

# EMERGENCY AND EVACUATION PLAN FOR

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<b>DATE OF COMPLETION</b>	
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**EMERGENCY AND EVACUATION PLAN FOR**

ITEM	DETAIL
Project Name	Emergency and Evacuation Plan – _____ Holiday Park
Prepared By	
Approved By	Print name                      Signature
Signed By	
Status	
Date of Release	
Due Date for Review	
Location of Document	

**Disclaimer**

This evacuation plan framework has been prepared for the Tweed Shire Council in good faith, exercising all due care and attention, but no representation or warranty, expressed or implied, is made as to the relevance, accuracy, completeness or fitness of this document for any other purpose in respect of a particular user's circumstances. Users of this document should satisfy themselves about its application to their situation and, where necessary, seek expert advice.

**TABLE OF CONTENTS**

1.	Introduction	3
2.	Purpose	5
3.	Park Details	5
	3.1 Background Information	5
	3.2 Emergency Contacts	6
	3.3 Ground Levels	7
	3.4 Elements at Risk	7
	3.5 Susceptibility to Flooding	8
	3.6 Site Details	8
	3.7 Utility Connection/Storage Locations	9
4.	Emergency Response to Flooding Checklist	10
5.	Key Evacuation Information	12
	5.1 Assembly Area	12
	5.2 Evacuation Procedures	14
	5.3 'All-clear' and Return of Occupants	15

**APPENDIX A: Site Map**

**APPENDIX B: Recommended Emergency Evacuation Equipment**

**APPENDIX C: Evacuation Register Page**

## **1. INTRODUCTION**

Emergency events can occur at any time and can strike with little time to prepare. This leaves those Holiday Parks who are not prepared for such events without the skills needed to protect the life, property and environment that they are responsible for. The owners and managers of the \_\_\_\_\_ Holiday Park are dedicated to ensuring that their Park is safe and enjoyable for all occupants who visit.

It is important to understand that during a widespread emergency situation, a number of emergency services may not be available, in the first instance, to assist with immediate resolution of an impact at your park. This development of robust Emergency and Evacuation plans are vital to the safety of residents, staff and visitors to your Park.

The \_\_\_\_\_ Holiday Park Emergency and Evacuation Plan has been developed to provide a structure and set of procedures for emergency management that is clearly outlined and functional. This Plan details the emergency contact details, triggers and actions for high risks, and the equipment and procedures in place to deal with foreseeable emergency events.

### **EMERGENCIES AGREED BY THE PARK OWNERS/MANAGERS TO BE COVERED IN THIS PLAN INCLUDE:**

This evacuation plan is specifically designed to address flooding.

***Review the emergencies outlined below and determine which other events may be covered by this Evacuation plan***

- Flood
- Severe Thunderstorm/Cyclone
- Tsunami
- Bushfire

## 2. PURPOSE

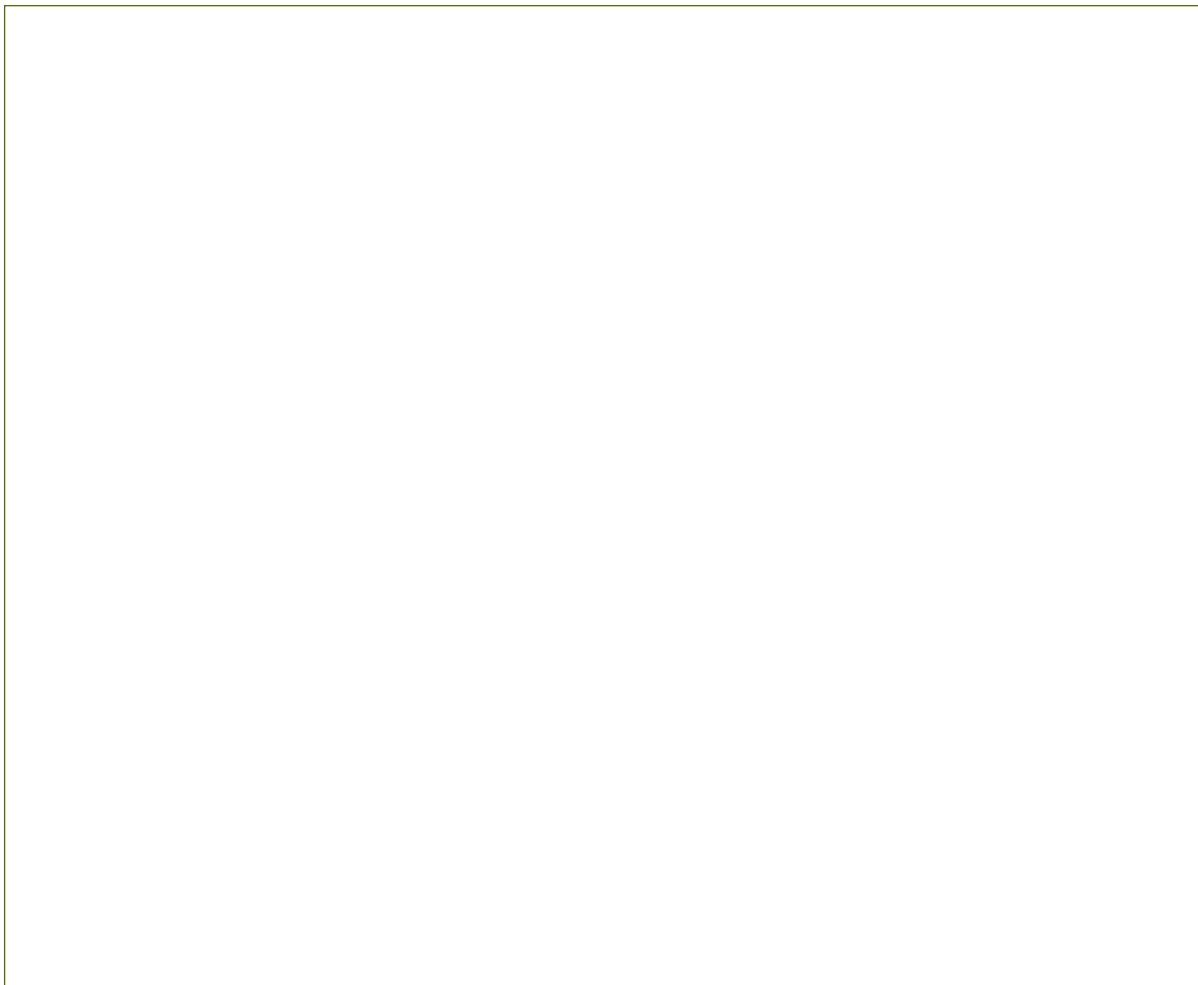
Evidence has proven that proper planning for emergencies has shown to:

- Save lives / prevents injury / complies with Workplace Health and Safety regulations;
- Reduce damage to stock, plant, equipment and fittings;
- Reduce the burden placed on local emergency service response agencies and their volunteers;
- Minimises loss of income and profit.

## 3. PARK DETAILS

### 3.1 BACKGROUND INFORMATION

*Outline general Caravan Park location, previous emergencies and risks. State the Caravan park's general layout and proximity to major locations and roadways including NSW/QLD border.*



### 3.2 EMERGENCY CONTACTS

ROLE	PHONE(S) AND EMAIL ADDRESS
Holiday Park Manager	
Holiday Parks Supervisor	
Holiday Park Owner	
Police	Kingscliff: (02) 6674 9399 Tweed Heads: (07) 5536 0999
Ambulance NSW	000
NSW Rural Fire Service	Information Line: 1800 679 737 Emergency: 000 <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
<b>NSW SES</b>	<b>132 500</b>
Tweed Shire Council	<b>After Hours: 1800 818 326</b> Murwillumbah: (02) 6670 2400 <a href="http://www.tweed.nsw.gov.au">www.tweed.nsw.gov.au</a>
Bureau of Meteorology	Warnings: (02) 9296 1555 Tidal Information: (08) 8366 2730 (SA) <a href="http://www.bom.gov.au">www.bom.gov.au</a>
Cudgen Headland SLSC	(02) 6674 1573
Roads and Maritime Services (RMS)	Road Closures: 132 701 or <a href="http://myroadinfo.com.au/landing.asp">http://myroadinfo.com.au/landing.asp</a>
Elgas (Gas Emergency) 24/7	1800 819 783
Elgas (General Enquiries) 24/7	131 161
ERM Power Retail (Electricity)	134 376 (8am-6pm) or 1800 859 858 (after hours)
Water/Sewer (Tweed Council)	(02) 6670 2400 (8.30am-4.30pm) or <b>1800 818 326</b> (after hours)
Essential Energy (Electricity faults)	132 080
Telstra (Telephone line faults)	132 999

### 3.3 GROUND LEVELS

FEATURE (Council can assist to gather data)	GROUND LEVEL (m AHD)
General Level of Park	
Office / Park Entrance	
Lowest site in park	
Highest site in park	

### 3.4 ELEMENTS AT RISK

TYPE OF SITE	NUMBER OF SITES
On-site Cabins	
Long Term Casuals	
Tent Sites	
Tourist Sites	
Office/Managers Residence	
Amenities	
BBQ areas	
Sheds	
Swimming Pool	
No of relocatable vans	
No of non-movable vans	

### 3.5 SUSCEPTIBILITY TO FLOODING

*Outline the Park's low areas that flood and entrance exits that are cut off. Include known surrounding roads that are regularly flooded that impact on your business. Outline your river level triggers.*

### 3.6 SITE DETAILS

*Provide a site map and outline the following:*

SITE INFORMATION	YES/NO	DETAILS
Access points to enter and leave the Caravan Park		
Security in place (Boom gates, pass code)		
Boat ramps		
Number of visitor sites		
Back-up power		
Hydrant locations		
Alternate water supply		
Evacuation Assembly Area		
Animals on site		
Overhead power lines		



### 3.7 UTILITY CONNECTION/STORAGE LOCATIONS

Water	The water main is located at
LP Gas	The park owned gas on site is located at
Power	The main electrical board is located at  Electrical meters are also stored in
Sewer	The main sewer pit is located in
Disposal Point	Disposal points are located at the following locations: 1. 2.
Chemical Storage	Hazardous materials are stored in

#### 4. EMERGENCY RESPONSE TO FLOODING CHECKLIST

STEPS	ACTION	RESPONSIBLE PERSON/S	COMPLETED YES/NO
<b>FLOOD WATCH</b>			
1	Obtain details about current flood situation - <b>NSW SES, BoM website, Local Radio, Local TV.</b> Ensure park is receiving NSW SES weather warnings and bulletins		
1.1	Familiarise yourself with the local FloodSafe Guide		
2	Contact any residents that may need assistance with early relocation		
3	Notify staff, contractors and suppliers of flood situation		
4	Check availability of equipment to move vans vulnerable to flooding		
5	Advise residents of flood situation, assembly point location and preferred evacuation routes		
6	Notify advance bookings of flood issue		
7	Relocate chemicals and equipment above potential flood level		
<b>FLOOD EVENT</b>			
8	Obtain details about current flood situation - <b>NSW SES, BoM website, Local Radio, Local TV.</b>		
9	Contact any residents that may need assistance with relocation		
10	Lift items from annexes and place inside vans and cabins		
11	Monitor evacuation advice from NSW SES, if an evacuation centre has been opened and advise occupants		
12	If evacuating follow Evacuation Procedure (6.2) and alert occupants to move to the Assembly Area (6.1) see map.		
13	Assist the removal of on-site vans that are a risk of flooding and assist occupants with securing moveable objects		
14	Direct occupants to notify when leaving and record all occupants that have evacuated the park (APPENDIX C)		
15	Ensure electricity and gas services are isolated if inundated		

<b>POST FLOOD</b>			
16	Obtain details about current flood situation - <b>NSW SES, BoM website, Local Radio, Local TV</b>		
17	Check with NSW SES and NSW Police before notifying occupants and allowing people to return to flooded area. <b>(Remember to wait for the All Clear from NSW SES before returning to park)</b>		
18	Never drive through flood water to access park		
19	Carry out WHS risk assessment before entering flood damaged areas		
20	Inspection of electrical and gas fixtures before occupants are permitted on site		
21	Stay away from storm damaged areas and any power lines		
22	Return any vans, vehicles or boats removed off site once park is cleaned		
23	Visit all sites and check on occupants to ensure safety and personal health.		

*Adjust this list to suit the specific needs of your Caravan Park.*

## 5. KEY EVACUATION INFORMATION

Evacuation is the rapid removal of people in a safe and orderly manner from immediate or threatened danger.

Remain calm and do not panic.

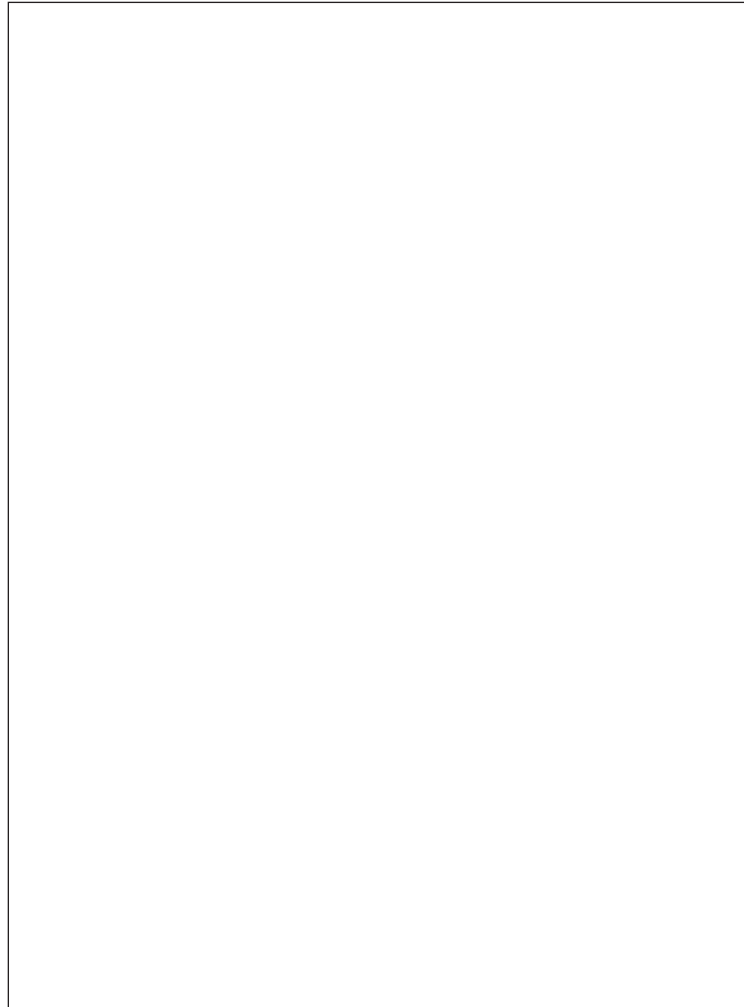
### 5.1 ASSEMBLY AREA

	DESCRIPTION
Evacuation assembly area	Describe your assembly point – Appendix A.
Evacuation route	Briefly explain the preferred route you would send residents to safely evacuate your site. A second site is also advised.
Evacuation Centres	NOTE: Never direct occupants to locations without first making contact with the SES/NSW POLICE to determine if an evacuation centre has been opened. Emergency numbers are listed on page 6 (3.2) <b>The NSW SES Evacuation Order will provide advice about local Evacuation Centres.</b>
Mobile caravan/vehicle/ boat storage area	Refer to local flood plan.

**EMERGENCY AND EVACUATION PLAN FOR**

**HOLIDAY PARK EMERGENCY ASSEMBLY AREA FOR**

**INSERT A PICTURE/ MAP OF YOUR ASSEMBLY POINT AREA**



If circumstances require occupants to move to another location, this is to be carried out after everyone has been evacuated to the assembly area and all are accounted for. The Police or other emergency service agency may assist management in making this decision. Caravan Park staff may contact Council via the Local Emergency Management Officer to determine what evacuation centre is open.

## 5.2 EVACUATION PROCEDURES

The following general evacuation procedures apply to the \_\_\_\_\_ Holiday Park.

- The management is responsible for ensuring the Park is evacuated if directed to do so by an emergency service organisation or if the safety of occupants is at risk.
- The designated Assembly Point for the \_\_\_\_\_ Holiday Park is located (INSERT IN BOLD).
- The evacuation of park occupants and staff is only required where the determination has been made that it would be safe for all persons to evacuate to a designated refuge off site.
- The decision to evacuate for the \_\_\_\_\_ Holiday Park should only be made if directed either by the NSW Police or the emergency service organisation if the safety of occupants is at risk.

The following procedures are to be followed when NSW Police/responsible emergency service agency, or the Management initiates an evacuation of the Holiday Park:

- Management is to undertake evacuation of the Park if there is no emergency service Officer in Charge on site.
- Ensure all cabins, tourist sites and tent sites, including amenity blocks / storerooms have been cleared and checked to ensure that all occupants have been evacuated.
- Where a building has been checked, place a pillow outside of the door (which is to be closed) to identify that the accommodation has been checked and is clear.
- Ensure that all occupants proceed directly to the Emergency Assembly Area.
- Remain at the Assembly Area and conduct a headcount to ensure that all occupants and staff are present. Use the Evacuation Assembly Register to verify occupants who are leaving the site.
- Wait for the 'all-clear' from the NSW SES Officer In Charge before returning to the Park.

### **5.3 'ALL-CLEAR' AND RETURN OF OCCUPANTS**

In the event of a flood, the SES will issue the 'all-clear' to the management and staff who will authorise the return of occupants to the Park.

Occupants must not go back into the Park until the Officer In Charge of the responding emergency service has issued the 'all-clear'.

Park Managers, in conjunction with the Holiday Park Supervisor, must ensure that the following actions are undertaken once the threat has receded and the 'all-clear' has been issued:

- Avoid contact with floodwater due to possible contamination;
- Be aware that native wildlife, including snakes and spiders may have taken refuge in houses and sheds;
- Be aware of damage to powerlines and electrical equipment either from fire, flood or other emergency;
- Be aware of damage to other park equipment and services such as LP Gas etc.
- Ensure occupants do not use garden hoses or tap water or any other water sources that may have been exposed to floodwater before checking with the utility provider;
- Remind occupants that local roads may remain closed due to inundation and driving conditions could be dangerous;
- Follow all instructions and requests from the emergency service agency to ensure the safety of the Holiday Park;
- Undertake a full Safety Checklist by the Holiday Park Supervisor and the Safety Officer.

## APPENDIX B: Recommended Emergency Evacuation Equipment

Evacuation equipment is required to be pre-prepared for the purpose of emergencies within the Park.

The evacuation equipment is located at

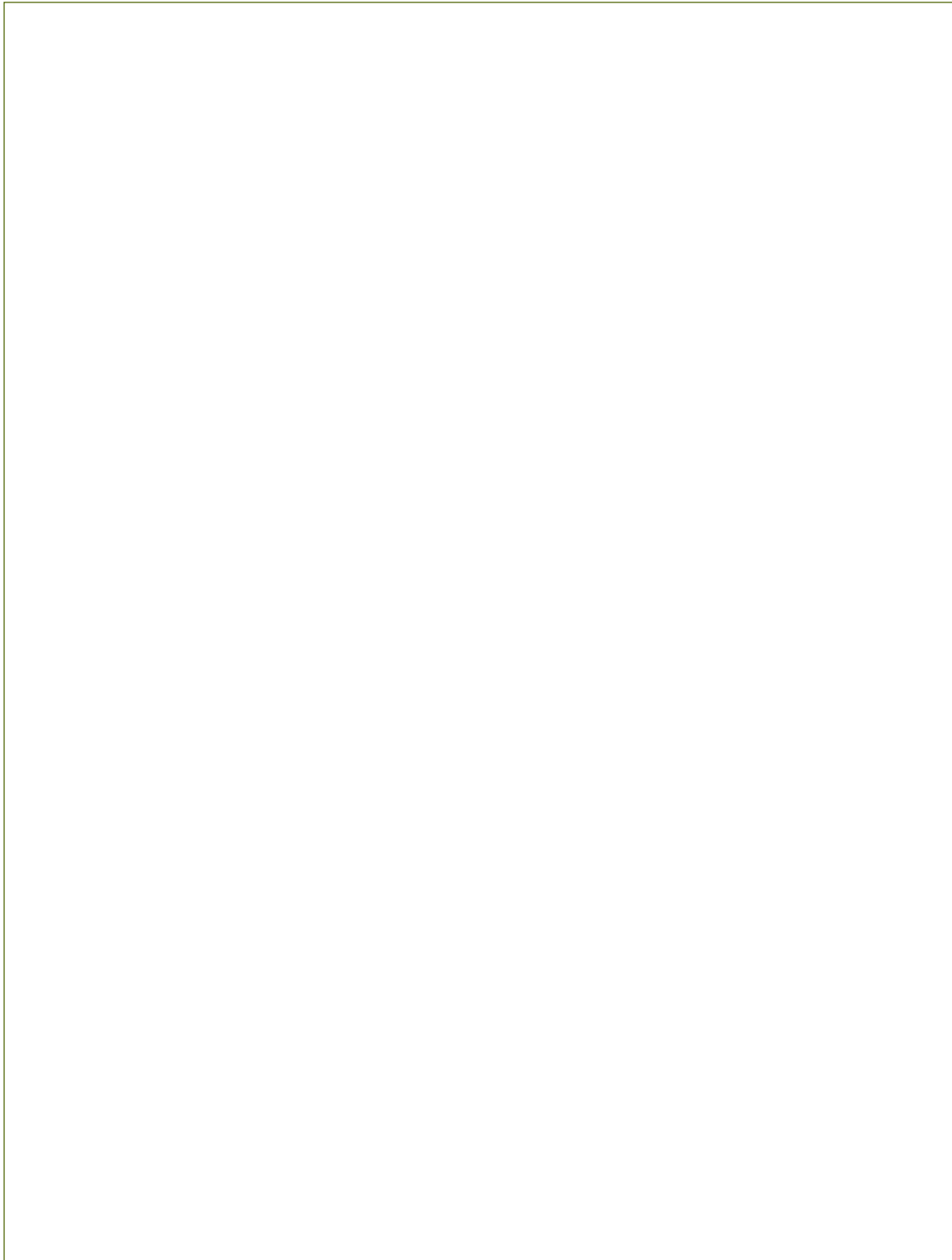
This is a basic list of equipment recommended to have stored on site in case of an emergency. Add and/or remove items to reflect your current evacuation safety equipment kit and ensure they are checked regularly.

SUGGESTED EQUIPMENT	DATE LAST CHECKED
• 100mtrs Safety Mesh – high visibility, & illuminative	
• 20 x 1.8m Black Star Pickets	
• 20 x Yellow Star Picket Caps	
• 1 x Transistor Megaphone – STM-210W	
• 5 x Traffic Control Markers – illuminative cones	
• 4 x High Visibility Vests	
• 2 x Waterproof Torches	
• 1 x TEAC FM/AM Pocket Radio	
• 10 x Alkaline Batteries size 'C' (6 for megaphone, 4 for torches)	
• 2 x 'AA' Batteries, to be used in radio	
• 1 x Dumpy Hammer	
• 2 x Yellow Hard Hats	
• 7mm Rope x 100mtrs	
• 1 x Diagonal Cutting Pliers	
• First Aid Kit	



**APPENDIX A: Site Map with Evacuation Assembly Marked**

*Insert your Caravan Park plan with Assembly Point marked and evacuation routes outlined*



# APPENDIX C: Evacuation Assembly Register

APPENDIX G - REFUGEE/EVACUATION CHECK-IN FORM / OUT FORM

DATE:

PAGE NUMBER:

OF

NAME	MEDICAL REQUIREMENTS	ACCOMMODATION TYPE AND NO.	ON SITE OR EVACUATION	LOCATION OF SITE	CONTACT ADDRESS IF EVACUATING	CONTACT NO.

INSERT PARK NAME \_\_\_\_\_