



# Emergency Management Plan

All Programs and Activities

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## 1. Purpose

The purpose of this Emergency Management Plan is to provide clear procedures to ensure the safety and wellbeing of all participants, staff, volunteers, contractors and visitors at the Australian Agricultural Centre (AAC) in the event of an emergency.

The plan aims to:

- protect life and minimise harm
- enable an effective and coordinated emergency response
- meet legal, safety and duty of care obligations

## 2. Scope

This plan applies to **all AAC activities**, including:

- primary school programs and overnight camps
- high school programs and excursions
- adult training courses and workshops
- community events and on-farm activities
- accommodation, catering and cultural programs

## 3. Emergency Contacts

Service	Contact
Emergency Services	000
Nearest Hospital	Crookwell 4837 5000
AAC Program Manager / Duty Officer	Jo Marshall 0408 976 070

Emergency contact details, participant lists and medical information will be carried by supervising staff at all times.



## **4. Roles and Responsibilities**

### **AAC Management**

- Ensure emergency systems and procedures are in place
- Ensure staff are trained and informed

### **Program Manager / Duty Officer**

- Take control of emergency response
- Contact emergency services
- Coordinate staff and participant safety
- Communicate with schools, families and stakeholders

### **Supervising Staff and Volunteers**

- Maintain supervision of participants
- Follow emergency instructions
- Conduct head counts
- Assist with evacuations

### **First Aid Officers**

- Provide first aid within the scope of training
- Manage medical action plans
- Record treatment provided

## **5. Assembly (Gathering) Points**

- **Primary Assembly Point: Cattle Yards Ramp**
- **Secondary Assembly Point: Blue Tree**

Assembly points are:

- identified during program inductions
- used for headcounts and accountability
- to be accessed calmly and under staff direction

## **6. General Emergency Response Procedure**

In any emergency:

1. Stop activities immediately
2. Ensure the immediate safety of all participants
3. Call **000** if required
4. Provide first aid where safe to do so
5. Evacuate to the designated assembly point if required
6. Conduct head counts
7. Await further instructions from emergency services



## **7. Emergency Scenarios & Response**

### **A. Medical Emergency**

- Call **000** immediately
- Provide first aid
- Follow individual medical action plans
- Notify the school/group leader and AAC management

### **B. Fire / Bushfire**

- Cease activities immediately
- Evacuate to **Primary Assembly Point – Cattle Yards Ramp**
- If unsafe, move to **Secondary Assembly Point – Blue Tree**
- Follow NSW Rural Fire Service advice
- Do not re-enter affected areas

### **C. Severe Weather (High winds, storms, extreme cold/heat)**

- Suspend outdoor activities
- Move to a safe shelter if required
- Monitor weather alerts
- Adjust or cancel activities as necessary

### **D. Missing Person / Child**

- Notify Program Manager immediately
- Conduct an immediate local search
- Maintain supervision of remaining participants
- Contact **000** if not located promptly
- Notify the school or group leader

### **E. Intruder or Unsafe Person**

- Remove participants from immediate danger
- Secure participants at the safest available location
- Contact emergency services if required
- Follow instructions from the authorities



#### **F. Animal-Related Incident**

- Remove participants from the animal area
- Secure animals if safe to do so
- Provide first aid
- Report and review the incident

#### **G. Vehicle or Transport Incident**

- Ensure participant safety
- Contact emergency services if required
- Notify AAC management
- Complete incident report

### **8. Overnight Programs**

- Night supervisors rostered
- Clear night-time boundaries explained
- Emergency lighting and torches are available
- On-call emergency contact overnight

### **9. Communication During Emergencies**

- Mobile phones carried by supervising staff
- Emergency communications coordinated by the Program Manager
- Parents, schools and stakeholders notified as required
- Media enquiries managed by AAC management only

### **10. Incident Reporting**

- All incidents, near misses and emergencies recorded
- Incident Report Forms completed
- Notifiable incidents reported to SafeWork NSW where required

### **11. Training & Preparedness**

- Staff trained in emergency procedures and first aid
- Emergency procedures included in the inductions
- Emergency plans are reviewed prior to programs



## 12. Review & Approval

<b>Role</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
AAC Management	Jo Marshall	<i>Marshall</i>	18/1/2026

## 13. Review Schedule

This Emergency Management Plan will be reviewed:

- annually
- following any emergency or critical incident
- when site conditions or programs change

