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# EMERGENCY RISK MANAGEMENT



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FOUR CAMPS  
THREE LOCATIONS

Camp Wilkin  
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Burnside Camp  
03 5263 1577

Halls Gap Centre  
03 5263 3222

Mill Valley Ranch  
03 5942 8356

# Emergency Action Plan

Mill Valley Ranch has contracted industry specialists to develop a comprehensive Emergency Management Plan which identifies risks and hazards which may possibly be encountered. This is a comprehensive manual that includes Preparation, Response and Recovery phases. There is also a staff training and operations manual that includes risk assessments of all the activities that take place on camps. Each of the activities undertaken have been designed to achieve specific outcomes, focusing on encouraging individuals and ensuring their safety. Contingency Management Pty Ltd and Affinity Insurance Brokers, our liability insurers, are constantly monitoring and reviewing our procedures and documentation.

## STUDENT BRIEFING

In accordance with the plan School Groups are given an orientation walk of the property on arrival. The rules for safety and smooth running of camp are given and various safety issues are pointed out. These include boundaries; drinking water locations, assembly areas, fire and evacuation procedures, use of trampolines etc. Emergency Action Plans for Ranchers are clearly displayed in all sleeping quarters and main buildings.

## TEACHER BRIEFING

Teachers are briefed in a teachers meeting soon after arrival.

The school's nominated 1st aid teacher is given a key to the Health Clinic. Ranch Staff are advised of medical issues that may affect students in activities they are supervising, including food allergies. Teams Lists, Accommodation List and Program are put with the Emergency Standard Operating Procedures in a red folder above the fire extinguisher on the Bunkhouse Verandah.

In the event of an incident (eg. Fire) which would cause the Evacuation Plan to be activated the teachers are expected to do the following:

When the fire alarm is sounded the 1st Person able is to collect the Red Emergency Folder from Bunkhouse Verandah and backpack from Firehose Box. (This contains red tabard to be worn, torches, glow sticks, tape, and other things needed for evacuation) Go to Assembly Area 1 or other nominated assembly place.

Other Teachers assist Ranch Staff to ensure that no students remain in affected building/s, check bathrooms, toilets and storerooms and that they evacuate in an orderly fashion following the Action Plan reproduced on this page.

Teachers need to check off lists and to account for all students. If any are unaccounted for tell Ranch Evacuation Warden (usually Program Director and Ranch Staff will co-ordinate search for missing student.) Students and Teachers are to remain in Assembly Area and not leave under any circumstance until instructed by Staff.

In the event of a wildfire in the area the Ranch Manager will arrange evacuation in consultation with Victoria Police and the CFA.

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The poster is titled "EMERGENCY ACTION PLAN for Ranchers" in large, bold, black letters. Below the title, there are two boxes: "RANCH BUILDINGS: DINING HALL" and "ASSEMBLY AREA: One (1)". The main body of the poster is titled "EVACUATION OF BUILDINGS" and contains three sections: "WHEN TO EVACUATE:", "HOW TO EVACUATE:", and "ASSEMBLING OF RANCHERS:". Each section contains a list of instructions. At the bottom, there is a box for "ISSUE DATE: 24-3-98", a "COPYRIGHT" box, and the logo for "Contingency Management" and "Mill Valley Ranch". A diagonal watermark reads "Copyright Material - Not to be used for any other purpose".

**EMERGENCY ACTION PLAN  
for Ranchers**

**RANCH BUILDINGS:**  
DINING HALL

**ASSEMBLY AREA:** One (1)

**EVACUATION OF BUILDINGS**

**WHEN TO EVACUATE:**

- \* Upon hearing the continuous ringing of the Chapel or Dining Hall Bell Pressurised air horn, or continuous whistle. **GO TO ASSEMBLY AREA ONE (1).**
- \* If instructed (there may be NO alarm) by a Warden, Messenger, or the Mill Valley Commander - **GO TO THE NOMINATED ASSEMBLY AREA.**
- \* If an emergency situation occurs that requires immediate evacuation - **COMMENCE NOTIFICATION AND EVACUATION OF BUNK HOUSES/WAGGONS**

**HOW TO EVACUATE:**

- \* **Don't Panic - Stop & listen for instructions**
- \* Assist in notifying other Ranchers in your Bunk House or Waggon.
- \* When evacuating & if time permits - wear shoes/appropriate clothes.
- \* Take advice from Wardens (Your leaders/teachers wearing red coloured Vests).
- \* Line Up at doorway (If safe to do so) for an orderly evacuation.
- \* Close but don't lock your door.
- \* Shut window(s) (If there is a fire or gas leak)
- \* **WALK QUICKLY TO THE ASSEMBLY AREA.**

**ASSEMBLING OF RANCHERS:**

- \* Keep in your group and wait at the Assembly Area.
- \* Have the Warden check off or record your name.
- \* Do not return to the Bunkhouse or Waggon until advised by a Warden.
- \* Do not leave the Assembly Area without permission & informing your Warden.
- \* Assist Wardens in their duties.

**SPECIAL PRECAUTIONS**

- \* Use the back of your hand to check the temperature of the door and door handle. **IF HOT - DO NOT OPEN.** If unable to escape - attract attention.
- \* If the Room is smoke filled - get down as close to the floor as possible.

ISSUE DATE: 24-3-98

Contingency Management

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Mill Valley Ranch

# RISK MANAGEMENT PLAN

## INTRODUCTION:

### General description of our organisation:

Mill Valley Ranch is a not for profit company set up to run camps for the young people.

Mill Valley Ranch is run by a group of full time and part time staff who organise the day to day camps, including activities, catering and Chapel program. MVR has facilities for up to 90 campers: including bunkhouses with en suites, Conestoga Wagons and a converted train station, general access male and female toilets, a kitchen, dining room, activity barn and riding arenas (plus other maintenance and storage sheds and staff accommodation) The activities provided include horseriding, archery, low ropes course, trampolining, swimming (in season) and boating and general outdoor activities. There are approximately 3000 campers each year and in excess of 100 volunteers on our books at any time.

The camp is set on a 75 ha property of farmland.

Links with other organisations including Horse Safety Australia, the Australian Camping Association, Outdoor Recreation Centre (AAS), VOA and the Australian Horse Industry Council provide feedback and professional development opportunities to ensure that current industry standards are maintained.

### AIMS of our organisation:

- *To promote the physical, intellectual, moral and social well-being of people through challenging outdoor activities within a Christian context.*
- *Through Christian principles, to develop resourcefulness, initiative, character development and community leadership.*
- *To establish camping facilities for the purpose of attaining all or any of the objects of the company.*
- *To provide any facilities ancillary to achieving all or any of the objects of the company including (but without limiting the effect hereof) the establishment of facilities to provide horse riding, boating, archery and other outdoor activities.*
- *To employ persons to teach skills ancillary to the objects of the company.*
- *To give special assistance to any persons who particularly need relief because of physical or other handicaps, sickness, destitution or other misfortune.*
- *To provide the opportunity for people to share worth-while experiences, to build meaningful relationships with other people and to appreciate the natural environment.*

## **Community Expectations**

MVR (as a Christian, not for profit group dealing with children) is expected to maintain the highest standards of safety and effectiveness and a high moral standard in the community.

## **Resources available:**

The experience and abilities of current staff employed by Mill Valley Ranch , as well as the Board and volunteers and a number of contacts available for advice in emergency situations. There are funds required to carry out the day to day functions of the organisation. The property is owned by Mill Valley Ranch Ltd.

## ***Legislative requirements:***

	Mill Valley Ranch is subject to an OHS policy that defines its requirements in this area
OHS:	as above
Hazardous goods:	as above, using Mill Valley Ranch buildings
Codes/Regulations	where fees are charged, the service must be provided as promised
Trade Practices Act	Restrictions as per requirements at campsite
Planning Ordinances	Training for those providing food according to legislative needs
Food handling	Humane treatment and keeping of animals is adhered to at MVR
Animal Welfare	Buildings used for accommodation must be approved for fire safe
Fire Regulations	

## Regulations and Bylaws:

MVR adheres to the Australian Horse Industry Council Code of Practice for horse activities and also the Horse Safety Australia standards. It complies with the guidelines for schools set out by the Education Department (VOEA)

## Australian Standards relevant to our activities:

Helmets 3838;	MVR insists that all AS safety equipment be used in its activities
Bunkbeds	MVR bunks are compliant with the Australian Standards
Risk Management	MVR carries out risk management on all its activities, waivers and risk acknowledgement is required from parents and appropriate medical information is collected for all campers and volunteers

## Standard Operating Procedures

MVR follows an operations manual that defines all its policies and procedures

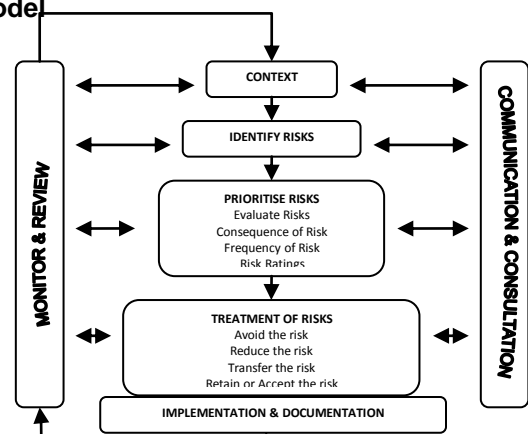
### PERCEIVED RISKS

RISK	RATING
Accident to campers involved in activities	U
Child abuse or improper behaviour by staff	H
Fire	H
Car /bus accident on access roads	H
Accident to staff	H
Food poisoning	H
Computer crashing resulting in loss of records	H
Lost camper	M
Electrical emergency	M
Harassment /bullying	M
Damage to reputation through bad service	M
Theft	M
Water shortage	M
Camper abduction by parent	M

## RISK MANAGEMENT

*Risk Management is an integral part of the preparation and the running of all MVR activities; it is the process of identifying, analysing, evaluating and treating risk, as depicted below:*

### Risk Management Model



## RISK RATING

The following table describes the process used to assess and rate risk. It is based on the Australian Standard: Risk Management (AS/NZ 4360-2004).

CONSEQUENCE	
<b>CATASTROPHE</b>	Death or total loss of one or more bodily functions (eg loss of use of arm, sight etc.)
<b>CRITICAL</b>	Severe injury, permanent or partial loss of one or more bodily functions (hearing loss, significant property damage)
<b>MAJOR</b>	"Reportable" accident: person unable to continue with normal duties/lifestyle for more than 7 days
<b>MINOR</b>	Minor injury or property damage (broken window, bruising, minor sprain)
<b>NEGLIGIBLE</b>	First aid only, less than 30 minutes of time out due to accident (cut needing washing and bandaid)
PROBABILITY	
<b>FREQUENT</b>	Exposure to hazard likely to occur frequently
<b>OCCASIONAL</b>	Likely to occur but <u>not</u> frequently
<b>REMOTE</b>	Exposure <u>unlikely</u> to occur
<b>IMPROBABLE</b>	So unlikely you can assume it will not happen

## RISK RATING TABLE

	Frequent Very likely	Occasional Likely	Remote Unlikely	Improbable Unlikely
Catastrophic	Extremely serious	Extremely serious	Very serious	Serious
Critical	Extremely serious	Very serious	Serious	Not serious
Major	Very serious	Serious	Not serious	Not serious
Minor	Serious	Not serious	Not serious	None
Negligible	Serious	Not serious	Not serious	None

## PRIORITY RATING:

<b>Extremely Serious</b>	<b>Urgent</b> : First issues to deal with, as soon as possible
<b>Very serious</b>	<b>High</b> : As soon as possible after urgent priorities
<b>Serious</b>	<b>Medium</b> : Important but can wait until urgent and high risk matters dealt with
<b>Not serious</b>	<b>Low</b> : Important but can wait its turn
<b>None</b>	<b>None</b> : No action required

## HAZARD & RISK MATRIX

RISK	Risk Rating	Minimization Strategies	Risk Outcome
Accident in activities	URGENT	First aid training for all staff Training of supervisory staff (Horse Safety Australia qualified, Cert III in Outdoor Recreation; plus in house training) Policies and procedures for all activities Regular maintenance of all equipment Regular in service training for staff Use of quiet horses suitable for beginners Facilities purpose built Use of safety equipment Public liability insurance First aid kit maintained	HIGH
Child abuse by staff	HIGH	Working with Children checks of all staff Policies and procedures for behaviour with children Mandatory reporting training Staff training and regular meetings Child Protection Policy Checking of applicants for work (formal and informal) Supervision of casual visitors Visitors' badges	LOW
Fire	HIGH	Local CFA involvement and awareness of MVR location and needs Fire fighting equipment and staff training Regular maintenance of equipment Policies for emergencies: assembly areas, evacuation responses, fire warden responsibilities, Smoke detectors in all bedrooms Fire blankets and extinguishers as required	MEDIUM
Car accident on access road	HIGH	Staff warnings and discussions Signage on roads	HIGH

<b>RISK</b>	<b>Risk Rating</b>	<b>Minimization Strategies</b>	<b>Risk Outcome</b>
Accident to staff	HIGH	OHS training Safety equipment Policies and procedures	MEDIUM
Food Poisoning	HIGH	Public Liability insurance Use of appropriate and safe facilities and equipment Automatic dishwasher Risk assessment on site and environment etc Food handling qualification required of staff Policies and procedures for receipt, handling and serving of foods	LOW
Computer crash: loss of records	HIGH	All computer information is backed up regularly Policies and procedures for maintenance of records of campers	LOW
Lost camper	MEDIUM	Policies and procedures for monitoring of campers & retrieval if required Safe environment of site Staff training	LOW
Electrical emergency	MEDIUM	RCDs fitted Regular electrical checking Staff training exercises	LOW
Harassment/bullying	MEDIUM	Application form includes information on social problems Teachers asked for information on arrival Staff training and awareness Policies and procedures	LOW
Damage to reputation through bad service	MEDIUM	Staff training Staff motivation Regular staff meetings and debriefing Employment requirements	LOW
Theft	MEDIUM	Bank in place for money Policies and procedures	LOW



		Encouragement that campers hand in valuables Locking of office and safe provisions for cash Books audited annually	
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<b>RISK</b>	<b>Risk Rating</b>	<b>Minimization Strategies</b>	<b>Risk Outcome</b>
Water shortage	MEDIUM	Water source for purchase of supplies if required Monitoring of water quality Catchment of water from roofs Maintenance of pumps and equipment	LOW
Violence (parents, outside sources)	MEDIUM	Policies and procedures Risk management awareness All responsible adults require Working With Children Checks Alarm systems Location (remote) plus access roads provide no limited sources of escape	LOW