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Part A: General - All Emergency Incidents

A1: Introduction and Purpose:

The Burnet Park Campsite Emergency Management Plan details the procedures that have been established for the effective management of emergency incidents arising at or in the vicinity of Burnet Park Campsite, including actions to be taken to mitigate the effects of such emergencies, and the persons responsible for taking those actions.

The purpose of the plan is to ensure that there are clear and effective instructions as to actions to be taken, and that these instructions are communicated to all persons concerned.

Relevant parts of the plan are incorporated into the Visitor Information Guide provided to all site user groups, the Facility Hire Agreement / Campsite Use Agreement, and signage installed on site.

The plan is structured into Parts that relate to the way in which the Campsite is managed and the circumstances in which emergency incidents may arise.

A2: Definition of Emergency Incident:

For the purpose of this plan, an Emergency Incident is defined as one, or any combination, of the following occurrences:

- Any incident which results in, or has the potential to result in, personal injury to any person within or adjacent to the campsite.
- An incidence of serious illness, sickness or mental distress in any event participant or visitor to the site.
- Any unintended fire occurring within or adjacent to the campsite, or within neighbouring properties or bushland.
- A storm or severe weather event which has the potential to cause injury to persons, or damage to property, or otherwise affect the normal operations of the campsite.
- An incident resulting in damage to buildings or other campsite infrastructure, which has the potential to affect the normal operations of the campsite.
- A failure or breakdown of any utility service (power, gas, water, or drainage), which affects the normal operation of the campsite.
- Flooding, traffic accidents, damage to roads, or un-planned road-works, that result in the campsite being inaccessible by road.
- Any incidence of trespass, vandalism, theft or attempted theft that affects the normal operation of the campsite.
- Any unlawful act by persons within or adjacent to the site, that has the potential to cause harm or damage and / or which requires the presence of the police service.
- An event participant or visitor to the site becoming lost or missing.
- An incursion of domestic stock or feral animals onto the site.
- Any incident involving injury, illness or death of native wildlife.

A3: Site Overview:

Burnet Park Campsite is managed by a volunteer Management Committee on behalf of the Girl Guides Association of Victoria (GGV). The facility is located partly on freehold land owned by GGV, and partly on un-reserved Crown land occupied under Licence from the Victorian Govt Department of Environment, Energy and Climate Action (DEECA). The site is located at the end of Guide Camp Road (an un-made public road), Glengarry West, Victoria 3854. Guide Camp Road is accessed from Tyers or Glengarry via the Moe-Glengarry Road (C103) and Burnet Park Road. Car parking for the site is provided within the road reserve adjacent to the site.

The road access to the site passes through largely open grazing farmland with scattered dwellings. The closest population centres are the settlements of Tyers and Glengarry, each within an approx. 10 minute drive from the campsite.

The campsite occupies a total area of approximately 9,700m² and consists of a mixture of cleared and relatively level grassed areas suitable for camping and activities, plus some steep hillside “bushland” areas. The site is fully fenced, with locked gates at the entrances to the site. Emergency vehicles are able to access the main accommodation building at all times, and the camping / activity areas at most times apart from after heavy rainfall.

Buildings on the site consist of the main accommodation building, which sleeps 26 persons and includes 2 bathrooms, a kitchen and common room area; a storage / camp kitchen building; an external toilet building; and 2 smaller storage sheds. Other campsite facilities include a camp cooking fireplace, wood-fired hot water unit, constructed camp-fire circle and an outdoor chapel / meeting area.

The main accommodation building, including one bathroom, is fully accessible to persons with disabilities. Parts of the campsite including the camp kitchen and external toilet block are accessible to the ambulant disabled or those with motorised mobility aids, with assistance.

The site is bounded to the North and East by private freehold land which is largely un-maintained bushland (part of the original Burnet family farm), and to the West and South by un-managed Crown land which includes the watercourse known as Rintouls Creek. The creek can be accessed via a track from the public road reserve, or from a gate in the campsite's Western boundary fence via a bushland path.

A plan of the site is attached as Appendix 1

Potential hazards include Rintouls Creek, and the steep bushland areas within the site.

There is currently no telephone or data landline connection to the site, however mobile telephone connection is available at all times.

A4: Site Management, Staffing and Attendance:

Management of the campsite is the responsibility of the Management Committee. For the purposes of this plan, the term “Burnet Park Staff” is used to include the members of the committee, and community helpers who assist the committee by undertaking various on site tasks including cleaning, maintenance etc.

There is no permanent staff presence at the site. Staff members attend the site as required to undertake cleaning and maintenance tasks; to provide a “meet and greet” service to clients who are unfamiliar with the site; to check the site following client bookings; and in response to emergency incident notifications.

Burnet Park staff are not normally in attendance whilst client user groups are on site. Unless a “meet & greet” is requested, prior arrangements are made for hirers to obtain access keys from a key safe located at a neighbouring property.

Other parties who may have access to the site whilst Burnet Park staff are not present include trusted contractors who have undergone a site induction process, CFA personnel who have access to fire-fighting water storage tanks on the site, and Elgas bulk delivery drivers who have access to the loading area where the LP gas tank is located.

A5: Emergency Contacts:

A list of emergency contacts is attached as Appendix 2. This list is also included in the Burnet Park Visitor Information Guide, and on notices at the campsite.

A6: Emergency Response Options:

The required response to an emergency incident, and the person(s) responsible for that response, will vary, dependent upon the nature of the incident, and the circumstances under which the incident occurs, i.e.:

- Incidents which occur whilst the site is unattended
- Incidents which occur whilst Burnet Park Staff or Contractors are on site
- Incidents which occur whilst client user groups are on site

The person responsible for managing the incident will generally be a Burnet Park staff member, or the leader of a client user group when no staff members are on site.

Detailed response instructions and responsibilities for each of these scenarios are outlined in Parts B, C, and D of the plan.

A7: Record Keeping and Reporting:

In an emergency incident, the first responsibility will be to ensure the safety of all persons on site, the treatment of any personal injuries, and the safety of buildings and camp facilities.

However, it is essential that appropriate records are made as soon as possible during or after the incident, detailing the nature of the incident, the people involved, the possible causes, and all actions taken. These records will be critical for the purposes of:

- Assessing follow up treatment of injuries or illness, by relevant medical staff.
- Investigations undertaken by police, the fire service, or other relevant authorities.
- Processing claims for insurance and / or compensation.

The person responsible for managing the incident should ensure that notes and photographs are taken progressively during the course of the incident, so that information is readily available to allow completion of the relevant Incident Report once the emergency has passed.

In addition to any incident reporting process required by the user groups organisation (including GGV for Guide Units) a standard Burnet Park Incident Report (refer Appendix 3), is to be completed and forwarded to the Management Committee in respect of all emergency incidents occurring at the site.

The Committee Secretary / Admin Manager will be responsible for receiving, collating and filing all Incident Reports; ensuring reports are reviewed internally (see A11 below); and any follow up communications with relevant authorities.

A8: Insurance Obligations and Requirements:

The Committee Secretary/Admin Manager will liaise with the GGV Property Coordinator to ensure that appropriate notification of an emergency incident is provided to insurers as required by the conditions of the Public Liability and Property insurance policies.

In addition, the Secretary/Admin Manager will provide all necessary information, repair / replacement cost estimates etc required in order to process building and / or contents insurance claims, and will provide on-site assistance as necessary to insurers assessment teams.

A9: Effect on Site Operations and Client Bookings:

As soon as possible after notification of an emergency incident, the Management Committee will review the incident and assess the likely effect that the incident will have on the normal operation of the campsite. This may include the need to close part or all of the campsite temporarily or over a longer term in order to carry out repairs.

Following this assessment, the committee will communicate with all hirers having current reservations, and, where deemed necessary, cancel reservations and refund payments made. The dates when the campsite is likely to be out of action will be removed from the available dates on the booking calendar, and appropriate notification made on the GGV Burnet Park web page and other communication channels.

A10: Media Enquiries and Response:

Unless there is a major incident, it is unlikely that media organisations would send somebody to cover the site, however, the following guidelines should be followed:

- The Chief Executive Officer of Girl Guides Victoria is to be notified immediately if any incident attracts media attention.
- Any phone or email contact received from any media representative is to be referred to GGV head office.
- If any media representative arrives on site during or following an incident, they are to be met by a staff member, or the client group leader, and politely requested to

remain outside the site boundary and away from any campers that may be on site. No comment should be offered regarding the incident unless directed by the GGV CEO. If police or other emergency services are present, media representatives should be referred to the senior officer present.

A11: De-briefing and Review:

As soon as practical after an emergency incident, a de-brief and review meeting will be held with those involved in the incident, Burnet Park staff, client group leaders, and emergency services personnel if involved.

The meeting will be chaired by the Management Committee chairperson, or their nominee and minutes / action notes taken.

The purpose of the meeting will be to:

- Ensure that appropriate records (including photographic records) of the incident have been made and filed.
- Enable a detailed Incident Report to be completed.
- Identify any problems or issues with the responses to the incident.
- Make recommendations as to any modifications required to the response procedures and / or to this Emergency Management Plan.

A12: Annual Review:

The Management Committee will review this plan on an annual basis, make modifications as required, and re-issue the plan to all parties concerned.

Part B: Emergencies Occurring Whilst Site Unattended

B1: Discovery and Notification of Occurrence:

Incidents that occur whilst the site is unattended are likely to be discovered and notified to the Management Committee in one of the following ways:

- An incident discovered by neighbouring property owners and notified via the emergency telephone numbers displayed at the campsite gates.
- Emergency services having been called to the site, and subsequently contacting the Burnet Park emergency telephone numbers.
- Burnet Park staff or contractors attending the site to carry out planned works, routine maintenance, or post-booking inspections.
- Client user groups attending the site, to commence a booked camp or activity, and contacting the Management Committee.

In each of the above cases, a staff member will attend the site at the earliest possible time in order to review and assess the incident and take or recommend appropriate actions as detailed below:

B2: Responses / Actions Required:

Note: In each of the following scenarios, If a booked user group has reported the incident, and are still on site, assess whether they can still safely access and use the site, including declaring any unsafe areas as “out-of-bounds”.

If the site is unable to be accessed and used safely, the booking will be cancelled and the group will depart the site.

B2.1 Fire / Flood / Storm or Accident Damage:

- a) If the incident is still in progress, contact relevant emergency services for assistance if not already at the scene.
- b) If safe to do so, inspect the site for damage and make notes / take photographs.
- c) Report findings to the committee chairperson or nominee and take further action as directed.

B2.2 Theft / Attempted Theft / Vandalism / Trespass:

- a) If safe to do so, inspect the site and make notes / take photographs.
- b) Contact Police on 131 444 and report the incident. If officers are despatched to the scene, await their arrival. Otherwise arrange to provide a full report to Traralgon Police Station.
- c) Report findings to the committee chairperson or nominee and take further action as directed.

B2.3 Failure / Breakdown / Damage to Utility Services (Power, Gas, Water, Drainage):

- a) If safe to do so, inspect and check the services and make notes / take photographs.
- b) In the case of obvious failure of the mains electricity service; failure or leakage of the mains water service, or damage to the LP gas bulk storage tank, contact the service providers emergency numbers listed on the Emergency Contact notice.
- c) If the service failure is within the on-site facilities, contact the electrical or plumbing/gas/drainage contractor listed on the Burnet Park Contact list.
- d) Report findings to the Committee chairperson or nominee and take further action as directed.

B2.4 Damage to Buildings and Campsite Facilities:

- a) If safe to do so, check the damage, make notes and take photographs.
- b) If safe to do so, take any necessary actions to prevent further loss or damage, and to prevent possible injury to persons.
- c) Report findings to the Committee chairperson or nominee and take further action as directed.

B2.5 Public Road and Car Park Access:

- a) If public road access, or access to the car parking area within the road reserve is blocked by fallen trees, flooded sections, un-planned road-works, etc, contact Latrobe City Council on the number listed on the Burnet Park Contact list.
- b) Report findings to the Committee chairperson or nominee and take further action as directed.

Part C:

Emergencies Occurring Whilst Burnet Park Staff or Contractors on Site

C1: Staff & Contractors Site Induction:

All new Committee members, community helpers, and Contractors will undergo a site induction session, which will include the following:

- Access to the site, security and locking-up procedures.
- Location and use of emergency equipment including first aid kit, fire extinguishers, and hose reels.
- Isolation points for water, gas and electrical services.
- Familiarisation with parts A, B, and C of this Emergency Management Plan.
- Location and use of the Hazardous Materials Register and Report.
- (Where appropriate) Demonstration of the safe handling and operation of the on-site powered equipment (ride-on mower, brush-cutters, and chain-saw)

C2: Staff On-Site Activities:

- Staff carrying out activities on site are required to confirm with the Committee their proposed dates and times of attendance, and preferably to be accompanied by at least one other inducted staff member.
- Staff members are required to carry a mobile phone on their person or within reach at all times whilst on site.

C3: Contractors On-Site Activities:

- Contractors carrying out work on the site are responsible for their own risk assessment and safe working practices relevant to the specific nature of their work.
- Contractors are required to carry Public Liability Insurance, Personal Accident Insurance for working proprietors, and Workcover insurance for employees.
- Contractors will provide their own tools and equipment and carry their own first aid kit.
- Unless instructed to attend site to carry out emergency repairs, all works on site will be carried out during normal working hours and at dates and times to be agreed in advance with the Committee's Project Manager.

C4: Responses / Actions Required:

The staff member(s), or contractors personnel, on site will take the following actions:

C4.1 Accidental Injury / Potential Injury to Persons:

- a) If no actual injury is sustained, complete a Burnet Park Incident Report form.
- b) If a minor injury is sustained, provide first aid treatment, then complete an Incident Report form with details of the treatment provided.
- c) If a major injury is sustained, or the affected person is unconscious, call triple zero and request ambulance / paramedic attendance. In the meantime:
 - If safe to do so, remove the person from further danger, and to a location easily accessible by vehicle.
 - Administer first aid and / or CPR as required, and remain with the person.
 - If advised to do so by the triple zero triage operator, transport the person to a nominated emergency medical facility.
 - Inform the Management Committee by the emergency telephone number.

Once the person is safely in the care of medical professionals, complete an Incident Report form.

C4.2 Fire in Buildings, Campsite, or Adjacent Properties:

- a) If the smoke alarm system is activated, but no smoke or fire evident, isolate the smoke alarm system at the main distribution board, and contact the Electrical Contractor and the Management Committee as per the Burnet Park Contact List.
- b) If it's a minor fire in a building or in the campsite, use fire extinguishers or hose reels to extinguish the fire, contact the Management Committee emergency number and complete an Incident Report Form.
- c) If a minor fire cannot be extinguished or spreads; if it is a major fire in a building or on the campsite; or a fire in bushland areas or on a neighbouring property, call triple zero and request fire brigade attendance. In the meantime:
 - If it is safe to do so, isolate the electricity supply via the main switch in the distribution board, and the gas supply at the bulk storage tank.
 - Relocate any persons and machinery on site to the car-park area in the road reserve.
 - Inform the Management Committee by the emergency telephone number and complete an Incident Report form.
- d) Comply with all directions given by the fire brigade upon their arrival.

C4.3 Failure / Breakdown / Damage to Utility Services (Power, Gas, Water, Drainage):

- a) If safe to do so, inspect and check the services and make notes / take photographs.

- b) In the case of obvious failure of the mains electricity service; failure or leakage of the mains water service, or damage to the LP gas bulk storage tank, contact the service providers emergency numbers listed on the Emergency Contact notice.
- b) If the service failure is within the on-site facilities, contact the electrical or plumbing/gas/drainage contractor listed on the Burnet Park Contact list.
- d) Inform the Management Committee via the emergency telephone number, and complete an Incident Report form.

C4.4 Damage to Buildings and Campsite Facilities:

- a) If it is safe to do so, check the damage, make notes and take photographs.
- b) If it is safe to do so, take any necessary actions to prevent further damage or loss, and to prevent possible injury to persons.
- c) Inform the Management Committee via the emergency telephone number, and complete an Incident Report form.

C4.5 Unexpected Persons on Site:

- a) Upon attendance at site, if unknown or unexpected persons are present, they are to be politely requested to leave, and to take any possessions with them. If they refuse to leave, or it is apparent that they have caused damage or vandalism or attempted break-in, contact triple zero and request police attendance. Do NOT attempt to remonstrate or to commence an altercation with them. Inform the Management Committee via the emergency phone number and complete an Incident Report form.
- b) If unexpected persons arrive during the course of work on site, they should be politely requested to leave, as it is unsafe for them to be on site whilst work is taking place. If they have enquiries regarding the site, they should be referred to the Management Committee or the Booking Secretary.

C4.6 Sick, Injured or Dead Wildlife:

- a) Unless necessary to prevent injury to persons, or requested to do so by wildlife carers, do not handle or interfere with live native wildlife.
- b) In the case of sick or injured wildlife, contact the wildlife rescue service on the Emergency Contact List, and follow their recommendations.
- d) Dead animals discovered at the campsite should be buried deeply enough to discourage scavengers.

Part D:

Emergencies Occurring Whilst Client User Groups on Site

D1: Client Responsibilities for Risk and Emergency Management:

Clients of Burnet Park campsite include:

- Girl Guide Units, and Girl Guide activities at District, Region and State level
- Other youth and community organisations including Scouts
- Small school groups
- Guide-related family groups
- Commercial hirers

For the purposes of this plan these are collectively referred to as Client User Groups.

Each user group has exclusive use of the site for the period of their booking. In normal circumstances Burnet Park staff will not be present on site during this time.

Each user group is required to nominate the person in charge of the group for the total period of the booking. This persons name appears on the Campsite Use Agreement / Facility Hire Agreement and is referred to in this plan as the Group Leader.

All Client User Groups are responsible for the following:

- a) Appointing a Group Leader who is sufficiently experienced and qualified to take charge of the group and its activities during their time at the campsite.
- b) Conducting their own Risk Assessment and preparing their own Emergency Management Plan, relevant to the abilities and experience of their attendees and the nature of their proposed activities.
- c) Understanding and acknowledging the campsite rules and safety directions as detailed in this plan, the Burnet Park Visitor Information Guide, and notices posted at the site, and incorporating these requirements into their own Emergency Management Plan as appropriate.
- d) Provision of their own first aid equipment, and ensuring that at least one member of their group has the training and skills to undertake first aid treatment / CPR to their group members.
- e) To comply with all directions given by a Burnet Park staff member or emergency services personnel, if present at the time of, or subsequent to, an emergency incident.
- f) To complete a Burnet Park Incident Report Form if requested by the Management Committee, in addition to any report required by their own organisation, insurers, or the emergency services.

D2: Specific Requirements for Girl Guide Units / Activities:

In addition to the requirements of this Management Plan, and where not inconsistent with it, members of GGV shall follow the GGV Emergency Procedures as outlined in Appendix 5, including the submission of the ADM24 Accident / Incident Form.

D3: Specific Responses and Actions Required:

D3.1 Accidental Injury / Potential Injury to Persons:

- a) If no actual injury is sustained, complete a Burnet Park Incident Report form.
- b) If a minor injury is sustained, provide first aid treatment, then complete an Incident Report form with details of the treatment provided.
- c) If a major injury is sustained, or the affected person is unconscious, call triple zero and request ambulance / paramedic attendance. In the meantime:
 - If safe to do so, remove the person from further danger, and to a location easily accessible by vehicle.
 - Administer first aid and / or CPR as required, and remain with the person.
 - If advised to do so by the triple zero triage operator, transport the person to a nominated emergency medical facility.
- d) Inform the persons nominated parent / guardian / carer / partner or other relevant person.
- e) Inform the Management Committee by the emergency telephone number.
- f) Once the person is safely in the care of medical professionals, complete an Incident Report form.

D3.2 Serious Illness, Food Poisoning, or Contagious Disease Symptoms:

- a) Isolate the person(s) from other campers, attend to immediate symptoms and remain with the person.
- b) Seek medical assistance by calling triple zero and requesting ambulance assistance. The triage operator will despatch an ambulance or transfer you to specialist medical assistance.
- c) If requested by the triage operator, transport the affected person(s) to the nominated emergency medical facility. Otherwise await arrival of paramedics.
- d) Inform the persons nominated parent / guardian / carer / partner or other relevant person.
- e) Inform the Management Committee by the emergency telephone number.

- f) Once the person is safely in the care of medical professionals, complete an Incident Report form.

D3.3 Fire in Buildings, Campsite, or Adjacent Properties:

- a) If the smoke alarm system in the main building is activated, check immediately for the source of the smoke or fire, and evacuate all persons from the building in accordance with the emergency evacuation instructions (see Appendix 4). Proceed in accordance with sub-clauses b), c), or d) below, as appropriate.
- b) If the smoke alarm system is activated, but no smoke or fire evident, isolate the smoke alarm system at the main distribution board, and contact the Electrical Contractor and the Management Committee as per the Emergency Contact List.
- c) If it's a minor fire in a building or in the campsite, use fire extinguishers or hose reels to extinguish the fire, whilst keeping campers away from the area of the fire. Contact the Management Committee emergency number and complete an Incident Report Form.
- d) If a minor fire cannot be extinguished or spreads; if it is a major fire in a building or on the campsite; or a fire in bushland areas or on a neighbouring property, call triple zero and request fire brigade attendance. In the meantime:
- If it is safe to do so, isolate the electricity supply via the main switch in the distribution board, and the gas supply at the bulk storage tank.
 - Evacuate all persons on site to the car-park area in the road reserve.
 - Inform the Management Committee by the emergency telephone number and complete an Incident Report form.
- e) Comply with all directions given by the Fire Brigade upon their arrival.

D3.4 Severe Storms or Flooding:

- a) If the group has booked and has access to the main building, the Group Leader will direct all campers to assemble in the main building, and check attendance.
- b) If the group has booked outdoor camping facilities only, campers will assemble in the covered camp kitchen and / or the main building verandah.
- c) Do not shelter under trees or adjacent to the bushland areas or campsite boundaries.
- d) Once the storm has passed, and it is safe to do so, the Group Leader should inspect the campsite for damage, fallen branches, etc, and proceed in accordance with clauses D3.5 and/or D3.6 below.
- e) Following a severe rainstorm event, low-lying parts of the campsite may hold water for a short period, and these areas should be avoided. In the unlikely event that the water level in the creek appears to be rising at a sufficient rate to affect the campsite, the Management Committee is to be contacted and a decision made as to whether to evacuate the campsite.

D3.5 Failure / Breakdown / Damage to Utility Services (Power, Gas, Water, Drainage):

- a) If safe to do so, inspect and check the services and make notes / take photographs.
- b) Try to determine if the cause is an obvious failure of the mains electricity service, failure or leakage of the mains water service, or damage to the LP gas bulk storage tank.
- c) Contact the Management Committee via the emergency telephone number. A staff member will provide advice, contact the Supply Authority and/or emergency contractors, and/or attend site personally.
- d) If the service cannot be restored within a reasonable time, and it is safe to do so, the Group Leader will be given the choice of continuing the booking for a reduced fee. Otherwise the group will pack up and leave the site.

D3.6 Damage to Buildings and Camp Facilities:

- a) If it is safe to do so, check the damage, make notes and take photographs.
- b) If it is safe to do so, take any necessary actions to prevent further damage or loss, and to prevent possible injury to persons.
- c) Inform the Management Committee via the emergency telephone number. A staff member will provide advice, contact emergency contractors, and/or attend site personally.
- d) If the damage affects the groups ability to occupy and use the site safely, and it cannot be repaired within a reasonable time frame, the group will be requested to pack up and leave the site.

D3.7 Unexpected Persons on Site:

- a) Upon attendance at site, if unknown or unexpected persons are present, contact the Management Committee via the emergency telephone number. A staff member will provide advice and may request that the persons be politely requested to leave. If they refuse to leave, or it is apparent that they have caused damage or vandalism or attempted break-in, the staff member will contact police and request attendance.
- b) If unexpected persons arrive during the course of a booked activity at the site, the Group Leader should politely request them to leave, and advise that police will be called if they refuse to do so. If they have enquiries regarding the site, they should be referred to the Management Committee or the Booking Secretary.
- c) Do NOT attempt to remonstrate with, or to commence an altercation with, any such unexpected persons.

D3.8 Lost or Missing Camper:

- a) If a camper is reported missing, the Group Leader will organise a search party comprising responsible adults to cover and search the campsite and immediately

adjacent areas. Ensure that someone in a responsible position is left in charge of the remaining campers.

- b) At the end of a specified time (say 45minutes), the search group will reassemble and confirm results.
- c) If, after this initial search, the individual has not been located, the Group Leader will 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. If there are serious underlying medical concerns, ambulance attendance should also be requested.
- d) At this stage, the persons nominated parent / guardian / carer / partner, or other relevant person should be notified, as well as the Management Committee.
- d) Further search activities should be carried out as directed by the senior police officer in attendance.
- f) Upon locating the missing person, all involved parties must be notified, and an assessment made as to whether medical attention is required.

D3.9 Sick, Injured, or Dead Wildlife:

- a) Unless necessary to prevent injury to persons, or requested to do so by wildlife carers, do not handle or interfere with live native wildlife.
- b) In the case of sick or injured wildlife, keep campers away from the area, and contact the wildlife rescue service on the Emergency Contact List, and follow their recommendations.
- c) If dead animals are discovered at the campsite, keep campers away from the area, and contact the Management Committee, who will arrange for burial or disposal.

Appendix 1

Burnet Park Site Plan

Appendix 2: Burnet Park Emergency Contact List

Burnet Park Campsite

Guide Camp Road, off Burnet Park Road, Glengarry West

(Emergency Services Map Reference 530 D6)

EMERGENCY TELEPHONE NUMBERS

| | |
|---|---------------------------------|
| Police, Fire, Ambulance | 000, or Mobile 112 |
| Latrobe Regional Hospital | 5173 8000 |
| Poisons Information Line | 131 126 |
| Victorian Bushfire Information Line | 1300 240 667 |
| Gippsland Water (Water service emergencies) | 1800 057 057 |
| SP Ausnet (Power service faults & emergencies) | 131 799 |
| Traralgon Police (Non-emergency calls only) | 5172 2700 or 131 444 |
| Wildlife Victoria 24/7 Emergency Help Line | 8400 7300 |

Burnet Park Campsite Committee Emergency Contact:

| | |
|--------------------|---------------------|
| Bruce Allen | 0418 734 409 |
| Linda Hall | 0427 671 780 |

Appendix 3: Burnet Park Incident Report Form

Incident Report Form

(Doc BP623a 19/9/25)

| | |
|---|--|
| Date of Incident: | |
| Location of Incident: | |
| Burnet Park Staff Present: | |
| Burnet Park Contractors Present: | |
| Client User Group Present: | |

| | |
|--|--|
| Nature of Incident: (Choose one or more below): | |
| Injury / Potential Injury to Persons | Severe Illness / Poisoning/ Contagious Disease |
| Fire in Buildings / Campsite / Adjacent Property | Damage to Buildings / Campsite Facilities |
| Failure / Breakdown to Utility Services | Theft / Attempted Theft / Vandalism / Trespass |
| Severe storm or Flooding | Unexpected Persons on Site |
| Other: (Please describe): | |

| | |
|---|--|
| Emergency Services Called / In Attendance: | |
| Police | |
| Fire Brigade | |
| Ambulance | |
| Other | |

| |
|---|
| List Names and Contact Details For any Persons Injured or Suffering Serious Illness: |
| |
| |
| |
| |

| |
|---|
| Provide Brief Details of Incident (attach relevant photo's, notes, reports etc): |
| |
| |
| |
| |
| |

| |
|--|
| Provide Details of Actions Taken: |
| |
| |
| |
| |

| | |
|-----------------------------|--------------|
| Report Submitted By: | |
| Contact Details: | Date: |

Appendix 4

Burnet Park Emergency Evacuation Plan

Appendix 5

Girl Guides Victoria Emergency Procedures

(Copied from Britannia Park Campsite Emergency Management Plan)

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 ADM24 as soon as possible.