

EMERGENCY RESPONSE PLAN reviewed Feb 2019

It is of utmost importance that those using Burnside Camp facilities are well informed and instructed on how to respond to emergencies should they arise. Camper safety is taken very seriously and treated as the priority and it is for this reason that this detailed response plan has been developed.

For a more detailed response plan please see our camp booklet which can be found at our website. www.baptistcamping.com.au

- To ensure that the correct response is made to any emergency situation that may arise in the camp, Camp staff and user groups are requested to make themselves familiar with the details of the emergency response plan.
- In the event of any emergency Camp staff should be informed.
- All group leaders must carry some sort of communication equipment (mobile phone or hand held UHF radio etc.) at all times while off site so they can be contacted by their group leader. It is important all numbers are exchanged before camp begins. **The Group leader must at all times know where each camper and leader is and be able to make contact with them in the event an emergency situation presents itself.**
- To prevent confusion - and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, etc. should be handled by the Camp staff or Group Leaders. This will enable immediate assistance to be provided and an appropriate response planned.
- All contact with emergency services should be done by the Camp management where time/availability permits.

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IN AN EMERGENCY

1. Verify

Verify the report.

- Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.

2. Notify

Notify the emergency services and Burnside Staff

By the quickest possible means,
Immediately notify:

- the emergency services
- the Burnside Camp staff

3. Assess

Assess the danger posed by the emergency

- Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
- Use verbal information.
- observe what is happening to decide:
 - Has the danger passed?
 - Is the danger increasing or decreasing?
 - Is the danger coming closer or moving further away?
 - Is the weather or terrain affecting its progress?
- Decide how much time exists to take alternative actions.

4. Act

Take action based on the assessment of danger.

Assembly Areas:
Outside Hall on oval
Emergency Bell @
Kitchen back door.

- Ensure that injured campers are not exposed to further injury or danger.
- Contain the emergency if safe to do so.
- Move people away from the danger area by the safest means, if necessary, move campers indoors, to one end of the building, to the furthest part of the campsite or to a site well away from the campsite if time permits.
- Refer to any specific procedures developed for the emergency.

Your location: Burnside camp, Ellimatta Rd. Anglesea. VIC 3230

Location: Melways map 196 Ref. K5. Vic Roads Directory Map 296 Ref H2

Mobile. 0425750538 **Office** ph: 03 5263 1600 /52633455 **Fax:** 5263 3418



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Facebook

Emergency Phone Numbers

	Fire	Police	Ambulance	Dial 000
<u>Hospital:</u>	03 42150000	Enquiries	<u>Doctor:</u>	42156700 Health Centre
<u>Property:</u>	0425750538	Pete Caulfield	<u>Plumber</u>	0414360150
<u>Electrician</u>	52633222	Bryan Rainford	<u>Power:</u>	1300662778
<u>Gas supplier:</u>	52758444	(Elgas)	<u>Ed Dept</u>	1800134197
<u>Water Board:</u>	1300656007		<u>Police</u>	52633468



2. PLAN OVERVIEW

The purpose of this emergency Management Plan is to set out guidelines for the safe, efficient and effective response to any emergency which may occur on the camp-site or during camp activities.

Any incident which results in injury or threat of injury, must be reported immediately to the Camp Staff (Caretakers), or the Camp Leader, by whoever observes such an occurrence. This includes any damage property, or damage to or failure of any equipment.

3. ROLES AND RESPONSIBILITIES

3.1 Camp Staff

Camp staff (Manager) if on site and available, will co-ordinate the emergency and set up a command centre in the camp office. They will liaise with emergency services and take control of all responses not involving the supervision of campers. Other Camp staff, if on site, will assist where necessary.

3.2 Group Leaders

If Camp staff are not available or the group leader believes the response is within their own resources they can contact the emergency services and implement the planned response. Camp staff MUST be notified as soon as practicable. Camp staff will then assume the coordination responsibility for the emergency. Group Leaders must supervise campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by Camp staff or emergency services.

Group Leaders must ensure camper medical forms & medicines and parent contact details are taken with the group to the evacuation assembly areas.

The Camp provides the following emergency plan after full consultation with the local emergency services.

Regardless of the time of year, ensure all cars and vehicles are parked in the designated areas only. This will allow ready access to all emergency vehicles.

Each group using Burnside Camp during the fire danger season, November to March, should conduct a fire drill under the direction of the Camp staff when a Total Fire Ban day is declared.

Familiarise yourself with the procedures listed below. However, in all situations - **the personal safety of all campers is of paramount importance.**

4. MEDIA MANAGEMENT

NOTE: To prevent nuisance calls by media - which tie up valuable staff and phone resources, all emergency situations will be managed in the following manner;

1. No private phone access will be allowed during emergency situations.
2. Mobile phones shall not be used except in isolated locations or in medical or other extreme emergencies.
3. Under no circumstances shall campers contact outside agencies except at the direction of the Camp staff or the group leader(s), and then only to assist in the combating of the emergency.
4. Refer all media inquiries to Police and offer no opinions
5. Media access to the site and to clients is banned except where Police and management dictate otherwise

If the media arrive at the site by helicopter they will land on the town oval. They could arrive before the emergency services and should be met on arrival by either Camp staff or Group Leader. Request that they remain away from the main camp and do not allow them access to the campers. Offer no comment on the emergency and refer them to the police or emergency services when they arrive.

FULL Media Management sheet held in office.

5. EMERGENCY RESPONSE TO ROUTINE INCIDENTS

5.1 FIRST AID

Overview

Camp Leaders are responsible for the first aid of their campers at all times and must supply own first aid equipment. The Camp staffs are happy to assist you at any time and should be notified of all first aid assistance given while at Camp.



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a. Recording of incidents

There are 3 levels of recording depending on the severity of the incident. All records held in the camp office

b. Snake Bite

Apply the pressure immobilisation bandaging technique

- Keeps the victim lying down at total rest!
- Call 000 or mobile 112 for an ambulance.
- Check regularly that the bandages are not too tight because any movement by the victim to get comfortable may encourage more venom to enter the circulation.

Observe the victim closely

- While waiting for the ambulance to arrive, observe the victim closely for any change in condition, including pulse rate, breathing rate and level of consciousness. Be prepared to begin resuscitation if necessary.

C. Ant Bite (skip Jack)

Apply ice or stingose if allowed and no medical history against its use.

- Monitor for swelling, hard to breath,
- Some people are very allergic
- If swelling occurs in other parts of the body Call 000 or mobile 112 for an ambulance.

Observe the victim closely

- While waiting for the ambulance to arrive, observe the victim closely for any change in condition, including pulse rate, breathing rate and level of consciousness. Be prepared to begin resuscitation if necessary.

D. Anaphylaxis

Anaphylaxis is a severe allergic reaction and potentially life threatening. It should always be treated as a medical emergency, requiring immediate treatment. Most cases of anaphylaxis occur after a person with a severe allergy is exposed to the allergen they are allergic to (usually a food, insect or medication and even chemicals)

The most common allergens in children/people are:

Peanuts

Eggs

Tree nuts (e.g. cashews)

Cow's milk

Fish and shellfish

Wheat

Soy

Sesame

Certain insect stings (particularly Ant & bee stings)

Please note: There are many more foods, insects, medications and chemicals that people are allergic to.

The key to the prevention of anaphylaxis in the Camping/Hospitality Industry is knowledge of those children & persons who have been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Communication between Baptist Camping Victoria & visiting group/leader is important in helping people avoid exposure. Good clear communication between all stakeholders is imperative. Baptist Camping has a policy and procedure which must be followed at all times for all visitors and staff with severe allergies.

MILD TO MODERATE ALLERGIC REACTION

In some cases, anaphylaxis is preceded by signs of a mild to moderate allergic reaction:

- Swelling of face, lips and eyes
- Hives or welts on the skin
- Tingling mouth
- Stomach pain, vomiting (these are signs of a mild to moderate allergic reaction to most allergens, however, in insect allergy these are signs of anaphylaxis).

ACTION

- For insect allergy, flick out the sting if it can be seen (but do not remove ticks)
- Stay with person and call for help
- Give medications if prescribed (whilst non-drowsy antihistamines may be used to treat mild to moderate allergic reactions, if these progress to anaphylaxis then adrenaline is the only suitable medication)
- Locate adrenaline Auto injector if available (instructions are included in the ASCIA Action Plan for Anaphylaxis which should be stored with the adrenaline Auto injector)
- Contact parent/guardian or other emergency contact.

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Continue to watch for any one of the following signs of anaphylaxis (severe allergic reaction):
- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (in young children)

ACTION

- Lay person flat - if breathing is difficult, allow to sit - do not allow them to stand or walk
- Give the adrenaline Auto injector if available (instructions are included in the ASCIA Action Plan for Anaphylaxis, stored with the adrenaline Auto injector) which every anaphylactic person on site is required to have.
- Call Ambulance (**Telephone 000 in Australia**)
- Contact parent/guardian or other emergency contact
- Further adrenaline doses may be given (when an additional adrenaline Auto injector is available), if there is no response after 5 minutes.
- If in doubt, give the adrenaline Auto injector.
- Commence CPR at any time if person is unresponsive and not breathing normally.
- If uncertain whether it is asthma or anaphylaxis, give adrenaline Auto injector **FIRST**, then asthma reliever.

Adrenaline is life saving and must be used promptly. Withholding or delaying the giving of adrenaline can result in deterioration and death. This is why giving the adrenaline Auto injector is the first instruction on the ASCIA Action Plan for Anaphylaxis. If cardiopulmonary resuscitation (CPR) is given before this step there is a risk that adrenaline is delayed or not given.

In the ambulance oxygen will usually be administered to the patient by paramedics. Medical observation of the patient in hospital for at least 4 hours is recommended after anaphylaxis.

5.2 ELECTRICAL FAILURE

In Anglesea it is quite common for Blackouts and Brown outs to occur and disrupt the camps power supply. This may completely black out the camp, or partially. Battery backup will allow hard wired smoke detectors to still operate as well as emergency lighting. Loss of power will also disrupt power supplies for all pumps, taps, showers and toilets. Portable battery operated lights are available for campers. **Do not allow use of candles in accommodation areas as these present a fire hazard.**

Response:

1. Notify the Camp staff who will investigate.
2. Continue on with camp program if daytime.
3. If dark assemble campers in the dining room, conduct a head count, organise torches and outline modified program.
4. If campers in bed visit each hut and organise campers to have torches ready, or provide Camp portable torches for toilet trips.
5. Meals will still be available
6. Continue camp program.

Camp Staff Response:

1. Check power point/light fitting in building.
2. Check fuses boxes in each building, including the main in the dining room.
 - Before switching the circuit back on, ascertain what device may have tripped it and remove that device by unplugging it and removing it from service.
 - Switch circuit back on.
 - If fault undetectable or persists, leave the circuit switched off and call the camp Property person (see page 3).
3. Check power supply outside camp to determine an area blackout.
4. Call Powercor to check fault and delay.
5. Inform group leader of action.
6. Contact kitchen personnel re menu etc.
7. Do not allow use of candles in accommodation areas.
8. Hire generator for power to fridges if required

9. Main building of Hall/Dining room has emergency lighting

5.3 WATER LOSS

Water loss is not an issue. If it did occur campers should refrain from using the toilets with males directed to the bush. Group leaders need to be aware of hygiene problems and direct the group members on which toilet to use.

Response:

1. Notify the Camp staff who will investigate.
2. Continue on with camp program.

Camp Staff Response:

1. Investigate.
2. Contact camp Property person.
3. Inform group leader and Camp kitchen of likely delay.

5.4 GAS FAILURE

No gas to Ovens hotplates

Response:

1. Notify the Camp staff who will investigate.
2. Continue on with camp program.

Camp Staff Response:

1. Check Gas tank to see there is gas available
2. Investigate and re-light pilot light

3. If no success call camp property person
4. Inform group leader of action and kitchen if cooking will be disrupted.

6. EXTREME WEATHER CONDITIONS

This will cover total fire ban days, severe storm warning, lightning, and wind storms just to name a few. We will contact the relevant agencies to get the level rating below. The bush will be off limits unless clear by the relevant authorities.

Low / Med level

Normal activities can be operated but you must be contactable at all times and report in regularly to camp.

High Level

Normal activities can be operated but you must research the conditions before leaving the Town area. You must be contactable at all times and report in regularly to camp. Camp leaders will setup alternative programs if required.

Very High Level

Normal activities can be operated but you must research the conditions before leaving the Town area. You must be contactable at all times and report in regularly to camp. Camp leaders will setup alternative programs if required.

Severe

You must stay on site or in the town area. You must be contactable at all times and report in regularly to camp. Camp leaders may be required to setup alternative programs.

Extreme

You must stay on site. Camp leaders will be required to setup alternative programs. Camp Staff will assist with this alternative program.

Catastrophic (Code RED)

Our aim is to close the camp due to Government instructions. The options of leaving the camp and returning home is our first priority. We will endeavour to vacuate the Campsite prior to these days. This will need to be assessed to see that it is safe to do so.



Total Fire Ban days can be called at any level and this may restrict your access to different areas of the region for programming.

Note: Weekend /Community group leaders **must** know when people leave the site and return. A sign in and out sheet is recommended. Groups leaving the site must inform the camp office of their destination. All groups / individuals leaving the site must have a mobile phone or hand held UHF radio.

Over the fire period November to April, The Camp will display the fire rating of the day on the white board outside the Dining room. The camp will obtain camp leaders mobiles and send SMS messages if there is any change to this rating

7. EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

DURING ON SITE ACTIVITIES EACH ACTIVITY LEADER & GROUP FIRST AIDER WILL HAVE A MOBILE PHONE TO NOTIFY OTHER LEADERS OR CAMP WILKIN STAFF OF AN EMERGENCY.

7.1 BUSHFIRE

In the event of a fire emergency threatening the site, camp management in conjunction with group leaders and emergency services, will decide to leave or stay. Campers will be advised to evacuate the campsite only if safe to do so and on the advice of emergency services. The two responses are then detailed below.

A. BUSHFIRE THREATINING AND ADVISED TO LEAVE SITE. (Because of Burnside camps position this will be first preference)

The following procedures are drawn up on the premise that it is preferred to move campers well away to an area not threatened by fire **but only if it is safe to do so:**

1. The Camp staff, or in their absence the group leader, will **raise the alarm**. This places all campers on alert and they should quietly and slowly move to the front parking area where the emergency assembly sign is.
2. **A head count of campers** is to be conducted by group leaders with all campers located and brought together and **advised what to do next**.
3. Campers should be instructed to **drink plenty of water**.



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4. **Everyone must dress in long sleeve clothes and pants**, preferably wool, and solid footwear. Belongings should also be collected but only if there is time for this and a suitable bus or vehicles.
5. **Campers should once again be counted and immediately evacuate the site to an area deemed safe by emergency services** (back to school, home, Anglesea shops or river etc)
6. **Campers should not attempt to return** unless instructed to do so by camp management.

B.BUSHFIRE THREATINING UNSAFE TO LEAVE SITE

The following procedures are drawn up on the premise that it is safer to remain at the camp than attempt to move in the face of a fire:

1. In the event of a fire emergency in the area the campsite will be evacuated **only on the advice of the emergency services.**
2. The Camp staff, or in their absence the group leader, will **raise the alarm and inform all campers.** This places all campers on alert and they should quietly and slowly move to the hall on the oval if safe to do so.
3. **A head count of campers** is to be conducted by group leaders.
4. **Everyone must dress in long clothes**, preferably wool, and solid footwear. Blankets are to be made available to campers.
5. After which Camp staff, or in their absence one or two group leaders, are to **check all campsite buildings** for campers, closing all doors and windows (close blinds). Then lock outside door to room areas.
6. The **camp office will be the command centre** and all communication with the emergency services will occur here.
7. All people are to **gather at the hall on the oval** another head count is to take place (in consultation with the emergency services) and remain inside until advised otherwise by the emergency services. Towels, buckets and mops and battery operated lights are to be made available.
8. **Camp staff (if time permits)**
 - fill spouting of dining/Hall then other builds if time permits with water
 - Turn off Tank water pumps so ash doesn't get into water
 - remove combustible material from veranda's
 - Generator to be in kitchen for fridges etc
 - Fire Hose to hall, check for operation

- Fill rubbish wheelie bins with water
 - Put a mop in each wheelie bin
 - Close all windows and curtains
 - Put blankets up on windows
 - First aid kit
 - Once fire front has passed check for spot fire with equipment provided
9. **Gas should be turned off at the gas tank**, but power should remain on to operate lights and pumps unless directed otherwise by emergency services.

c. BUSHFIRE THREATENING AND CAMPERS OFF SITE

(On days of total fire band the extreme weather policy will come into operation) - (2- way radios and mobile phone taken on all off-site trips)

1. If smoke or flames are seen away from the campsite contact is to be made with Camp and the CFA
2. **Campers will return to Camp or move directly to another safe refuge area as deemed safe by emergency services** (Camp, back to school or home, Anglesea Shops or river mouth, etc) ALL OUTSIDE PROVIDERS SHOULD HAVE SAFETY PLANS
3. **A head count of campers** is to be conducted by group leaders with all campers located and brought together and **advised what to do next**.
4. **No attempt** should be made to return to the campsite if there is danger of being threatened by the fire, retreat to a safe area i.e. river, broad track, rocks or cleared area.
5. Campers should drink plenty of water.
6. Loose clothing should be dampened with water to protect head and shoulders.
7. All exposed areas of skin should be covered with clothing to avoid radiant heat.
8. Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.

Campers should not attempt to return to their activity unless instructed to do so by camp leader, or emergency services

7.2 BUILDING FIRE

All sleeping areas are fitted with smoke detectors. In the event of an emergency signal sounding the following steps is to be undertaken:

1. In the event of a smoke alarm sounding alert the people in the room and contact an adult or group leader.
2. **Camp staff or a responsible adult or group leader** is to check the sleeping area being indicated by the alarm.
3. **If smoke is present** in the sleeping area the accommodation rooms are to be evacuated in a quiet and orderly manner to the front car park where a head count

will be undertaken. A **designated** group leader or Camp staff member is to undertake individual room checks to ensure that all sleeping areas are empty and locked once checked

4. **If there is no evidence of smoke** Camp staff or a group leader should investigate the [Alarm site] to ascertain whether or not it is a false alarm & **Emergency Services notified.**
5. **If Camp staff are not present they are to be immediately notified.**
6. Except where the fire is strictly confined **no attempt should be made to fight the fire.** All doors should be closed and the building evacuated.

Gas & electricity should be switched off at the gas tank, and power at the main switchboard on the front end of the dining room.

7.3 LOST OR MISSING CAMPER

In the event that a camper is reported missing the procedures noted below need to be followed:

1. **Obtain a full description** of the missing person from the group leader including: name, age, weight, height, build, hair and eye colouring, distinguishing physical marks and clothing worn.
2. **Organise a search party** comprising both Camp staff (if available) and/or group leaders to cover and search a number of specified areas. Searchers are to be equipped with mobile phones. Make a note of these search groups, their members and search areas. Campers should not be used in this capacity.
3. Ensure that someone in a responsible position is left in charge of the **remaining campers** and that these campers are given a variety of things to do. This group leader should also be able to receive telephone messages etc.
4. Coordinate watches and agree upon the maximum length of this **initial search** (30 mins). Upon reaching this time, all search groups must reassemble and confirm results.
5. If, after this initial, quick and thorough search of the immediate area, if the individual has not been located **call the POLICE on 000** and provide a detailed description of the missing camper, the estimated time last seen, any physical or medical aspects and the actions put in place to date.
6. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:
 - a. Ambulance..... 000 Hospital.....03 42150000



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7. **Notify the immediate neighbours** and provide detailed description of the missing camper. Make sure that they know the campsite's phone number: 52631577
8. In the event that the emergency services and police have been introduced into the search, the group leader should consider **notifying the person in charge of their organisation** or school, so that the parents can be notified.
9. Upon **locating the missing camper**:
 - ensure that the police, emergency services and neighbours are informed
 - determine whether medical attention is required, and
 - Notify your organisation and parents.

7.4 CAMPER ABDUCTION OR ASSAULT [NB No Private Access to Telephones]

Off Site

1. Witnesses gathered and Police contacted immediately by any available means.
2. Group returns to camp to continue program. **Camp staff immediately notified.**
3. Police manage situation
4. Group leader contacts organisation

On Site

1. Immediate details obtained from witnesses and Police notified immediately
2. Rest of group to carry on with program
3. Witnesses held in office subject to police arrival
4. Group leader contacts organisation
5. Police manage situation.

7.5 HOSTAGE SITUATION

There is no single correct response for this problem, as it will depend on prevailing circumstances.

If in Direct Contact with Perpetrator:

Principles to observe when confronted by situation:-

1. Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator
2. Be flexible in response, humour the perpetrator and try to observe their behaviour
3. Comply with reasonable requests and negotiate if possible

If Not In Direct Contact with Perpetrator:

1. Should a hostage situation develop at the camp all campers and staff not involved are to be immediately evacuated to the oval area? NOTE: Evacuation should only occur if it can be done in a manner that will not inflame the situation. All evacuations should be quiet and if possible out of sight of the perpetrator.
2. Police notified immediately and take control.
3. On advice from police campers remain at the oval or evacuated home.

7.6 INJURY/ILLNESS/NEAR DROWNING

Off Site

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Contact Camp leader and Camp staff by mobile phone
4. Two adults stay with person, rest of group continue activity away from injured camper
5. Camp staff or group leader contacted to arrange transport of person to medical aid or call Ambulance.

On Site

1. If safe to do so remove person from further danger and make comfortable.
2. First Aid and/or CPR as required.
3. Contact Camp staff or group leader immediately
4. Two adults with first aid training to stay with injured / ill camper.
5. Camp staff or group leader arrange transport to medical aid or call ambulance
6. Group removed from immediate vicinity of injured and continue program activity.

7.7 LPG GAS LEAK

1. Camp staff or Group leader to be notified **immediately**.
2. Gas to be turned off at Tanks point if practical to do so.
3. **If the leak is minor** e.g. strong smell of gas from appliance. Turn off appliance or at supply. - **No evacuation of camp required**. Isolate area from campers and ventilate area. Contact camp property person or Camp Staff
4. **If a major leak** i.e. a very strong smell or visual plume of gas either indoor or outdoor then **evacuation must be considered**. Remember - **Gas is heavier than air and will flow downhill. Do not use vehicles to evacuate. The hall and oval is the best assembly area.**
5. **Notify gas supplier Elgas 52758444 and police 000.**

7.8 BOMB THREAT

Notify Police (000)

Follow evacuation procedure.

Follow media procedure

Notify Group (e.g. school, church, BUV etc)



8. POST EMERGENCY DEBRIEF

In the event that the Emergency Response Plan is enacted a post response debrief will occur as soon as practicable after the situation has been normalised. The level of this debrief will be determined by the seriousness of the incident.

Minor incidents - Where the matter has been handled internally and no injuries or apparent exposure to potential trauma has occurred. A discussion between those involved in the incident and Camp staff or Camp leaders will occur. Diary notes of the incident and the response will be made. Any problems with the response and lessons that can be learned will be noted and adopted.

Major Incidents - *Where injury, trauma has occurred or Emergency Services have been involved. A full debrief with all parties involved and formal recommendations as to any adjustments to the response are sought from all interested parties. A report shall be written and lodged with the camp as well as the group involved.*

Burnside Camp Fire Plan

If you see smoke!

- Onsite- Check where
- Offsite

Ring the below numbers, do not wait to be contacted by the CFA

- 000
- Enquiry line : 1800 240 667

Is the alarm sounding?

- If not and the fire is onsite, break the glass pad and activate alarm.
- In case of fire alarm sounding, camp staff is to check the alarm panel and note area where alarm is sounding.
- Designate a staff member to ensure campers are following emergency procedure and meeting at hall.
- Open smoke alarm control panel on outside wall of Seabreeze building: (Key is on top), check which area the alarm is going off, inspect the building where the alarm has been activated. This will also be indicated

by 2 small lights on the detector. When you are sure that there is no emergency you can follow the instructions on the wall next to the alarm control panel to reset. The below instructions are also there.

- Press button marked “isolate” and then the button marked with the number of the building (indicated by the red light). This will stop the noise.
- If there is a fire however the emergency response format checklist should be followed as per the following information.

Incase of fire

Alarm and notification

Alarm sounded

Phone 000

Notify Wilkin Office 52633222

Arrange buses and man office for information

Alert other staff

Delegate jobs and Walkie Talkies

Campers Safety

Campers notified and heading to check point

If not evacuating: long sleeves, torches, blankets

Rooms checked and locked

Are all campers now at the hall?

Maintenance

Gas Bottles turned off : kitchen



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: Seabreeze

: Amenity Block

Fire tub and first aid from bike shed to hall

Red Bins and mops to hall

Fill bins with water

Blinds down in hall

Kitchen Staff

Water, first aid, tea towels from dining room to Hall

Are all campers and workers now at the hall?

Adhere to directions from CFA



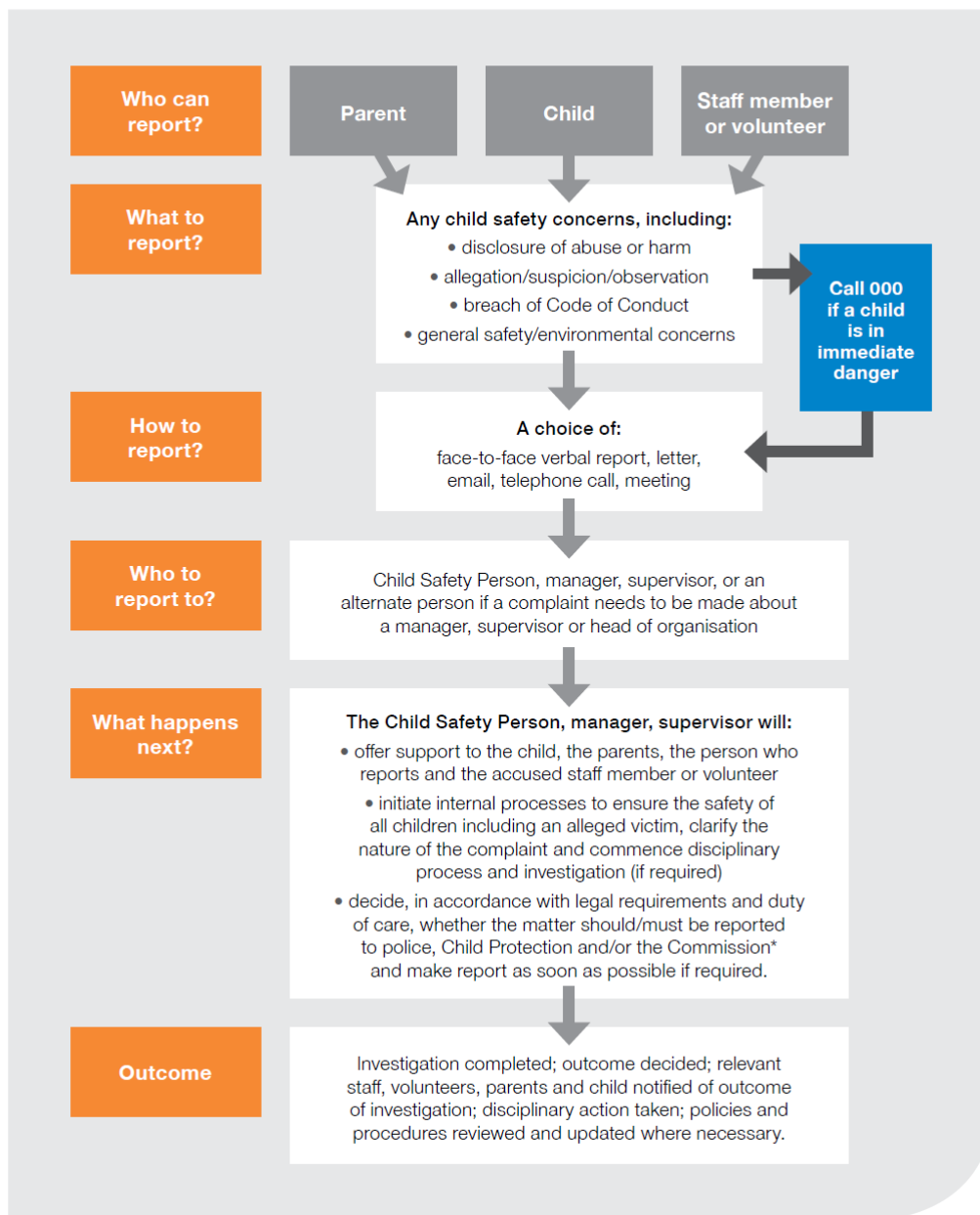
CHILD SAFETY REPORTING PROCEDURE – CRITICAL INCIDENT

Please contact the Child Safety Officer at any stage for assistance.



Flowchart: Child safety reporting process

This chart outlines the process for reports to be made by parents, children, staff members and volunteers alike.



* Applies only to organisations covered by the Reportable Conduct Scheme. Refer to the Commission's website for details.

1. CALL 000 IF A CHILD IS IN IMMEDIATE DANGER

2. LISTEN TO ANY CONCERNS BEING RAISED

If you are under 18, and a child starts to talk to you about behaviour which sounds concerning because it may indicate child abuse, ask the Child Safety Officer, or Camp Manager for help. If you are over 18, then please interact with the child as follows:

- Support the Child and reassure them that telling someone was the right thing to do.
- Emphasise that what occurred was not their fault.
- Stop questioning the child, if the conduct described is likely to constitute criminal conduct. Involve the Child Safety Officer as soon as possible.
- Consider whether expert assistance is needed to support a child to communicate their concern or disclosure (for example a disability expert, language or cultural interpreter).
- Limit questioning – ask only open questions.
- Undertake to do something in response to what the child has said and, where appropriate, explain what will be done and the expected time frame.
- Don't make promises that cannot be kept, including that the information will remain confidential; tell the child who will be told and why.
- Document the conversation using the child's exact words as far as possible. If in doubt, ask the Child Safety Officer for help.

3. WRITE UP THE CONCERN

- Make notes straight away using the BCV 'Risk of Significant Harm Form' located in the Critical Incident Folder. If the form isn't immediately available, please make note of the following:
 - Date and time along with who was present
 - Information that has led to concerns about the child's safety (physical injuries, behaviour etc)
 - The source of this information (observation of behaviour, report from child or another person)
 - The actions taken as a result of the concerns (consultation with the Child Safety Officer or Camp Manager, report to Police or Child Protection).

5. REPORT TO POLICE IF YOU HAVE A REASONABLE CONCERN OF CHILD SEXUAL ABUSE

If you are 18 or over, you are personally obliged to report to police if you have reasonable concern that a person who is 18 or older has committed or attempted to commit a sexual offence against a child who is under 16, unless:

- Reporting would endanger someone other than the perpetrator; or
- All of the information has already been reported to the police by someone else

Definition of Reasonable Concern: Concern that a child or group of children is at risk of any form of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation which is likely to result in harm to health, survival, development or dignity of the child or group of children.

A 'reasonable concern' might be formed when:

- A child states that they have been sexually abused
- A child states that they know someone who has been sexually abused (Sometimes the child may be talking about themselves)
- Someone who knows the child states that the child has been sexually abused; or
- Signs of sexual abuse leads to belief that the child has been sexually abused.

5. MAKE CONTACT WITH THE CHILD SAFETY OFFICER (if you haven't already)

- The Child Safety Officer (in conjunction with the Director of Camping) is here to provide the appropriate level of support and assistance to those involved.
- They will ensure that all the necessary steps are followed. Below is the process required in reporting to the Commission for Children and Young People.

Process of an investigation

1. Report the allegation to the police (if criminal)
2. Assess whether the allegation is reportable
3. Report the allegation to the Commission (3 business days)
4. Plan and establish an investigation
5. Conduct a thorough and fair investigation
6. Complete an investigation report
7. Make or recommend findings
8. Report findings to the Commission



