

# **Port Macquarie Croquet Club**

## **Emergency Management Plan**

### **Continuity Plan**

There is little risk from natural disasters, except fire. There is risk of burglary or theft. The clubhouse doors are always locked when the clubhouse is unoccupied. Gutters are checked for flammable materials.

### **Emergency Action Plan**

Emergency names and numbers are displayed in the clubhouse. Evacuation of the clubhouse would be through the 2 doors. A key for the eastern door is available close to that door. An emergency kit is available.

A list of those present at any time is on the online booking site which can be accessed on a smart phone.

A committee member or another member present will take the list to the emergency area near the shelter shed on lawn 3.

### **Recovery Plan**

Temporary office space would be available at The Westport Club or at a residence of a member of the committee.

The greenkeeper, assistant groundsman and the clubhouse cleaner are the only paid employees. All other tasks are completed by volunteer labour.