



Evacuation Planning

An evacuation plan shows how your caravan park will respond to an emergency in the event that evacuation is required.

The Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010 state that an evacuation plan must be displayed in:

- The caravan park main office.
- Every building in the park that contains communal facilities eg. amenities.
- Any other place determined by the local council.

When developing your evacuation plan there are a number of things you should consider including:

- What will your triggers for evacuation be?
- Who needs to evacuate?
- How much time will it take to evacuate?
- How you will communicate to park residents during an evacuation?
- Where will residents be told to go? This area may be change for different emergencies.
- What equipment you will need during an evacuation? Transportation and equipment to move vans if necessary.
- Where will the vans be moved to if required?
- What evacuation route you will use for different evacuation events?
- Will you require assistance? How will this be arranged? Note that emergency services may be busy with other tasks at the time of an emergency.

In the event of an evacuation, remember that you may not receive a warning at all. If you decide to evacuate your park you should:

- Advise all occupants about the evacuation and where they need to go.
- Ensure all occupants report to the local relief centre if there is one, so relatives and friends can ensure they are safe.

Emergency assembly area

Your emergency assembly area needs to be a safe location for all emergencies. You may find that you need e a different location for different emergencies. For example, your fire evacuation area may not be suitable for a flood if it is in a low-lying area.

Your emergency assembly ares should:

- Be signposted and accessible
 - Ensure that access is maintained for emergency service vehicles
 - Not be located in the car park.
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