produced for some areas at risk of flooding. Local flood guides, as well as municipal flood emergency plans are available from the SES website at **www.ses.vic.gov.au/your-local-flood-information.**

Warnings

Flood warnings are issues by the Bureau of Meteorology (BoM).
A Flood Watch
A Generalised Flood Warnings
Warnings of minor, moderate or major flood warnings
River heights & predictions
A server weather warning or sever storm warning predicting heavy rain fall and flash flooding.

SES will then add information about the expected impacts to the area based on the warning issued by BoM.
Warnings are available from www.ses.vic.gov.au/warnings.

Before a flood

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Prepare an emergency evacuation kit.	The kit has been prepared in the office	Collect all items required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	
Schedule and practice evacuation procedures.	Bi-Annually	Fire safety check list In a quiet orderly manor	Club/Park manager/Caretaker	
Keep an up to date residents and guest list to be used in the case of evacuations	Where possible as individuals arrive and leave the park	Record through consultation and observation of the individuals entering and leaving the Park Through use of a guest registrar	Club/Park Manager/caretaker	
Check currency and relevance of insurance.	Annually	Through professional consultation	Board of Management	
Provide information for Club/park occupiers and visitors on safety procedures and considerations as well as Warning systems	On entry to the Club/park	Provide information on evacuation and safety plan Emergency precautions, EMP (at all times located in the manager's office to view)	Club/Park manager/Caretaker	
Monitor and maintain gas storage and other flammable chemicals.	Annually or as needed	Through Fire safety check list gas storage and other flammable chemicals. Registry of fire safety checks, carried out by CFA, management & Annual Members	Club/Park manager/Caretaker, All Members CFA	
Develop arrangements for emergency warnings to be communicated to occupants (PA system/ door knocking/ Public Notices etc.)	As Emergency warnings are communicated	Place warnings on noticeboards located around the park and deliver the information personally when possible	Club/Park Manager/caretaker Committee of Management	

Ensure permanent outdoor furniture is secured or can be easily secured, as these can become floating objects in a flood	Annually or as required	Maintenance schedule	Club/Park Manager/car etaker All Members	
Develop a Medical Emergency Plan How to deal with a medical emergency	Immediately, The kit has been prepared & Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

Before a flood - When a flood is imminent (a flood warning is issued)

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it e.g. Park manager, supervisor**	**Completed (Yes/No)**
Prepare to Relocate any movable sites, vans, vehicles and boats to higher ground	When a Flood Warning is issued	Keep a check on the weather, stay alert. Check your emergency kit is stocked and batteries are charged. Ensure all Club/park occupants are aware that a Flood Warning has been issued. Monitor conditions and watch for triggers. If you are in a flash flooding area, consider moving valuables as a precaution.	Club/Park Manager/ Caretaker Club members	
Relocate any movable sites, vans, vehicles and boats to higher ground	When Flood Watch & act is issued	Complete required actions for a Flood Watch if not already done so. Notifying all Club/park occupants of the Flood Warning /Watch. Secure any items such as outdoor furniture that could float away. Relocate any movable sites, vans, vehicles and boats to higher ground.	Club/Park Manager/ Caretaker Club members	
Prepare for evacuation	When a Severe Weather Warning for flash flooding is issued	Notify all Club/park occupants of the flash flooding warning. Tune on your emergency broadcasters Prepare your emergency kit and ensure it is well stocked and batteries are fully charged. Consider moving vans as a precaution. You may not have time if flash flooding occurs. Raise chemicals and waste containers to above the predicted flood level. Elevate furniture and electrical items as high as possible and inform occupants to do the same. Evacuate if necessary. Take your emergency kit with you.	Club/Park Manager/ Caretaker All Park Member occupants	

After a severe weather warning for flash flooding is issued

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it e.g. Park manager, supervisor**	**Completed (Yes/No)**
Listen to your emergency broadcaster for information and advice.	During the event	Mobile phones or electronic devices www.ses.vic.gov.au/warnings If no power, battery powered radio in the Emergency Evacuation Kit, Located in the Managers Office (ABC Radio)	Club/Park Manager/Caretaker Emergency Services All individuals capable of doing so	
Notify all park occupants of the flash flooding warning.	As soon as the alert has been received	In Person, Door to Door	Club/Park Manager/Caretaker	
If you didn't evacuate, only leave the premises once floodwater has completely receded.	When it is safe to do so	Check with the emergency services using Multimedia, Mobile phones or electronic devices	Club/Park Manager/Caretaker All individuals capable of doing so	
Call VicRoads (13 11 70) to check for road closures.	Immediately	Mobile phones or electronic devices	Club/Park Manager/Caretaker All capable individuals	
Prepare your emergency kit and ensure it is well stocked and batteries are fully charged	The kit has been prepared	Place in a sealable container a battery powered Torch & radio include extra batteries, First Aid Kit, bottled water and a copy of your emergency management plan	Manager/caretaker Committee of Management	
Raise chemicals and waste containers to above the predicted flood level.	As soon as the alert has been received	Where possible remove the items to higher ground or place them on other items to elevate them	Club/Park Manager/Caretaker Club members	
Elevate furniture and electrical items as high as	As soon as the alert has	Elevate all Office furniture, electrical items and records as high as possible. Inform members/occupants to elevate	Club/Park Manager/Caretaker All individuals capable of doing so	

possible and inform occupants to do the same.	been received	their furniture and electrical items, assist them where possible.		
Evacuate if necessary. Take your Emergency Evacuation kit with you.	When advised by the emergency services or if in immediate danger	Under the instructions of the Emergency Services Relocate to a safe area (evacuation point) Locate emergency Evacuation Kit, in the office	Club/Park Manager/Caretaker All individuals in the Park	

During a flood

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it** **e.g. Park manager, supervisor**	**Completed (Yes/No)**
Listen to your emergency broadcaster for advice and updates.	immediately	Mobile phones or electronic devices www.ses.vic.gov.au/warnings If no power, battery powered radio in the Emergency Kit, Located in the Managers Office (ABC Radio)	Club/Park Manager/Caretaker Emergency Services All individuals capable of doing so	
Alert Club/park occupants of the situation, continue to keep them informed.	immediately	In person, door to door	Club/Park Manager/Caretaker Emergency Services	
Call VicRoads (131170) to check for road closures.	immediately	Mobile phones or electronic devices	Club/Park Manager/Caretaker	
If advised to evacuate, leave immediately. Follow your	immediately	Follow the directions of the Emergency Services & Park Manager/Caretaker	Club/Park Manager/Caretaker Emergency Services	

evacuation plan.		Relocate to a safe evacuation point		
Alert any staff not on the premises to stay away until floodwater has receded and it is safe to return.	When alerted by the authori ties. Or when the flood has occurred	Call the individuals to alert them of the situation Inform them to listen to Emergency Services alerts & Warnings	Club/Park Manager/Careta ker Emergency Services	
If evacuating	When advised by the Emerge ncy Services	- Take your emergency Evacuation kit with you. - Turn off gas, water and electricity at the mains. - Lock your office and check occupants lock vans and cabins. - Store computers, cash and critical records in a flood-free location, or as high as possible. - Follow advice of emergency services. - Ensure all park occupants are aware of the evacuation. (some may choose to stay)	Club/Park Manager/Careta ker Emergency Services	

After a flood

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Listen to your emergency broadcaster for information and advice.	Immediately	Use mobile phones and electronic devices www.ses.vic.gov.au/warnings Never drive, ride or walk through floodwater Never allow children to play in floodwater	Club/Park Manager/Caretaker All Individuals	
Check with SES before allowing occupants back into the Club/park.	After the Flood	Contact the Local Emergency Services for regular up dates	Club/Park Manager/Caretaker	
If you didn't evacuate, only leave the premises once floodwater has completely receded.	When it is safe to do so	Check with the emergency services listen to the alerts on emergency broadcast stations	All individuals capable of doing so	
Call VicRoads (13 11 70) to check for road closures.	immediately	Mobile phones or electronic devices	Club/Park Manager/Caretaker	
Have all utilities and electronics professionally checked before use.	As Soon as possible	Electrician or electronic professional	Club/Park Manager/Caretaker Committee of management& Club Members	
Remove debris and clean, repair and disinfect buildings (make sure to wear protective clothing including enclosed, waterproof, puncture proof gloves and sturdy shoes as well as long pants)	As Soon as possible and if it is safe to do so	Organise a Club Working Bee	Club/Park Manager/Caretaker, Committee of management & Club members	
Salvage, clean and dry as much as possible.	As Soon as possible	Organise a Club Working Bee	Club/Park Manager/Caretaker, Committee of management& Club members	

Restock the emergency evacuation kit.	As Soon as possible	Replace any emergency equipment used or damaged	Club/Park Manager/Caretaker & Committee of management	
Restore critical records, cash, computer equipment and files.	As Soon as possible	Computer technicians Where possible dry paperwork and Reinstate all required electronic documents ASAP through backup files	Club/Park Manager/Caretaker & Committee of management	

Flood emergency procedures for occupants

Before

Clear gutters of debris

During

Follow the advice of the Club/park owner or Club/Park Manager/Caretaker If emergency services are present, follow their advice

After

Never drive, ride or walk through floodwater Never allow children to play in floodwater Follow the advice of Emergency Services

HEATWAVE

Useful Contacts

Contacts	Numbers
Life-threatening emergency	**000 (Triple Zero)**
Department of Human Services	**1300 650 172**

Heat-wave Warnings

- Listen to your local radio station
- Monitor the weather and temperature
- Bush fires may start during a Heat-wave

Important information about heat-waves

Heat-waves are one of the most deadly natural hazards in modern Australian history. Be aware of high risk groups such as elderly visitors or young children as well as people who have been very physically active. Bush fires can also start during a heat-wave so make sure you have your bush fire action plan ready.

Before a heat-wave

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it e.g. Park manager, supervisor**	**Completed (Yes/No)**
Check air conditioning is in good working order.	Before Summer	Regular servicing (Maintenance schedule), Clean filters.	Club/Park Manager/Supervisor	
Stock up on water and ice	During the Summer months	Order extra Ice & water	Club/Park Manager/Supervisor	
Arrange for window coverings to reflect heat	Before the summer	Erect blinds, awnings, curtains and other suitable materials to reflect the heat	Owner of the residence	
Develop a Medical Emergency Plan How to deal with a medical emergency	Immediately The kit has been prepared Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

During a heat-wave

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
If necessary, recommend occupants move to a cooler location with air conditioning e.g. local shops, mall or theatre.	If they do not have adequate cooling	In person	Club/Park Manager/Caretaker	
If there is a life-threatening emergency call 000 (Triple Zero) for the ambulance service.	As soon as it is recognised as being so	Call 000 ask for an Ambulance	Club/Park Manager/Caretaker Any individual capable of doing so	
Keep a supply of cool water & Ice readily available.	In the summer months	Order extra supplies during the summer months	Club/Park Manager/Caretaker	
Check on occupants to ensure their health and safety. This is particularly important with the sick, older individuals or babies.	During the Summer months and heat	In Person	Club/Park Manager/Caretaker & Members/ Residing in the park	
Postpone or cancel outdoor activities.	In extreme heat when there is no relief from the elements	Post signs use electronic devices & in person	Club/Park Manager/Caretaker Persons organising the event	
Cover windows where possible to reflect heat back outside.	During the Summer months & heat	Erect blinds and window coverings where possible	Club/Club Members are responsible for their own site Park Manager/Caretaker - Park buildings	
Conserve any electricity not required for cooling e.g. computers.	During the heat Wave	Advice all park members to turn off or reduce any power not required. Club/Park manager to turn off or reduce any power not required.	Club/Park Manager/Caretaker Club members	
Encourage members to take care of their health	During the Heat Wave	Drink water, even if they do not feel thirsty. Stay out of the sunshine. Take particular care of their children Older relatives the sick and their animals.	Club/Park Manager/Caretaker All members of the park	

After a heat-wave

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Check on occupants to ensure their health and safety.	After the Heat Wave	In Person giving preference to Elderly, Sick, Children and the disabled.	Club/Park Manager/Caretaker All park members	
Have an electrician check the air conditioning equipment for faults or problems in case it needs to be used again soon.	Before, After and or during the summer or heat-wave period	By appointment with our local Electrician As recommended by the manufacturer or as required Also Clean filters.	Club/Park Manager/Caretaker All park members	

LANDSLIDE

Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
SES	132 500 **www.ses.vic.gov.au**

Landslide Warnings

There are no warnings for landslides, however landslides may be triggered by other events such as earthquakes, storms and flooding.

Important information about landslides

Landslides do happen in Australia. 83 people have been killed in 37 landslides in Australia since 1842. Areas that are susceptible to landslides can often be identified using historical information. A landslide or landslip can vary in size from a single bounder in a rock-fall to tens of millions of cubic meters of debris falling in an avalanche.

Landslides can occur in areas recently affected by bushfires. Floods can also follow landslides and debris flows because they may both be started by the same event

Before a landslide

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Prepare an emergency evacuation kit.	The kit has been prepared in the office	Collect all items required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	
Check currency and details of your insurance	Annually	Through professional consultation	Committee of Management	
Develop a Medical Emergency Plan How to deal with a medical emergency	Immediately, The kit has been prepared & Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

During a landslide

Action e.g. consult your community information guide	**When you will do it**	**How to do it**	**Who will do it e.g. Park manager, supervisor**	**Completed (Yes/No)**
Consider leaving if it is safe to do so.	Only when it is safe to do so	Through the advice of Emergency Services	Club/Park Manager/Caretaker All individuals capable of doing so	
Move to higher ground if possible.	Only when it is safe to do so	Moving away from the land slide	All individuals capable of doing so	
Stay alert and if possible stay out of the path of a landslide or debris flow.	When in direct danger or path of the Landslide	Survey your surroundings, move sideways and upward onto solid ground away from the flow of the Land Slide	All individuals capable of doing so	
Call for emergency assistance if needed.	If the situation cannot be controlled safely Or there is a life threatening situation	Call 000 And explain the situation	Any individual capable of doing so	

After a landslide

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Ensure everybody stays away from the affected area. There may be danger of additional landslides.	As soon as possible, when safe to do so.	Rope off or put up barriers to protect the area	Club/Park Manager/Caretaker	
Tune into your emergency broadcasters - ABC Local Radio, commercial radio and designated community radio stations, or SKY NEWS Television.	As soon as possible.	Phone, electronic devices Radio or TV	Any individual capable of doing so	
Check for injured and trapped people near the slide, without entering the direct slide area. Direct rescuers to their locations.	As soon as possible when safe to do so.	Observation and call out is there any one there All individuals capable of doing so	Club/Park Manager/Caretaker All individuals capable of doing so SES & Emergency services	
Look for and report broken utility lines and damaged roadways and railways to appropriate authorities. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.	As soon as possible, when safe to do so	Inspect the Park and surrounding areas. Report any hazards to the appropriate authorities	Club/Park Manager/Caretaker	
Check any building foundations, chimneys, and surrounding areas for damage, this may help you assess the safety of the area.	As soon as possible, when safe to do so	Professional builder will check for structural integrity.	Club/Park Manager/Caretaker	
Replant damaged ground as soon as possible since erosion caused by loss of ground cover can lead to flash flooding and additional landslides in the near future.	As soon as possible, when safe to do so	Replant natives to the area flora and take measures to stabilize the affected area.	Club/Park Manager/Caretaker	

STORMS

Storm Warnings

Severe thunderstorm warnings issued by the Bureau of Meteorology are accessible through the following communications systems:

1. Recorded Telephone - Dial 1900 926 113 (National Directory)
2. Weather by Fax - Free Fax 1800 630 100 (National Directory
3. World Wide Web - www.bom.gov.au

When you receive a storm warning you should consider what has been forecast. Are they predicting floods, high wind, lightning, or hail? You should prepare for the storm by considering these predictions.

For example, if high winds are predicted, you should ensure residences are properly secured.

Before a storm

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Prepare an emergency evacuation kit.	The kit has been prepared in the office	Collect all items required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	YES
Alert all park occupants of the emergency warning	When the alert is announced	Emergency alert boards around the Club/park and where possible in person	Club/Park Manager/caretaker Club/Park members	
Check currency and relevance of insurance.	Annually	Through professional consultation	Board of Management	
Ensure permanent outdoor furniture is secured or can be easily secured in the event of a storm.	Annually or as required	Maintenance schedule	Club/Park Manager/caretaker Club/Park members	
Monitor trees for dangerous branches and remove when necessary.	As required	Maintenance schedule	Club/Park Manager/caretaker	
Regularly clean gutters, downpipes and drains for blockages.	Bi annually or as needed	Through maintenance scheduled check list	Club/Park Manager/caretaker	

Notify occupants of a pending storm and the severity of it	As soon as notification is received or a storm front is sighted	Notify all Club/park occupants of the warning. - Check that loose items such as outdoor settings, umbrellas and trampolines are safely secured. - Ensure caravans are tied down correctly, especially if strong winds are predicted. - Ensure sites are not located directly under trees or power lines. - Move cars undercover where possible to avoid hail damage. - Ensure your emergency evacuation kit is ready as storms can often lead to power outages.	Club/Park Manager/caretaker	
Develop a Medical Emergency Plan How to deal with a medical emergency	Immediately, The kit has been prepared Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes

During a storm

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Inform all Club/park occupants to stay out of the storm, with their pets and children.	Before the storm front hits or when it is safe to do so	Alert in person if possible, all occupants of the park of the pending storm	Club/Park Manager/caretaker	
Ensure everyone stays away from drains, gutters, creeks and waterways.	When it is safe to do so	Monitor Drains Gutters and creaks during the storm, inform any individual around them of the danger.	Club/Park Manager/caretaker All occupants of the park who are capable of doing so	
If heavy rainfall and flash flooding is predicted prepare your action plan flooding.	As soon as recognised	Move to higher ground where possible	Club/Park Manager/caretaker All occupants of the park who are capable of doing so	
When safe to do so assist water vessel owners to secure the watercraft	Only if safe to do so	Secure water vessel beach & tie down or Assist the loading of watercraft on to trailer	Club/Park Manager/caretaker Park members capable/competent of doing so	

After a storm

Action e.g. consult your community information guide	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Check the park for damage.	When it is safe to do so	Visual inspection of the site.	Club/Park Manager/Caretaker	
Check for hazards such as floodwater, debris and damaged roads or bridges (keep clear of damaged buildings, power lines and trees).	When it is safe to do so	Visually inspect the damage without putting yourself in danger.	Emergency Services Club/Park Manager/Caretaker	
Call VicRoads (13 11 70) to check road closures.	When the storm has passed	Telephone or electronic devices	Club/Park Manager/Caretaker All responsible individuals	
Ensure that nobody drives walks or plays in floodwater.	As soon as possible	Rope off or put up barriers around any affected areas	Club/Park Manager/Caretaker All responsible individuals	
Close off areas in the Club/park that are damaged by the storm and may pose a risk to occupants.	As soon as possible	Rope off or put up barriers around any affected areas Remove any debris	Club/Park Manager/Caretaker	
Recover any damaged water vessels & equipment	After the storm front has passed and it is safe to do so	Contact the owner Re: insurance recovery Assist where possible to clean away debris	Club/Park Manager/Caretaker Insurance recovery Park members capable of doing so.	

Public Health

Useful Contacts

Contact	Number
Immediate Emergency	**000 (Triple Zero)**
Country Fire Authority (CFA) **Contact for hazardous material incidents**	**(03) 9262 8444**
Department of Human Services (DHS)	**1300 650 172**
Department of Health	**1300 253 942**
Your local council health surveyor	
Nurse on call	**1300 60 60 24**

A public health issue may include:

- Drinking water contamination
- Wastewater system over flow or failure
- Swimming water contamination
- Food poisoning outbreak
- Disease – epidemic, pandemic
- Medical Emergency
- Hazardous Material Spill and/or leak

Before public health issue

Health Issue	Action	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Drinking Water contamination	Erect signs DO NOT DRINK WATER Check portability of water supply	Send samples to lab for testing Supply water Ask occupants to leave until the water supply is reinstated	Club/Park Manager/Caretaker	
Prepare an emergency evacuation kit.	The kit has been prepared	Collect all items required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	
Develop a Medical Emergency Plan How to deal with a medical emergency's	Prepare an Emergency Medical Plan, The plan has been prepared Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes
Lake contamination	Contact Goulburn Murray Water	Erect signs and inform residents of the contamination	Goulburn Murray Water Club/Park Manager/ Caretaker	
Wastewater system overflow or failure	Maintain system	Refer to maintenance register Contact plumber to have the system regularly drained	Park Manager/Caretaker	
Medical emergency	Keep first aid kit stocked	Check used by dates and replenish the First Aid kit as required	Caretaker & CoM	Yes
Disease – Epidemic, or Pandemic	Develop an Infectious Disease Outbreak (Pandemic) COVID-19 Management Plan Remain vigilant for any health authority alerts	Plan developed with the direction of Vic Parks. Remain up to date of news reports and updates from the medical authorities	CoM /Caretaker All	Yes Infectious Disease Outbreak (Pandemic) COVID-19 Management plan developed

Hazardous Material Spill and/or leak	Maintain hazardous materials	Refer to maintenance register Refer to our Chemical register Inform club members of the safe storage of hazardous materials	Club/Park Manager/ Caretaker COM	
Food poisoning outbreak	Ensure the appropriate management of food handling storage and preparation	Individuals handling food are to have the appropriate food handling qualifications Food is to be stored at appropriate tempters, in a hygienic manner.	Club/Park Manager/Caretaker	

During public health issue

Health Issue	Action	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Drinking water contamination	Erect signage "Do Not drink the water"	Inform all residents of the contamination Erect signs and rope off the area, empty the water supply/Tank	Club/Park Manager/Caretaker	
Lake contamination	Contact Goulburn Murray Water	Erect signs and inform residents of the contamination	Goulburn Murray Water Club/Park Manager/Caretaker	
In the event of a Medical Emergency	Keep patrons as safe as possible	- Call 000 - Check for any threatening situation and remove or control it (if safe to do so). - Remain with the casualty and provide appropriate support. - Provide first aid if qualified personnel available. - Notify the caravan park manager if not present. - Notify the Ambulance service by dialing 000 (Triple Zero) and clearly explain the situation. - Open caravan park boom gates and any emergency access gate. Follow advice of Emergency services and medical professionals.	Club/Park Manager/Caretaker Or any capable individual	
Disease Epidemic, Pandemic	Stay informed of the current status of the situation and act accordingly to protect the safety of members and the public Re: Social Distancing unnecessary travel Shutdowns Isolation, follow Infectious Disease Outbreak (Pandemic) COVID-19 Management Plan	Stay informed via Health Authorities & Governing Bodies updates & reports When social distancing & unnecessary travel has been issued the Club/Park will Closed. No members or public will be allowed until further notification from the Health Authorities or Governing Bodies that the situation is safe. No public or members will be allowed to self-isolate at the park.	Committee of Management and Caretaker, with the assistance of the authorities and or (police) when necessary	Yes

Hazardous Material Spill and/or leak	Ensure the safety of all residents	**If the material is suspected to release toxic fumes:** - Evacuate the immediate area. - Call the Fire Brigade on 000 (Triple Zero) and notify the caravan park manager if not present. - Open caravan park boom gates and any emergency access gate. - Provide as much information about the hazardous material as possible. - If indoors ventilate to the open air if possible. - Notify all persons in the area to evacuate to the emergency assembly area or evacuation point (only if it is upwind). **If the spill is a suspected flammable material:** - Remove any ignition sources. - Evacuate all persons in immediate danger (ensure emergency assembly area or evacuation point is 200 meters clear of spill and is upwind). - Do not attempt to re-enter the affected area. - Control the movement of occupants to the emergency assembly area (if required). - Remain at the emergency assembly area or evacuation point until advised by emergency services.	Club/Park Manager/Caretaker	
Food poisoning outbreak	Identify & Dispose of the	- Remain with the casualty and provide appropriate	Club/Park Manager/Caretaker	

	contaminated food. So further consumption cannot occur.	support. - Clean the kitchen thoroughly. - Provide first aid if qualified personnel available. - Notify the club/park manager if not present. - Notify the Ambulance service by dialing 000 (Triple Zero). - Open club/park boom gates and or any emergency access gate	Individuals involved	

After public health issue

Health Issue	Action	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Tank Drinking water contamination	Sanitize the system	Contact the local plumber to clean the affected tank	Club/Park Manager/Caretaker Local Plumber	
Lake contamination	When advised it is safe to do so return to the water	Monitor the lake for any further contamination. Goulburn Murray Water Report on the condition of the lake.	Club/Park Manager/Caretaker Goulburn Murray Water	
Wastewater system overflow or failure	Ensure all occupants of the park stop using the system affected. Close the park if needed	Close off the facilities causing the event Contact the local plumber for immediate repairs.	Club/Park Manager/Caretaker	
In the event of a medical emergency	Alert Medical services	Call 000 Follow advice/recommendations	Club/Park Manager/Caretaker	
Disease, Epidemic, Pandemic	Open the Club/Park to Members & Public Follow Infectious Disease Outbreak (Pandemic) COVID-19 Management Plan	Thoroughly clean all Amenities Inform all members & the public we are open via electronic devises Stay vigilant as to any reported breakouts	Club/Park Manager/Caretaker	
Hazardous Material Spill and/or leak	Ensure the area is made safe	Contact a professional to clean spill or leak thoroughly	Club/Park Manager/Caretaker	
Food poisoning outbreak	Clean and check all cooking, storage & prepairing systems.	Sterilize and sanitise the cooking facility Check food storage temperatures &preparation procedures.	Club/Park Manager/Caretaker Individuals involved in the incident	

PUBLIC SAFETY

Useful Contacts

Contact	Number
For life threatening emergency situations	000 (Triple Zero)
Country Fire Authority (CFA) For gas leaks/explosion	(03) 9262 8444
Local Police For non-emergencies	Phone: 5476 2250

A public safety issue may include:

- Dangerous goods or hazardous substances Strangers in the park
- Drugs Alcohol
- Breaking and entering
- Ambulance unable to get into park due to locked gates.
- Faulty equipment in Club/park – visitors often bring old and potentially damaged equipment Vehicle accident e.g. hit pedestrian, car crash
- Gas leak/explosion
- Attack from wildlife or pets

Safety issue	Action	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Dangerous goods or hazardous substances	Maintain safe storage	Scheduled Maintenance register and Hazardous chemical register	Club/Park Manager/caretaker	
Develop a Medical Emergency Plan How to deal with a medical emergency	Prepare an Emergency Medical Plan The plan has been prepared Attached to EMP	Develop a plan for the park that includes potential medical predicaments	Committee of Management	Yes
Prepare an emergency evacuation kit.	The kit has been prepared	Collect all item required, which includes a battery powered radio, spare batteries, a torch, first aid kit, barricade tape and a copy of the Emergency Management Plan & Emergency Medical Plan. Store them in a container in the Managers/Caretakers Office	Committee of Management	Yes
Strangers in the park	Enforce Security	Entry to Club/park via Boom Gate, (individual Codes) Regular Club/park security checks during the day &night Register of individuals entering & exiting the Club/park.	Club/Park Manager/caretaker	
Drugs	No illicit drugs allowed into or be consumed within the Club/park grounds	Individuals will be asked to leave the park phone police (000)	Club/Park Manager/caretaker Local Police	
Alcohol	Promote a Sporting/Family orientated park	Consume alcohol Responsibly	Committee of Management Club/Park Manager/Caretaker All Members	
Breaking and entering	Enforce appropriate Security	Entry to the Club/park via Boom Gate.	Club/Park Manager/Caretaker All responsible Park	

		Regular park security checks during the day/night. Register of individuals entering & exiting the park. Report any unusual activity to park Manager/Caretaker Local Police patrols	Members Local Police (patrols)	
Ambulance unable to get into park due to locked gates.	Allow easy access for emergency vehicle (Emergency code)	Key register Located in the manager's office Boom gate over ride Emergency entry code for emergency services	Club/Park Manager/ Caretaker COM	
Gas leak/explosion	Maintain equipment to Australian standards	Register of Scheduled of Maintenance Members maintain their own gas bottles Recommended safe usage & storage of bottles	Club/Park Manager/Caretaker	
Attack from wildlife or pets	Advocate responsible pet ownership Be aware of the wild life in the park Keep sites maintained to discourage snakes/wild life.	Keep pets on a leash and under control at all times when in the Club/park Signs posted around the park to abide by Respect the Wild life in the park Perform First Aid if required	Club/Park Manager/ Caretaker All individuals in the park Individuals trained or capable of performing First Aid	
Vehicle accident e.g. hit pedestrian, car crash	Enforce Road Safety in the Club/park Speed limits posted	Monitor vehicle activity in the park, Alert police of any erratic or dangerous behavior. Individuals not abiding by road safety Laws & signs will be asked to leave the park. Maintain road safety signage.	Club/Park Manager/Caretaker & Police All responsible vehicle owners	
Water Craft Accident & water safety	Promote responsible water craft & water sports safety	Water safety signs posted around the water front Regular unscheduled safety checks of water vessels Only registered vessels allowed on the water	Water police Goulburn Murray Water Club/Park Manager/ Caretaker	
Bomb Threat	Promote a Sporting/Family orientated park	Advertising through multi media	CoM and Caretake r	

Before a public safety issue

During a public safety issue

Safety Issue	Action	How to do it	Who will do it	Completed Yes/No
Dangerous goods or hazardous substances	Maintain the safety of the individuals in the Club/park, when safe to do so	- Evacuate the immediate area. - Call the Fire Brigade on 000 (Triple Zero) and notify the caravan park manager if not present. - Open caravan park boom gates and any emergency access gate. - Provide as much information about the hazardous material as possible. - If indoors ventilate to the open air if possible. Notify all persons in the area to evacuate to the emergency assembly area or evacuation point (only if it is upwind).	Club/Park Manager/Caretaker	
Strangers in the park	Any unauthorised individuals in the park will be asked to leave, immediately	Club/Park Manager/Caretaker, will ask them to leave, if they do not do so, call local police to have them removed	Club/Park Manager/Caretaker Emergency services (Police)	
Drugs	Remove the Individual or individuals in possession or under the influence of Prohibited drugs	Club/Park Manager/Caretaker, will ask them to leave, if they do not do so, Call local police to have them removed	Club/Park Manager/Caretaker Emergency services (Police)	
Breaking and entering	Immediately Report the action	Call 000 Ask for police Take down/Report as much detail of the action as possible to police	Club/Park Manager/Caretaker, Individuals witnessing the action or affected by . the action Emergency services (Police)	

Bomb Threat	Notify all residence of the threat & Call 000	Take notes on location, Time of detonation, voice & sex, do not touch any suspicious devices. If device is found; do not touch, clear the area, notify police immediately & follow their directions. Open Club/Park boom gates & exit points. Evacuate the area Club/Park when asked to do so by emergency services	Club/Park Manager/Caretaker Emergency services, local Police, SES, CFA	
Attack from wildlife or pets	When safe to do so Ensure the safety of the individual or individuals attacked	Check for any threatening animal and remove or control it (if safe to do so). - Remain with the casualty and provide appropriate support. - Provide first aid. - Notify the Club/park manager/caretaker if not present. - Notify the Ambulance service by dialling 000 (Triple Zero). - Open Club/park boom gates and or any emergency access gate. - Designate someone to meet the ambulance at Club/ park entrance and direct it to the location of the casualty.	Club/Park Manager/Caretaker RSPCA Animal control (local council) Emergency services	
Electrical failure/	Locate source of power	- Check to see if other lights and electrical equipment are	Club/Park Manager/Caretaker	

blackout	failure	working. - Look outside for damage such as wires down or trees lying across power lines. Stay away from any fallen power lines and/or trees across power lines. - Locate your emergency evacuation kit and torch. - If possible, visit sites with a torch to advice resident of the situation. - Report the outage to power company		
Vehicle accident e.g. hit pedestrian, car crash	Ensure the safety of the individual or individuals involved in or around the site	- Ensure the Club/park manager/caretaker is notified immediately, if not present. - Notify the Police or Ambulance by dialing 000 (Triple Zero). - Open Club/park boom gates and or emergency access gate. - Begin first aid if possible. - Keep occupants away from the crash/injury site - Tape off the area Designate someone to meet the Emergency services at the Club/park entrance and direct them to the incident.	Club/Park Manager/Caretaker Emergency services	
Water Craft Accident & water safety	Ensure the safety of the individual or individuals involved in or around the site	- Notify Club/park manager/caretaker immediately, - If required call 000 (Triple Zero). - Open Club/park boom gates and or emergency access gate. - Begin first aid if required. - Keep occupants away from the crash/injury site Tape off or restrict the area if possible	Club/Park Manager/Caretaker Emergency services	
Civil disturbance	Ensure the safety of others Club members	- Ensure the Club/park manager/caretaker is notified immediately, if not	Club/Park Manager/Caretaker Emergency Services (Police)	

		present. - Notify the Police by dialing 000 (Triple Zero). - Open caravan park boom gates and or emergency access gate. - Do not do or say anything that may encourage irrational behavior. - Alert any other persons in your vicinity. **Initiate action to:** - restrict entry to the building or area if possible - confine or isolate the presence from other occupants Monitor the status of any other occupant's safety		

After a public safety issue

Safety Issue	Action	How to do it	Who will do it	Completed Yes/No
Dangerous goods or hazardous substances spill	Ensure the Club/park members are safe	Perform thorough cleaning of the area. Professional services Upgrade storage facilities and scheduled maintenance	Club/Park Manager/Caretaker COM	
Strangers in the park	Review Security	Monitor individuals entering the Club/park	Club/Park Manager/Caretaker	
Civil disturbance Drug/Alcohol	Monitor disturbance	Ban individuals from the Club/park who constantly create disturbances.	Club/Park Manager/Caretaker COM	
Breaking and entering	Review Security	Increase patrols, Management & Local police	Club/Park Manager/Caretaker	
Ambulance unable to get into park due to locked gates.	Repair and Re evaluate	Issue emergency services with an entry code for the boom gate. Repair any damage due to forced access.	Club/Park Manager/Caretaker	
Gas leak/explosion	Ensure the Club/park occupants are safe Call 000 if required	Only return when safe to do so by Emergency services. Replace or service Gas supply	Club/Park Manager/Caretaker Emergency services	
Attack from wildlife or pets	Have the animal removed from the park	By owner, Local ranger, animal specialist, RSPCA	Club/Park Manager/Caretaker	
Vehicle accident e.g. hit pedestrian, car crash	Make the area safe Call 000 if required	Barricade or tape off the area if needed Remove any debris Liaise with the emergency services and individuals directly involved. Reinforce traffic/Road rules in the park, (review & upgrade)	Club/Park Manager/Caretaker Emergency services	
Electrical failure/ blackout	Locate the failure and reinstate the power	Contact local power supplier to locate failure! or Contact local electrician to repair power failure identified.	Club/Park Manager/Caretaker Emergency services	
Water Craft Accident & water safety issue	Make the area safe Call 000 if required	Reinforce water safety rules, restrict the area if needed Remove any debris Liaise with the emergency services and individuals directly involved.	Club/Park Manager/Caretaker Emergency services	
Bomb Threat	Remove the threat Call 000 if required	Only return to the area when the bomb threat has been eliminated by emergency services	Club/Park Manager/Caretaker Emergency services	

PLAN REVIEW

Carry out a review of your club/park emergency plan every 6 months or if any circumstances change (e.g. annual Club Members). Record the details of any reviews, In the table below. Reviewing the plan should take place at least annually. Other reasons to review and update you plan include:

- Structural changes to the Club/park e.g. the addition of a new
- Building. Sites being moved around, added or taken away.
- Any changes in you employee's responsibilities.
- Following an emergency drill.
- After an emergency has taken place e.g. a flood.

Review Date	Reason for Review	Changes made
28/06/2016	Upgrade of firefighting infrastructure and equipment	New upgraded Emergency Evacuation Map
28/06/2016	Change of service provider details	Change of Arborist and contact details Insurance Information updated Gas Supplier information updated
08/01/2018	Club developed an Emergency Medical Plan and Installed AED Machine outside the caretakers office/kiosk	Added our Medical Emergency Plan to the EMP including all before an incident occurs area's
08/06/2018	Change of Caretaker update contact details & EMP Format	Changed Caretakers name & phone details, added web & email address & changed the format/layout.
29/04/2019	Change of Caretaker & update contact details & EMP Format	Changed Caretakers name & phone details, added web & email address's
23/3/2020	Amend Public Health section to include Disease – Epidemic, or Pandemic Protocols	Protocol's put into place to include the safety of the public
5/6/2020	Reopening the park after COVID -19 Lock down	Updated procedures to include the protocols and actions for the safe reopening of the park.
2020	Installation of new flooring in the Smurf toilet blocks as they were in need of repair	New non slip flooring. I-Coat Victoria

2021	Sewerage upgraded	Sewerage upgrade completed by Dave Anderson.
2024	Upgrading of the playground	-New play ground installed in 2024. Adventure+
2024/2025	Fisherman's toilet block was in bad order. New boat ramp road was being installed by Goulburn Murray Water.	-Goulburn Murray Water have replaced the public barbecue at the shelter at the entrance to the park 2024. Then in 2025 They upgraded the Fisherman's toilet block, still not completed in 2026. New road access to the boat ramp was installed in 2025.
2024	Updated tree maintenance report completed by Uber Arbor – Rachael Tomkin	Update Emp with new phone numbers of service contractors.
2024	Renovations to the Disabled toilet in the Smurf block as they were not sufficient	Upgrade and repair works already done.
2025	Change of Caretaker & update contact details and update EMP	Changed Caretakers name & phone details, added web & email address's
2025	Upgrade toilets systems to install a Grey Water System using the existing septic system.	Installation of new Grey Water System 2025 Daniel Ross- Rossy's Plumbing.
2025	Showers needed an upgrade - Taj Women's Toilet block	Installation of new wall sheeting over tiles in the Women's shower block.
2026	Upgrade Campers layout map with new Evacuation points.	Re-design map and put into circulation through caretakers on entry.
2026	Update the Emergency Evacuation Map	Create to new map to show emergency evac point further down the back end of the park and in the front car park.
2026	Minor upgrades to Fire Fighting System, new gauges installed on fire tanks, protective covers on outdoor extinguishers	To review every two years
2026	New policy required for bush fire cover in our Public Liability Cover	Upgraded to new Service Provider to be reviewed Annually.
2026	Catastrophic Day – Park Closed due to Bush Fire Danger	EMP procedures were followed for the Fire Danger Risk Assessment.

2026	An updated Medical Emergency Plan was required when updating the EMP.	Update the Medical Emergency Plan with new contact people and new numbers. Eg, Caretakers, First Aiders, Doctors, Dentist, etc.