



Emergency Management Plan

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A current hard copy of this emergency plan should be kept on file and be accessible in the event of an emergency.



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1. PURPOSE

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 a Baptist Camping Victoria Camp Site, or during camp activities.

The Emergency Plan shall be reviewed and updated at least annually and will be subject to a review following an emergency situation or in line with changing business needs, changing environment and/or premises, and new identified emergency hazards and risks (whichever is sooner).

2. SCOPE

This Emergency Management Plan (EMP) applies to all Baptist Camping Victoria (BCV) sites and covers the preparation for, response to, and recovery from emergencies that may occur during any camp activity or operation, including:

- *On-site and off-site activities*
- *Accommodation*
- *Kitchen and food service operations*
- *Maintenance and property operations*
- *Volunteer and staff activity, including external contractors*

The EMP is applicable to all staff, volunteers, campers, visitors, contractors, and third-party providers present at BCV sites.

Activation of the Emergency Plan:

The EMP is to be activated by the most senior staff member on duty when:

- An emergency or critical incident has been identified or reported, or
- There is a threat to life, property, or the environment, or
- Directed to do so by emergency services.

Once activated, the Emergency Control Organisation (ECO) will be responsible for implementing the relevant procedures outlined in this plan.

3. EMERGENCY MANAGEMENT APPROACH

IN AN EMERGENCY

Verify

- Verify the Emergency. Confirm what is happening and where.

Notify

- Call 000 and alert camp staff immediately
- Stay on the line if safe to do so, speak clearly and answer the operator's questions.

Assess:

- Use your senses and information to decide on the danger and best action
- Observe what is happening to decide:
 - Has the danger passed
 - Is the danger increasing or decreasing
 - Is the danger moving closer or further away
- Decide how much time exists to take alternative actions

Act

- Contain the emergency if safe to do so
- Move people to safety by the safest means
- Render first aid and ensure that injured campers are not exposed to further injury or danger
- Refer to any specific procedures developed for the emergency

4. ROLES AND RESPONSIBILITIES

4.1 Emergency Response

In the event of an emergency, it is the responsibility of the **Chief Emergency Warden or Deputy Emergency Warden** to initiate the response. **The Chief Emergency Warden** will liaise with the client and appoint workers to conduct tasks such as phoning emergency services, providing first aid, isolating water, power or mechanical hazards, preserving the scene or any other matter that arises.




If a **Chief Emergency Warden** is not present at the time of the emergency, the most senior member of staff onsite or an appointed person will assume these duties.

4.2 Emergency Control Organisation Structure

<i>Position</i>	<i>Role</i>
Chief Warden	The most senior staff member on site
Deputy Wardens	Delegated by the Chief Warden in an emergency
First Aid Officer(s)	Delegated by the Chief Warden based on available trained staff. Note: Camp groups are responsible for bringing their own first aid supplies a person responsible for administering first aid for their group.
BCV Staff	All staff are responsible for awareness and action, and to perform duties delegated by the Chief Warden
Group Leader	Always supervise their own campers and ensure all campers are accounted for in an emergency

4.3 Identification

Persons with a role in an emergency response shall be identified with high visibility vests and helmets in the following colours:

		
White	Red	Green
Chief Warden	Deputy Chief Warden	First Aid Officer

4.4 Chief Warden Responsibilities

Pre-Emergency	During Emergency	Post Emergency
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the EMP is current and site-specific <input type="checkbox"/> Coordinate annual drills and staff training <input type="checkbox"/> Maintain emergency contact lists and ensure all staff are familiar with evacuation routes and assembly points <input type="checkbox"/> Ensure vehicles are parked in designated areas only to allow emergency vehicle access 	<ul style="list-style-type: none"> <input type="checkbox"/> Take control of the emergency response and activate the Emergency Management Plan <input type="checkbox"/> Assess the situation and determine appropriate response actions (evacuation, shelter-in-place, etc.) <input type="checkbox"/> Liaise with emergency services <input type="checkbox"/> Delegate tasks to Deputy Warden and available staff <input type="checkbox"/> Direct communication via radio and/or designated channels 	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee debrief and reporting process <input type="checkbox"/> Ensure incident reports are completed <input type="checkbox"/> Lead review of response effectiveness and update EMP if needed

4.5 Deputy Warden Responsibilities

Pre Emergency	During Emergency	Post Emergency
<ul style="list-style-type: none"> <input type="checkbox"/> Assist with drills, briefings, and site inspections <input type="checkbox"/> Maintain familiarity with site layout and hazards <input type="checkbox"/> Ensure vehicles are parked in designated areas only to allow emergency vehicle access 	<ul style="list-style-type: none"> <input type="checkbox"/> Support the Chief Warden in executing the emergency response 	<ul style="list-style-type: none"> <input type="checkbox"/> Support Chief Warden in debriefing <input type="checkbox"/> Assist with incident documentation

4.6 First Aid Officer Responsibilities

Pre Emergency	During Emergency	Post Emergency
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain current first aid qualifications 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide immediate first aid care as needed <input type="checkbox"/> Support calm and controlled behaviour among campers and staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure first aid reports are completed <input type="checkbox"/> Participate in debrief and make recommendations for future incidents

4.7 Staff Responsibilities and families living onsite

Pre Emergency	During Emergency	Post Emergency
<ul style="list-style-type: none"> <input type="checkbox"/> Participate in site inductions and emergency procedure briefings <input type="checkbox"/> Familiarise themselves with: <ul style="list-style-type: none"> • Emergency exits and assembly points • Location of fire equipment and first aid kits • Site Manager and Property Team Leader contact details <input type="checkbox"/> Always park vehicles in designated areas only to allow emergency vehicle access 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow instructions from the Chief or Deputy Warden without delay <input type="checkbox"/> Remain calm and assist others, particularly children or guests with additional needs <input type="checkbox"/> Do not attempt to fight fires or contain hazards unless trained and instructed to do so <input type="checkbox"/> Evacuate using designated routes and report to the assembly area for roll call 	<ul style="list-style-type: none"> <input type="checkbox"/> Report any hazards or unsafe behaviours observed during the event <input type="checkbox"/> Support post-incident recovery and clean-up if directed <input type="checkbox"/> Take part in debrief sessions as required

4.8 Group Leader Responsibilities

Pre Emergency	During Emergency	Post Emergency
<ul style="list-style-type: none"> <input type="checkbox"/> Participate in site inductions and emergency procedure briefing <input type="checkbox"/> Bring sufficient first aid supplies for campers and a qualified first aid officer <input type="checkbox"/> Always Park vehicles in designated areas only to allow emergency vehicle access 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow instructions from Site Staff <input type="checkbox"/> Advise Site Staff of emergency as soon as practicable <input type="checkbox"/> Contact emergency services and implement planned response if within group leaders capacity <input type="checkbox"/> Provide first aid to campers 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete incident report

4.9 Training

All personnel are provided with induction, education and ongoing training to ensure a safe and orderly emergency evacuation of other employees/workers and other persons.

The effectiveness of the Emergency Plan and procedures are evaluated by simulated exercises carried out under the direction of the Chief Emergency Warden at least annually.

The Chief Emergency Warden is responsible for ensuring that appropriate training schedules and programmes are implemented for all staff within their areas as appropriate using the following guidelines. The personnel below should participate in the listed training activities.

5. EMERGENCY SITUATIONS AND RESPONSE

5.1 Extreme Weather Conditions

Risks: Severe storm, lightning, wind storms, tree falls, flooding

- **Response:**
 - Cease all outdoor activities
 - Move campers indoors or to safe structures
 - Monitor Bureau of Meteorology warnings and State Emergency Services advice
 - Avoid low lying areas and flood-prone areas

5.2 Building Fire

Risks: Kitchen fires, heaters, faulty wiring, campfires.

In the event a worker discovers a fire, the following procedure will be adopted:

- the worker or group leader should assess the situation and the safety of anyone in the immediate vicinity
- the worker or group leader should immediately call for help. Operate the nearest fire alarm and have someone advise the nominated emergency warden
- if it is not safe to do so, the fire increases in size, or the extinguisher runs out, the worker should evacuate to the nearest evacuation assembly point.
- where it is safe to do so (the fire is contained) the worker or camp leader should attempt to put out the fire with a nearby fire extinguisher, aiming the extinguisher at the base of the flame, and

In the event a fire alarm is sounded, the following procedure will be adopted:

- site staff are to check the area being indicated by the alarm

- in the event of a smoke alarm sounding alert group leader or campers
- building should be evacuated to the nearest evacuation assembly point
- warden/management staff will contact emergency services
- any missing worker will be reported to a fire warden or emergency services.

5.3 Bushfire threat

Risks: Proximity to bushland, seasonal risk

- Monitor CFA's VicEmergency app during Fire Danger Periods.
- Use Fire danger ratings to assess response:
 - **Moderate:** Normal activities can be operated
 - **High:** Normal activities can be operated however groups must research risks before leaving town area. Group leaders must be contactable at all times.
 - **Extreme:** Groups must stay on site. Camp Staff to implement alternative program if applicable
 - **Catastrophic:** Groups to return home if safe to do so.
- Activate Bushfire Emergency Plan if fire is in the vicinity
- If Bushfire Emergency Plan is activated, evacuate early if safe to do so.
- Use pre-identified emergency shelter-in-place if evacuation is unsafe.
- Communicate with group leaders or parents/guardians where applicable.

5.4 Medical Emergency

Risks: Injuries, allergic reactions, anaphylaxis, asthma, diabetes, near drowning

In the event a medical emergency arises and someone requires emergency medical attention, the following procedure will be adopted:

- Follow first aid procedures. First aid should wherever possible be provided by the camp group leader / group First Aider
- Notify site staff or have a bystander do so wherever possible
- Call 000 and provide details of location, type of emergency and time of injury or illness
- Have someone stationed to guide emergency services to the exact location

5.5 Missing Person

Risks: Bushland, offsite activities, leaving site unsupervised

- Report immediately to site staff
- Obtain a full description of the missing person from the group leader
- Conduct coordinated sweep of high risk areas (where the camper was last seen and water, bushland etc). Search party participants should have mobile phones or UHF radios.
- Search party participants and their contact details must be recorded, with search area and length of search time documented
- After the initial quick and thorough search of the immediate area, call 000 if the missing person has not been found and follow instructions
- Group leaders are responsible for maintaining full supervision of other campers during search
- Group leaders are responsible for notifying their organisation / parents and guardians

5.6 Camper Abduction

- Call 000 immediately and follow instructions
- Immediate details obtained from witness
- Continue with camp activities if deemed appropriate to do so.
- Follow critical incident process.

5.7 Intruder / Threatening person onsite

Response:

- Call 000
- Do not approach the person. Report to management.
- Activate lockdown if threat is present

5.8 Power or Utility Failure

Risks: Total or partial blackout

- **Camper Response:**
 - Notify site management
 - If dark, assemble campers in the dining room, conduct a head count

- **Site Response**

- Assess if activities can continue safely
- Provide torches to group leaders
- Check fuse boxes in each building (if trained to do so)
- Activate backup lighting or generator where applicable
- Check power supply outside camp to determine if an area blackout
- Call electricity provide to check fault and fix times
- Cease food service if food handling standards cannot be met

5.9 Gas leak

- Notify staff member immediately
- Staff member to turn off gas at point if safe and practical to do so
- If minor leak, turn off appliance or at the supply. Isolate area from campers and ventilate area
- Site staff to contact plumber
- If a major leak (very strong smell or visual plume of gas) then follow evacuation procedures, remember gas is heavier than air and will flow downhill
- Call 000 and advice emergency services

5.10 Chemical Spill

Risks: Cleaning supplies, fuel, pesticides

In the event of a minor chemical spill or leak, the following procedure will be adopted:

- Isolate the area
- clean the spill immediately, following the products Safety Data Sheet to clean up, ensuring appropriate PPE is worn
- if the spilt chemical is a flammable liquid, ensure that ignition sources are eliminated
- dispose of waste in accordance with local regulations and do not mix substances in the waste bin because they might react and
- Call 000 if high risk exposure

5.11 Pandemic / Infectious Disease Outbreak

Response:

- Isolate Symptomatic individuals in designated area
- Use PPE and apply infection control procedures
- Notify Shire/Council and/or relevant Health Authorities if applicable
- Notify all relevant parties of potential exposure

5.12 Bomb Threat

In the event a bomb threat is received, the following procedure will be adopted:

- the worker receiving the bomb threat by telephone should not hang up, but instead should stay on the phone and take notes of the conversation
- Notify site management and call 000
- Follow instructions of emergency services

5.13 Motor Vehicle Accident

If workers are involved in a motor vehicle accident in the course of their duties:

- do not exit the vehicle unless it is safe to do so
- seek first aid or render assistance to any injured person if it is safe to do so
- set up a warning system for any approaching vehicles to prevent the risk of further accidents (if possible)
- record the registration details of the vehicles involved, as well as the name and licence details of the driver/s
- record the names and addresses of as many witnesses as possible, and take photos of the accident scene and damage sustained to any property
- give your name and address, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. Do not give any further information.
- Notify management and complete an incident report

5.14 Environmental Incident

In the event an environmental incident occurs, the following procedure will be adopted:

- immediately implement control or containment measures if safe to do so
- request medical aid where worker exposure warrants health intervention
- notify the state Environment Protection Authority (EPA) and any other relevant agencies
- where remediation is required, engage an accredited waste management company to clean up the site
- establish and maintain an accurate record of incident notifications, communication and actions and
- complete appropriate health assessments of employees exposed to contaminants, seek State Health Department advice on requirements for medical intervention.

5.15 Plant, Equipment or Structure Failure

In the event of a plant, equipment or structural failure that requires an emergency response, the following procedure will be adopted:

- if it is safe to do so assess the incident to ensure the safety of anyone in the immediate vicinity
- if plant is powered, ensure power is isolated to prevent inadvertent start up
- ensure first aid is rendered to any person injured as a result of the incident
- contact emergency services if necessary
- ensure management and emergency response team are notified
- ensure general emergency response procedure is commenced and followed if required
- where necessary workers will leave the site or building immediately via the nearest emergency exit to the nearest evacuation assembly point and
- ensure area is isolated and barricaded off if possible to prevent further injury.

5.16 Floods

When a flood warning is issued, the Organisation will:

- stack possessions, records, stock or equipment on benches and tables, placing electrical items on top
- secure objects that are likely to float and cause damage
- relocate waste containers, chemicals and poisons well above floor level
- Follow advice from emergency services

- never drive, ride or walk through floodwater

5.17 Child Safety Incident or disclosure

This section applies to any emergency or situation involving:

- Alleged or suspected abuse, neglect, grooming, or harm of a child
- A disclosure of abuse by a child or another person
- Observations of behaviour or injury that raise reasonable concern for a child's safety
- Incidents involving inappropriate staff, volunteer, or camper behaviour

Immediate Response:

- Ensure the immediate safety of the child or young person.
- If a child is in immediate danger, call 000.
- Move the child to a safe, supervised space (if appropriate).
- Notify the Child Safety Officer or most senior staff member on site (e.g. Director of Camping, Site Manager).
- Record observations or disclosures using the child's own words where possible — do not investigate or interrogate.



6. APPENDIX A: EMERGENCY EVACUATION OBSERVATION CHECKLIST

Site details

Site/Location: _____ Date: _____

Evacuation details

Evacuation Sequence:	Time (hours & minutes)
Alarm sounded	_____
Floor warden responds	_____
Warden checks floor/zone	_____
General evacuation commenced	_____
Personal evacuation plans commenced (if applicable)	_____
Wardens report floor/zone clear	_____
Arrive at assembly area	_____
Wardens check personnel present	_____
Evacuation completed	_____
Exercise terminated	_____

Did the following occur?

Did First Aid kit/s arrive at the assembly point?	<input type="radio"/> Yes	<input type="radio"/> No
Was the Visitor Attendance Log/Register available at the assembly area?	<input type="radio"/> Yes	<input type="radio"/> No
Were all entrances secured?	<input type="radio"/> Yes	<input type="radio"/> No
Were all normally occupied areas checked and identified?	<input type="radio"/> Yes	<input type="radio"/> No
Were the toilets checked?	<input type="radio"/> Yes	<input type="radio"/> No
Were personal evacuation plans successfully implemented? (if applicable)	<input type="radio"/> Yes	<input type="radio"/> No
Did personnel use the nearest exit?	<input type="radio"/> Yes	<input type="radio"/> No
Did personnel run?	<input type="radio"/> Yes	<input type="radio"/> No
Was plant and equipment turned off?	<input type="radio"/> Yes	<input type="radio"/> No
Do the entries in the Visitor Attendance Log/Register match the visitors on site?	<input type="radio"/> Yes	<input type="radio"/> No
Was the alarm audible across the whole site?	<input type="radio"/> Yes	<input type="radio"/> No
Did everyone get to the assembly point quickly?	<input type="radio"/> Yes	<input type="radio"/> No

Additional comments (i.e. areas for improvement)

Observer



7. APPENDIX B: PERSONNEL EMERGENCY EVACUATION PLAN (PEEP)

This form is to be completed by the person needing assistance or staff member, in consultation with the Building Manager and the Organisation.

Details:

Occupant's Name:

Building Name:

Address:

Level/Floor:

Room Number:

Workstation Location:

Is assistance required for a temporary period only? If yes estimate approximate end date: Date:	<input type="radio"/> Yes	<input type="radio"/> No
Is an assistance animal involved?	<input type="radio"/> Yes	<input type="radio"/> No
Are you trained in emergency response procedures? (including evacuation procedures)	<input type="radio"/> Yes	<input type="radio"/> No
Preferred method of receiving updates to emergency response procedures (Please state eg text, email, braille, verbal)		
Preferred method of notification of emergency (Please state eg visual alarm personal vibrating device, SMS, etc.)		

Type of assistance required: please list procedures necessary for assistance

Equipment required for evacuation: please list



Egress procedure: please provide step by step details

Designated assistances and contacts

Name	Phone Number	Mobile	Email

Are your designated assistants trained in emergency response procedures? Yes No
(Including evacuation procedures)

Are your designated assistants trained in the evacuation equipment Yes No

Issue Date: _____ Review date: _____

Occupant Approved _____ Date: _____
Signature

Chief Warden's Name _____	Signature _____	Date: _____
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8. APPENDIX C: EMERGENCY CONTACT LIST

IN AN EMERGENCY CALL 000

FIRE – POLICE - AMBULANCE



You may be asked the following questions while waiting:

1. Location of the emergency
2. Roads or landmarks
3. GPS co-ordinates
4. Call back phone number
5. Number of people involved
6. Is the patient conscious?
7. Is the patient breathing?

Site Manager	Nick Smith	0488 331 505
Dandenong Hospital Emergency Dept	135 David St Dandenong	03 9554 1000
Monash Medical Centre Clayton	246 Clayton Road Clayton	03 9594 6666
Vic Emergency Hotline		1800 226 226
State Emergency Services (SES)		132 500
SafeWork/WorkSafe		1800 136 089
Poisons Information Service		13 11 26
CFA Tynong	47 Nar Nar Goon - Longwarry Rd, Tynong	03 5629 2907
Police (non-emergency)		131 444
Gas Provider	Elgas	131 161
Telecommunications Provider	Connectel	03 5246 8888
Environment Protection Authority (EPA)	EPA VICTORIA	1300 372 842