General Emergency Management Plan

Sample Audit Template

General Emergency Management Plan

This template is a sample only.

Your Club is responsible for ensuring its plan contains current information and is up to date at all times with any relevant Act, Regulation, Local Law or By-Law that may apply.
This includes CFA approved Bushfire Management Plan templates.

An Emergency Management Plan is required to ensure the Eppalock clubs have the ability to deal with emergencies should they arise.

The Club must provide GMW with a General Emergency Management Plan which incorporates the club's CFA approved Bushfire Emergency Plan which includes a Fire Risk Reduction Program annually, or as updated.

The Club must also provide a copy of the General Emergency Management Plan to each member/site holder.

The General Emergency Management Plan should cover the following information and procedures:
• Medical emergencies;
• Missing persons;
• The Fire Protection Plan (must comply with current and relevant Country Fire Authority regulations);
• Emergency contact phone numbers – Police, Fire, Ambulance (phone: 000);
• GMW's emergency 24hr telephone number - 1800 064 184 to report environmental, operational or compliance emergencies;
• The Club's location;
• The Club's contact numbers;
• Evacuation procedures.
• Maps of the location of Evacuation Areas; and
• The name of the club member that is acting as emergency Officer on the day. (This may change depending on if the Club has a roster system).

On Code Red days the Club's site must close.

A copy of the evacuation procedures must be displayed in a prominent position in every building that contains communal facilities.

The Club must also develop, implement and submit to GMW, a Country Fire Authority approved Bushfire Emergency Plan for the land which includes a fire Risk Reduction Program for the premises. These must be developed on CFA Templates.

You must complete and submit to GMW the below 'Leaving Early' and 'Defending Your Property' templates, as well as the 'Tourism Business Fire Ready Kit' if you operate your club as a business.

• www.cfa.vic.gov.au/plan-prepare/your-bushfire-plan
 (Bushfire survival planning **template** – Leaving early)

• www.cfa.vic.gov.au/plan-prepare/stay-and-actively-defend/
 (Defending your property – Bushfire survival planning **template**)

• www.cfa.vic.gov.au/plan-prepare/preparing-your-tourism-business
 (Tourism Business Fire Ready Kit **template** – Businesses only)

• www.cfa.vic.gov.au/plan-prepare/fire-ready-kit
 (Fire ready kit update 2018 – Information only)

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Name of Club:			
Site Address:			
Revision Number:			
Date Issued:			
Club Liaison Officer:		**Phone:**	
Primary emergency Assembly Point A:			
Secondary emergency Assembly Point B:			
Vic Roads Map Reference:			
CFA Map Reference Point:			
GPS Reference Point:			

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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.

Life-threatening emergency Police/Fire/Ambulance		000 (Triple Zero)
Food, storm, earthquake or tsunami emergency		132 500
Victoria State Emergency Service (SES)	www.ses.vic.gov.au	Phone number (local unit):
SES information line (during major events)		1300 842 737 (1300 VIC SES)
Bureau of Meteorology	www.bom.gov.au	1300 659 217
Local Country Fire Authority (CFA)	www.cfa.vic.gov.au	Phone number (local unit):
Victorian Bushfire Information Line		1800 240 667
Nurse on call		1300 60 60 24
Local Council	Name:	Phone number:
Local Hospital	Name:	Phone number:
Local Police Station	Name:	Phone number:
Victorian Poisons Information Centre	www.austin.org.au/poisons	13 11 26
VicRoads	www.vicroads.vic.gov.au	13 11 70
Electricity Authority	Name:	Phone number:
Gas Authority	Name:	Phone number:
Insurance Company	Policy number:	Phone number:
Electrician	Name:	Phone number:
Plumber	Name:	Phone number:
Goulburn-Murray Water Emergency 24 hour telephone number		1800 064 184
GMW Duty Officer		03 5439 8900
Club Warden	Name:	Phone number:
Club First Aid	Name:	Phone number:

Club President	Name:	Phone number:
Club Secretary	Name:	Phone number:

Neighbouring Clubs

Club Name	Contact Person	Phone number
Name:	Name:	Phone number:
Name:	Name:	Phone number:

Procedures

Medical Emergencies

1. Check for threatening situation and control it if safe to do so
2. Remain with casualty (unless there is no other option) and provide appropriate support
3. Do not move casualties unless in a life threatening situation
4. Notify the first aider
5. Notify ambulance (Tel 000) and designate someone to meet them
6. Provide support to first aider or ambulance if required.

Missing Persons

In the event of a person or persons being reported as missing, the warning siren will be sounded to summon all members to the Assembly Point A.

The warden will organise those present to conduct an immediate search of the surrounding area, including caravans, annexes and amenities area.
If the search proves unsuccessful the relevant authorities including the GMW Duty officer are to be notified.
All members will then comply with instructions from the person deemed in charge.

Note: *Primary emergency Assembly Point A:*
Secondary emergency Assembly Point B:

Evacuation

When an evacuation is required, a siren/bell will be sounded and if possible, members are to notify all other members and visitors to assemble at the primary emergency Assembly Point "A" for further instruction.

A member will need to take charge of the evacuation and co-ordinate the emergency.

A member will need to collect the Member's Sign-In Book and Visitors Book.

Note: *Primary emergency Assembly Point A:*
Secondary emergency Assembly Point B:

All persons on site must respond as follows:

1. On sounding the siren/bell all persons on site must proceed to Assembly Point A if safe to do so. If emergency Assembly Point A is not available, proceed to Assembly Point B.
2. Members are to remove any persons from the immediate danger area if safe to do so. Move people away from scene of emergency.
3. Members are to check that all persons are present at the designated emergency Assembly Point, with reference to Members and Visitors Sign-In Books.
4. No persons are to leave Assembly Point until so instructed by Incident Controller (Police, CFA etc.)