



# Emergency Response Plan

## 1. VERIFY - Confirm the Emergency

- Check details with Kianinny Staff, additional Adults, Campers, & other reliable Sources

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## 2. NOTIFY - Immediately alert Reception / Emergency Services

- The Reception / Manger onsite will contact the Emergency Services
- This allows the Emergency Leader to manage the situation onsite
- Notify all additional Kianinny Staff & anyone who may be affected that is onsite

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## 3. ASSESS - Determine the level of Danger

Gather Information by:

- Listening to verbal reports
- Observe the situation directly when possible

Ask:

- Has the danger passed?
- Is it increasing or decreasing?
- Is it moving closer or further away?
- Is the weather or terrain affecting it?
- Is the situation life- threatening?

Decide:

- How much time is available to act?

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## 4. ACT - Respond based on assessment

### RESPONSE PLAN -

- Person in charge coordinates the response
- Ensure people are moving to Assembly areas ( if needed )
- Contain the Emergency if safe to do so
- Keep unaffected people away from the danger area

### EVACUATION -

- Move people using the safest route ( relocate to Bush pavilion / Causeway )
- Have people evacuate to Tathra Oval ( Lawrence Park ) or Junction of Sapphire Coast Drive & the Tathra - Bega Rd, Kalaru ) if needed
- Assign staff members to stay with groups of people at all times in certain areas

### COMMUNICATION -

- Assign a staff member to relay updates to Reception
- Manager onsite remains the person coordinating the response & contact with emergency services ( in reception )

### ONGOING MANAGEMENT -

- Management Team & Staff continue to monitor / manage situation
- Emergency Services take control upon arrival

**Assembly Areas:** Bush Pavilion / Causeway ( driveway alongside Dam )

**Emergency Bell** @ Reception (sound bell to alert all people onsite to move to these areas )

**Location:** 246 Tathra Road, Tathra / **Kianinny Phone:** 0264941990