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# Keilor Bowls and Community Club

Evacuation Sub-Plan



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# Admendment List

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| --- | --- | --- |
| **Amendment** | **Amended By** | **Amended Date** |
| Version 1 | Barry Dean | June 2022 |
| Version 2 | Barry Dean | Jan 2023 |
| Version 3 | Barry Dean | April 2024 |
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**DISCLAIMER**

The information contained in this plan has been developed to provide assistance to manage health and safety risks. This plan has been developed taking into account the requirements identified in Australian Standard AS 3745 -2010 Planning for Emergencies in Facilities and the Occupational Health and Safety Act 2004. Any advice or comment in this plan is given in this general context and should not be relied upon as a substitute for legal or other professional advice.

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# Contact List

## Emergency Contact Telephone Numbers

|  |  |
| --- | --- |
| **Fire Brigade** | **000** |
| **Police** | **000** |
| **Ambulance** | **000** |
| **State Emergency Service** | **132 500** |
| **Power Momentum** | **1800 627 228** |
| **Brimbank City Council** | **9249 4000** |
| **Gas Leaks (24 Hours)** | **1800 427 532** |
| **Water Western Water** | **1300 652 422** |
| **Poisons Information Centre** | **13 11 26** |
| **Interpreter Service (24 Hours)** | **13 14 50** |

# Part One: Introduction

## 1.1 General Policy Statement

Hazards exist within all environments whether or not they are recognised. The need to prevent, respond to, or recover from, incidents arising from these hazards requires that we all actively participate in the emergency management process.

Keilor Bowls and Community Club acknowledges its responsibility to provide an environment as far as practicable that is safe and without risk to members, visitors and contractors. As part of the process to meeting this obligation, Keilor Bowls and Community Club is committed to the development and ongoing support of this Evacuation Plan.

During the development of the plan the following key elements of emergency management were identified:

Prevention or mitigation of hazards;

Ongoing education of personnel on site in relation to hazards that exist and procedures to be adopted in the event of an emergency;

Regular review the emergency management arrangements, and the amendment of the plan when necessary;

Provision of safety audits and inspections;

Management of emergencies including incident reporting;

Provision of assistance and information to the emergency services, employees, and work place safety investigators;

Support to persons injured on site;

Support and counselling to members and visitors if required; and

Facility recovery.

## 1.2 Authority

In the event of an emergency within the boundary of the Keilor Bowls and Community Club covered by this Plan, responsibility for the management of the response to the incident, including evacuation of persons affected, will be delegated to the Warden.

This delegation will be effective from the time the emergency is reported until the arrival of the Emergency Services if applicable. The Incident Controller will subsequently take charge of the emergency until such time as it is resolved and the Warden will act under advice received from the Incident Controller.

## 1.3 Aim

The aim of this Plan is to detail the agreed arrangements for the partial or total evacuation of Keilor Bowls and Community Club.

## 1.4 Objectives

The broad objectives of this Plan are to:

Outline measures to take in the event of a partial or total evacuation of Keilor Bowls and Community Club.

Detail arrangements for the evacuation if required.

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## 1.5 Types of Emergencies

Based on a risk assessment in the main emergency management plan, a set of perceived threats to the Keilor Bowls and Community Club has been identified. This evacuation sub plan is not intended to exclude any form of emergency and, to this end; this document has adopted a flexible “all hazards approach”.

Notwithstanding the above, this plan is specifically focused on, ***but not limited to***, those hazards likely to cause a partial or complete evacuation of Keilor Bowls and Community Club should the need arise.

The risk management processes have identified hazards and analysed the risks. Control measures have been implemented to reduce the likelihood or consequence to a level as low as reasonably practicable. This evacuation sub plan is designed to assist with the residual risks.

# Part Two: Description of Facility

Keilor Bowls & Community Club founded in October 1963 is located within Keilor Village at 2 Mercedes Street. It has 2 Grass Bowling Greens and borders the Brimbank City Council Offices, Keilor Tennis Club, Keilor Sports Club and residential dwellings. Car park access is via Mercedes Street.

Keilor Bowls & Community Club is a licensed club with a capacity of 150 persons seated and 300 standing. The Club House is also used for private functions on a fee for service basis.

The Club House is the property of Keilor Bowls & Community Club while the Greens are a council asset. Other structures include a workshop, storage shed as well as a small garden shed. There is a public path which runs in between the Club House and Bowling Greens from Mercedes Street to Barcelona Ave.

The Club has around 110 members. Pennant is played on Saturdays and Tuesdays during the pennant season. Social Bowls is every Wednesday and also Saturday during the off season. Barefoot Bowls is also a popular activity on scheduled days.

# Part Three: Management Arrangements

## 3.1 Warden Identification

All Wardens during an evacuation will be identified by a distinctively orange vest.

## 3.3 Media Management

Emergencies in most instances will attract the attention of the media who as result may want to obtain an interview or statement from the Keilor Bowls & Community Club who will seek advice from the emergency services in relation to such a media release if applicable.

## 3.4 Debriefing Arrangements

A debrief will take place as soon as practicable after the activation of this plan. The Board of Management will convene a meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues.

## 

## 3.5 Maintenance of the Plan

This is the responsibility of Maintenance Director.

# Part Four: Prevention Arrangements

## 4.1 Preparedness

This Plan details methods to be employed to deal with emergency situations.

Evacuation Assembly Points have been identified as part of this plan. The selection of appropriate Evacuation Assembly Points will depend on the nature and location of the incident as determined by the Warden if required prior to the arrival of the Emergency Services

## 4.2 Risk Assessment

It is recognised that the need to evacuate part or all of the Keilor Bowls and Community Club may be the result of a number of potential types of emergencies. Irrespective of the type of risk, or its relative warning before onset, if evacuation is required, the basic process will be the same. Variations in evacuation from one emergency to the next can be influenced by:

the type and degree of risk to members and visitors:

the location of the emergency and;

whether a full or partial evacuation is required.

The potential causes of evacuation may include, but are not limited to those risks identified in the main Emergency Management Plan.

## 4.3 Prevention and Mitigation Strategies

The following processes have been implemented to prevent or mitigate emergencies.

|  |  |
| --- | --- |
| **Strategy** | **Responsibility** |
| Development of Emergency Management Plans | Maintenance Director |
| Training for Wardens | As above |
| Safety Audit | As above |

# Part Five: Response Arrangements

## 5.1 Evacuation

The total or partial evacuation of the Keilor Bowls and Community Club will rest in the first instance with the Warden. However, this plan recognises that the Incident Controller may also instigate evacuation. The evacuation instruction will then be communicated to the Warden.

On some occasions it may be necessary for players, members and visitors to self-evacuate from the immediate area of a threat prior to any alarm being raised. It should be noted that the extent of evacuation might vary from one incident to the next. Evacuations generally fall into three categories:

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| **Category** | **Description** |
| Full | resulting in all personnel moving out of a premises or area; |
| Partial | resulting in designated personnel moving out of a premise, or into another part of the premises or area; |
| Internal | resulting in personnel being directed to stay inside the premises for their own safety. This is generally a result of a threat external to the premises. |

### Delegation of Duty

As required.

### Liaison

Communications will be established as soon as possible after an emergency occurs between the Warden, Incident Controller, and the Victoria Police if applicable.

## 5.2 Evacuation Routes

Evacuation routes are not predetermined. Selection of the most appropriate evacuation routes and/or Evacuation Assembly Points will be made by the Warden or if applicable the Incident Controller.

The evacuation routes will be based on, but not limited to, the following factors:

location of the emergency;

nature of the incident;

weather conditions/wind direction; and

other potential hazards.

## 5.3 Evacuation Assembly Points

The following locations have been identified as Evacuation Assembly Points:

* **Keilor Football Oval**
* **Brimbank Hub Car Park Keilor**

## 5.4 On-Site Casualty Clearing Centre

In the event of an emergency that results in casualties, the Emergency Services will respond. Should circumstances dictate, the Health Commander may request a Casualty Clearing Centre be established. Keilor Sports Club and Keilor Hub have been identified as a possibility.

## 5.5 Registration of Evacuees

Victoria Police is responsible for the registration of evacuees if required.

## 5.6 Return

Only when the Incident Controller has notified the Warden it is safe.

# Part Six: Recovery Arrangements

## 6.1 Return to Normal Operation

Once the Incident Controller has given the **‘ALL CLEAR’** signal to the Warden, normal activities may be able to be continued.

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# Appendix A: Emergency Incident Log

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| **Date** | **Time** | **From/To** | **Details** | **Action** |
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Notes