

Comprehensive Emergency Preparedness Template For Medium-Sized Caravan Parks in Australia

Expanded Examples and Implementation Guide

1. Introduction

This document outlines a detailed framework for medium-sized caravan parks, accommodating 50-100 visitors, to ensure comprehensive emergency preparedness. By customizing this template, parks can effectively manage risks, safeguard lives, and comply with local regulations.

**Note:* Customize the introduction to reflect the unique vision and goals of your caravan park regarding safety and risk management.

2. Risk Assessment

Example Risk Evaluation for a Medium-Sized Park:

- **Natural Disasters:**

- Risk: Bushfires due to proximity to dense vegetation.
- Action: Establish firebreaks, install sprinkler systems, and conduct fire drills.

- **Medical Emergencies:**

- Risk: Heatstroke and dehydration during summer months.
- Action: Provide hydration stations and shaded resting areas; train staff in first aid.

- **Accidents:**

- Risk: Slips and falls near the pool area.

- Action: Install anti-slip mats and clear warning signage.
- **Security Threats:**
 - Risk: Vehicle theft and unauthorized entry.
 - Action: Employ security personnel and install CCTV cameras.

Note: Adapt this section to address site-specific risks, such as high visitor traffic during holidays or unique geographic challenges.

3. Emergency Response Team (ERT)

Recommended ERT Structure:

- **Park Manager (Leader):** Oversees all emergency operations and serves as the main contact with emergency services.
- **Maintenance Staff:** Manages first aid and infrastructure-related emergencies.
- **Receptionist:** Handles visitor communication and maintains accountability records.
- **Safety Officer:** Coordinates evacuation plans and ensures compliance with safety regulations.

Training Recommendations:

- Conduct semi-annual first-aid certification programs.
- Schedule quarterly scenario-based emergency response drills.

Note: Include local community volunteers in the ERT if additional support is required during peak seasons.

4. Emergency Procedures

Example Procedures for Common Scenarios:

- **Bushfire Response:**
 - Action: Sound alarm, guide visitors to assembly points, and liaise with fire services.
 - Assembly Point: Designated open area near the main entrance.
- **Flooding:**
 - Action: Evacuate visitors from low-lying areas; provide sandbags for protection.
 - Safe Zone: Elevated section near reception.
- **Medical Emergencies:**
 - Action: Administer first aid, use AED, and call emergency services.
 - Equipment: AED located at the reception.

Note: Include detailed maps and flowcharts showing evacuation routes and emergency protocols specific to your park layout.

5. Communication Plan

Effective Communication Strategies:

- **Visitor Notifications:** Use SMS alerts and loudspeakers for urgent announcements.
- **Staff Coordination:** Equip staff with two-way radios for seamless communication.
- **Emergency Contacts:** Display local emergency services numbers prominently in visitor areas.

Note: Customize this section with multilingual communication options if your park caters to international visitors.

6. Training and Drills

Expanded Training Guidelines:

- **Fire Drills:** Simulate bushfire scenarios twice a year, focusing on evacuation efficiency.
- **Medical Response:** Train staff to handle cardiac arrests, snake bites, and allergic reactions.
- **Feedback Mechanism:** Use post-drill surveys to refine procedures and improve readiness.

Note: Incorporate visitor participation in drills to enhance their understanding of emergency procedures.

7. Emergency Supplies

Expanded Supply List for 100 Visitors:

- **First Aid Kits:** Include burn creams, snake bite kits, and AEDs (minimum of 2).
- **Emergency Items:** 100 water bottles, 50 blankets, torches with extra batteries.
- **Tools:** Fire extinguishers, multi-purpose knives, and emergency communication devices.

Note: Adjust supply quantities based on visitor capacity during peak and off-peak seasons.

8. Post-Incident Review

Detailed Post-Emergency Evaluation:

- **Debriefing Sessions:** Conduct meetings with staff to discuss what went well and areas for improvement.

- **Visitor Feedback:** Collect feedback through surveys or interviews to gauge the effectiveness of response measures.

- **Action Plan Updates:** Revise emergency procedures based on insights from the review process.

Note: Document all changes and improvements for future audits and regulatory compliance.

9. Implementation and Responsibility

Implementation Strategy:

- Review and update this emergency plan quarterly.
- Ensure all staff are trained and supplies restocked annually.

Responsible Persons:

- Park Manager: _____ (Signature)

- Safety Officer: _____ (Signature)

- Approval Date: _____

Note: Tailor this section to include additional responsible roles if required.