

WODONGA SHOW SOCIETY INC
ABN 67 188 697 413

Emergency Management Plan Sub-plan for Wodonga Showgrounds Caravan Park Sites

(Version 1.7)

June 2025

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Emergency procedures to be followed by short term occupiers and visitors.²³

Site Map²⁴

PART A – BACKGROUND INFORMATION - Table 1

Caravan park name	Wodonga Showgrounds
Caravan park street address	Lot 2 Wilson Street, Wodonga 3690
Caravan park postal address	P.O Box 54, Wodonga, 3689
Caravan park phone no.	02 6024 1872
Caravan park email address	hello@wodongashow.org.au
Land tenure (e.g. Crown, freehold, leasehold)	Freehold
Date Emergency Management Plan updated	25June 2025
Caravan park owner delegate name <u>Andrew Rich</u>	 Signature (DATE) ____/____/____ PHONE(S) No Home Phone Mobile 0447 233 689

PART B – EMERGENCY CONTACTS – Table 2

Showgrounds site owner Wodonga Show Society Inc. ABN 67 188 697 413	02 60 24 1872 (call will be re-directed to staff on duty)
Andrew Rich (Show Society President)	Mobile 0447 233 689
Andy Smith (Alternate contact)	Mobile 0419 853 483
Victoria State Emergency Service (VICSES)	 OR www.ses.vic.gov.au Hume Region Headquarters Benalla (03) 9256 9650
VICSES Flood and Storm Information Line (operates during significant flood and storm events)	1300 842 737 (1300 VIC SES)
Bureau of Meteorology (automated land weather and flood warning information)	1300 659 210 or www.bom.gov.au/vic/warnings/
Country Fire Authority	 FOR EMERGENCIES DIAL '000' www.cfa.vic.gov.au
Victorian Bushfire Information Line	1800 240 667
Police – Emergency Police – non-urgent Police Station	000 (emergency) 131 444 02 60 49 2600
Ambulance Victoria	000 (emergency)
Victorian Poisons Information Centre	13 11 26
Wodonga Council	02 60 22 9300
VicRoads (traffic hazard reporting and advisory service)	13 11 70 www.vicroads.vic.gov.au
North East Catchment Management Authority	1300 216 513 or www.necma.vic.gov.au
North East Water	1300 361 622 - General Enquiries 1300 631 644 - 24Hr Water & Sewerage Emergency
Electricity Authorities EnergyAustralia (Site power) SP Ausnet (Power lines & Street lights)	1800702684 13 1799
Gas Authority Elgas	131 161
Rural & Regional Health Health Direct – (24Hr health advice) Department of Health (Wangaratta)	1800 899 538 1800 022 222 (03) 5722 0555 & https://dhhs.vic.gov.au/wangaratta-office
Vet (animal emergencies)	Family Vet Centre – 02 60 56 4400 Melrose Animal Hospital – 02 60 56 1544
Vet (After Hours Emergency)	VetChat call 1300 215 328 Phone support only and charges apply

PART C – EMERGENCY RISK ASSESSMENT

An identification, analysis and evaluation of emergency risks associated with the showgrounds site has been undertaken which may include the following

	Complete (✓)	
Source(s) of potential risk	Yes	No
▪ Buildings/structures fires (e.g. UMD'S, caravans, annexes & amenities block)	✓	
▪ Bushfire	✓	
▪ Flood or	✓	
▪ Severe storms	✓	
▪ Winds	✓	
▪ Gas leaks	✓	
▪ Medical emergency	✓	
▪ Other (please specify) – List if more		
Source (s) of potential flooding		
No potential source of flooding has been identified	Local overland flooding (describe if applicable) <i>The site is not prone to flooding. Please refer to the map at Appendix A (Page 16)</i>	

PART C – EMERGENCY RISK ASSESSMENT – Cont...

Elements at Risk – Table 3

(Caravan Sites) NOTE: *The number of sites with readily moved structures refers to structures that could be moved in the often short time available after an emergency warning, and should be realistic. Caravans/RMD's that are affixed to a rigid annexe or to services that are not easily detached, or that have their draw-bars removed and/or tyres flat would not generally qualify as 'readily moved structures'.*

TYPE OF SITE	NUMBER OF SITES	NUMBER OF SITES THAT MAY FLOOD	NUMBER OF SITES WITH READILY MOVED STRUCTURES	APPROX. NUMBER OF PEOPLE (PEAK SEASON)	APPROX. NUMBER OF PEOPLE (NON-PEAK SEASON)
Long-term sites for residents ('permanents')	None	--	--	Peak season is: There is no peak season. However, judged at 4 persons per site, the approximate number of persons able to utilise the sites at any one time would be; 32	
Long-term holiday sites ('annuals')	None	--	--		
Prefabs (cabins) owned by park for tourist hire	None	--	--		
On-site vans owned by park for tourist hire	None	--	--		
Powered sites (for tourist hire)	8	0	8		
Unpowered sites (for tourist hire)	None	--	--		
Amenities Block/s	1	0	0		
Games Room	N/A	--	--		
Swimming Pool	N/A	--	--		
Camp Kitchen/BBQ Shelter	N/A	--	--		
Waste water dump Point for Caravans	4	0	0		
Sewage treatment plants/septic tank system	N/A	--	--		
TOTAL	13	0	8	32	

PART C – EMERGENCY RISK ASSESSMENT – Cont...

Key triggers initiating main responses – Table 3A

The key priorities in any emergency are **ENSURING SAFETY** and **REDUCING PROPERTY DAMAGE**.

Assume peak occupancy. Note that **the time allowed for the key responses such as evacuation must be less than the effective warning time.** This can be achieved by using an earlier trigger (e.g., a Flood Watch instead of a Flood Warning) and/or by increasing resources.

TRIGGER	KEY ACTION	RESOURCES	TIME NEEDED
Flood Watch issued	1 & 3	Computer/telephone	As necessary
Flood Warning issued/predicted	1 & 3	Computer/telephone	As necessary
Fire Danger Rating (Moderate to High)	2	Computer/telephone	As necessary
Fire Danger Rating (Extreme)	2 & 3	Computer/telephone	As necessary
Fire Danger Rating (Catastrophic – Code Red)	2, 3, 4, 5, 6, 7, 8 & 9	Staff, signs, tractor, computer, telephone, radios & emergency services	In case of evacuation, under 10 minutes
Total Fire Ban	2, 3, 7, 8 & 9	Staff, signs, computer, telephone and radios	As necessary
Heatwave Alert	9	Staff alerts	As necessary
Storm Warning	2, 3, 4, 7 & 8	Signs, staff alerts, computer, telephones, radios & emergency services	As necessary. In case of evacuation, under 10 minutes
Wind Warning	2, 3, 4, 7 & 8	Signs, staff alerts, computer, telephones, radios & emergency services	As necessary. In case of evacuation, under 10 minutes

Key actions legend

1. Monitor the threat of flooding via <http://www.bom.gov.au/vic/warnings/> and own observations
2. Monitor the threat of fire and/or storm via <http://www.bom.gov.au/vic/warnings/> or <http://www.cfa.vic.gov.au/warnings-restrictions/warnings-and-incidents/> Victorian Bushfire Information Line - **1800 240 667** or via emergency radio broadcasters.
3. Advise site/park occupants
4. Self-evacuation of site/park occupants
5. Assist any occupants/visitors with special needs
6. Move any mobile vans and vehicles to storage area(s) (*note that prior approval may be required to move privately-owned assets*)
7. Post notices in all communal areas & park office
8. Place out signs
9. Advise occupants/visitors to stay cool & hydrated

Flood levels and extents – Table 3B

(Not Applicable)

EVENT WITH APPROXIMATE FREQUENCY	FLOOD LEVEL AT CARAVAN PARK (m AHD)	LEVEL AT GAUGE (m)	EST. FLOW AT GAUGE (ML/d)	PROPORTION OF SITES AFFECTED (%)	LOCAL CONSEQUENCES
1976	NO Flooding	Albury --	Not noted	0%	None

Sources/date of flood data:	Dept of Sustainability and Environment via www.nremap-sc.nre.vic.gov/MapShare.v2
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Ground levels, floor levels and flood depths – Table 3C

(Not Applicable)

Low-point on levee	N/A
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Planning scheme zone(s) and overlay(s) - Table 3D

Zone(s):	WODONGA
Overlay(s):	As per Appendix A & A1
Source (Municipal Planning Scheme):	Wodonga (Appendix A1)

Flood Warning Arrangements and Constraints

Flood Warning Arrangement – Table 3E

(Not Applicable)

	NAME (NUMBER)	ARE HEIGHT/TIME PREDICTIONS ISSUED? (Y/N)	AGENCY
Reference gauge	Not applicable	No	

Flood Warning time and duration – Table 3F

	TIME (DAYS/HOURS)
Available flood warning time	Not applicable
Effective flood warning time	Not applicable
Duration of the 100 year ARI flood	Not applicable

Evacuation Arrangements and Constraints

Key evacuation information – Table 4

	DESCRIPTION
Evacuation/Emergency assembly area(s)	Area immediately outside of Wodonga Show Society Office.
Evacuation route(s)	1. Hamilton Smith Drive/Wilson Street gate; 2. Richardson Street Entrance.
Mobile caravan/vehicle/boat storage area(s)	WSS shed next to Hamilton Smith Drive entrance or area next to Richardson Street entrance.
Hazardous substances storage area	Cleaning supplies in Amenities Block.
Municipal Relief/Recovery Centre	Wodonga Council Community Centres or parks as advised by the council at that time.

Emergency procedures to be followed by showgrounds site owner/staff

1. Communication measures

- Mobile phone message to site occupiers;
- Loud speaker/hailer to be used to announce warning /directions to site occupiers/visitors;
- Conduct a door knock throughout site; and
- Emergency procedures, showgrounds site map and information sheet to be provided each time to an overnight occupier.

2. Response measures

- Ensure staff are advised of emergency procedures;
- Sound alarm when emergency is eminent or occurring;
- Contact relevant emergency agencies eg CFA, SES or Police; and
- Decide and implement actions eg isolating power, turn off gas bottles, if safe to do so.

3. Evacuation procedures

- Evacuate in a safe manner to emergency assembly area (as defined on site map).

Emergency procedures to be followed by short term occupiers and all other persons in the grounds.

1. Communication measures

- Advise grounds owner/manager or staff of an emergency, or alternatively contact relevant emergency agency; and
- Advise other residents and site occupiers if necessary of emergency.

2. Response measures

- Ensure people are safe;
- Fight fire with appropriate equipment eg extinguisher, fire hose reel if safe to do so;
- Turn off power, gas if safe to do so.

3. Evacuation procedures

- Evacuate in a safe manner to emergency assembly area (as defined on site map).

To be noted: The above procedures are expanded upon at Pages 18 to 23 of this Plan.

PART D – EMERGENCY MANAGEMENT ACTIONS – PREVENTATIVE MEASURES

Table 5: Prepare – Before the Emergency

*The key priorities in any emergency are **ENSURING SAFETY** and **REDUCING PROPERTY DAMAGE**... Actions should be linked to the triggers identified in Table 7.*

PREPARE – BEFORE THE EMERGENCY				
ACTION	WHEN	WHO	HOW (e.g. Resources)	COMPLETED
Maintain an emergency kit (e.g. first aid kit, portable radio, torch, batteries, waterproof bags, etc)	Always	Manager	Purchase and store in Site Office	☐
Back up records, accounts and computer files and store off site and out of floodplain and in firesafe containers		Manager	As necessary	☐
Document OH&S procedures for an emergency (incl personal threat).		Manager	Distribute written procedures	☐
Display evacuation procedures in office, amenities block(s), site-owned buildings and all communal areas		Manager	Via notice boards	☐
Check that UMDs/RMDs are tied down to prevent their being blown or washed away		Manager, owners of caravans and other moveable dwellings	Inspections	☐
Check that movable dwellings intended to be shifted retain their mobile status (eg. Tyres are inflated)		Manager, owners of caravans and other moveable dwellings	Inspections	☐
Practise evacuation procedures regularly		Manager, occupants, VICSES	Via regular drills	☐
Investigate possibility of obtaining insurance for site-owned buildings for emergencies such as floods, fires, windstorms.		Owner	Through insurance companies	☐
Check hose reels, smoke alarms etc operational		Manager/Staff	Regular Inspections	☐
Check trees for dead limbs, long grass, gutters etc		Manager/Staff	Maintenance Program	☐
Protect water storage tanks (if any)			First Flush, Capacity	☐

Table 6: Respond - Possible Emergency – Preventative Measures

RESPOND – POSSIBLE EMERGENCY				
ACTION	WHEN	WHO	HOW (e.g. Resources)	COMPLETED
Obtain information about emergency Windstorms/Floods: www.bom.gov.au and VICSES, Fire: www.cfa.vic.gov.au and www.delwp.vic.gov.au Emergency Radio station: Albury ABC Local 675 AM Albury ABC Local 106.5 FM Albury - Wodonga 2AY 1494 AM Albury - Wodonga The River 105.7 FM Albury - Wodonga Star 104.9 FM Contact Council (02) 60229300	e.g. Flood Watch issued/local conditions, Fire Weather Warnings, Weather Warnings,	Manager	Use of telephones to contact warning hotlines, computer web-sites and listening to radios as necessary.	☐
Check availability of staff and others to assist in emergency		Manager	Via telephone or in person	☐
Check availability of equipment (e.g. trucks) to assist with evacuating people and relocating property		Manager	Check tractor is in good working order.	☐
Advise site occupants of possible emergency, assembly areas, evacuation routes, relief centres		Manager/staff	Door-knock, loud-speaker, notice board	☐
Notify any advance bookings or prospective visitors of situation		Staff	Telephone or e-mail as necessary.	☐
Protect rainwater tank/bores/pumps				

Table 7: Respond – Emergency very likely, before evacuation route is cut

RESPOND – EMERGENCY VERY LIKELY, BEFORE EVACUATION ROUTE CUT				
ACTION	WHEN	WHO	HOW (e.g. Resources)	COMPLETED
Obtain information about emergency Windstorms/Floods: www.bom.gov.au and VICSES, 1300 842 737 Fire: www.cfa.vic.gov.au and www.delwp.vic.gov.au Emergency Radio station: Albury ABC Local 675 AM Albury ABC Local 106.5 FM Albury - Wodonga 2AY 1494 AM Albury - Wodonga The River 105.7 FM Albury - Wodonga Star 104.9 FM Contact Council for details of relief centre 02 60 22 9300	e.g. Storm, Fire, Wind or Flood Warning issued and/or local conditions infer emergency will impact.	Manager	Use of telephones to contact warning hotlines, computer web-sites and listening to radios as necessary.	☐
Warn site occupants of emergency and request they vacate site via evacuation route or wait for assistance (if without private transport)		Manager/staff	Via telephone or in person	☐
Arrange transport to relief centre for any people without private transport		Staff (possibly with VICSES assistance)	By arrangement with staff and/or local emergency personnel	☐
Make available a list of the registered caravan park occupants to Police or VICSES upon request.		Manager/staff	Via e-mail or the provision of a copy of the register of occupants	☐
Notify any advance bookings or prospective visitors of situation		Staff	Telephone or E-mail	☐
Use safe manual handling procedures (for moving assets and equipment); wear protective clothing (including non-slip footwear and puncture-resistant gloves)		Staff	Observance of O H & S procedures	☐
Relocate any mobile vans and vehicles to storage area(s) (if prior approval given, for privately-owned vans)		Staff (possibly with VICSES assistance)	By arrangement with staff and/or local emergency personnel	☐
Relocate or tie down any unattended boats/trailers (if prior approval given, for privately-owned equipment)		Staff (possibly with VICSES assistance)		☐
Lift items from annexes to vans for absentees (if prior approval given)		Staff (possibly with VICSES assistance)		☐

**RESPOND – EMERGENCY VERY LIKELY,
BEFORE EVACUATION ROUTE CUT**

ACTION	WHEN	WHO	HOW (e.g. Resources)	COMPLETED
Secure objects that are likely to move or cause damage (including gas bottles)	e.g. Storm, Fire, Wind or Flood Warning issued and/or local conditions infer emergency will impact.	Staff (possibly with VICSES assistance)	By arrangement with staff and/or local emergency personnel	☐
Block toilets, sinks and floor wastes with sand bags in flood events		Staff (possibly with VICSES assistance)		☐
Relocate chemicals/poisons to safety		Staff (possibly with VICSES assistance)		☐
Turn off electricity, gas and water at sites and to grounds when required		Manager/staff	Electricity via mains switching equipment, water at main valve Gas bottles at the gas valves.	☐
				☐

Table 8: Respond - During the Emergency

RESPOND – DURING THE EMERGENCY				
ACTION	WHEN	WHO	HOW (e.g. Resources)	COMPLETED
Obtain information about emergency Windstorms/Floods: www.bom.gov.au and VICSES Fire: www.cfa.vic.gov.au and www.delwp.vic.gov.au Emergency Radio frequencies Albury ABC Local 675 AM Albury ABC Local 106.5 FM Albury - Wodonga 2AY 1494 AM Albury - Wodonga The River 105.7 FM Albury - Wodonga Star 104.9 FM	Park impacted by emergency event.	Manager	Use of telephones to contact warning hotlines, computer web-sites and listening to radios as necessary.	☐
Use safe manual handling procedures (for moving assets and equipment); wear protective clothing (including non-slip footwear and puncture-resistant gloves)		Manager/staff	Observance of O H & S procedures	☐
Beware of sharp debris, snakes and spiders, and wading in any contaminated water		Manager/staff	Personal reminders of dangers to persons on site.	☐
Stay away from fallen power lines		Manager/staff	Place barriers or warnings where necessary	☐
AVOID DRIVING, RIDING OR WALKING THROUGH ANY FLOODWATERS – THESE ARE THE MAIN CAUSES OF DEATH DURING FLOODS		Manager, staff and any park occupants on site	Personal reminders of dangers to persons on site.	☐
KEY PRIORITY IS TO ENSURE SAFETY OF LIFE (1) (OTHERS & PERSONAL) (2) REDUCE PROPERTY DAMAGE				☐

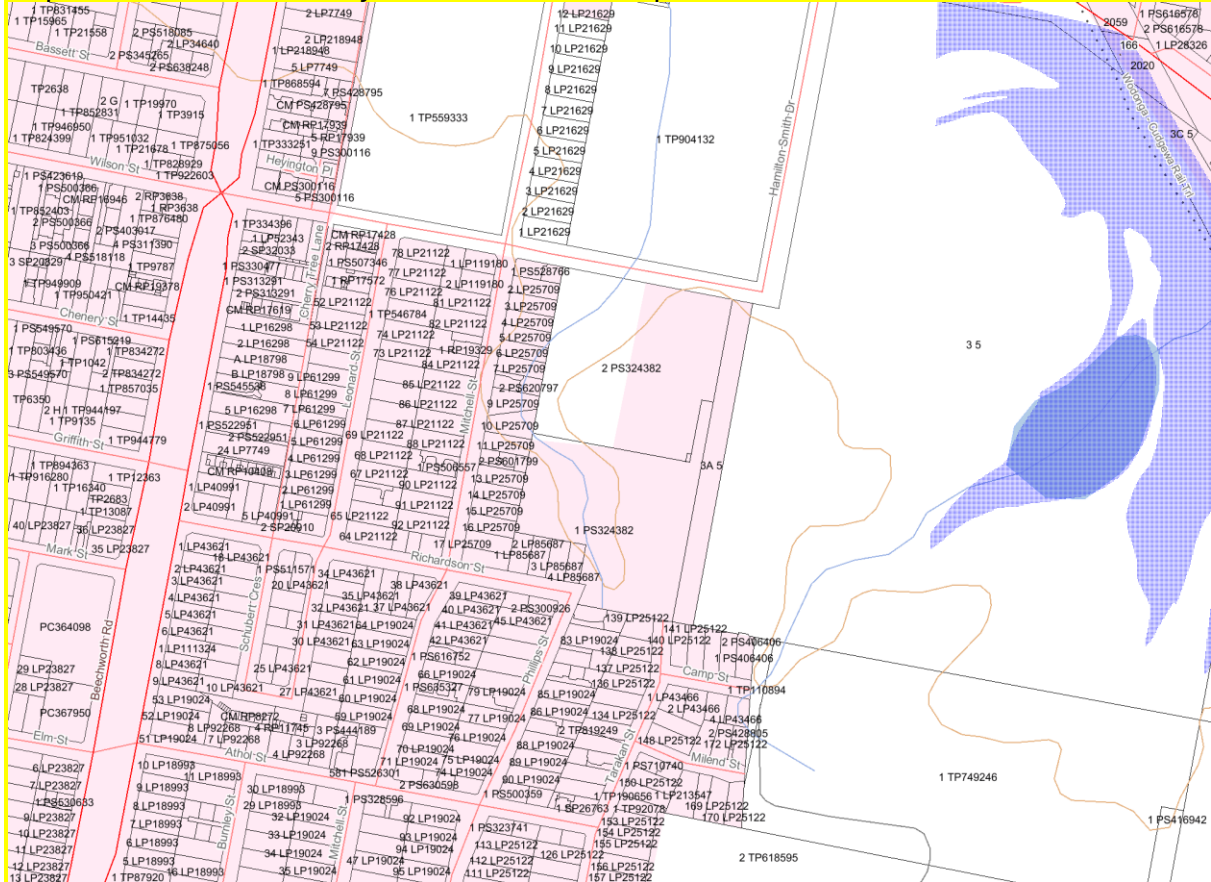
Table 9: Recover – After the Emergency

RECOVER – AFTER THE EMERGENCY				
ACTION	WHEN	WHO	HOW (e.g. Resources)	COMPLETED
Check with Emergency Services prior to allowing people back into affected areas	Emergency threat over and able to return to show grounds site.	Manager	Use of electronic communications to check situation with emergency services	☐
Have electric and gas fixtures checked by qualified personnel		Manager	Engage qualified contractors	☐
Never use matches, cigarette lights or any other naked flame since flammable gas may be trapped inside		Manager/staff/occupants	Personal reminders of dangers to persons on site.	☐
Beware of sharp debris, snakes and spiders, and wading in contaminated water; wear protective clothing (including non-slip footwear and puncture-resistant gloves)		Manager/staff/occupants		☐
Boil all untreated water supplies until declared fit to drink		Manager/staff/occupants		☐
Dispose of any food or medication contacted by water or affected from power failure		Manager/staff/occupants		☐
Remove debris and clean, repair and disinfect premises		Manager/staff/occupants	By arrangement with staff, occupants and/or local emergency personnel	☐
Salvage, clean and dry as much as possible		Manager/staff/occupants		☐
Replace any lost furniture, fittings and floor coverings with more flood/fire resistant products		Park Occupants, Site Manager	In consultation with insurance agencies, check local suppliers for possible upgrades to products	☐
Return any vans/vehicles/boats that were moved off site		Staff (possibly with VICSES assistance)	By arrangement with staff and/or local emergency personnel	☐
Implement strategies for winning back customers		Regional tourism body, owner/manager	Consulting with tourism body, advertising and incentives	☐

Appendix A

House Creek (lower) one per cent AEP Inundation Map (Wodonga Showgrounds is site – 2 PS324382)

Department of Sustainability and Environment Map created Tue Jun 18 09:54:55 EST 2013

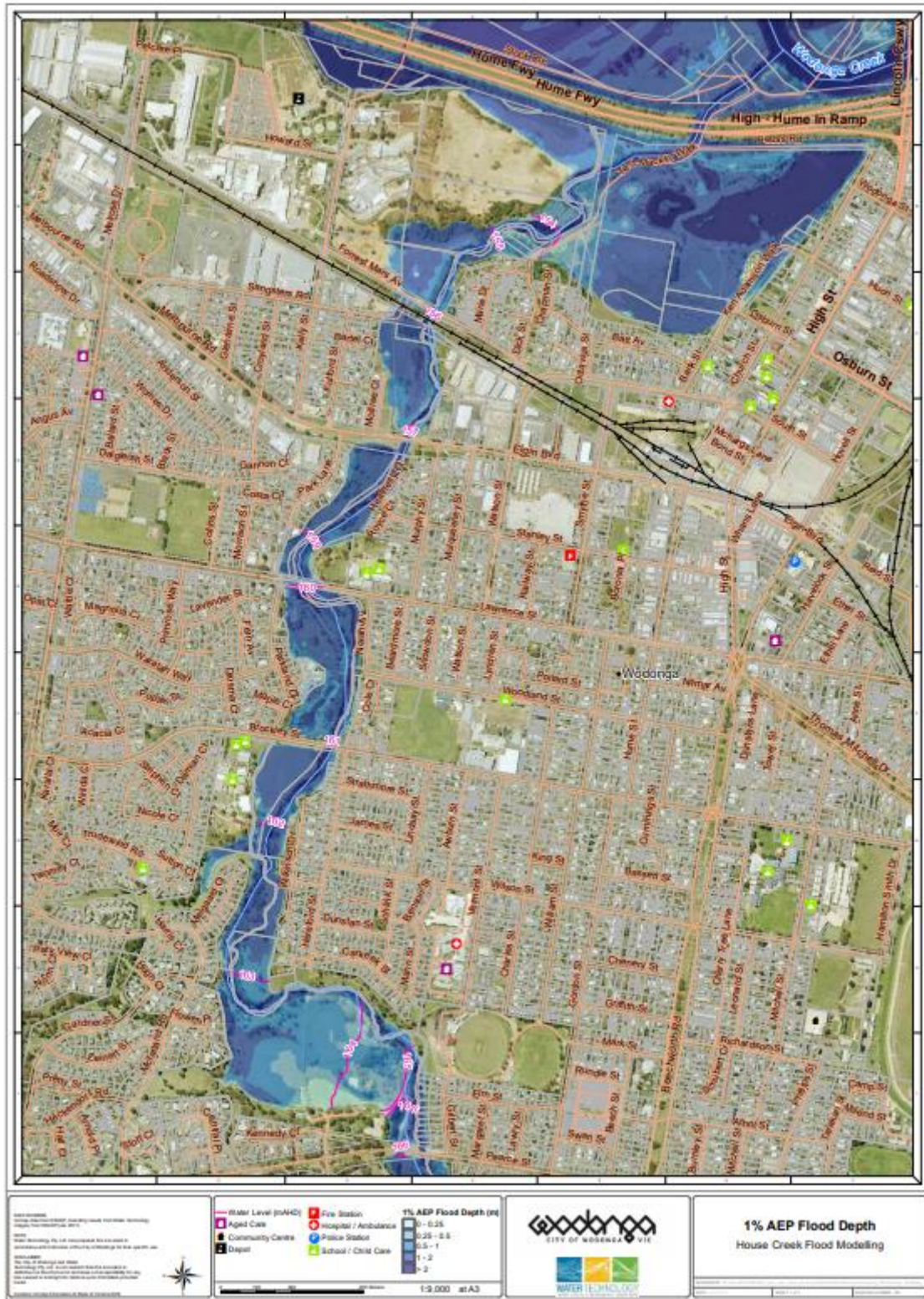


Disclaimer: This map is a snapshot generated from Victorian Government data. This material may be of assistance to you but the State of Victoria does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make appropriate enquiries to assess the currency of the data.

Generated at <http://nremap-sc.nre.vic.gov.au/MapShare.v2/> Produced on Tue Jun 18 09:55:29 EST 2013

Map Server: nremap.nre.vic.gov.au Map Service: wsg_waterresource_v4 Page

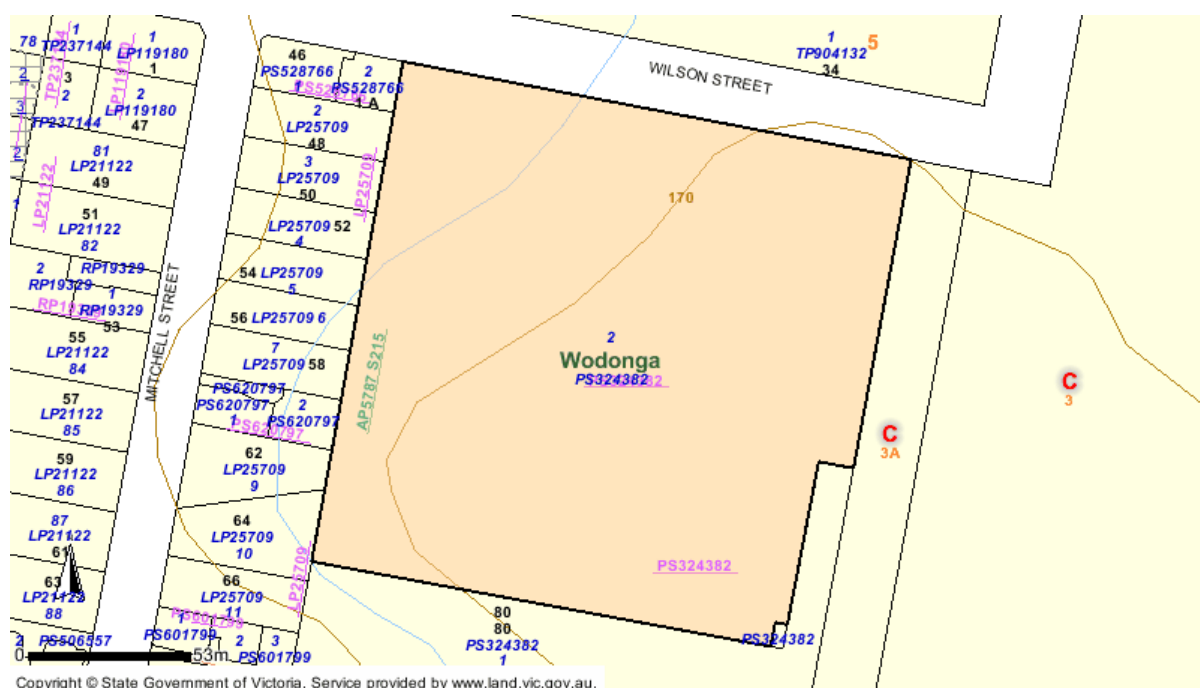




Map 5 - House Creek (lower) one per cent AEP Inundation Map

Appendix A1

Wodonga Showgrounds site 2 PS324382



PART E – EMERGENCY PROCEDURES AND MAP (Staff Copy)

Wodonga Showground Sites

Telephone **02 60 24 1872**

SITE CONTACTS	NAMES	TELEPHONE No's
President Site Contact	Andrew Rich	Mobile 0447 233 689
Secretary	Diana Johnston	Mobile 0421 100 078
Alternative Site Contact	Andy Smith	Mobile 0419 853 483

EMERGENCY SERVICES CONTACT DETAILS

SERVICE	TELEPHONE No's
Ambulance	000
Fire	000
Police Emergency Police – non-urgent Station	000 131 444 02 60 49 2600
SES	132 500
Gas Elgas	131 161
Electricity Energy Australia (Site power) SP Ausnet (powerlines) Peter Donkers (WSS contact)	1800702684 13 1799 0411 233 442
Water North East Water	1300 631 644 (24Hr emergencies)
Victorian Poisons Information Centre	13 11 26
Health Direct – (24Hr health advice)	1800 022 222
Vet (animal emergencies)	Family Vet Centre – 02 60 56 4400 Melrose Animal Hospital – 02 60 56 1544
Vet (After Hours Emergency)	VetChat call 1300 215 328 Phone support only and charges apply

1. ASSEMBLY AREA

The Assembly Area is the gathering point in the event of an evacuation. The assembly area for the showgrounds site is the lawn area immediately in front of the Wodonga Show Society office and is marked on the Wodonga Showgrounds **site map** (Page 23).

EMERGENCY RESPONSE PROCEDURE

2. In an emergency the staff on duty shall:

- Assume responsibility for the site occupants and visitors until the responsibility can be handed over to the senior officer of the attending emergency service. (Continued overleaf)

EMERGENCY RESPONSE PROCEDURE (Continued)

- Respond to and co-ordinate the emergency.
- Notify the relevant emergency service(s) of the type and location of the emergency.
- Decide if an evacuation is appropriate and notify site occupants and visitors.
- Turn off the gas bottles at the valve and the electricity switches as soon as practicable. Refer to the **site map** for the locations of these switches.
- Communicate all information relating to the emergency and the actions taken to the emergency services personnel on their arrival.
- Keep records of the actions taken, the nature of the emergency and any unusual circumstances.

3. EVACUATION PROCEDURE

In the event of an emergency which may require an evacuation, the following shall apply;

- The staff member(s) on duty will check evacuation routes to determine if they are safe to use. Only safe routes will be used.
- The staff member(s) on duty shall reassure site occupants and visitors of their safety and subdue panic.
- All site occupants and visitors shall proceed to the appropriate assembly area.
- If there is more than one staff member on duty, one staff member should be nominated to lead the evacuation
- The staff member(s) on duty shall assist any persons requiring special attention including mobility impaired persons.
- On arrival at the assembly area, the staff members on duty will conduct a head count. If any personnel, site occupants or visitors are unaccounted for the senior staff member on duty or the emergency services senior officer (if on site) shall be immediately notified.
- The staff member(s) on duty shall check every moveable dwelling, sheds, the site office and the amenities block to ensure no person is remaining on site.

4. FIRE PROCEDURE

If any person observes a fire, they should;

- If safe to do so, assist any person in immediate danger.
- Confine the fire by closing any doors, windows etc.
- Notify the senior staff member on duty who shall raise the alarm by telephoning the **000** emergency number.
- If any staff member on duty is trained to do so, they should attack the fire with the correct type of fire extinguisher or other fire equipment if safe to do so.

5. BOMB THREAT PROCEDURE

To defeat the purpose of a hoax caller, staff member, site occupant and visitor movements should be kept to a minimum. Avoid as far as is practicable, any outward sign that the threat has been acted upon. In all cases the local police should be contacted for advice.

If a bomb or suspect item is located

- Notify the senior staff member on duty who shall raise the alarm by telephoning the **000** emergency number.
- Do not touch the object.
- Do not close any doors or windows if the object is inside a dwelling or building.
- Advise other persons to move from the area.
- Keep other persons away from the area.
- Obey instructions of the senior staff member on duty.

6. EARTHQUAKE PROCEDURE

In the event of an earthquake, the following actions should be taken;

- Staff on duty should inform site occupants to leave their site and move to the assembly area.
- Staff should check the amenities area, sheds and the site office to advise any persons there to evacuate and move to the assembly area.
- All persons are to keep clear of windows in case the glass shatters.

7. SEVERE STORM PROCEDURE

In the event of strong winds, the following actions should be taken;

If in the open;

- Seek shelter immediately.
- Avoid windows and external door areas.
- If possible, do not remain in cars or other small passenger vehicles.

If in a moveable dwelling, amenities block, shed or office;

- Where possible, secure all loose objects outside of the dwelling or building.
- Secure all windows and external doors.
- Keep clear of windows after securing.
- Follow the instructions of the senior staff member on duty.

8. CIVIL DISORDER PROCEDURE

In the event of a civil disorder incident including demonstrations, unauthorized entry or occupation and the like, the senior staff member on duty will immediately;

- Notify the Police.
- Lock all doors and windows to the office, WSS shed and amenities building.
- Advise all site occupants and visitors to remain inside their moveable dwellings.
- Ensure all site occupants, visitors and staff, avoid physical conflict with the person or demonstrators, even if provoked.
- Follow the instructions of the Police.

During civil disorder

- Avoid any physical confrontation where possible.
- Always attempt to withdraw from any situation where there is an immediate threat of physical violence.
- Do not risk injury in protecting Wodonga Show Society property. This does not mean that staff or site occupants or visitors should not use lawful means to defend themselves from physical attack in legally justifiable circumstances. If such defensive action is necessary, staff must only use the degree of force reasonably necessary to restrain the offender. No staff member should act alone.

Emergency procedures

Emergency procedures to be followed by short term occupiers and visitors.

1. Communication measures

- Advise park owner/manager or staff of an emergency, or alternatively contact relevant emergency agency via details shown below; and
- Advise other residents and occupiers if necessary of emergency.

2. Response measures

- Ensure people are safe;
- Fight fire with appropriate equipment e.g. extinguisher, fire hose, if safe to do so;
- Turn off electricity and gas if safe to do so.

3. Evacuation procedures

- Evacuate in a safe manner to closest assembly area (as defined on emergency procedures **site map**) and follow staff instructions.

SITE CONTACTS	NAMES	TELEPHONE No's
Staff "On-Call"		02 60 24 1872
President	Andrew Rich	Mobile 0447 233 689
Alternative Site Contact	Diana Johnston	Mobile 0421 100 078

EMERGENCY SERVICES CONTACT DETAILS

SERVICE	TELEPHONE No's
Ambulance	000
Fire	000
Police Emergency Police – non-urgent Station	000 131 444 02 60 49 2600
SES	132 500
Gas Elgas	131 161
Electricity Energy Australia (Site power)	1800702684
SP Ausnet (powerlines)	13 1799
Water North East Water	1300 631 644 (24Hr emergencies)
Victorian Poisons Information Centre	13 11 26
Health Direct – (24Hr health advice)	1800 022 222
Vet (animal emergencies)	Family Vet Centre – 02 60 56 4400 Melrose Animal Hospital – 02 60 56 1544
Vet (After Hours Emergency)	VetChat call 1300 215 328 Phone support only and charges apply

Site Map

