

# EMERGENCY RISK MANAGEMENT

September 2020



<b>Prepared by:</b>	Eddie Bartlett	Updated Existing Plan	Detail	Revision of Procedures	Date:	10 <sup>th</sup> September 2020
<b>Checked by:</b>	Kerri Vernham	Reviewed Revised Plan	Detail	Review of Changes	Date:	16 <sup>th</sup> September 2020
<b>Approved by:</b>	Geoff Caldwell	Approved Revised Plan	Detail	Approved Amendments & Revised Plan	Date:	16 <sup>th</sup> September 2020

Baptist Camping Victoria has, in conjunction with industry specialists, developed a comprehensive Emergency Management Plan, which identifies risks and hazards that may possibly be encountered on our sites. Mill Valley Ranch is one of these Sites.

This document forms part of a comprehensive manual that includes the Preparation, Response and Recovery phases of Risk Management. There are also Activity Training Manuals & Competency Records, as well as Standard Operating Procedures & Activity Risk Assessments for every Activity that takes place on our sites. Each of the activities undertaken have been designed to achieve specific outcomes, with focus on encouraging individual growth in personal and interpersonal interactions, all in a safe and positive environment.

## **CAMPER BRIEFING**

In accordance with this plan, Groups are given an orientation walk of the property upon arrival. The guidelines for the safe and smooth running of camp are given, and various safety issues are pointed out. These include boundaries, suitable drinking water locations, accommodation orientations, assembly areas, fire and evacuation procedures, and the use of specific activities & equipment, etc. There is also the Emergency Action Plans for Ranchers clearly displayed in all sleeping quarters and main buildings. (See examples on page 3 & 4)

## **TEACHER/LEADER BRIEFING**

Teachers/Leaders are briefed in a Teachers/Leaders meeting as soon as practical after arrival of a group. In this meeting it is ensured that Teachers/Leaders, Aides, Helpers and Parents are all aware of our expectations, as well as any responsibilities that they have during their time at Camp. A First Aid room is made available to all groups. Ranch Staff are advised of any Behavioural, Physiological & Medical conditions/considerations that may affect the level of any person's participation in activities. This includes confirming any food allergies. Once confirmed, a Teams Lists, an Accommodation List and a Program are put with the Emergency Standard Operating Procedures in the Red Emergency Folder, positioned in the middle of each Bunkhouse veranda.

## **IN AN EMERGENCY**

In the event of an incident (e.g. a Fire), which would cause the Evacuation Plan to be activated, the Teachers/Leaders are expected to do the following:

- Follow any / all instructions given to them from the Mill Valley Ranch Staff.
- When the fire alarm is sounded, or when instructed to do so, the 1st person that is able is to collect the Red Emergency Folder from Bunkhouse Veranda and backpack from Firehose Box. (This contains a Red Tabard to be worn, torches, glow sticks, tape, and other items that may be needed for evacuation)
- Go to Assembly Area 1, or other nominated assembly place.
- Other Teachers/Leaders are to assist Mill Valley Ranch Staff and ensure that no campers remain in affected building/s, checking bathrooms, toilets and storerooms. Ensure everyone is evacuating in an orderly fashion.

Once at the Emergency Assembly Area, Teachers/Leaders will need to check off lists, found in the Red Emergency Folder, to account for all campers and helpers/aids/parents. Any person/s unaccounted for need to be reported to the Ranch Evacuation Warden (usually Program Director) and Ranch Staff will co-ordinate search for missing person. All persons are to remain in Assembly Area and not leave under any circumstance until instructed by the Mill Valley Staff.

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

# EMERGENCY ACTION PLAN FOR ALL GUESTS / RANCHERS

Building / Area

Closest Assembly Area

Office & Proposed Office

ASSEMBLY AREA 1

## Evacuation of Buildings

### WHEN TO EVACUATE:

- Upon hearing the continuous ringing of the Chapel Bell, the Dining Room Bell, a pressurised Air Horn, or continuous whistle blown.
- If instructed to (there may be no alarm) by Mill Valley Ranch Staff, an Area Warden (wearing a red vest), or the Mill Valley Ranch Commander.
- If an emergency situation occurs that requires immediate Evacuation.

### HOW TO EVACUATE:

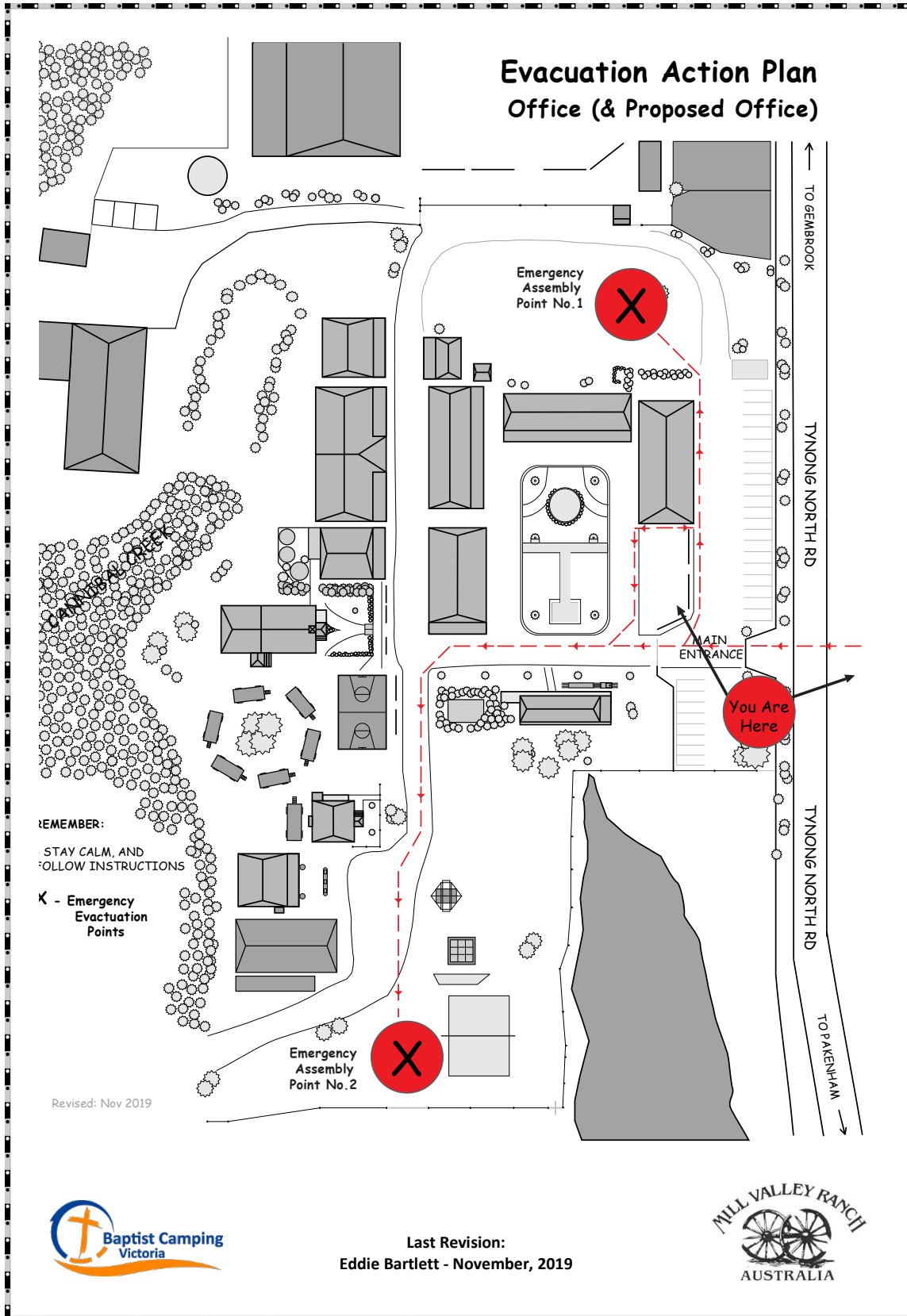
- Don't Panic! – Remain calm and follow instructions.
- Assist in notifying other Guests / Ranchers in your Bunkroom or Waggon.
- When evacuating, and only if time permits, wear appropriate shoes / clothes.
- Take advice and follow instructions from Area Wardens (MVR Staff wearing Red Vests).
- Line up at the doorway to your Bunkroom or Waggon, and leave in an orderly manner.
- If time permits, shut window(s) - (if there is a Fire or Gas leak).
- Last person to exit the room to close, but not lock the door.
- Walk slowly, and make your way to the Designated Assembly Area. \*REFER TO MAP OPPOSITE\*

### ASSEMBLING OF GUESTS / RANCHERS:

- Remain with your group, and wait at the Assembly Area.
- Have the Area Warden check off or record your name.
- Do not return to the Bunkroom or Waggon until advised by the Area Warden that it is safe.
- Do not leave the Assembly Area without permission or instruction from the Area Warden.
- Assist the Area Warden with their duties (where possible).

### SPECIAL PRECAUTIONS:

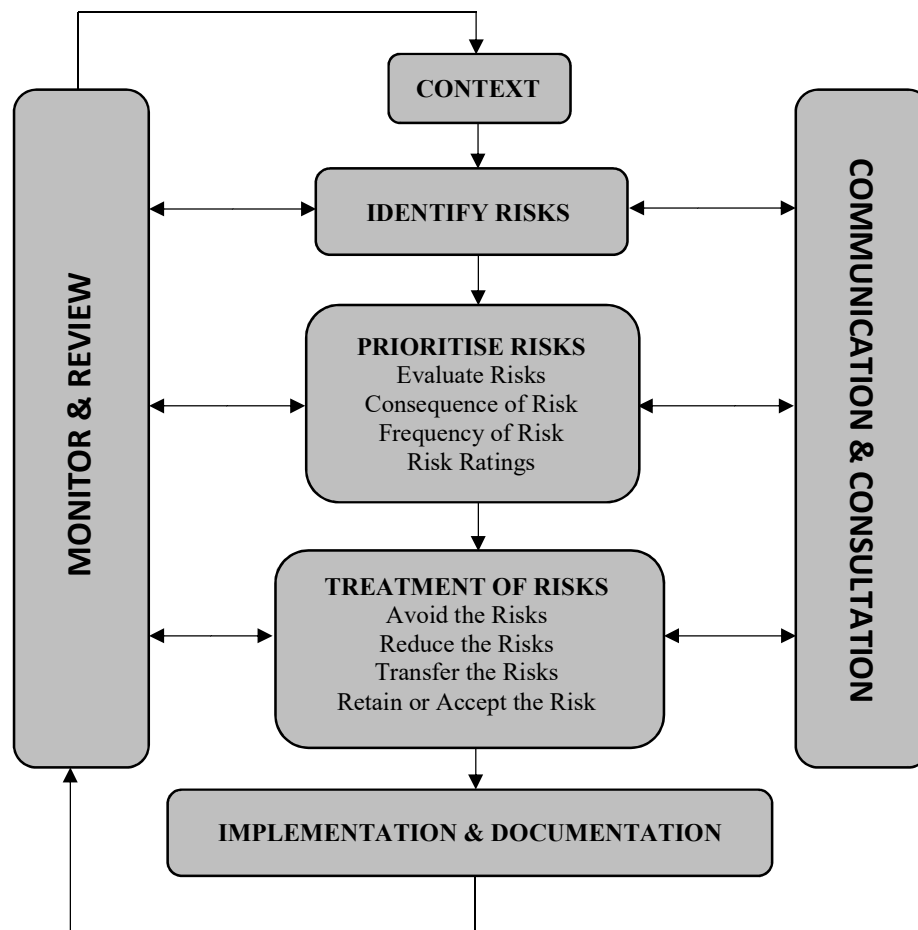
- Always ensure you use the back of your hand to check the temperature of the door and door handle, before attempting to enter a room.
- IF HOT – DO NOT ENTER!
- If unable to escape, attract attention
- If the room is filled with smoke, get down as low to the floor as possible, and if possible, find something to cover mouth and nose, and move towards the exit of the room.



## RISK MANAGEMENT PLAN

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

### RISK MANAGEMENT MODEL



# RISK ASSESSMENT MATRIX

## Work Health and Safety (WHS) Act 2011

This WHS Act 2011 is used by Baptist Camping Victoria on Risk Management Assessment Forms

		CONSEQUENCE				
		MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
LIKELIHOOD	RARE	LOW	LOW	LOW	LOW	LOW
	UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	LIKELY	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	ALMOST CERTAIN	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME

CONSEQUENCE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
OH&S DESCRIPTION	Injury in the Workplace (first aid may be required)	Minor injury requiring professional medical attention, or lost time from the workplace	Injury requiring hospitalisation	Major injury requiring prolonged hospitalisation and rehabilitation	Injury causing significant permanent disability or death

LIKELIHOOD	DESCRIPTION
ALMOST CERTAIN	Is expected to occur, almost inevitable
LIKELY	Will occur in most circumstances, not surprised if it happens
POSSIBLE	Possible or likely to occur in some circumstances
UNLIKELY	Could occur in some circumstances, surprised if it happens
RARE	May occur only in rare or exceptional circumstances, but would be highly unexpected

**Risk Assessment Description:**  
**Location:**

Site Wide General Risk Assessment  
Mill Valley Ranch Site

*(Refer to RISK MANAGEMENT MODEL  
over Page)*

Activity/Task Hazard Identification		Initial Matrix Level	Specify Hazard/s	Actions Taken/Control measures to reduce this risk	Revised Matrix Level
✓	Being cut or stabbed	M	Falling branches, running into low tree branch or sharp edges of buildings,	Ensure regular pruning of trees, ensure damages to buildings are logged and promptly addressed and made safe.	L
✓	Struck, crushed or entangled	M	Tree branches falling, hit by vehicles	Ensure regular inspection & pruning of trees, minimise vehicles within camp boundaries & enforce speed limit.	L
✓	Electric shock	M	Electrocution, falling power lines, exposed electrical junction boxes	RCDs used when all maintenance works are being conducted, clear instructions in event of damage to powerlines, keeping a safe distance away until declared safe, regular electrical checks conducted.	L
✓	Manual handling / Ergonomics	H	Lifting heavy deliveries	Use safe handling techniques, use trolleys where possible, break down deliveries where practical.	M
✓	Infectious Agents or Materials	H	Contact with cleaning chemicals storage	Ensure safe locked storage of any chemicals. MSDSs on hand. Appropriate cleaning conducted between each group.	L
✓	Slips, Trips or Falls	H	Tripping on debris around paths, falling down steps, falling off ladder in bunkrooms	Ensure regular inspection of walkways for debris and discussed in Briefing session for all campers.	L
✓	Food Poisoning	M	Staff or Customers getting sick from Food Poisoning	Ensure Safe Food Handling Practices are taught, and followed at all times, proper use of dishwasher, accurate temperature logs kept for food storage areas.	L
✓	Lost Camper	M	Lost camper or camper who has run away	Policies and procedures for monitoring of campers & retrieval if required. Safe environment of site and Staff training.	L
✓	Violence to staff or campers	M	Parents, campers or outside sources	Policies and procedures in place. Risk management awareness. All responsible adults require Working With Children Checks, alarm systems and location (remote) plus access roads provide various routes of escape.	L
<b>Workplace Conditions/ Environmental Hazard Identification</b>					
✓	Extremes of Temperature	H	Sunburn, dehydration, hypo/hyperthermia	Sunscreen available and water bottles encouraged to be used. Possible review of activities in extreme weather.	L
✓	High Wind or Humidity	M	Dust in eyes, falling limbs from trees	Ensure regular pruning of trees, first aid kits provide eye washes and possible review of activities in extreme weather.	L
✓	Inadequate light	M	Low light areas around camp	Outside lights turned on as dusk falls.	L
✓	Dusts, Fumes or Vapours	M	Dust in eyes in high winds	First aid kits provide eye washes and possible review of activities in extreme weather.	L
✓	Exposure to UV or other Radiation	H	Sunburn, Hyperthermia, Fire	Sunscreen available and water bottles encouraged to be used. Possible review of activities in extreme weather. Evacuation if fire present.	L



**Risk Assessment Description:**  
**Location:**

Site Wide General Risk Assessment (Continued...)  
Mill Valley Ranch Site

*(Refer to RISK MANAGEMENT MODEL  
over Page)*

		<b>Initial Matrix Level</b>	<b>Specify Hazard/s</b>	<b>Actions Taken/Control measures to reduce this risk</b>	<b>Revised Matrix Level</b>
✓	Access in Emergency Situations	M	Access blocked during emergency	Alternative routes to remote locations on site. Access Warden assigned during emergencies to escort Emergency Services.	L
✓	Energy Consumption	M	Lights left running during day	Ensure bunkhouse lights are off when not in use, discussed in Briefing session for all campers.	L
✓	Theft	M	Stolen equipment / vehicles / money.	Participants advised not to bring valuables to camp, policies and procedures in place in event of theft. Locking of office and safe provisions for cash, books audited annually.	L
✓	Reputation Damage	M	Damage to reputation through poor service, bad media after incident	Staff training, Staff motivation, regular staff meetings and debriefing. Employment requirements & continuing development	L
✓	Wildlife Interference	H	Snakes in warmer weather. Groups interacting with horses in paddocks	Ensure grass kept low around campsite buildings, lake and areas of activities. Snake bite kits available. Discussed in Briefing sessions in hotter months. Leaders aware of where horses are located on Hikes	M
✓	Water Consumption	L	Loss of water supply. Taps left running during day	Ensure taps are not left on accidentally, discussed in Briefing session for all campers.	L