

EMERGENCY EVACUATION PLAN

What to do in an emergency situation

1. Call 000 in the event of an emergency
2. Action emergency plan
3. Contact the park manager and give details of the nature of the emergency
Ben 0414 39 0094 or San 0450 008 065
4. Await advice from authorities
5. Listen to your local ABC radio station for updates (www.abc.net.au)
6. In case of bushfire monitor the SES website - <http://australia.gov.au/topics/family-home-and-community/emergency-services/ses-state-emergency-services>

Fire and Flood Emergency Procedures for Fire Wardens

1. Sound the alarm
2. Assist anyone in danger if safe to do so
3. If safe use extinguisher to smother fire
4. Move to assembly point on signal, on instruction from supervisor or when it is unsafe to remain in the area in Visitor's carpark by Rubbish Bins
5. Assist visitors and disabled persons to evacuate
6. Remain at Assembly Area until instructed by Supervisor or emergency services personnel

Fire / Police / Ambulance	Ph 000
SES State Emergency Service	132 500
Police	131 444
Two Wells Police Station	08 8520 2309
Two Wells Police Mobile	041 885 9699

BUSINESS DETAILS these will be asked when on the phone to emergency personnel

Business Name	<i>Middle Beach Caravan Park and Backpacker Accommodation</i>
Street address	<i>555 The Esplanade, Middle Beach 5501</i>
Mobile Phone Number	<i>0414 390 094</i>
Nearest cross road	<i>Middle Beach Road/ the Esplanade</i>

NOTIFY THE FOLLOWING PEOPLE IN AN EMERGENCY

Position	Name	Phone number	Location
Park Managers	<i>Ben</i>	<i>0414 390 094</i>	<i>Cabin behind shop</i>
Fire/Emergency Warden			<i>Cabin behind shop</i>
Fire/Emergency Warden			<i>Cabin behind shop</i>
First Aid Officer			<i>Cabin behind shop</i>

SITE DETAIL

	Total Number of sites	Number of people approx.
Average Occupied sites	16	16
Rooms	7	8
Bunkhouse		varies
Stored vans, boats	2	

Staff, Guests & Residents Requiring Assistance - None

EVACUATIONS

Emergency Assembly Points

<i>Main assembly area</i>	<i>Next to rubbish bins in Visitor's carpark</i>
<i>Second assembly area</i>	<i>In the area between dining room and large shed behind levy bank</i>

ACTION WHEN SAFE

Operators to be notified who will then notify other relevant parties

Name	Position	Phone
Ben Fitzsimons	Manager	0414 390 094
San Arora	Manager	0450 008 065

PEOPLE

- Have a system in place to alert everyone on site that there is an emergency
- Know if anyone needs assistance to move out
- Have designated Wardens to assist with moving people to the emergency assembly area
- Have a designated person to check that everyone is out

**PRACTICE EXECUTING THE EMERGENCY EVACUATION PLAN
AT LEAST EVERY 6 MONTHS**