

# EMERGENCY MANAGEMENT PLAN

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BALNARRING BEACH FORESHORE AND PARKS RESERVE

Balnarring Beach Foreshore and Parks Reserve  
154 BALNARRING BEACH ROAD BALNARRING 3926

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# 1. PREFACE

This Emergency Management Plan was created by the Balnarring Beach Foreshore and Parks Reserve Committee to provide an overall strategy for managing emergencies on the reserve including Caravan Park and Camping Grounds.

The plan is based on the recognized risk management principles and provides the visitors to the reserve with specific guidance during times of emergency. This plan replaces the Emergency Evacuation of Camping Grounds 2013.

The Balnarring Beach Foreshore and Parks Reserve Committee recognizes the value of an Emergency Plan as a reference for employees, visitors and attending emergency services.

The Emergency Plan is to be reviewed every year after the camping grounds close. Any revisions to this plan are noted below.

<u>Revision</u>	<u>Description</u>	<u>Approved</u>
Sept 2018	Addition of 9. Media liaison and maps in appendix	Oct 2018
Dec 2019	Checked and updated emergency contacts	Dec 2019
Sept 2020	Addition of Pandemic, updated maps and contacts	Oct 2020
Nov 2021	Amended section 4.D, updated contacts	Nov 2021
Aug 2022	Checked and updated emergency contacts	Aug 2022
Aug 2023	Checked and updated emergency contacts	Aug 2023
Aug 2024	Checked and updated emergency contacts	Sep 2024

## 2. EMERGENCY CONTACTS

<b>Police/Fire/Ambulance</b>	<b>000</b>
Ranger On Call	0419 596 549
Balnarring CFA (Graeme or Jason)	03 5983 5379
Balnarring Medical Centre	03 5983 1355
State Emergency Service	132 500
Electrical Faults	132 099 (United Energy)
Worksafe Emergency	132 360
Gas Emergency (APA Gas)	1800 427 532
South East Water	132 812
Poisons Information	131 126

### **Plumbers**

Dave Lorimer	0439 892 744
Tim Goddard	0437 851 914
Glenn Douglas (Blockages)	0432 637 749
Peter Ticknell	0407 329 800

### **Electricians**

Chris Hall (A reserve)	0438 087 852
Mark Paynton (B reserve)	0408 121 023

### **BALNARRING FORESHORE STAFF**

Paul (Manager)  
 Suze  
 Lisa  
 Ron  
 Mick  
 Skye

### **Committee Members**

Jan Camm  
 (President)  
 Steve Patton  
 Amanda McMillan  
 Martin Pearson

### 3. EMERGENCY MANAGEMENT PLAN POLICY, AIM and AUTHORITY

**POLICY:**

The Balnarring Beach Foreshore and Parks Reserve Committee, Managers of the Balnarring Foreshore Camping Ground and Foreshore Reserve has produced this Management Plan as part of their commitment to the safety and wellbeing of employees and visitors to the Park.

**AIM:**

The Aim of this plan is:

- (i) to reduce the potential for injury and loss of life and property, as the result of an incident that may occur on the Balnarring Beach and Foreshore Reserve or Camping ground and,
- (ii) Advise visitors on actions available in the event of Emergencies.

**AUTHORITY:**

This Emergency Management Plan was approved by the Balnarring Beach Foreshore and Parks Reserve Committee of Management on the 23<sup>rd</sup> August 2022.

## 4. EMERGENCY ADVICE

### A. Medical assistance for Accident or Injury

In the event of required Medical assistance, Emergency control personnel should:

- Check for any threatening situation and remove or control it if safe to do so;
- Remain with casualty and provide appropriate support;
- Notify Manager/Ranger;
- Notify first aid personnel;
- Notify Emergency Service by dialling “000”;
- Designate someone to meet Ambulance and direct to incident.

*Note:*

*(i) Provide support and appropriate assistance.*

*(ii) Try not to leave casualty alone unless emergency assistance arrives.*

*(iii) Do not move casualty unless they are exposed to a life threatening situation.*

### B. Incident/Accidents on Reserve or Water

Includes incidents with water craft & vehicles.

- Observers should report Incident/Accident to reserve Manager/Ranger.
- Emergency Service notified by dialling “000”.
- Check availability of local emergency support. e.g. Life Saving Club or Boat Club.
- Place support, with communications, at strategic visual vantage point to monitor Incident/Accident.
- Maintain Communications with emergency authority to monitor status.

## C. Fire or the threat of fire

### **On Total Fire ban days:**

#### **1. The Day before:**

- Notify staff on duty the following day

#### **2. On the day:**

- Put Total Fire Ban signs on the door of each toilet in each reserve.
- Monitor emergency websites.

### **Triggers for enacting the EMP for fires:**

- If a fire is identified within 10 kms campers will be notified to watch and act accordingly.
- Campers to be notified in person if possible.
- If a fire is identified within 1 km Campers will be encouraged to evacuate to safest assembly point.
- When notifying in person population closest to threat to be addressed first.

### **Roles during an emergency**

The person who identifies the emergency, or the person who is notified about the emergency is the person who should call 000. They shall then notify the Manager.

#### **Manager**

The Manager is the Incident Controller. If the Manager is not on duty the Office/Ranger shall be the incident Controller.

#### **Office staff (if working)**

Office staff to monitor phone and internet and notify Manager of updates.

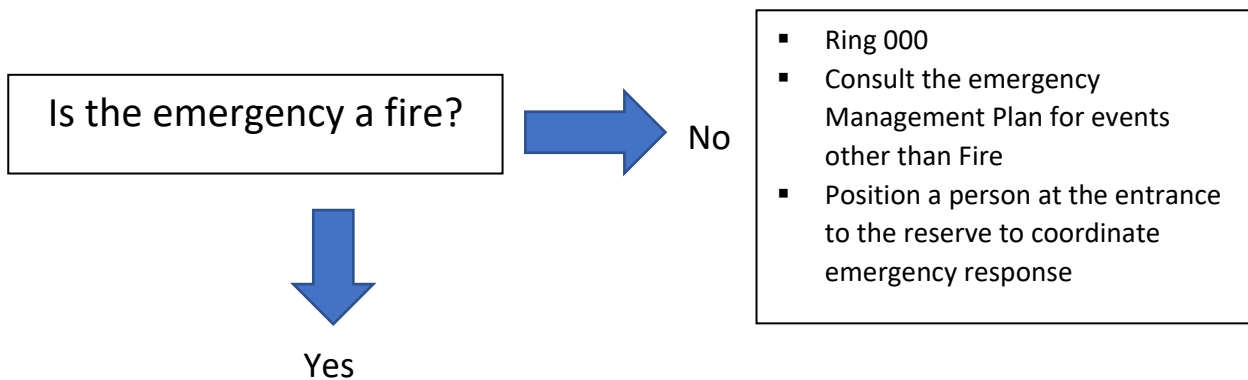
#### **Rangers**

Report to office / text Manager of location / follow instructions of the Incident Controller according to the flow chart.

#### **Volunteers/Work experience students**

Report to office and await further instructions / evacuate to nearest assembly point, text ranger manager of location.

## FIRE & EMERGENCY RESPONSE FLOW CHART



1. Coordinate the evacuation of most threatened/affected areas as a priority.
2. Use the fire-fighting equipment to control/contain fire ***if safe to do so.***
3. Assist any person in immediate danger ***only if safe to do so.***
4. Evacuate campers/visitors to nearest assembly point.
5. Keep entrance clear for emergency vehicles and meet emergency personnel at gate with map if safe for you to do so.
6. Divert other traffic away from the reserve.
7. Discourage people from driving to prevent a bottle neck on the roads
8. Ensure access to threat area is clear for emergency services.
9. Turn off Gas at amenities
- 10. Continue to evacuate park visitors to the safest assembly area.**



## D. Severe storms, winds and floods

Prevention:

- Annual Tree assessments;
- Maintain drains and culverts to help avoid overflow;
- Staff to monitor weather conditions and alerts from VIC Emergency App.
- Encourage visitors to download and monitor the VIC Emergency App.
- Where feasible warn campers of impending conditions and when possible;
- Ensure campers & visitors secure all loose items;
- Ensure ropes, ties & flies are secure or removed;
- Encourage visitors not to congregate under trees.

In the event of severe weather warning staff should:

- Warn campers and the public of anticipated events when possible;
- Encourage visitors to prepare their campsites, beware of trees, consider leaving the campsite and to keep updated on the Vic Emergency App;
- Advise campers to take refuge and remain in buildings during storms.
- Evacuate campsite if Storm Force winds are forecast.
- Staff should take refuge and remain in buildings until the threat has passed.
- Once the threat has passed undertake an assessment of visitor safety and infrastructure damage and report to the Manager/Ranger.

## E. Gas leakage or other noxious exposure

In the event of Gas Leaks or Hazardous spills, staff should:

- Ensure that the Manager is notified of the risk.
- Alert all people in the vicinity and evacuate if necessary.

- Identify the source of the leak and isolate it *if safe to do so*.
- Notify Emergency services by dialling “000”.
- Remove ignition sources by shutting down Gas and Electrical appliances.
- Control the movement of occupants.
- Remain at the evacuation point until advised by emergency services.
- In the event of oil spills on the beach consult “Oil Spill Response Manual’ located in the Manager's Office.

In the event of a gas bottle on fire:

- Call 000.
- Evacuate immediate area.
- If small use appropriate fire extinguisher to put fire out.
- Consider enacting fire protocols.

## F. Pandemic

In the Event of a Pandemic or other public health emergency, staff should:

- Follow the direction of the Chief Health Officer or the Department of Health and Human Services (DHHS).
- Close or restrict access to areas of the Reserve as per that direction.
- Ensure staff and the Committee are updated regularly with the advice and any new procedures put in place to protect staff and the public are done so in a timely manner.
- Notify the public or groups directly affected by any closures (e.g. campers).
- Update procedures as per the advice of the Chief Health Officer or DHHS
- Educate visitors to the Reserve of any actions they may take to reduce risk of transmission.

- Reopen closed areas of the Reserve when opening is both permitted by the Chief Health Officer and DHHS and the appropriate measures have been taken to minimise risk to the community and visitors.

## G. Civil disturbance or other attacks

In the Event of Civil Disturbance or other Personal Attacks, staff should:

- Notify Police on “000” and request assistance.
- Notify the Manager.
- Do not say anything that may encourage irrational behaviour.
- Alert other staff in the vicinity.
- Evacuate public from the area if safe to do so.
- Initiate action to restrict or confine the person from the public.
- Have as many people as possible complete the “DESCRIPTION OF OFFENDER” form.

## H. Earthquakes

In the event of an Earthquake, staff should:

- Instruct occupants to go outside and sit on the ground.
- If stuck indoors take shelter under tables or desks.
- Evaluate the need to evacuate, clear of trees powerlines and buildings.
- If necessary isolate Gas, Electricity and Water services.
- Arrange Medical assistance if required.
- Report to the Manager regarding the status of the public.
- Tune in radios and follow any emergency instructions.

## I. Bomb threats

In the event of receiving a telephone bomb threat:

*The recipient should keep the caller talking, (do not hang up) and note as many details as possible on the **Bomb threat checklist**.*

Important **details include:**

- Exact wording of threat.
- Location of device.
- Time of detonation.
- Sex and other details of the caller, such as age estimate.
- Details of speech, accent, delivery, and background noises.
- Staff to notify Police on “000”.
- Ensure that the Manager is notified ASAP.
- Not say anything that may encourage irrational behaviour;
- Manager will organise Emergency Services Personnel to conduct a search based on available information concentrating on most likely places.
- DO NOT touch suspicious objects.
- The decision to evacuate may be exercised.

***If a suspect device is found:***

- 1. Do not touch*
- 2. Clear the area*
- 3. Notify Emergency Personnel immediately (000)*
- 4. Follow directions given*
- 5. Prevent all persons from entering the area*

## J. Lost person

Record the following details of the lost person

- Full name
- Is there a photo?
- Age
- Approx height
- Hair colour and style
- Eye colour
- Type and colours of clothing
- Anything else distinguishing
- Where they were last seen, doing what and how long ago.

***Get the informant's full name and contact number. Ask them to stay with the patrol. If possible, text a photo to Ranger and other searchers.***

### **Actions:**

1. If last seen near the water, send patrol to that point and to work along the shore for 400m in each direction, both on shore and in knee-deep water.
2. Send Ranger to the public carpark to scrutinise people leaving and note registration (photograph) every car that leaves.
3. Search every toilet block.
4. If more searchers are needed, ask bystanders to assist.
5. All searchers to advise as many people as possible that we are searching for a lost child.

## 5. MANAGER NORMAL RESPONSIBILITIES

- Ensure a risk assessment of trees, sites and access tracks is undertaken annually by qualified personnel.
- Ensure all emergency response equipment is maintained.
- During busy periods assess and control risk of vehicles to visitors.
- Alert campers and visitors to risks and have them download the VIC Emergency App.
- Ensure maps and Emergency advice is placed on notice boards.
- Alert campers and visitors to **TOTAL FIRE BAN days**.
- Oversee and support Rangers.
- Review Emergency Management Plan annually
- Delegate duties to other employees.
- Arrange drills and exercises.
- Upgrade communications with campers and visitors.

## 6. MANAGER/RANGER EMERGENCY RESPONSIBILITIES

- On critical days place sign at entrance notifying all arriving persons of dangerous conditions.
- If possible initiate action to control emergency.
- Ascertain the nature and scope of the emergency.
- Ensure the appropriate response has been actioned. (*Establish communications with affected locals, campers and Park visitors*).
- Ensure appropriate emergency services have been notified.
- Designate someone to meet and direct emergency services.
- Establish communications with other Ranger's.
- Initiate evacuation to emergency assembly areas if safe to do so.
- Brief / Oversee incoming emergency services and respond to their requests.
- Control movement of occupants and vehicles to the Evacuation Assembly points.
- Maintain control at Assembly areas.

## 7. CAMPERS RESPONSIBILITIES

**Campsites will be visited to satisfy compliance.**

### **Campers Must:**

- Maintain a 1 metre clear area between structure and site boundary.
- Have a Smoke detector (caravans only).
- Ensure Power leads are tested and tagged annually.
- Ensure Gas Cylinders are current, chained and locked with safety Valves facing away from structure (Caravans).
- On days of Extreme conditions monitor ABC radio 774 or the CFA website / App.
- Ensure compliance with Park campfire rules and safe use of cooking and electrical rules.

## 8. FIRE & EMERGENCY RESPONSE PLAN – KEY MESSAGES

### **Key messages for Campers & Visitors**

- You need to have a personal plan for your safety in the event of Fire or Emergency in the Reserve or nearby.
- Familiarise yourself with Access tracks, Taps, Exits, Assembly points and Park layout. (Maps are in laundries and Toilets)
- Stay Calm, Don't Panic.
- Do Not Try to Drive out during an emergency
- Know where your family members are at all times during critical days
- If threatened, evacuate to the nearest suitable emergency assembly area.

### **On Days of Extreme Weather:**

- Monitor Emergency radio ABC 774
- Monitor the VIC Emergency App.

### **The Manager will:**

- In the event of Fire or Emergency ring 000 and maintain communications.
- Unlock Emergency Exits.
- Direct Emergency vehicles to easiest access
- Assist and advise people when it is safe to evacuate in the easiest manner.

**Visitors will:**

- Notify the Manager in the event of Fire or Emergency.
- On days of extreme weather conditions monitor Emergency information on ABC radio 774 and the VIC Emergency App.
- Be Prepared to evacuate to the nearest assembly area.
- Know where all your campsite occupants are.
- Place safety above possessions.
- Not stay and fight fire.
- Wear suitable clothing.
- In the event of Fire or Emergency in the Reserve that is likely to affect Camping areas, proceed to the safest Assembly Points.

## 9. MEDIA LIAISON

In the event of an incident, emergency or accident it is important that information provided to the media is clear consistent and managed. The President of the Balnarring Beach Foreshore and Parks Reserve Committee is responsible for approving all media. The President will liaise with the Manager and the Committee to develop messages that demonstrate their commitment to the safety and wellbeing of employees and visitors to the Park.

In the event of a request for an interview or comment:

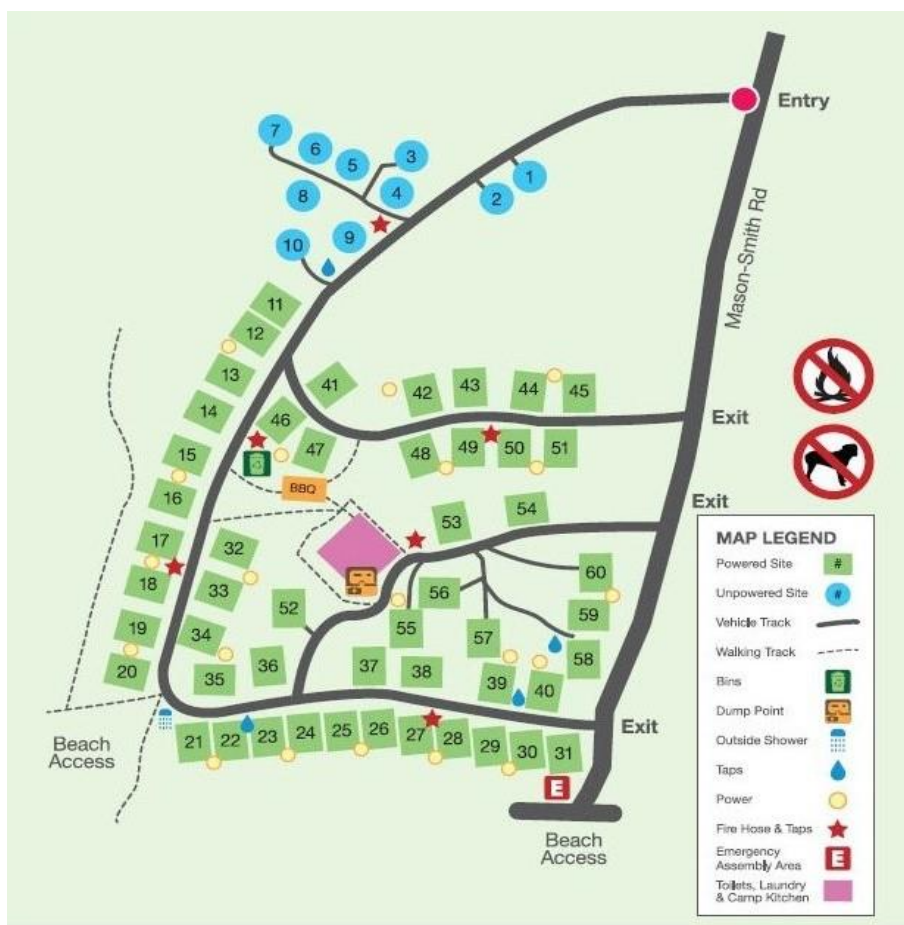
- Inform the media outlet that the President will respond to their request and ask for any questions in writing.
- Notify the President by telephone.
- The President will liaise with the Manager and the Committee to develop messages consistent with this Emergency Management Plan.
- It is preferable that communications with the media be in writing.



# Appendix 1: Campground Overview



# Appendix 2: A Reserve Map



## Appendix 3: B Reserve Map



## Appendix 4: C Reserve Map

