

Last review date: 19/01/2018

**Dromana Foreshore
Caravan Park
Emergency Management
Plan
Report
2018-2019**

Preface

The Emergency Management Plan has been created for the Dromana Foreshore Committee of Management for the Dromana Foreshore Reserve Caravan Park, Pt Nepean Rd, Dromana, 3936. The Caravan Park has 47 sites that are booked for a five-month period, December 1st to April 30th.

This Emergency Plan Report provides a brief overview of The Emergency Management Plan as required by the Mornington Peninsula Shire Council.

This plan is based upon recognised risk management principles and provides the Committee and the occupants with the guidance required during times of emergency. Pictorial representations of the caravan park are contained at the rear of the folder for reference by committee representatives and attending emergency services.

The plan will be reviewed on an annual basis by the Committee of Management to ensure relevance, and to ensure that the Committee and tenants are comfortable and informed in the roles required during emergency situations. Comments and input from the Caravan Park Friends Committee will be considered when the annual review is completed.

Table of Contents

1.0	Hazard Identification and Assessment	Page 5
2.0	Emergencies Notifications and Procedures	Page 5
3.0	Responsibilities, Records and Reports	Page 9
4.0	Site Plan, Assembly and Evacuation Areas	Page 12

Policy of Emergencies

Dromana Foreshore Committee of Management has produced an Emergency Management Plan as part of its commitment to the safety and wellbeing of all persons who may have occasion to enter the Reserve Caravan Park and to the welfare and general good of the surrounding community.

Aim of this Report

The aim of this report is to provide details of a full Emergency Management Plan that has been completed by the Dromana Foreshore Committee of Management. This report provides some examples contained in the plan, but is by no means exhaustive. The Dromana Foreshore Committee of Management holds four copies of the full Emergency Management Plan. Plans holders include the Caravan Park Manager, the Foreshore Ranger, and the Foreshore Secretary; the final plan is located in the laundry of the Caravan Park and is available for any of its occupants to access.

The aim of the Emergency Management Plan is to reduce the potential for loss and injury to life and property as a result of an incident that may occur at the address mentioned above.

Authority

Authority of the Dromana Foreshore Caravan Park is given to the Caravan Park Manager and the full time Ranger.

1.0 Hazard Identification and Assessment

The Dromana Foreshore Committee of Management has listed the following hazards as those that are potentially applicable to the Dromana Reserve Camp Site.

1. Structure Fire – Caravan, annex
2. Non-Structure Fire – Grass fire, vehicle fire
3. LPG – fire, leak or explosion
4. Electrical Hazards – Electrical fittings, appliances, extension cords
5. Storage of dangerous goods – LPG, cleaning products, flammable liquids
6. Trees – falling limbs
7. Barbeque facilities – Fire fuels, danger to children
8. Caravan and Tent Sites – trip hazards, vehicle contact
9. Laundry – slippery floors
10. Drainage – flooding
11. Patronage – habits and mannerisms of residents, domestic disputes
12. Natural Disasters – Floods, fires, windstorms, severe storm
13. Vehicle accident - roadway along camp site

The following chart lists the consequences of the abovementioned hazards.

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	A					
Likely	B		6	1, 4		
Moderate	C	9	8	13	3	
Unlikely	D		7, 10	2	12	
Rare	E		11	5		

2.0 Emergencies Notifications and Procedures

Detailed lists of emergency phone numbers are placed on notice boards located in toilet blocks and the laundry. This list is also included in the kit provided to camp site holders upon arrival. An example of our list is included below.

A list of contact numbers of all site holders is available to the Caravan Park Manager, Ranger and Secretary of the Dromana Foreshore Committee of Management.

List of Emergency Numbers

Fire Brigade	000
Police	000
Ambulance	000
State Emergency Services (SES)	132 500
Electricity	132 099
Gas Leaks	132 462
South East Water	132 812
Poison Hotline	131 126
Interpreter Service (24 hours)	131 450
Rosebud Hospital	5986 0666

Staff Contact Numbers

Ranger – Michael Everitt	0417 381 233
Manager – Rolf Huy	0412 612 220
Secretary – Wendy Coad	5981 0933

Control Agencies for Response

Aircraft, Marine, Road, Explosives, Rescue, Search and Threats	Victoria Police	000
Fire, Rescue, Explosions, Hazardous Goods	CFA	000
Radioactive materials, Contamination, Disease	DHS – Public Health	1300 650 172
Pollution of inland waters	EPA Parks	1800 444 044 131 963

In the event of an emergency within the Foreshore Reserve Camp Site, occupants are requested to follow the response procedures detailed in the Management Plan.

Response procedures for a sample of hazards that could potentially affect the camp site are detailed below. Full procedures are located in the Emergency Management Plan. Procedures for emergencies considered most likely are also placed on notice boards located in toilet blocks and the laundry.

**Procedure
For
Fire**

- Alert all persons nearby and request assistance
- Assist any persons in danger if safe to do so
- If threat exists, evacuate immediately
- Close doors to contain the spread
- Call Fire Brigade 000
- Notify Caravan Park Manager Rolf on 0412 612 220
- Extinguish fire if safe to do so with extinguishers located in toilet blocks
- Assist with evacuation and control of persons at assembly areas

**Procedure
For
Falling
Trees**

- Assist any persons in danger if safe to do so
- If threat exists, evacuate immediately
- Notify Caravan Park Manager Rolf on 0412 612 220
- Assist with control of area until assistance arrives

**Procedure
for
Medical
Emergency**

- Check for Danger and Safety
- Assist person in danger if safe to do so
- Check for a response – Call Ambulance 000
- Clear airway and check for signs of life
- Notify Caravan Park Manager Rolf on 0412 612 220
- Remain with patient until assistance arrives

Procedure plans for Hazards considered Major or Catastrophic that are more elaborate and detailed are included in the Emergency Management Plan. Procedures for an LPG explosion or leak are detailed below. Steps are also taken to minimize the risk of this hazard occurring. These include an annual check of gas bottles upon arrival to the camp site. DFC also requires that all safety valves are faced away from caravans.

Emergency Procedure in the event of a: LPG leak or explosion

1.	Assist persons in immediate danger ONLY IF SAFE TO DO SO
2.	Isolate gas supply at source
3.	Notify Fire Brigade on 000
4.	Notify Caravan Park Manager Rolf on 0412 612 220
5.	Remove ignition sources - if safe to do so
6.	Arrange for evacuation to assembly points
7.	DO NOT ATTEMPT TO MOVE YOUR CAR OR CARAVAN

3.0 Responsibilities, Records and Reports

The Caravan Park Manager is appointed as the Emergency Control Organiser (ECO) in the event of an emergency. The Manager Rolf Huy is employed to patrol the camp site regularly and is available 24 hours a day on 0412 612 220. The following responsibilities are expected:

- Attend the emergency control point
- Ascertain the nature and scope of the emergency
- Ensure the appropriate response has been actioned
- Ensure the emergency services have been notified
- Establish communications with Rangers
- Initiate evacuation of affected areas if appropriate
- Isolate power to affected area if appropriate
- Ensure access for emergency vehicles
- Brief incoming emergency services and respond to their requests
- Prevent unauthorised access
- Investigate cause of emergency
- Report to Dromana Foreshore Committee of Management

The Foreshore Rangers are appointed as Emergency Wardens in the event of an emergency. Full time Ranger Michael Everitt is available 24 hours a day on 0417 381 233. Part time Rangers are also available. The following responsibilities are expected:

- To assist the ECO and assume the ECO role in his absence
- Assist with emergency procedures
- Allocate duties to Volunteer Park Assistance
- Communicate with ECO and act on given instructions
- Assist with evacuation if appropriate
- Confirm that all persons are accounted for

Preventative Measures

These actions are carried out during our season to eliminate and reduce risks.

Preventative Measure	Frequency
Clear fire fuel in park. Prune trees and shrubs, mow grass	Prior to season and maintained during season
Conduct tree audit to ensure existing trees are safe	Annually, prior to season commencing
Inspect gas bottles for date compliance and direction of relief valves and secured	Upon camper's arrival
Ensure all camp sites have current fire extinguishers and fire blankets	Upon camper's arrival
Ensure all electrical leads are tagged and installed in a manner that will not cause risk to public	Upon camper's arrival
Pre-site inspection to ensure no other risk factors are present	Prior to season and maintained during season
Conduct Electrical Line Clearance report	Annually, prior to season commencing

The Emergency Management Plan includes the following forms that may need to be completed in the event of an emergency.

- Bomb Threat Checklist
- Post Incident Report Forms
- Offender Description Form
- Evacuation Resources

The Emergency Management Plan, bound and clearly marked is located at the following locations:

- Secretary's office - Depot, Point Nepean Rd, Dromana
- Caravan Park Manager – on person
- Caravan Park Laundry
- Rangers vehicle

This report will also be available on the Dromana Foreshore Committee of Management website:
www.dromanaforeshore.com

4.0 Site Plan, Assembly and Evacuation Areas

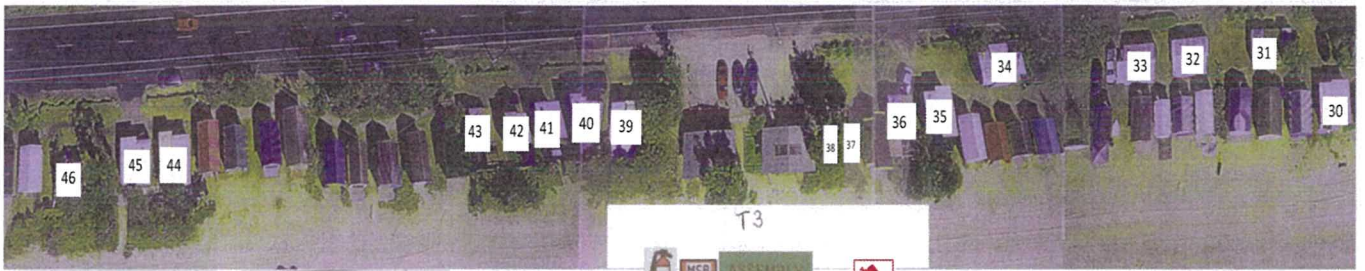
A Site plan and locations of assembly area points are placed in notice boards located in toilet blocks and the laundry. These maps are also available to the Caravan Park Manager and Ranger in the Emergency Management Plan. This map is included as Appendix 1.

Two evacuation points have been appointed. These points are detailed on the site map. Evacuation Procedures are also placed in toilet blocks, laundry and on the notice board. A copy of these procedures is included below.

Emergency Evacuation Procedures

1.	Assist persons in immediate danger ONLY IF SAFE TO DO SO
2.	Raise the Alarm – Alert park staff and emergency services - Call 000
3.	Secure valuables, close windows, doors, and hatches
4.	Turn off power and gas to your site
5.	Gather your family
6.	Proceed to assembly points located behind Toilet Blocks Two and Three DO NOT LEAVE until told that it is safe to do so
7.	DO NOT ATTEMPT TO MOVE YOUR CAR OR CARAVAN

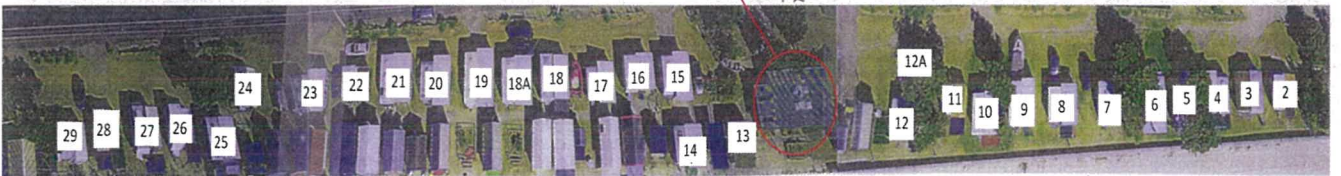
Appendix 1 Site Plan



LEGEND	
	SPILL KIT
	EMERGENCY WARNING AND INTERCOM SYSTEM
	DRY CHEMICAL EXTINGUISHER
	MANGAL CALL POINT
	WATER TYPE EXTINGUISHER
	MAN SWITCH BOARD
	FOIL TYPE EXTINGUISHER
	MANIFEST
	CO2 EXTINGUISHER
	FIRE INDICATOR PANEL
	HOSE REEL
	DEPRESSURIZER
	HYDRANT
	EXIT
	FIRE BLANKET
	SMOKE DOOR
	FIRST AID KIT
	FIRE DOOR
	EYE WASH
	SHOWER PHONE

STANDARD FIRE ORDERS

- 1 RESCUE ANY PERSON IN IMMEDIATE DANGER ONLY IF SAFE TO DO SO
- 2 CLOSE THE DOOR
- 3 CALL THE FIRE AND RESCUE SERVICE ON 000
- 4 ATTACK FIRE IF SAFE TO DO SO
- 5 EVACUATE TO ASSEMBLY POINT
- 6 REMAIN AT ASSEMBLY POINT AND ENSURE EVERYBODY IS ACCOUNTED FOR



Dromana Foreshore Reserve Camp Ground Location