

EMERGENCY PLAN



PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED

Emergency Management Plan

Approved and enacted by the Committee

CONTROL FIELD	APPROVED ENTRY
Document reference	NPC-SAF-PLN-002
Version	1.0
Status	APPROVED AND CURRENT — REVIEW/UPDATE SCHEDULED
Owner	Public Officer / Secretary, unless the Committee determines otherwise
Prepared for	Newtec Pistol Club Incorporated Committee
Approval date	24/07/2026
Effective date	24/07/2026
Minute reference	24July26meeting
Classification	CL1/CL3
Review date	01/10/2027

APPROVED STATUS This document is approved and in force. It must be read consistently with the Constitution, legislation, licence, permit, range approval, Range Standing Orders or a lawful direction of NSW Police, SafeWork NSW or another competent authority.

Approved 24/07/2026 • Effective 24/07/2026 • Minute 24July26meeting

Document control

Field	Requirement
Purpose	Provides clear command, communication, medical, evacuation and recovery actions for foreseeable emergencies at the Club.
Authority	Applicable WHS and emergency law where engaged; firearms law; range approval; emergency-service directions; common-law duties.
Related Newtec documents	Range Standing Orders; RO/RSO Policy; Traffic Plan; Incident Report; Firearms Compliance Procedure; Risk Register.
Approval	Committee resolution and recorded minute required
Review triggers	Legislative, approval, licence, organisational or material incident change; audit finding; or scheduled review

Authority and application

Label	Meaning
MANDATORY	A requirement arising from law, the Constitution, a current approval/licence/permit, or a lawful regulator direction.
CLUB POLICY	A control adopted by Newtec. It is binding internally once validly adopted, but does not create statutory power.
GOOD PRACTICE	A recommended control to support safety, fairness or defensible governance.
VERIFY	A fact, threshold, site detail or constitutional power that must be confirmed before adoption or use.

1. Command and immediate priorities

Role	Emergency function
RO/RSO during range activity	Call cease fire; make firearms and firing line safe; account for people; hand incident command to emergency services.
First aid officer / competent responder	Provide aid within competence; arrange AED and ambulance access.
Warden / committee nominee	Raise alarm, call 000, control evacuation, meet responders and maintain assembly count.
Secretary / Public Officer	Regulatory, insurer and governance notifications; evidence and record control.
All persons	Stop, follow directions, do not create additional risk, report relevant information.

2. Universal emergency sequence

1. STOP — cease activity and prevent additional exposure.
2. SAFE — make firearms safe if this can be done without delaying lifesaving action; isolate hazards and deny entry.
3. CALL — dial 000; state exact location, access instructions, hazards, casualties and that firearms may be present.
4. AID — first aid/AED within competence; do not move a seriously injured person unless necessary for safety.
5. ACCOUNT — evacuate or shelter as directed; account for members, visitors and contractors.
6. HAND OVER — brief Police, Ambulance or Fire and Rescue; comply with their command.
7. PRESERVE — protect the scene and records; commence required notifications and welfare support.

3. Scenario actions

Scenario	Additional actions
Firearm discharge causing or threatening injury	Immediate cease fire; no unnecessary handling; Police and Ambulance; preserve firearm, ammunition, target and CCTV.
Missing/stolen firearm or ammunition	Secure area and records; immediate Police report; do not delay while conducting an internal search; notify Registry/insurer as required.
Medical emergency	Send guide to gate; retrieve AED/first aid; record treatment and exposure information.
Fire/bushfire/smoke	Stop shooting; unload/make safe if time permits; evacuate by safe route or shelter under emergency-service advice; account for people.
Violence, threat or suspicious person	Do not confront if unsafe; call Police; secure or evacuate; protect firearms and keys; preserve communications.
Lead/chemical release	Stop exposure; isolate; avoid dry sweeping or compressed air; remove contaminated people from source; obtain SDS/medical advice.
Severe weather/flood/access failure	Suspend activity; prevent arrivals; communicate closure; do not use unsafe access routes.

4. Notification decision

The Secretary uses a notification checklist covering Police/000, Firearms Registry, SafeWork NSW, insurer, landowner, environmental authority, parent/carer, committee and affected people. Record who decided, time notified, reference number, advice received and next action.

5. Training, drills and review

- Induct all ROs/RSOs and relevant volunteers; brief visitors on alarms and assembly.
- Test communications, access, casualty response and evacuation at least annually and after material change.
- Debrief without blame, identify controls and provide psychological support where appropriate.
- Do not reopen until the responsible RO/RSO and committee/regulator, as applicable, confirm critical controls and authority.

Appendix A — Site action card fields

Field	Verified entry
Site address / GPS / what3words	150 Rhondda Road, Teralba NSW 2284 -32.95239254117069, 151.58591348650796
Primary responder access and gate code handling	President, Secretary, Committee person
Primary assembly area	Club Carpark
Secondary assembly area (Refuge)	Teralba Bowling Club 2a York Street, Teralba NSW 2284 -32.958595769388765, 151.6108339576929
Site Emergency Refuge	Clubhouse
AED / first aid / fire equipment	Next to Main Clubhouse door Extinguishers Identified through the site per standards First Aid: Clubhouse and rear of Ranges 3,5,9
Emergency contacts	000; Police Assistance 131 444
Utilities / hazardous stores	Brick Building (Compressor Room)

References and legal caution

- SafeWork NSW, Emergency plans: <https://www.safework.nsw.gov.au/safety-starts-here/physical-safety-at-work-the-basics/emergency-plans>
- SafeWork NSW, Notify us of an incident: <https://www.safework.nsw.gov.au/notify-safework/incident-notification>
- NSW Rural Fire Service: <https://www.rfs.nsw.gov.au/>
- Firearms law and Newtec approvals listed in NPC-OPS-PRO-002.