



**GIRL GUIDES VICTORIA
POLICY**

GO 10

**EMERGENCY RESPONSE FOR CAMPING
POLICY AND PROCEDURE**

Policy number	GO 10
Subject	Emergency Response for Camping Policy and Procedure
	<p>This policy applies to all:</p> <ol style="list-style-type: none"> 1. Camps on properties owned or managed by Girl Guides Victoria, including Region and District campsites (“GGV Campsites”) and to all residential buildings on GGV Campsites; 2. Non-Guiding personnel using GGV Campsites; and 3. Guiding personnel camping at locations other than GGV Campsites. <p>This policy does not apply to any campsite that accredited by the Camping Association of Victoria Inc. Such properties already have full emergency management plans with which all campers must comply.</p> <p>This policy applies equally to fire risks and other emergencies such as floods, wind, storms or other natural occurrences.</p>
Policy	Girl Guides Victoria (“GGV”) has a duty of care for the physical safety of members and volunteers while camping.
Principles	Camping and outdoor activities are a core part of the Guiding program and GGV is committed to ensuring that all members are able to participate in these activities safely.
Definitions	<p>Leader in Charge (“LIC”) means:</p> <ul style="list-style-type: none"> • the person with overall responsibility for the event; or, • where applicable, a person nominated to be responsible for the group in the event of an emergency.



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	<p>All members recorded on the OUT.01 form must read this and in an emergency follow the policy/procedures; and when possible consult with the LIC.</p>
<p>Procedures</p>	<ol style="list-style-type: none"> 1. The site booking officer is responsible for providing a copy of this policy to the designated LIC before the site booking is confirmed. The Outdoors and Adventures Officer of Girl Guides Victoria will attach a copy of this policy when confirming permission for all Guide camps. 2. If the camp is during the Declared Fire Danger Period (November to April for most sites), the warden or booking officer should notify the Country Fire Association (CFA) of the camp details.
	<p>The LIC is responsible for:</p> <ol style="list-style-type: none"> 1. Determining the fire restrictions for the specific site at that time. Information is found on the CFA website www.cfa.vic.gov.au or through the Victorian Bushfire Information Line 1800 240 667. 2. In the days before the camp, checking the weather forecast for the duration of the camp. Flood and storm information can be found at www.ses.vic.gov.au. Information about wind and other warnings can be found from Bureau of Meteorology at www.bom.gov.au/vic/warnings or 1300 659 217. 3. Enquiring with the warden or booking officer about the evacuation plan for the site, and/or areas near the campsite that are designated community fire refuges or neighborhood-safer-places to use in case of evacuation. 4. For camps including Guiding personnel, ensuring the District Manager or other suitable adult has a list of all campers with



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	<p>contact details for parents or other responsible persons for the duration of the camp.</p> <ol style="list-style-type: none"> 5. During weather warnings for high winds or other natural incidents, consideration must be given to the need to evacuate the site and move to a safer area. No off-site activities should proceed as, in the event of an emergency, all people must be accounted for. 6. Ensuring the campers understand the process for a fire or emergency drill.
	<p>General requirements:</p> <ol style="list-style-type: none"> 1. Roads within the properties must be clear at all times and cars must be reverse parked in the approved car designated car parks. 2. The LIC will monitor the weather forecast daily. Where mobile reception is unreliable, the LIC will designate a staff member to obtain up-to-date weather information by leaving the site. 3. A list of campers with contact details must be available to all members of staff. 4. During the Declared Fire Danger Period no fires are to be lit, other than in properly constructed fireplaces. At other times fires should be lit only after a proper assessment of the site and weather is conducted. 5. An area of four meters radius around each fire site must be cleared of flammable materials. 6. All camp fires must be extinguished by midnight before a Total Fire Ban. A Total Fire Ban will be broadcast on ABC radio and advertised on the CFA website.



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	<p>7. On Total Fire Ban days no activities are to be held off-site (e.g. hikes). This is to ensure that in the event of an emergency, people can be accounted for.</p>
	<p>Fire danger rating:</p> <p>Every day during the Declared Fire Danger Period the Bureau of Meteorology forecasts the Fire Danger Index (“FDI”). This is determined in consultation with the fire agencies. Each of the FDIs has recommended actions to be followed. The current FDI can be found at www.cfa.vic.gov.au/restrictions/tfbdrforecast.htm.</p> <p>The following actions must be implemented by the LIC:</p> <p>CODE RED / EXTREME: Should a Code Red day be declared during camp, the camp is automatically cancelled. Access to the property is prohibited and, if already on site, the property must be evacuated. A representative of GGV will endeavor to notify the LIC of the cancellation.</p> <p>SEVERE /VERY HIGH/ HIGH: The LIC will carefully monitor the weather before the camp. If she, the CFA, or the Bureau of Meteorology considers it necessary, the camp will be cancelled.</p> <p>The Leader in Charge will monitor the weather at least daily during the camp. If the weather deteriorates after the camp has commenced, arrangements must be made to take the campers to a designated community fire refuge or neighborhood-safer-place, or to evacuate the camp to another shelter option close by if deemed necessary. Further information can be found at www.cfa.vic.gov.au/firesafety/bushfire/back-up-plans/index.htm.</p>
<p>Related policies</p>	<p>None.</p>