

# Caravan Park Emergency Management Plan Template

**Name of park:**

**Date:**

This template has been produced to assist you put together an emergency management plan for your caravan park. There is no legislative requirement to use this, or any other, emergency management plan template. Guidance for filling in this plan is available on the SES website at [www.ses.vic.gov.au](http://www.ses.vic.gov.au).



This document has been divided into three parts:

- Part 1 Introduction:** Your park details, emergency contact list and a site plan
- Part 2 Risk Assessment:** Identify hazards applicable to your 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.

Guidance material to help you put your emergency management plan is also available as a separate document.

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Please note: there is no legislative requirement to use this, or any other 'template', however the legislation requires that all Caravan Park owners complete an emergency management plan in consultation with emergency services. This template has been produced by emergency services with this requirement in mind.

## How to use this template

This document provides information to help you complete the Emergency Management Plan (EMP) in Parts 1 - 3 of this document.

As you are filling in the EMP, you will notice several 'helpful hints' boxes. These boxes will either give examples or direct you to pages within the guidelines for assistance.

### *Steps to complete your EMP:*

**Helpful hints boxes give you examples and tips to complete your EMP**

1. Fill in your park details at the start of part one.
2. Fill in emergency contact details for services and authorities relevant to your park e.g. closest medical centre, local council, emergency services.
3. Replace page 8 with a site diagram of your park. An example site plan is shown.
4. Identify the hazards that are applicable to your site. Consult with your local council and emergency services to identify hazards. Consider the history of the area. Add any other hazards that apply to your site that are not included in this document.
5. Complete the risk assessment. Follow the step-by-step instructions on pages 8-11 of the guidance manual to determine the likelihood and consequences of each hazard in your park.
6. Go to the tabbed hazard section and physically remove any hazards that are not applicable to your site. You can use the 'other' hazard section to fill in for hazards you have identified.
7. For each hazard you have selected, fill in the BEFORE section. Here you will write down how you are going to prepare and prevent each of the hazards. Example actions for before an emergency are provided in the guidance manual on pages 13-38.
8. As a part of the BEFORE actions, and the regulations, you need to have an evacuation plan for your site. Page 39 of the guidance manual has information about putting an evacuation plan together.
9. Fill in the DURING section for each hazard. Here you note down what actions you will take during the hazard. Example actions for each hazard are outlined in pages 13-38 of the guidance manual.
10. Fill in the AFTER section for each hazard. Make note of what you will do after the hazard. Example actions are outlined are provided in the guidance manual on pages 13-38.
11. Set dates to review the plan. Reviews should take place every six months, each time there is a change to your site or after the EMP has been activated due to an emergency. Fill in the review section at the end of this plan.
12. Once you have completed the EMP you will need to send it to your Local Council for consideration. Your Local Council is required to determine if the EMP meets the regulations.

**In order for the EMP to be valid, you must implement the preventative measures**

Part 1

# INTRODUCTION

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Your park details, emergency contact list and site plan.



# CARAVAN PARK EMERGENCY MANAGEMENT PLAN

## Park details

Fill in the table below with your park's details

<b>Caravan Park Name</b>	
<b>Street address</b>	
<b>Postal address</b>	
<b>Phone number(s)</b>	
<b>Fax number</b>	
<b>Owner(s)</b>	
<b>Manager(s)</b>	
<b>Number of sites</b>	
<b>Number of permanent residents</b>	

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

# Emergency contact list

Fill in the table below with the relevant emergency and local services. Be sure to include the name and phone number of each service relevant to your region.

	Name/Web Address	Phone number
<b>Life-threatening emergency</b>	N/A	<b>000 (Triple Zero)</b>
<b>Police/Fire/Ambulance</b>		
<b>Flood, Storm, earthquake or tsunami emergency</b>	N/A	<b>132 500</b>
<b>Victoria State Emergency Service (SES)</b>	www.ses.vic.gov.au	Phone number (local unit):
<b>SES information line (during major events)</b>	N/A	1300 842 737 (1300 VICSES)
<b>Bureau of Meteorology</b>	www.bom.gov.au	1300 659 217
<b>Country Fire Authority (CFA)</b>	www.cfa.vic.gov.au	Phone number (local brigade):
<b>Victorian Bushfire Information Line:</b>	N/A	1800 240 667
<b>Nurse on call:</b>	N/A	1300 60 60 24
<b>Local Council</b>	Name:	Phone number:
<b>Closest Medical Services</b>	Name:	Phone number:
<b>Metropolitan Fire Brigade (MFB)</b>	www.mfb.vic.gov.au	(03) 9662 2311
<b>Police</b>	Station name:	Phone number:
<b>Victorian Poisons Information Centre</b>	www.austin.org.au/poisons	13 11 26
<b>VicRoads</b>	www.vicroads.vic.gov.au	13 11 70
<b>Electricity Authority</b>	Name:	Phone number:
<b>Gas Authority</b>	Name:	Phone number:
<b>Insurance Company</b>	Policy number:	Phone number:
<b>Emergency Broadcasters</b> Emergency Broadcasters include ABC local radio, commercial radio, designated community radio stations and SKY NEWS Television.*	<b>Emergency Broadcasters:</b>	

\* A full list of emergency broadcasters is on the Fire Services Commissioner's Website at [www.firecommissioner.vic.gov.au](http://www.firecommissioner.vic.gov.au).

# Emergency contact list

Fill in the table below with the relevant emergency and local services. Be sure to include the name and phone number of each service relevant to your region.

	Name:	Phone number:
Electrician		
Plumber		
Water authority		1300 720 700 (general) 1300 134 202 (emergency)
Local water authority		
Staff Members		
Other contacts		

# COPY AND PASTE a picture of the site plan of your park on this page

As a minimum, your site plans should include:

- Location of dwellings/cabins/camp sites
- Amenities
- Emergency equipment
- Command post/main control point
- A minimum of two assembly areas
- Path of travel to safe assembly areas
- Vehicle access/egress
- Location of first aid kits
- Where you will display warnings information in the caravan park
- The procedures for where these will be displayed in the caravan park (use arrows to demonstrate locations)
- Compass (point to north)
- Electrical switchboards
- Permanent gas cylinder locations/gas control valves
- Water tanks, supply valves etc.
- Septic tank systems, sewer manholes etc.

Include with your plan a description of the site, including:

- Approximate size
- Facilities (swimming pool / playgrounds)
- Common activities of visitors (beach, lake, bushwalking)
- Busy periods
- Any important details about owners/managers availability

An example site plan is below:



Plan courtesy of Phillip Island Caravan Park.



# RISK ASSESSMENT

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Identify hazards applicable to your 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 park

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

Contact your local council first. Under the regulations, council must notify caravan park owners of the emergency services agencies with responsibility for the area in which your caravan park is located.

Service	Consulted?	Hazard(s) Identified (e.g. flood, bushfire, etc)
SES		
Fire Service		
Country Fire Authority (CFA) or		
Metropolitan Fire Brigade (MFB)		
Your Local Council		
Name:		
		<b>Hazard(s)</b>
Other hazards I have identified		

# 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.

For more information on how to fill in the risk assessment, see guidance material page 8.

Once you have identified the hazards relevant to your 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. If you are unsure how to conduct a risk assessment, the guidance manual has step by step instructions on page 8.

## 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
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





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


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 caravan 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.**

**You must also decide how you will communicate with your occupiers during an emergency. See page 42 of the guidance manual for more information on communication methods. You may want to develop a communications plan.**

## 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 caravan 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 site (Y/N)	When will it be done	Who will do it	Notes
Regularly check long range weather forecasts.				
Display weather information including any warnings in a prominent position in your park.				
Ensure all staff are aware of EMP and understand their responsibilities in an emergency.				
Display an up to date evacuation map and procedure in office, amenities blocks and park owned dwellings.				
Schedule and practice evacuation procedures.				
Install and regularly check fire alarms in all park owned dwellings and public areas.				
Maintain fire vehicle access.				
Maintain fire safety equipment.				
Monitor and maintain gas storage and other flammable chemicals.				
Check currency and relevance of insurance.				
Ensure permanent outdoor furniture is secured or can be easily secured in the event of a storm.				
Monitor trees for dangerous branches and remove when necessary.				
Regularly clean gutters, downpipes and drains for blockages.				



Risk Reduction Action	Applicable to my site (Y/N)	When will it be done	Who will do it	Notes
Keep an up to date residents and guest list to be used in the case of evacuations.				
Ensure movable vans are maintained in a movable state.				
Prepare an emergency kit which includes a battery powered radio, spare batteries, a torch, first aid kit and a copy of your emergency management plan.				
Develop arrangements for emergency warnings to be communicated to occupants (PA system/ door knocking/ public notices etc.)				
Provide information for caravan park occupiers and visitors on safety procedures and considerations as well as warning systems at your caravan park.				
<b>Other actions:</b>				

# ACTION PLAN

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



## Emergency precautions for occupiers

These precautions should be followed by 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.
- Place a copy in each site.
- Advise them of appropriate procedures when they check in.

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

# 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](http://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.

## Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
Country Fire Authority (CFA) Your CFA Region:	Phone No: <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a>
Victorian Bushfire Information Line	1800 240 667
Metropolitan Fire Brigade	(03) 9662 2311

## Bushfire Warnings

All bushfire alerts and warnings are posted on:

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

## Guidance manual

Suggested actions for bushfire can be found on page 13 of the guidance manual.

**Before a bushfire-** actions to take when you hear a bushfire warning or on a code red day

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

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

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

**After a bushfire-** actions to take once a bushfire has occurred.

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

## Guidance manual

Suggested actions for a dam failure can be found on page 16 of the guidance manual.



### Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
SES	132 500 <a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>
DSE Emergency Coordination Centre	1300 134 444
Your Local Catchment Management Authority (CMA):	

### 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](http://www.ancold.org.au).





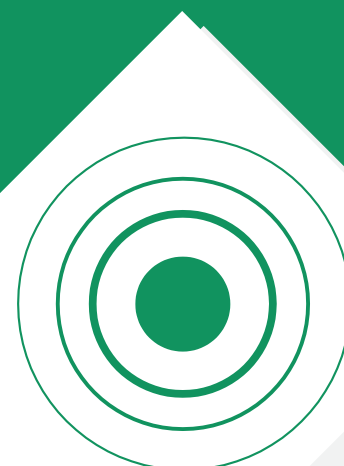
## During a dam failure

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

# After a dam failure

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

# EARTHQUAKE



## Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
State Emergency Service (SES)	132 500 <a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>
Geoscience Australia	<a href="http://www.ga.gov.au">www.ga.gov.au</a>
Earthquake information line	1800 655 739
Report an earthquake	<a href="http://www.ga.gov.au/earthquake">www.ga.gov.au/earthquake</a>

## 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.

## Guidance manual

Suggested actions for an earthquake can be found on page 18 of the guidance manual.

## After an earthquake

Action	How to do it	Who will do it	Completed
Locate and collect your emergency kit			

## Useful Contacts

Contact	Number
Life-Threatening Emergency	000 (Triple Zero)
Country Fire Authority (CFA) - local region	Phone number:  <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a>
Metropolitan Fire Brigade	(03) 9662 2311 <a href="http://www.mfb.vic.gov.au">www.mfb.vic.gov.au</a>

## 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. In addition, CFA and MFB have produced a Caravan Park Fire Safety Guideline available on both the CFA and MFB websites.

## Guidance manual

Suggested actions for a structural (building) fire can be found on page 20 of the guidance manual.

FIRE-STRUCTURAL

FIRE - STRUCTURAL

## 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)

## During a structural fire

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)



## After a structural fire

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

## Emergency fire procedures for 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 Caravan Park Owner and Emergency Services
- Make sure all your family members and friends are accounted for

### *After*

- Remain in the assembly area and ensure everyone is accounted for
- Follow the direction of Emergency Services

# Guidance manual

Suggested actions for floods can be found on page 23 of the guidance manual.

## Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
Victoria State Emergency Service (SES)	
Emergency assistance during a flood	132 500
SES information line (operates during major events)	1300 842 737 (1300 VICSES)
Website	<a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>
Bureau of Meteorology	<a href="http://www.bom.gov.au">www.bom.gov.au</a>

## Flood Regulations

If a caravan park is in an area liable to flooding, the caravan park owner must give written notice of that fact to the owner of an unregistrable movable dwelling or a registrable movable dwelling with an attached rigid annexe before the dwelling or annexe is installed on a site in the caravan park. If a caravan park is in an area liable to flooding, the caravan park owner must give written notice of that fact to a person who proposes to be a resident of an unregistrable movable dwelling or a registrable movable dwelling with an attached rigid annexe before the resident takes up 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](http://www.ses.vic.gov.au/your-local-flood-information).

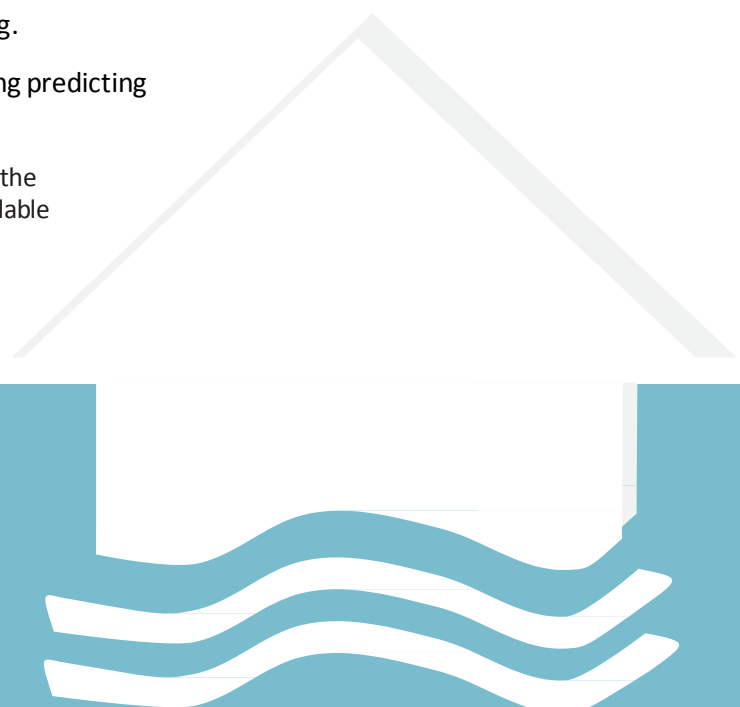
## Warnings

Flood warnings are issued by the Bureau of Meteorology (BoM).

- A flood watch.
- A generalised flood warning.
- Warnings of 'minor', 'moderate' or 'major' flooding.
- River height predictions.
- A severe weather warning or severe storm warning predicting heavy rainfall 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](http://www.ses.vic.gov.au/warnings).

# FLOOD



FLOOD

## Before a flood

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

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

<b>Action</b> e.g. relocate anymovable sites, vans, vehicles and boats to higher ground	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

**After a severe weather warning for flash flooding is issued**

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)



## After a flood

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)



## Flood emergency procedures for occupants

### *Before*

- Clear gutters of debris

### *During*

- Follow the advice of the caravan park owner
- 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
- It is not safe to stay inside a caravan during a flood - they may float away

# HEATWAVE



## Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
Department of Human Services	1300 650172

## Heatwave Warnings

- Listen to your local radio station
- Monitor the weather and temperature
- Bushfires may start during a heatwave

## Important information about heatwaves

Heatwaves 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. Bushfires can also start during a heatwave so make sure you have your bushfire action plan ready.

## Guidance manual

Suggested actions for a heatwave can be found on page 25 of the guidance manual.

## Before a heatwave

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)

**During a heatwave**

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

## After a heatwave

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager, supervisor	<b>Completed</b> (Yes/No)

# LANDSLIDE

## Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
SES	132 500 <a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>

## 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 boulder in a rock-fall to tens of millions of cubic metres 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.

## Guidance manual

Suggested actions for a landslide can be found on page 27 of the guidance manual.

### 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)

## 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)



## 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)

## Useful Contacts

Contact	Number
Life-threatening emergency	000 (Triple Zero)
State Emergency Service (SES) Emergency assistance during storms	132 500
SES information line	1300 842 737 (1300 VICSES)
Website	<a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>

## Guidance manual

Suggested actions for storms can be found on page 29 of the guidance manual.

# STORMS

STORMS

## Storm Warnings

Severe thunders storm 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](http://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 caravans are tied down properly.

## Before a storm

Action	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)
Prepare your home emergency kit				
Alert all park occupants of the emergency warning				

## 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	Completed (Yes/No)

## After a storm

<b>Action</b> e.g. consult your community information guide	<b>When you will do it</b>	<b>How to do it</b>	<b>Who will do it</b> e.g. Park manager	<b>Completed</b> (Yes/No)

## Useful Contacts

Contact	Number
Immediate Emergency	000 (Triple Zero)
State Emergency Service (SES)	132 500 <a href="http://www.ses.vic.gov.au">www.ses.vic.gov.au</a>
Bureau of Meteorology	<a href="http://www.bom.gov.au">www.bom.gov.au</a>

## Tsunami Warnings

Tsunami warnings are issued by the Bureau of Meteorology and distributed to Media outlets and emergency management agencies such as the SES.

## Guidance manual

Suggested actions for tsunami can be found on page 31 of the guidance manual.

# TSUNAMI

TSUNAMI

## Before a tsunami

Action	When you will do it	How to do it e.g. Make an announcement through PA System	Who will do it e.g. Park manager, supervisor	Completed (tick once completed)
Listen to your emergency broadcaster for advice				

## During a tsunami

Action	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				



## After a tsunami

Action	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				

## Useful Contacts

Contact	Number
Immediate Emergency	000 (Triple Zero)
Country Fire Authority (CFA) <i>Contact for hazardous material incidents</i>	(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 6024

### A public health issue may include:

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

### Guidance manual

Suggested actions for public health incidents can be found on page 33 of the guidance manual.

**PUBLIC HEALTH**



**PUBLIC HEALTH**

**Before**

Health Issue	Action	How to do it	Who will do it	Completed (Yes/No)
e.g. Water contamination	e.g. Check potability of water supply	e.g. Send samples to lab for testing		

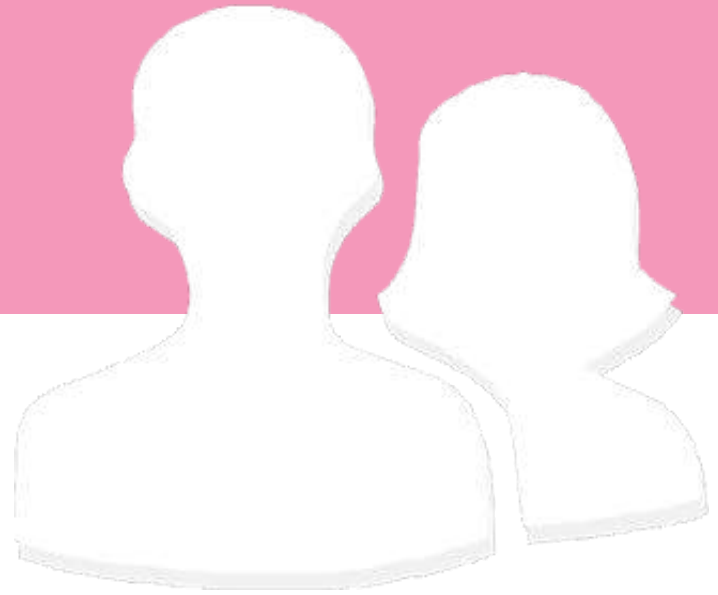
## During

Health Issue	Action	How to do it	Who will do it	Completed (Yes/No)

# After

Health Issue	Action	How to do it	Who will do it	Completed (Yes/No)

# PUBLIC SAFETY



## Useful Contacts

Contact	Number
Life-threatening emergency <i>(Police, Fire, Ambulance)</i>	000 (Triple Zero)
Metropolitan Fire Brigade (MFB) <i>For gas leaks/explosion</i>	(03) 9662 2311
Country Fire Authority (CFA) <i>For gas leaks/explosion</i>	(03) 9262 8444
Local Police <i>For non-emergencies</i>	Phone:

## 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 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

## Guidance manual

Suggested actions for public safety incidents can be found on page 37 of the guidance manual.

## Before

Safety Issue	Action	How to do it	Who will do it	Completed (Yes/No)

**During**

Safety Issue	Action	How to do it	Who will do it	Completed (Yes/No)



## After

Safety Issue	Action	How to do it	Who will do it	Completed (Yes/No)



Hazard: \_\_\_\_\_

Before \_\_\_\_\_

Action	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)

During \_\_\_\_\_

Action	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)

After \_\_\_\_\_

Action	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)



Hazard: \_\_\_\_\_

Before \_\_\_\_\_

Action	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				

During \_\_\_\_\_

Action	When you will do it	How to do it	Who will do it e.g. Park manager, supervisor	Completed (Yes/No)





# PLAN REVIEW

Carry out a review of your caravan park emergency plan every 6 months or if any circumstances change (e.g. less sites). 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 your plan include:

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

Review Date	Reason for Review	Changes made

Review Date	Reasonfor Review	Changes made