



UPCC

Emergency Management Plan

Last modified

15/07/2026

To be reviewed

15/07/2027

This plan consolidates Australian Standard AS 3745 practice, Victorian school emergency management planning (all-hazards, before / during / after), Australian Camps Association EMP themes, and current Australian Fire Danger Rating System (AFDRS) guidance used in Victoria, with UPCC site details taken from the existing Emergency Management Plan (updated 08/07/2024) and management confirmation (July 2026).

Table of contents

- [1. Purpose and scope](#)
- [2. Facility profile](#)
- [3. Governance and ICS roster](#)
- [4. Emergency contacts](#)
- [5. Assembly areas, control points and relocation sites](#)
- [6. Core response procedures](#)
- [7. Fire Danger Ratings \(AFDRS\) and Total Fire Ban](#)
- [8. Other priority procedures](#)
- [9. Checklists](#)
- [10. Site services \(reference\)](#)
- [11. After an emergency](#)
- [12. Document control](#)

1. Purpose and scope

This Emergency Management Plan (EMP) sets out how Upper Plenty Conference Centre (UPCC) prepares for, responds to, and recovers from emergencies that could affect guests, staff, contractors or visitors.

- Protect life as the first priority, then wellbeing, then property and continuity of operations.
- Use an all-hazards approach: the same core responses (evacuate, relocate, lockdown, lockout, shelter) apply across many threats.
- Align roles with AS 3745 Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO), using Incident Control System (ICS) language familiar to Victorian school groups.
- Support visiting schools and groups to meet their own excursion / camp EMP duties by providing clear site procedures they can plug into.

2. Facility profile

Item	Details
Facility	Upper Plenty Conference Centre (UPCC)
Address	45 Stokes Track, Upper Plenty, Victoria (near Mount Disappointment State Forest)
Site	Approximately 300 acres of bushland; single-storey main complex, lodges and recreation structures; oval, tennis court, games room
Typical occupancy	School camps, church / community groups, conferences — overnight and day guests
Support needs	Expect mobility, sensory, medical and language support needs; collect via booking / dietary / medical forms
Key hazards	Bushfire / grassfire, structural fire, medical emergency, severe weather, utility failure, missing person, intruder / lockdown, bomb threat, activity-related injury, rural hazards (snakes, spiders), drowning risk at water bodies
Primary bushfire action	Leave early / relocate on Catastrophic days (and when directed). On Extreme days and Total Fire Ban days: hourly monitoring and prepare to relocate. Shelter on site only if leaving is no longer safe.
Site landline	5783 1584

3. Governance and ICS roster

3.1 Emergency Planning Committee (EPC)

The EPC owns this plan. It comprises management and at least two employees, meets at least annually, and after any significant incident or drill finding.

- Maintain and approve this EMP (target: annual review by 1 September, or whenever site layout / hazards change).
- Ensure training, drills and emergency equipment checks are scheduled and recorded.
- Current named ICS leads (below) form the core of the EPC / ECO.

3.2 Incident Control System (ICS) roster

During an emergency, ICS instructions overrule normal management structure. Life safety takes precedence over asset protection.

Role	Name	Phone
Incident Controller / Chief Warden / Public Information Officer	Howard Stokes (Manager)	0491 047 279
Deputy Chief Warden / Safety Officer / Communications Officer / Agency Liaison	Tim Stokes (Secretary)	0417 660 002
Floor / area wardens	All other on-site staff	—

Landline for Triple Zero callback and office contact: **5783 1584**.

3.3 Core ICS duties

Chief Warden: Ascertain the emergency; ensure Triple Zero / agencies notified; advise wardens; initiate evacuate / lockdown / relocate as needed; ensure Communications Officer keeps an incident log; brief arriving emergency services.

Deputy Chief Warden / Safety Officer: Act as Chief Warden if unavailable; ensure OH&S focus during the response.

Communications Officer: Confirm agencies notified; pass instructions between Chief Warden and wardens; maintain the event log; manage phones and guest / leader updates.

Floor / area wardens: Sweep and clear assigned areas (including toilets, cupboards, under beds, plant rooms, cool rooms); guide guests to assembly; report clear areas at the MECP; wear hi-vis; co-opt teachers / leaders as needed.

ICS personnel acting in good faith in the course of emergency control duties shall be indemnified by their employer (AS 3745 principle).

4. Emergency contacts

Service	Number
Police / Fire / Ambulance (life-threatening)	000
Wallan Police (day)	(03) 5783 0400
Mill Park Police (after hours)	(03) 9407 3333
SES	132 500
Northern Hospital	(03) 8405 8000
Medical clinic	(03) 9716 2207
Wallan Pharmacy	(03) 5783 1403
Poisons Information Centre	13 11 26
Electricity (TRU Energy)	13 17 99
Mitchell Shire	(03) 5734 6200
EPA	1800 444 004
WorkSafe	1800 136 089
Victorian Bushfire Information Line	1800 240 667
VicEmergency / CFA / ABC radio	VicEmergency app/website · cfa.vic.gov.au · AM 774 ABC Melbourne

4.1 Calling Triple Zero — be ready with

1. Telephone number: **5783 1584** and Chief Warden mobile **0491 047 279**
2. Location: **45 Stokes Track, Upper Plenty**
3. Exact location within the site / building
4. Your name
5. Brief description of the incident / patient symptoms
6. Best entrance and who will meet emergency services

5. Assembly areas, control points and relocation sites

Location	Purpose
Car Park A	Primary outdoor assembly area and alternate Emergency Control Point

Location	Purpose
Games room (next to tennis court)	Secondary covered / indoor assembly if outdoor assembly is unsuitable
Kitchen (main building)	Master Emergency Control Point (MECP); Information Centre; evacuation kit and first aid kit storage
Hadfield Park, Wallan	Primary off-site relocation destination
A.F. Walker Recreation Reserve, Whittlesea	Backup off-site relocation destination

Display current site plans showing exits, hydrants/hoses, assembly areas and responder access in key buildings. Evacuees must not leave the assembly area without permission of the Chief Warden or emergency services.

6. Core response procedures

Response	When used (examples)
On-site evacuation	Building fire, gas smell, internal hazard — move to Car Park A (or games room if needed)
Off-site relocation	Bushfire threat, prolonged utility failure, major structural risk — Hadfield Park, Wallan (backup: A.F. Walker Recreation Reserve, Whittlesea)
Lockdown	External threat — secure people inside buildings
Lockout	Internal threat — keep people out of the affected building / area
Shelter in place	Severe weather, or bushfire when leaving is more dangerous than staying

6.1 On-site evacuation — steps

1. Senior person on site (ICS) takes charge; call **000** and state nature of emergency.
2. Sound / announce evacuation; wardens calmly move guests to **Car Park A**.
3. Take attendance lists, staff roster, emergency / first aid kit; divert phones to CEO/manager as required.
4. If time and safe: collect backup hard drive and yellow-dot folders from the manager's office.
5. Headcounts by group leaders; report missing persons immediately.
6. Brief emergency services on arrival; do not re-enter until all-clear.

Search thoroughly: toilets, cupboards, under beds, plant rooms, recreation rooms, cool rooms and other occupiable spaces.

6.2 Off-site relocation — steps

1. Incident Controller assesses situation and seeks advice from fire agencies, police (road closures), VicEmergency / CFA / 774 ABC.
2. Decide destination: primary **Hadfield Park, Wallan**; backup **A.F. Walker Recreation Reserve, Whittlesea**.
3. Enact evacuation sequence; take guest lists, medical / dietary info, phones, emergency kit and keys as needed.
4. Re-headcount on arrival; establish a temporary control point; await authority clearance before return.

6.3 Lockdown — Incident Controller

- Activate using the predetermined signal; advise Victoria Police / agencies.
- Secure external doors; keep main entrance as the only monitored entry; guide visitors to safety.
- Divert parents and returning groups; keep a phone line and PA free; account for people; log actions and times.
- De-activate only on emergency services advice; support medical needs; debrief and record.

6.4 Parent / guardian collection

Parents must report to the **Information Centre (kitchen)**, not the assembly area. Complete a Permission to Leave docket (kept in the Emergency Response Cupboard); verify guardianship with the school / head teacher; a runner collects named children from the assembly warden. Only authorised collectors may take children.

7. Fire Danger Ratings (AFDRS) and Total Fire Ban

Victoria uses the Australian Fire Danger Rating System. Monitor VicEmergency, CFA and AM 774 ABC Melbourne. UPCC does **not** expect staff to actively defend property. Staff complete personal Code Red / high-risk day fire plans so rostering can be planned.

Condition	UPCC action
Catastrophic	Invoke EMP. Groups on site must evacuate the night before or before 10am on the day. Prefer not to host overnight camps.
Extreme	Heightened awareness; hourly monitoring of VicEmergency / CFA website and 774 ABC; prepare to relocate; regular briefings with the group.
Total Fire Ban	Same actions as Extreme (hourly monitoring and prepare to relocate), regardless of the day's FDR.
High	Heightened awareness; 2-hourly monitoring; brief group leaders.

Condition	UPCC action
Moderate	Heightened awareness; 4-hourly monitoring.
No Rating	Operations as normal.

8. Other priority procedures

8.1 Medical emergency

- Certified first aiders treat within training; call 000 for serious cases; send a guide to meet ambulance.
- Notify campsite staff / manager; keep other guests clear; for poisoning call 13 11 26.

8.2 Missing guest

- Notify campsite staff; sound alarm and assemble; roll call.
- If confirmed missing, organise a systematic site search; if not found quickly, notify police.

8.3 Loss of water / electricity

- Report to manager; repair simple faults; otherwise notify the authority (electricity: TRU Energy 13 17 99).
- When power returns, check appliances and reset timers. Decide continue / partial close / relocate based on food safety, toilets, heating and medical needs.

8.4 Bomb / phone threat

- Treat as genuine; keep the caller talking if safe; complete the phone/bomb threat checklist (wording, accent, background noise, questions asked).
- Do not use radios / mobiles near a suspected device; evacuate as directed; hand the checklist to police.

8.5 Teachers / camp leaders

- Collect rolls; headcount at the assembly area; report to the assembly warden or Chief Warden.
- Keep guests supervised; group first aid officer reports to the MECP with the group first aid kit.

9. Checklists

9.1 Evacuation — before

- Clear ICS (who does what)
- Site plan with exits posted where accessible
- Primary assembly **Car Park A** and covered backup (games room) known to staff

- First aid / emergency kit, water, sunscreen; portable contacts sheet; working mobile; attendance lists
- Evacuation plan; drill issues recorded

9.2 Evacuation — during

- Phone 000; evacuate closest areas first; account for everyone at assembly against lists
- Bring first aid / emergency kit, mobile and contact sheets

9.3 Evacuation — after

- Record and report the incident; note what went well / poorly; update the EMP

9.4 Emergency kit

- Portable first aid kit; medical / special needs and allergy list; guest medications as held on site
- Current accommodation register; bottled water / sunscreen / spare hats; non-perishable snacks
- Emergency contacts list; charged mobile; torch + batteries; site plan with exits; local street map / evacuation route; battery radio if available

9.5 Drill schedule

November: evacuation and relocation drills for guests and staff. Record exercises on the site EMP exercise / timing forms. Debrief after every drill and real incident.

10. Site services (reference)

- **Water:** on-site tanks / dams
- **Gas:** 2 bottles outside main kitchen; 2 on western corner of lodge 1; 1 outside small kitchen in lodge 4
- **Electricity:** pole supply ~300 m from complex, underground to switchboard outside main building near passage entrance
- **Fire equipment:** hydrants and hoses on each building

11. After an emergency

1. Account for all people; arrange medical and welfare follow-up.
2. Complete the post-emergency record (timeline, notifications, decisions).
3. Debrief EPC / ICS (and emergency services if possible); update this EMP, training or equipment.
4. Communicate appropriately with affected groups.

12. Document control

Item	Detail
------	--------

Status	Best-practice draft with confirmed UPCC site details (July 2026)
Sources	AS 3745; Vic school EMP practice; Auscamps EMP themes; AFDRS / CFA / VicEmergency; UPCC EMP (08/07/2024) + management confirmation
EPC / ICS leads	Howard Stokes; Tim Stokes; other staff as wardens
Next review	See cover page review-by date