

Britannia Park EMERGENCY MANAGEMENT PLAN

210 Britannia Creek Rd
Wesburn Vic 3799

(Emergency Services Map Reference 685 B12)

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To ensure that the correct response is made to any emergency situation that may arise in the camp, all Britannia Park (BP) staff and user groups are requested to make themselves familiar with the details of the Emergency Management Plan.

In the event of any emergency BP Campsite Caretaker should be informed.

To prevent confusion - and to make the best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child etc. should be handled by the BP Camp Caretaker and 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 BP Caretaker where time/availability permits.

User groups should have their own Risk Management Plans in place including First Aid Procedures which are to be followed in conjunction with this document.

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SITE OVERVIEW

Management

Britannia Park Campsite is owned and operated by Girl Guides Victoria, which appoints Managers.

Location

The Campsite is located 73 kms from the Melbourne GPO. Approx 90 min drive East of Melbourne via Warburton Highway 4 kms from Yarra Junction Township - address is 210 Britannia Creek Rd Wesburn 3799.

Surrounded by Guidehouse Rd, Britannia creek Rd, Bundaleer Rd and Tarrango Rd.

Site

The Campsite is set on 18 Hectares in Tranquil Valley adjacent to Yarra Ranges National Park. Girl Guides Victoria purchased the first 6.6 hectares of land in July 1938. Accommodation buildings *Guide House* and *Brownie Cottage* were constructed circa 1910. *Thank You Chalet* was completed in 1971, *Broadhurst Lodge* was opened in 1985. *BP Hut* and *Canobbio* are large separate buildings suitable for activities, dining room and emergencies sleep areas for outdoor campers. *Giraffe Kitchen*, *Patanga* and *Barfus* are buildings available for outdoor campers to use and have camping equipment for their use. All buildings and campsites are linked by roads suitable for Emergency Service Vehicle access.

Surrounds

Britannia Park is bounded by Britannia Creek Rd, Guide House Rd, Tarrango Rd and Neighbours on Bundaleer Rd, with Indigo St running through the property which is not available for public use.

Hazards

There is an old pool that is unused and fenced off. This is a no access/out-of-bounds area. It is sited at the back of the car park so is not near a main thoroughfare. All workshops, sheds, residences, surrounding property are also out of bounds. Other areas including worksites, specialised activities (Ropes Courses, Obstacle & Initiative Courses, Rock climbing tower and Possum Flyer) are out of bounds as directed by BP staff. These activities can only be accessed with the prior approval of BP staff and under adult supervision. The rest of the property is accessible unless roped off for maintenance or deemed unsafe by BP Caretaker. Some unmade roads may be unsuitable for vehicles access in wet weather.

Access

All areas are fully accessible to BP Staff/Volunteers and Emergency Services. Travel around the site is by roadways. BP has a turning circle by Manager's House conditions. Vehicles are not allowed on grassed area.

Communications

The campsite has a Telstra Public Telephone on property (free national calls). The campsite has limited mobile phone coverage. To use a mobile phone campers must walk around the site to secure a signal. All Houses have Internal Phone System - Dial 0.000 to contact Emergency Services

Management Presence

While campers are on site the BP Caretaker is in residence or a nominated fully trained volunteer will be on site to assist in all situations, not just emergencies. If staff/volunteers have gone off site (eg. to collect supplies) all camper groups are left with the person's mobile phone no. The number is also located on the office window for when campers need it in a hurry. All Group Leaders are briefed accordingly at the briefing upon arrival. The Group Leader is made aware of the Emergency Management Plan at this time as well as being made available prior to their attendance.

SITE OVERVIEW <i>cont.</i>

Emergency Services

In the event of an emergency campers inform BP Caretaker who then contact the appropriate services.

The local Emergency Services are located at:

CFA	Yarra Junction	4 km from site
POLICE	Yarra Junction Warburton	4 km from site 9 km from site
AMBULANCE	Yarra Junction	4 km from site
HOSPITAL	Maroondah	41 km from site

Site Services

Campsite services are supplied by:

Water	Yarra Valley Water	13 27 62
Gas/LPG	Elgas	131 161
Electric	Ausnet Services	131 799

Fire Services

All buildings have photoelectric smoke alarms. These are regularly tested by the BP Caretaker. All fire equipment internal and external are inspected at 6 monthly intervals by the CFA.

Final Summary

The most likely threat to BP Campsite is from campers not being careful with unfamiliar equipment or being irresponsible towards their own safety and that of others. The likely outcome is that as BP has maintained strategies to recognise, prevent and correct hazards we have ensured the safest possible camping environment for all of the varied user groups.

The best way for BP to avoid any problems is to cover the initial camper briefing carefully, clearly and in uncomplicated language. Extensive information is also provided to the user prior to their arrival. BP staff/volunteers are not to let campers rush them into an abbreviated version for any reason, even if campers are regular users because changes often occur between stays. Informing campers that the Caretaker is always available to assist in any situation (minor or major) develops a good communication channel that can assist in preventing accidents and avoiding hazards.

By doing this BP can fully exercise their duty of care for all campers by making them completely aware of correct behaviours and safety standards to ensure a safe and fun camp for all campers on site.

IN AN EMERGENCY

1. Verify	<p>Verify the report. Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.</p>
2. Notify	<p>Notify the BP Camp Caretaker and emergency services. By the quickest possible means immediately notify:</p> <ul style="list-style-type: none"> - BP Camp Caretaker - Emergency services
3. Assess	<p>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.</p> <p>Use verbal information.</p> <p>Observe what is happening and decide:</p> <ul style="list-style-type: none"> - 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? <p>Decide how much time exists to take alternative actions.</p>
4. Act	<p>Take action based on the assessment of danger. Ensure that injured campers are not exposed to further injury or danger. Apply first aid as required.</p> <p>Contain the emergency if it is safe to do so.</p> <p>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.</p> <p>Refer to any specific procedures developed for the emergency.</p>

IN AN EMERGENCY

Your Location Britannia Park Campsite 210 Britannia Creek Rd Wesburn VIC 3797	Precise Location Surrounded by Guide House Rd, Britannia Creek Rd, Bundaleer Rd and Tarango Rd. ES Map Reference 685 B12
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EMERGENCY PHONE LIST

Police / Fire / Ambulance	000
BP Camp Manager Office	5967 1331
Mobile	0488 686 303 Mandy Batten
Doctor	5967 1606 Appointments 5967 1144 Emergencies Yarra Valley Medical Centre 2454 Warburton Hwy Yarra Junction 5 mins drive from BP
Maroondah Hospital	9871 3333 Davey Drive, Ringwood East 24 hrs Emergency Care 40 mins drive from BP
SES	132 500
Yarra Junction CFA Woori Yallock ICC	5967 1074 5961 5917
Yarra Junction Police	5967 1104
Warburton Police	5966 2006

AFTER HOURS SERVICE PROVIDER PHONE LIST
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Plumber	0408 333 143 Statewide
Electrician	0455 153 581 Dean
Gas	Elgas 13 11 61
Water Supply	13 27 62 Yarra Valley Water
Power Faults	13 17 99 Ausnet
Telstra	13 22 00

PHONE LIST OTHER

Girl Guides Victoria	8606 3500
Dentist	5967 2202 Emergency only
Pharmacy	5967 1048 Guardian Pharmacy Upper Yarra Junction
Snake Catcher	0409 350 536 Yarra Ranges Snake Removal
Septic NOT APPLICABLE	5962 4841 Yarra Valley Septic
Poisons	13 11 26
CFA Operations Officer	8739 1300 Lilydale Region 13 Yarra Area (DX 212042)
Help for Wildlife	0417 380 687
RACV	13 11 11

ROLES & RESPONSIBILITIES

BRITANNIA PARK CAMPSITE CARETAKER

BP Caretaker, if on site and available, will co-ordinate the emergency and set up a command centre in the campsite office. They will liaise with Emergency Services and take control of all responses not involving the supervision of the campers. Other BP staff, if on site, will assist where necessary.

GROUP LEADERS

- If BP Caretaker are not available or the Group Leader believes that the response is within their own resources they can contact emergency services and implement the planned response. BP Caretaker **MUST** be notified as soon as practicable. BP Caretaker 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 BP Caretaker 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.
- BP Caretaker provides the following emergency plan after full consultation with the local emergency services.
- Regardless of the time of the year, ensure all cars and vehicles are parked in the designated parking areas only. This will allow ready access to all emergency vehicles. Where specified reverse park.
- Each group using BP during the fire danger season, November to May, should conduct a fire drill under the direction of BP Caretaker when a **TOTAL FIRE BAN** day is declared.
- In the case of a medical emergency, the Caretaker will call an ambulance and administer first aid until the emergency service arrives at the site.

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

MEDIA MANAGEMENT

Girl Guides Victoria members are to follow the Media Response Plan policy and procedures as stated in Guidelines 3rd Edition (refer next page).

Should any situation attract media attention all enquiries are to be directed the Chief Executive Officer or State Commissioner of Girl Guides Victoria.

No comment is to be made to the media by BP Caretaker or GGV Group Leaders.

For external organisations and private group users it is suggested that:

If the BP Caretaker is not on site and the media arrive at the campsite before the emergency services, they should be met on arrival by the Group Leader. Request that they remain away from the main group and do not allow access to campers. Offer no comment on the emergency and refer them to the Police or Emergency Services when they arrive.

MEDIA MANAGEMENT

GGV Media Response Plan policy and procedures as stated in **Guidelines 6th Edition.**

2.6 Media Response Plan

An emergency situation can be related to:

Issues: for example, discrimination, parent concerns or complaints about matters such as activities, our image or sponsorship; or

Incidents: for example, motor vehicle accidents, a group lost on an expedition, financial scandal, fire or natural disaster.

These may result in a situation which:

- requires the need for medical or rescue operations;
- requires the need for immediate action; or
- generates media interest, possibly adverse, and community concern.

When lives have been endangered or lost, the role of members of Guides Australia is to ensure that the organisation is seen to be:

- professional, caring and concerned;
- actively practising risk management; and
- constantly assessing its procedures.

Any emergency situation must be dealt with according to the guidelines below. The guidelines have been produced to:

- give advice on suitable procedures;
- provide guidelines for media statements; and
- protect the good name and excellent safety record of Guides Australia and its members.

Guidelines to be followed

1. Assess each emergency to determine its current or potential degree of severity and any likelihood of media interest.
2. Notify as soon as possible the relevant people at District, Division, Region and State level. The State Executive Officer must be informed immediately an incident attracts media attention.
3. If at any time the Leader is unsure of policy, reference should be made to Division, Region or State personnel.
4. Do not give media comment unless directed by the State office.
5. Avoid statements which admit liability. Any questions related to fault should be answered as follows: 'The matter is currently under investigation and we cannot comment on liability at this time.'
6. Do not speculate as to what happened or who may be at fault. Instead, the following should be said: 'I cannot comment' or 'We will have to wait until the inquiry'.
7. Do speak in personal terms, use positive examples to demonstrate action and response being taken. Keep calm and keep your answers straightforward and simple.
8. Give every consideration and assistance to all concerned.
9. Do keep an accurate record of events as they occur and the names of those people involved throughout the duration of the issue or incident.
10. If an inquiry is held, a State or national spokesperson will speak publicly on behalf of Guides Australia.
11. Do not attempt to address matters which should be handled by others and be careful not to blame others.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS

ELECTRICAL FAILURE

Electrical failure will cause a blackout. Electrical failure may also occur if guests overload the power points with power boards and mobile phones/computers are being charged or multiple kitchen appliances are being used.

GROUP LEADER RESPONSE

1. Notify BP Manager.
2. Continue with program if daytime.
3. If dark assemble campers in main indoor area, conduct a head count, organise torches and outline modified program.
4. No naked flames/candles permitted.

MANAGER RESPONSE

1. Carry out checks of power supply.
2. Contact power company or electrician.
3. Ensure that campers have torches.
4. Inform Group Leader of action/restoration of power.
5. Do not allow use of any naked flames/candles.

LIGHTS	EXIT lights will provide limited light. Use torches at all times.
COOKING	Gas cookers. Do not conduct cooking in the dark. Use alternative lighting to complete cooking.
TELEPHONES	BP Caretaker will keep campers informed at all times. Internal Phone Systems in all Houses - Dial 000 Emergency Services Only

EMERGENCY RESPONSE TO ROUTINE INCIDENTS
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WATER LOSS

Water supply is managed by Yarra Valley Water.
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GROUP LEADER RESPONSE

- | |
|---|
| <ol style="list-style-type: none"> 1. Notify Manager immediately 2. <u>Do not tamper with taps or pipes.</u> 3. Continue with program. |
|---|

MANAGER RESPONSE

- | |
|---|
| <ol style="list-style-type: none"> 1. Carry out checks of water supply. 2. Correct supply issue if possible or contact plumber/Water Supply Company. 3. Inform Group Leader of action. |
|---|

TOILET	Toilets cannot be flushed.
SHOWER	Do not use. Switch off all taps.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS
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GAS FAILURE

No hot water will indicate trouble with gas supplies if gas supply fails or gas bottles run out. Gas to cookers is supplied by EI Gas by regular maintenance supply and delivery. BBQ gas bottles are checked regularly by Manager.

GROUP LEADER RESPONSE

- | |
|---|
| <ul style="list-style-type: none"> ● Notify Manager. ● Do not tamper with gas bottles or gas cookers. ● Continue with program. |
|---|

MANAGER RESPONSE

- | |
|---|
| <ol style="list-style-type: none"> 1. Carry out checks of gas supply. 2. Correct supply issue if possible or contact Gas Supply Company. 3. Inform Group Leader of action. 4. Do not allow use of any naked flames/candles. |
|---|

BBQ	Switch off at tap. Caretaker will replace cylinder.
COOKERS	Switch off all appliances. Caretaker will check appliances and bottles.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS**SEVERE STORM**

Campers are instructed that tents are not to be pitched under trees. All outdoor buildings are signed accordingly. Caretaker will inspect all camping areas once tents are erected to ensure that no camper is at risk.

STORM EVACUATION

The designated areas for evacuation in the case of a severe storm for outdoor campers are:

CANNOBIO CABIN
BP HUT

GROUP LEADER RESPONSE

1. Notify Manager.
2. Direct campers to assemble inside buildings.
3. Check attendance.
4. Stand away from windows.
5. Return to campsite when informed by Manager.

MANAGER RESPONSE

1. Carry out checks of campsites.
2. Consult with the SES.
3. Notify Group Leader when it is safe to return to campsite.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

LOST OR MISSING CAMPER

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

1. **Obtain a full description** of the missing person from the Group Leader including - name, age, weight, build, hair and eye colouring, distinguishing physical marks and clothing worn.
2. **Organise a search party** comprising both BP staff and Group Leaders to cover and search a number of specified areas. Make a note of these search groups, their numbers 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.
4. Coordinate watches and agree on the maximum length of this **initial search** (45 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, the individual has not been located **call the POLICE on 000** and provide a detailed description of the missing camper, the estimated last time seen any physical or medical aspects and the actions put into place to date. **Notify the parents at this stage.**
6. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:

<u>Ambulance</u>	<u>000</u>
<u>Maroondah Hospital</u>	<u>9871 3333</u>

1. **Notify the immediate neighbours** and provide a detailed description of the missing camper. Make sure that they know the campsite's phone number.
2. 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.
3. Upon **locating the missing camper**:
 - ensure that the Police, Emergency Services and neighbours are informed
 - determine whether the medical attention is required, and
 - notify parents and your organisation

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS**CAMPER ABDUCTION OR ASSAULT****OFF SITE**

1. Witnesses are gathered and Police contacted immediately.
2. Group return to camp to continue program. **BP Caretaker immediately notified.**
3. **Police manage situation.**
4. Group Leader contacts parents and organisation.

ON SITE

1. Details obtained from witnesses and **Police notified immediately.**
2. Rest of group to continue program.
3. Witnesses held in office subject to Police arrival.
5. Group Leader contacts parents and organisation.
4. **Police manage situation.**

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS**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.
2. Endeavour to reduce tension, particularly if in direct contact with perpetrator.
3. Be flexible in response, humour the perpetrator and try to observe their behaviour.
4. Comply with reasonable requests and negotiate if possible.

IF NOT IN DIRECT CONTACT WITH PERPETRATOR

Should a hostage situation develop at camp:

1. All campers and staff not involved are to be immediately evacuated as far away as possible from the situation. *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.
3. Police manage situation.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

INJURY

OFF SITE

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Two adults with First Aid training to stay with person, rest of group continue activity away from injured person.
4. Group leader to arrange transport of person to medical aid or call Ambulance.
5. Inform BP Caretaker.

ON SITE

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Contact BP Caretaker or Group Leader immediately.
4. Two adults with First Aid training to stay with person, rest of group continue activity away from injured person.
5. BP Manager or Group leader to arrange transport of person to medical aid or call Ambulance.
6. Inform BP Caretaker if not already present.

ILLNESS - outbreak of food poisoning, contagious disease

1. Isolate
2. Inform BP Caretaker
3. Inform other Campers
4. BP Manager or Group leader to arrange transport of person to medical aid or call Ambulance
5. Contact Public Health or any other necessary People / Organisation
6. Document

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

UNWANTED INTRUDER

1. Move the campers to **the nearest lockable building** in a calm and orderly manner.
2. **One Leader only** reports to BP Caretaker immediately. Ensure that the group remains supervised.
3. BP Caretaker will assess the situation and **contact Police if appropriate.**
4. Return to the campers and reassure them that they are safe.
5. The Police will notify BP Caretaker when it is safe to move outdoors. The Caretaker will inform the Group Leader.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS**LPG GAS LEAK**

1. **BP Caretaker and Group Leader to be notified immediately.**
2. **Gas turned off at point if practical to do so.**

MINOR LEAK

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 plumber.

MAJOR LEAK

Very strong smell of gas from appliance or visual plume of gas either indoor or outdoor:

- Evacuation must be considered.
- Gas is heavier than air and will flow downhill.
- Do not use vehicles to evacuate.
- Notify gas supplier **EI Gas**
- Inform local Police

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS**BUILDING FIRE**

BP Caretaker should be alerted. If there is no evidence of smoke BP Manager or Group Leader should investigate the site to ascertain whether or not it is a false alarm. BP Caretaker will contact Emergency Services

GROUP LEADER RESPONSE

- Remain calm and raise the alert.
- Evacuate the group to the other building.
- All doors should be closed and the building evacuated.
- Outdoor campers to go to nearest building.
- Perform a roll call.
- Notify BP Manager.
- Campers should not attempt to put out building fires.

BP MANAGER RESPONSE

- If minor fire use fire extinguishers.
- Except where the fire is strictly confined no attempt should be made to fight the fire.
- If major fire contact Emergency Services.
- Contact Emergency Services.
- Gas and electricity should be cut off.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

BUSHFIRE RESPONSE

Any sign of Bushfire must be reported to BP Caretaker *immediately*.

FIRE DANGER RATING

Every day during the fire season (Nov - May) the Bureau of Meteorology (BOM) forecasts the outlook of the fire danger index (FDI). The FDI is determined by BOM in consultation with fire agencies. Each of the FDIs has recommended actions you should follow. The BP Caretaker will ensure that this happens.

CATASTROPHIC

- Should your camp/event fall on a CATASTROPHIC day your booking will be cancelled.
- You will not be allowed onto the property.
- If already on site you will evacuate the property.

EXTREME

- Should your camp/event fall on an EXTREME day your booking will be cancelled.
- You will not be allowed onto the property.
- If you are already on site BP Managers will monitor the situation and keep Group Leaders informed.
- BP Managers may evacuate the property

HIGH

- Your camp will be reviewed 24 hours prior to your visit.
- If you are already on site BP Managers will monitor the situation and keep Group Leaders Informed.
- BP Managers may evacuate the property.

MODERATE

- BP Managers will inform all relevant parties of any up dates to fire conditions or changes to Bookings.
- If you are already on site BP Managers will monitor the situation and keep Group Leaders informed.
- BP Managers will plan and prepare for any fire danger risks.



EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

BUSHFIRE RESPONSE

Any sign of Bushfire must be reported to BP Caretaker *immediately*.

SAFE ASSEMBLY PLAN PROCEDURE

- Emergency Siren will be used.
- BP Caretaker and Group Leaders must check that all campers are present and proceed to the closest safe assembly area.
Brownie Cottage Assembly Area **1**
Guide House Assembly Area **2**.
Broadhurst Lodge Assembly Area **3**.
Outdoor Campers - Gates **1,2,3**, or **4**.(stay within Britannia Park property)
- BP Caretaker/ Group Leaders will perform a roll call to ensure that all campers are accounted for.
- Campers will return to their accommodation after the all clear has been sounded by the BP Caretaker.

EVACUATION PROCEDURE

- Evacuation will be done under the direction of the CFA, SES, POLICE or BP Caretaker.
- Evacuation will be done from the safe assembly areas.
- BP Caretaker/Group Leaders will perform a roll call to ensure that all campers are accounted for.
- BP Caretaker will liaise with the Group and Emergency Services.
- Group leaders should have health forms in their possession.
- BP Caretaker and Group Leaders will notify parents *after* evacuation has taken place*.

Remember to keep calm at all times and to reassure the campers that they are in a safe environment.

*See also *Communications* pg 26

FIRE RISK PREVENTION

CFA INFORMATION

1. Roads within the property must be kept clear at all times.
2. Cars must be reversed parked in the approved car designated car parks.
3. During the Fire Restriction Period (Nov - May) no fires are to be lit other than in properly constructed fireplaces. At other times campers must check with the BP Caretaker in regard to the lighting of campfires.
4. An area four metres in radius around each site must be cleared of all flammable material.
5. On days of total fire ban no activities are to be held off-site (eg. hikes). This is to ensure that in the event of an emergency, all people can be accounted for.

COMMUNICATIONS

External Group Leaders are to follow their organisation/school emergency communications procedures to inform their respective Caretaker and also parents of an evacuation. A copy of the contact log must be provided to BP Caretaker.

If the campers are a private group the Group Leader should liaise with the BP Caretaker to contact relevant persons via phone/mobile. A log must be kept of contact made and a copy provided to BP Caretaker.

GGV Members must follow *GGV Emergency Procedures* communication processes:

EMERGENCY PROCEDURES Girl Guides Victoria Emergency Procedures.

In the event of minor illness

1. Call a carer to come for the child.
2. If an adult takes the child home, ensure that someone is home to care for them.
3. Do not leave a child unattended.

In the event of an accident or major illness

1. Give immediate first aid, arrange transport to an emergency room if necessary, then telephone a carer.
2. Ask the carer to come to the site or the emergency room, whichever is appropriate. If the carer(s) cannot be reached, call the person listed as the emergency contact.
3. Continue to contact the carer(s) so they can assume responsibility for medical decisions.

Record in writing

1. Conditions existing at the time of the accident, names and addresses of witnesses, order of events following the accident and any medical attention, opinion or instructions received from the carers.
2. Notify the Chief Executive Officer of Girl Guides Victoria as soon as possible. Monday to Friday 8.30 – 5.00 at Guides Centre (03 8606 3500). If there is any attention from the media, follow point 6 and 7 below.
3. Submit an Accident/Incident Form ADM 24 and a copy of the records above.

In the event of a serious emergency or fatality

1. Procedure to be followed by the person in charge at the scene:
2. Attend to the injured.
3. Call 000 to obtain the necessary emergency services.
4. Always notify the Police.
5. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim(s) or surrounding is permitted until the police have assumed authority.
6. Ensure the safety of any other children at the scene.
7. Contact the State Commissioner on her emergency mobile number . 0408 708 946
8. If asked only release the following information to the media and general public. "The injured are being taken care of, further information will be provided by a spokesperson for Girl Guides Victoria".
9. Notification of the next of kin is the responsibility of the State Commissioner, Chief Executive Officer or a person they designate.
10. Prepare a written report and submit with an Accident/Incident Form ADM 24 as soon as possible.

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.

MAJOR 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 BP Caretaker/staff 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.

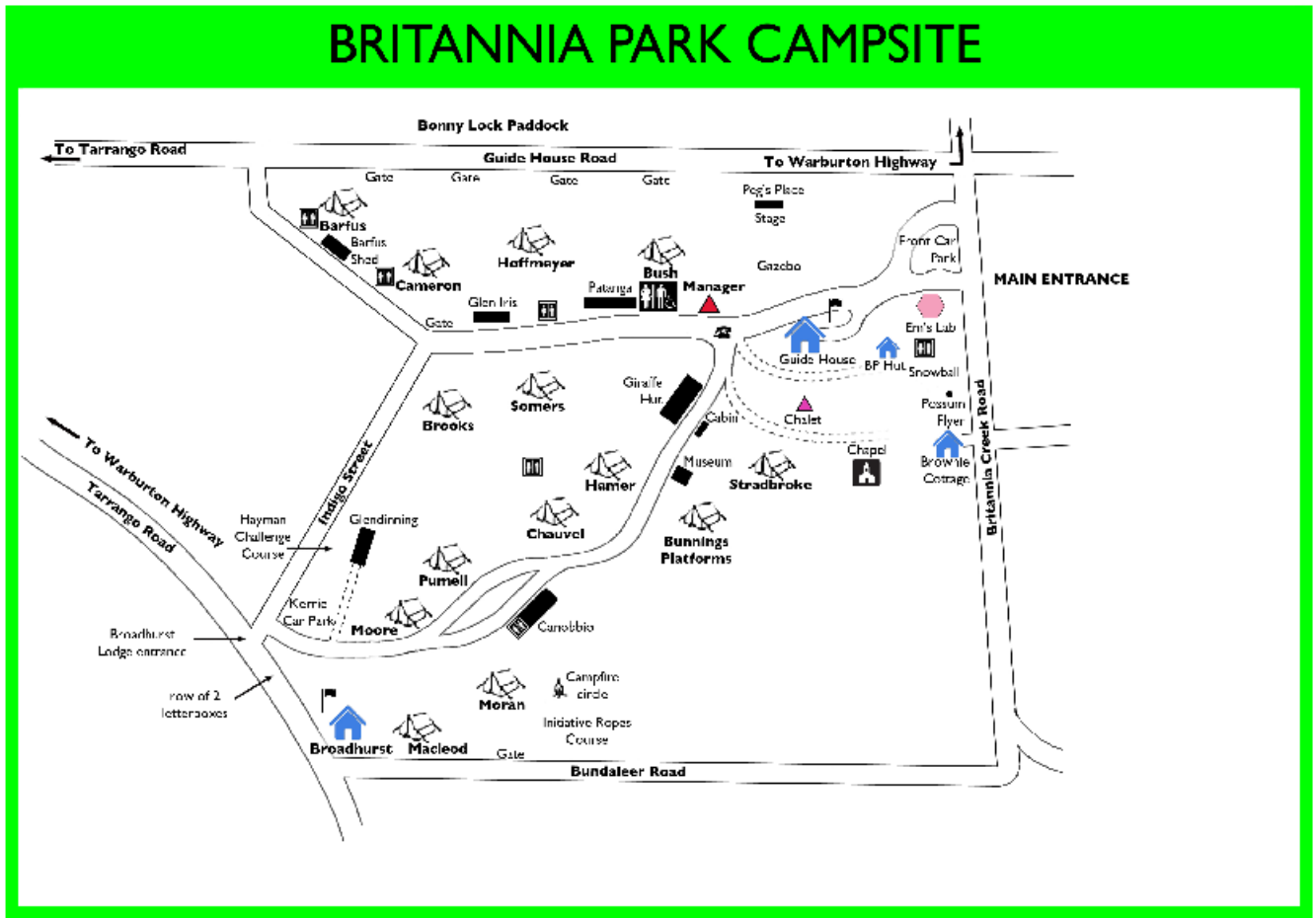
MINOR INCIDENTS

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.

Girl Guides Victoria Group Leader/LIC to prepare a written report and submit with Form ADM 24 Notification of Accident or Incident as soon as possible.

SITE PLAN



BP EMERGENCY TRAINING PROGRAM / REVIEWING PROGRAM

BP STAFF

- New BP staff are briefed on the Emergency Management Plan as part of the induction process on commencing employment.
- Each BP staff member is provided with a copy of the plan and are to acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points.
- The Emergency Management Plan is tested every 12 months to simulate different emergencies.
- BP staff are trained annually on the use of fire extinguishers.

GROUP LEADERS

- Group Leaders are provided with a copy of the plan and are to acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points.
- Group leaders are to carry out an emergency evacuation drill at the earliest possible time of their stay.