

EMERGENCY EVACUATION PLAN

Please read this document and ensure everyone in your cabin or room is familiar with this information.

Kangaroo Valley Bush Retreat works closely with both the RFS and Kangaroo Valley Chamber of Tourism and Commerce to ensure we have the most up to date information concerning emergencies in the area.

PERSONS ON SITE

Kangaroo Valley Bush Retreat management has been provided with a list of all persons staying on site, this is located on the sign opposite the office (cabin 7). If your name, or the name of someone else on site, is not on the list please inform the Managers immediately so that they can be included.

VEHICLES ON SITE

All vehicles must be parked in the designated car park area with the rear of the vehicle to the curb. This will ensure a quick exit should we need to evacuate in a hurry. Please carry your car keys with you whenever possible.

WHEN DO WE LEAVE?

When you hear 3 bursts of the siren go **immediately** to the **Emergency Assembly Point** in the car park (do not go back to your cabins for any reason). Ensure you have checked in with the managers and they have marked your name and the names of the occupants of your car off the list provided. Get in your car and drive from the property in an orderly fashion making your way toward Kangaroo Valley Village.

In the case that fire has blocked the main entry road to the Retreat the managers will advise you to exit through the back of the property. If this plan is in action please assemble in the open field opposite the entry to the Bush Retreat on Radiata Road as the main road may be inaccessible. Please remain here until emergency services or the managers have given you further advice.

After everyone has departed the Managers will perform a final sweep of the cabins, dining hall, lodge and camping area to ensure no one has been missed before evacuating the property.

In the event of a fire, everyone is to leave the property; no one is to stay to defend.

CANDLES, CIGARETTES, OPEN FIRES AND BONFIRES

There are to be NO open fires on site during a 100% fire ban period, this includes candles (including citronella candles), open fires or bon fires (Boma). If you smoke, it is imperative that butts be extinguished completely and placed in one of the ashtrays on site. Butts are NEVER to be thrown on the ground. If you are unsure, speak to the Managers.

FACT

Bush fires are the major emergency concern anytime you are staying in the Australian bush. When fire takes hold every second counts. In less than 30 seconds a small flame can get completely out of control and turn into a major fire.

REMEMBER

If your cabin catches fire: **STAY LOW, GET OUT and STAY OUT!**

If your clothes catch fire: **STOP, DROP, COVER and ROLL** until the flames are extinguished.

ON-SITE MANAGERS

Your on-site managers are trained in emergency evacuation procedures. Please follow all instructions in the case an emergency evacuation is required.

Hadden Morrison and Kate Hardcastle
Mobile: 0439 182 233

FIRST AID KIT

First Aid Kits located in the managers' office (cabin 7), function hall bar and Guest Lodge