



## **Mount Wallace Model Aircraft Association Emergency Plan for Mt Wallace State Field 187 Brisbane Ranges Rd, Mt Wallace, Vic 3342**

### **Site Emergency Coordinator**

The Site Emergency Coordinator is the club member designated as the safety officer on site. The safety officer is established by Club local rules and provides the guidance and procedure to execute the emergency plan.

The Emergency Action Plan is documented and published by the Club Administrator (Secretary) to ensure all members are aware and are familiar with the plan's requirements. Each member will receive a copy of the Emergency Action Plan.

### **Identification of an Emergency**

Any club member or visitor can raise awareness of a potential emergency, reporting the situation to the Site Emergency Coordinator. The situation will be assessed by the Site Emergency Coordinator, who may consult the members of the club executive as required to confirm the specifics of the situation and whether it is necessary to activate the Emergency Action Plan.

An emergency is something that impacts all people at the field (since it may trigger an evacuation). The most likely scenario is an extreme weather event such as a bushfire.

### **Declaration of an Emergency**

If the Site Emergency Coordinator decides to declare an emergency situation, they will advise all attendees at the site of the need to act according to the Emergency Action Plan, drawing on members of the club executive as required to communicate as quickly as required.

If a fire is seen to be local (either a bushfire or a fire started by a crashed model which is spreading), it is the responsibility of the Site Emergency Coordinator to call 000.

The Site Emergency Coordinator should turn off power to the site if safe to do so (instructions in container).

### **Evacuation**

The core of the Emergency Action Plan is to ensure all club members can be evacuated safely within the necessary time. The clubhouse/container is the designated assembly area so all attendees at the time of the emergency, including all visitors listed in the "Signed Visitors book", can be accounted for.

Pilots that are participating in any form of flying will be instructed to bring their aircraft in to land safely and proceed to the assembly area. Based on the emergency, pilots may be allowed to disassemble their aircraft. Once all attendees have been accounted for, the club safety officer is responsible for ensuring that all club members and visitors have safely left the site. If required the front gate will remain unlocked to support the local SES/CFA if required.

Depending upon the emergency, all club members and visitors are to use the front gate to exit the site. In the event this is not possible, an alternative exit will be arranged by cutting the boundary fence as directed by the safety officer. Equipment will be kept onsite to ensure wire fences can be cut to safely egress from the site.

If people are exiting via the driveway, the safety officer will advise which direction is advised (e.g. in the case of bush fire). Left is towards Rowsley and right is towards the Geelong-Ballan road (and thence to Geelong or Ballan).

### **Actual Implementation at the Field**

1. At a formally scheduled event such as float plane day or a pylon racing day
  - a. The site emergency coordinator and one delegated helper will be pre-determined before the event and communicated to members and visitors
  - b. The site emergency coordinator will be identifiable also by an orange coloured high-visibility vest. The delegated helper will be identifiable by a yellow high-visibility vest.
  - c. If the coordinator declares an emergency (e.g. a threatening fire or other extreme event) all people at the field should gather at the container. The coordinator may consult with other club executive members if needed to decide if an emergency should be declared.
  - d. The coordinator (or designated helper if this action is delegated) will call 000 if appropriate and alert the appropriate service
  - e. The coordinator will check that everybody who signed in is at the assembly point
  - f. The coordinator will advise if there is time to disassemble models and pack them into vehicles
  - g. The coordinator will then advise that people should leave the field and s/he will provide a recommended direction (left or right at the gate)
  - h. The coordinator will ensure all people have departed
2. At an ad-hoc flying day when any member or members may be at the field
  - a. If people at the field believe that an emergency is occurring or going to occur, then they must decide quickly amongst themselves who the emergency coordinator is and who the delegated helper is (if any). For reasons of practicality, this person will be first drawn from the committee (in order president, vice-president, secretary, treasurer, ordinary member). If no committee member is present, then a club member must nominate (not a visitor). The nominated coordinator must don the emergency coordinator orange high-visibility vest (orange) and the delegated helper (if any) the high-visibility yellow vest.
  - b. Thereafter, the process is the same as from section 1.c above