



Moruya Surf Life Saving Club Inc.

Established 1932

PO Box 15, Moruya 2537 · Tel: (02) 4474 2674

Emergency Management Plan

Moruya Surf Lifesaving Club

Charles Moffitt Dr

Moruya

NSW 2537

Emergency Management Plan

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Moruya Surf Lifesaving Club
Charles Moffitt Dr
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ABN: 72 996 492 001
Prepared: 25/07/2017

Revision history

Version Number	Changes made	Person responsible	Date updated
<i>Version 1.0</i>	<i>Nil</i>	<i>C. Holley</i>	<i>29/07/2017</i>

Communication strategy

Manager/staff	Type of communication	Person responsible	Frequency
<i>President</i>	<i>Electronic</i>	<i>C. Holley (WHSO)</i>	<i>[e.g. Monthly and after each change]</i>

Manager/staff	Type of communication	Person responsible	Frequency
<i>Vice President</i>	<i>Electronic</i>	<i>C. Holley (WHSO)</i>	<i>[e.g. Monthly and after each change]</i>
<i>Secretary</i>	<i>Electronic</i>	<i>C. Holley (WHSO)</i>	<i>[e.g. Monthly and after each change]</i>
<i>WHSO</i>			<i>[e.g. Monthly and after each change]</i>

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The Emergency Action Plan

Emergency contacts

Organisation Name	Contact	Title	Phone number
ALL: Police, Fire, Ambulance	-	-	000
Moruya Surf Lifesaving Club	Marco Cardinale	Caretaker	<i>4474 2674 0408 846 880</i>
Moruya Surf Lifesaving Club	Phil Carter	Secretary	
Moruya Surf Lifesaving Club	Jane Coppin	Club Captain	0407 407 659
Moruya Surf Lifesaving Club	Chris Holley	Work Health & Safety Officer	0417 021 041

Emergency procedures

Procedures	Brief outline of procedures	Evacuation point/ address	Reference to full procedure document	Supporting documentation
Building Fire Evacuation Procedure	<ol style="list-style-type: none"> 1. Alarm raised and relevant emergency services authorities contacted. 2. Wait for evacuation signal. 3. Follow fire warden instructions. 4. Calmly evacuate the premises from nearest emergency exit. 5. Arrive at evacuation location. 6. Locate and account for all staff/ guests etc. 	<p>Assembly Point 1; Carpark on the Northern side of Playground</p> <p>Assembly Point 2; Beach, at the end of the walkway</p>		<p>Club Floor Plan, Boat Storage Area Floor Plan</p> <p>Google Map Evacuation Path Diagram</p>
General Fire Evacuation Procedure. Fire in surrounding bushland or residences.	<ol style="list-style-type: none"> 1. Alarm raised and relevant emergency services authorities contacted. 2. Wait for evacuation signal. 3. Follow fire warden instructions. 4. Calmly evacuate the premises from nearest emergency exit. 5. Arrive at evacuation location. 6. Locate and account for all staff/guests etc 	Follow the direction of the First Responder Emergency Services.	Attached	Office floor plan, Map of evacuation locations.

Procedures	Brief outline of procedures	Evacuation point/ address	Reference to full procedure document	Supporting documentation
Damaging Coastal Storm, Tidal Surge, Tsunami Conditions.	1. Wait for Emergency Services 3. Follow ES instructions. 4. Calmly evacuate the premises from nearest emergency exit. 5. Arrive at evacuation location. 6. Locate and account for all staff.]			Floor plan, Map of evacuation locations.

Emergency kit

Location

First Aid Room: Ground Floor.

Contents

Object	Checked/Reviewed Date	Person responsible
<i>Emergency management & recovery plan</i>	<i>05/09/2017</i>	<i>C. Holley (WHSO)</i>
<i>Torch</i>		
<i>First-aid kit</i>		
<i>Portable radio</i>		
<i>Plastic bags</i>		
<i>Spare batteries</i>		
<i>Adhesive tape</i>		
<i>Pen/pencil and notepad</i>		

Emergency team roles & responsibilities

Role	Details of responsibilities	Person responsible	Email	Phone/Mobile numbers
First Aid Officer	Attend regular first aid training courses. Administer first aid support in an emergency situation. Contact ambulance services when necessary.			
Chief Fire Warden	Attend relevant training courses. Communicate procedures to all staff. Supervise and action emergency evacuation procedures (including contacting emergency services, accounting for staff). Conduct regular drills. Update procedures regularly.			

Supporting documentation

Attached is my supporting documentation in relation to this Emergency Management Plan.

The attached documents include:

Emergency Exits within the MSLSC building floor plans for ground and first floor.

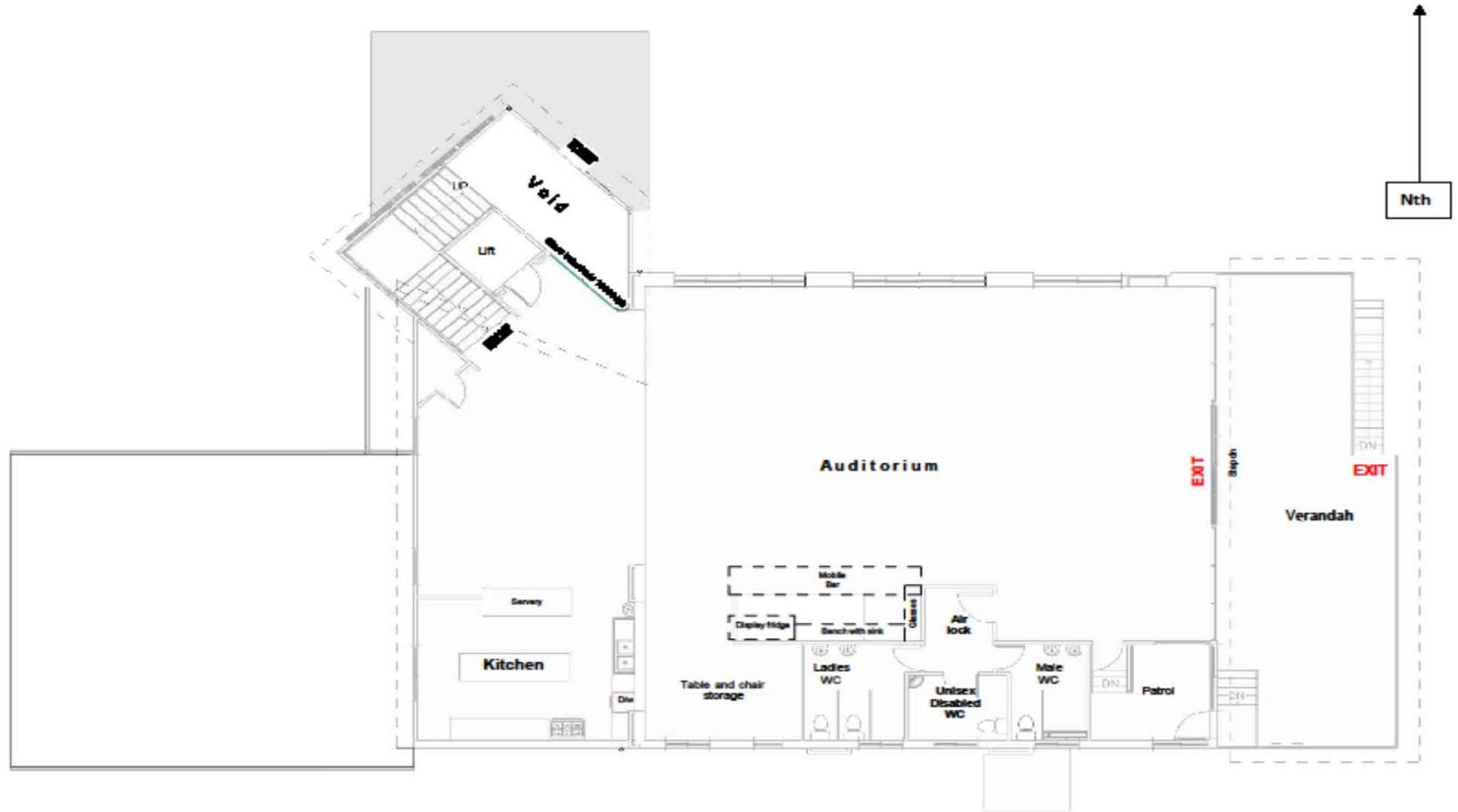
Emergency Evacuation Paths encase of a fire within the MSLSC Building.

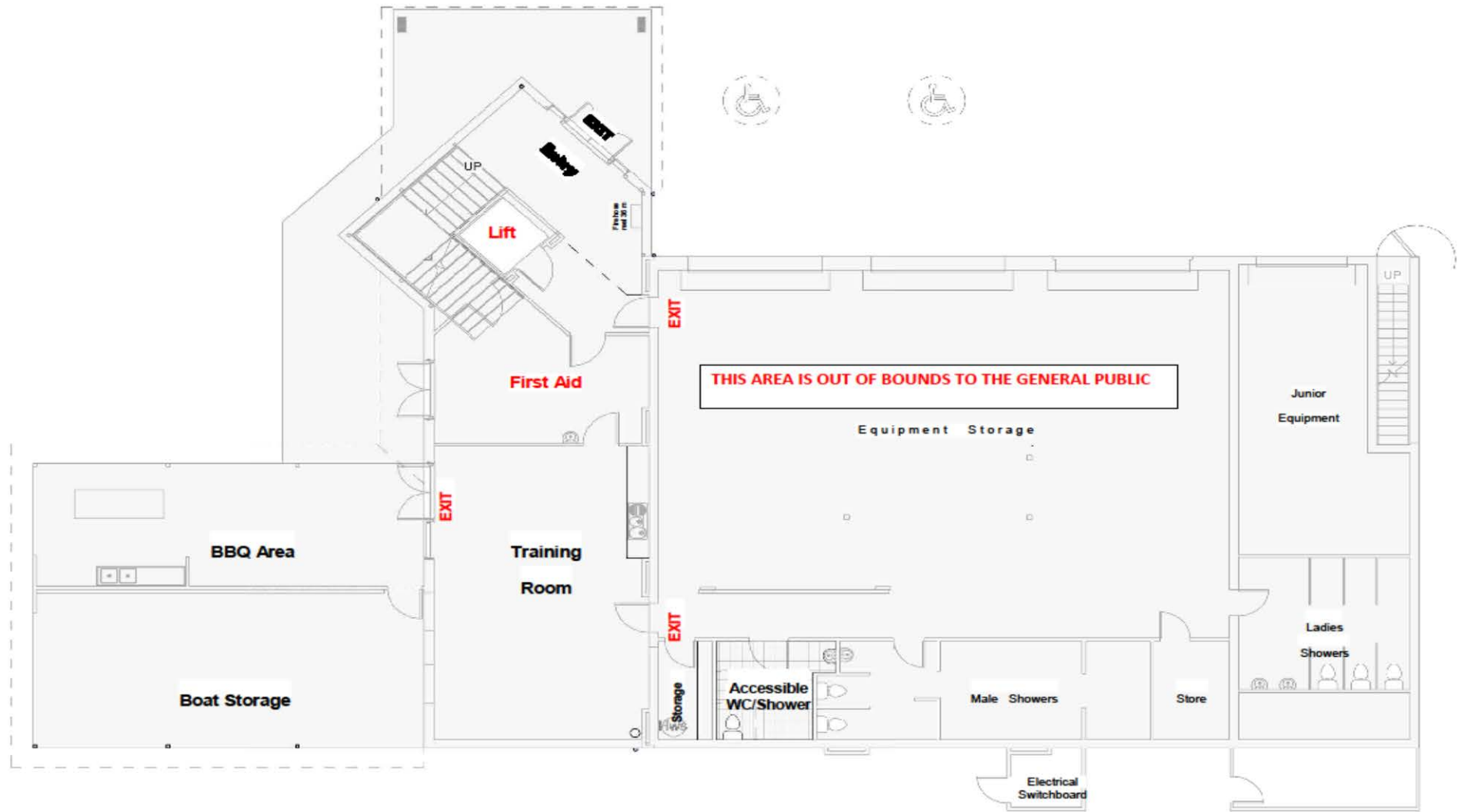
This map is compiled with the use of;

[https//.maps.six.nsw.gov.au](https://.maps.six.nsw.gov.au)

FIRST FLOOR PLAN

MORUYA SURF LIFESAVING CLUB





**GROUND FLOOR PLAN
MORUYA SURF LIFE SAVING CLUB**



Charles Moffitt Dve

Driveway Entry

Playground & Picnic Area

Assembly Point 1 Carpark

Evacuation Path "1"

Front Entry Door

Side Stairs

Evacuation Path "2"

MSLC

Assembly Point 2 Beach

Caretakers Residence