

THE SUMMIT · SAFETY & OPERATIONS

EMERGENCY MANAGEMENT & EVACUATION PLAN.

21 Cemetery Road, Trafalgar East VIC 3821

ON - CALL

0402 278 270

EMERGENCY SERVICES

CALL 000

Reviewed Jun 22, 2026 · Next Review Jun 22, 2027

Follow these steps in order.

EMERGENCY Emergency: any event which has the potential to endanger property or life and to which an immediate response is required. Note: wherever possible senior management or department managers will guide the team through this process

1

RECEIVER OF WOOFER 4 CALLS

Sara: 0413 367 843

Meg: 0438 514 027

Then CALL 000 for emergency services.

2

RADIO STAFF ON MAIN CHANNEL

All staff to go directly to the emergency assembly point at the volleyball court.

3

COLLECT KEY RESOURCES

First aid kit

Woofers bag

Group information folders

Gather, count, confirm.

The most senior person on duty will check off the following:

1

GUESTS ARRIVE AT ASSEMBLY POINT

Direct all guests to the emergency assembly point at the volleyball court.

2

SIT GUESTS IN ROWS OF 10

Arrange guests sitting in rows of 10 to make a head-count fast and accurate.

3

ACCOUNT FOR EVERYONE

All guests should be accounted for. If safe to do so, search for missing people.

SWEEP THE SITE

Five sweepers, clear every zone.

The most senior person on duty will check off the following:

DELEGATE FIVE SWEEPERS

SWEEPER 1

SWEEPER 2

SWEEPER 3

SWEEPER 4

SWEEPER 5

ITEMS TO COLLECT IF SAFE

Main Office

- Laptops (all departments)
- Master keys
- On-call phone
- Client folders

Maintenance Manager's Office

- Gas / Power / Water manual
- Red book

Evacuation.

The most senior person on duty will check off the following:

1

MOVE GUESTS TO THE
MIDDLE OF THE ROAD IN THE
CEMETERY, USING SAFEST &
MOST DIRECT ROUTE

2

ASSEMBLE GUESTS SITTING
IN ROWS OF 10

3

ENSURE ALL STAFF AND
GUESTS ARE ACCOUNTED
FOR

WAIT FOR DIRECTION FROM THE EMERGENCY SERVICES.

Know what you're responding to.

Fire

A major cause for immediate evacuation due to rapid spread and smoke.

Medical emergency

May require evacuation of an area or the whole building, depending on severity.

Natural disasters

Earthquakes, floods, storms — may need large-scale or immediate evacuation.

Armed confrontation

Active shooter — evacuate, lockdown or shelter-in-place per threat & location.

Structural collapse

Building failure — immediate and swift evacuation required.

Mass casualty incident

High number of injuries or fatalities; large-scale medical response.

Extreme weather

Severe storms, blizzards or heatwaves making the site unsafe.

Explosion

Often requires immediate action due to destructive force and secondary incidents.

Hazardous materials

Chemical spills, gas leaks or other dangerous substances; wide evacuation zone.

Bomb threat

Evacuate for public safety while authorities search for a device.

Terrorism / suspicious package

Requires immediate action to protect occupants.

Biohazard event

Release of biological agents that may pose a health risk.

Utility failure

Critical infrastructure failure such as power outage creating unsafe conditions.

Workplace violence

Robbery or assault — may require evacuation or lockdown.

THE SUMMIT · SAFETY & OPERATIONS

IN AN EMERGENCY

STAY CALM.
ACT FAST.

Key contacts

ON-CALL 0402 278 270

SARA 0413 367 843 · MEG 0438 514 027

EMERGENCY 000

21 Cemetery Road, Trafalgar East VIC 3821