



CAMP COORIEMUNGLE EMERGENCY MANAGEMENT PLAN

POLICY

Camp Cooriemungle is committed to providing a safe environment for its guests and staff, and as such produced this Emergency Management Plan. To ensure that the correct response is made for any emergency situation that may arise in the camp, all camp staff and client groups are requested to make themselves familiar with the details of the Emergency Management Plan.

Note that whenever there is a group in residence there will always be one of the managers or a designated staff member on site. In the unlikely event the managers are off site, a Cooriemungle staff member will be designated as 'Manager' and will take on the role of Camp Manager for implementation of any emergency responses needed.

AIM

The Aim of this plan is to reduce the potential for loss and injury to life and property which could occur at Camp Cooriemungle by the application of risk management principles and using standard risk and emergency management procedures.

The plan will be reviewed annually by the Manager's to ensure relevance, and to ensure that staff are both comfortable and informed in their respective roles during emergency situations.

CFA APPROVAL

This Emergency Management Plan has been prepared using an approved CFA template.

CFA Authorisation

Date



Manager Emergency Responsibilities

If the on-site Manager/s are not available staff are aware of the Emergency Management Plan and what is required depending on the emergency.

The specific responsibilities for the role include:

- Confirm nature and scope of emergency
- Implement appropriate action for the emergency
- Notify emergency services as required
- Ensure safety of all visitors/users at Camp Cooriemungle
- Initiate evacuation of emergency area if necessary and control movements
- Brief incoming emergency services
- Conduct roll call using the Guest Register located in the kitchen filing cabinet
- Complete relevant documents including the Incident Log
- Complete a Post Incident Report

Assembly Point

The meeting point for an emergency is under the shelter on the oval.

Roll Call

It is the responsibility of the leader of the user group to ensure that the register of campers/guests is accurate with any new arrivals and departures recorded. Any alterations to the original list given to the campsite should be recorded on the register in the kitchen.

In an emergency the kitchen staff are responsible for bringing the Register to the Assembly Point.

Emergency Transport

The user group must provide a vehicle for transport of a group member who is unwell or injured and not requiring an ambulance. A Camp Cooriemungle vehicle is available only as a back-up and emergency if needed.

Total Fire Ban Days

It is safest to keep all activities located on the campsite when there is a total fire ban. Rescheduling of activities will be done to ensure that a full program is available with minimal interruption for participants.



EMERGENCY SERVICES CONTACT NUMBERS

***30 Bornong Road, Cooriemungle. VIC 3268
Phone: 5598 7254 Fax: 5598 7250***

POLICE

Timboon	03 5598 3026
Warrnambool	03 5560 1333 (24 hours)

AMBULANCE

Timboon	000
---------	-----

FIRE BRIGADE – CFA

000

GAS LEAK

Timboon Plumbing	03 5598 3143
------------------	--------------

ELECTRICAL FAULT

Hickey Electrical	0439 983 060
Powercor	132 412

MEDICAL & DENTAL

Timboon Medical Group	03 5558 6088
Timboon & District Hospital	03 5558 6000
Community Health Centre	03 5558 6049
Dentist	03 5558 6049

CAMP COORIEMUNGLE LOCATION

Corner Bornong and Cooriemungle Roads, Entrance is 300 metres North of intersection in Bornong Road.

CFA - Grid Map Ref: Map 540 Square F 63



PHONE USE – GENERAL AND EMERGENCIES (POSTED AT KITCHEN / OFFICE PHONES)

The telephone in the kitchen is available for use for emergencies by user groups. Emergency numbers are posted under the telephone.

- To contact Manager/s at the house please call 0409 019 342 or 0437 244 275.
- The line is direct dial out so you just need to dial your number.

CAMP COORIEMUNGLE - EMERGENCY MANAGEMENT PLAN PROCEDURE

IN ANY EMERGENCY

Steps	Action
1.	<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.	<p>Notify Camp Manager of Emergency / Incident By the quickest possible means notify campsite management who will liaise with emergency services.</p>
3.	<p>Assess Danger Determine what is happening and use that information to help decide on a course of action. For example:</p> <ul style="list-style-type: none"> • Is the emergency imminent? • Is child safe from further danger? • Is first aid required? <p>If accident or illness is LIFE THREATENING, ring Ambulance (000)</p> <p>All emergency numbers are listed on EMERGENCY PHONE NUMBERS, and posted next to the kitchen telephone.</p>
4.	<p>Appropriate Action After notifying camp management:</p> <ul style="list-style-type: none"> • User group leaders to take responsibility for the safety of their group members • Ensure no exposure to further injury or danger • Follow the procedures as set out in the Emergency Management Plan, according to the kind of incident



CAMP COORIEMUNGLE DOES NOT USE A LOCATION MAP WHEN CONTACTING EMERGENCY SERVICES

In addition to a description of the location there is a CFA Map Grid Reference located on the bottom of the Emergency Contact sheet. This is used for giving the camp location to any emergency services.



COORIEMUNGLE STAFF/TRADESPEOPLE - AFTER HOURS CONTACT NUMBER

Camp Owner's Residence	03 5598 7254
Charlene Payne (Owner)	0409 019 342
Nicole Oberin (Owner)	0437 244 275
Brent Oberin (Owner)	0437 244 274
Shana Fagan	0408 963 995 – Camp Staff
Shire of Corangamite	03 5593 7100
Timboon Plumbers	03 5598 3143 - Plumber/Gasfitters
Hickey Electrical	0439 983 060 - Electrician

ROUTINE INCIDENTS

The following routine incidents may occur:

- Electricity failure
- Gas failure
- Water loss

Camp responses are detailed below.

All persons on site are to be advised as soon as practicable the areas in which a power or gas failure or water loss will affect them and the conditions which will be put into effect as soon as possible to ensure safety and alleviate any discomfort to the people on site for the duration of the power or gas failure.

NON-ROUTINE INCIDENTS

Due to the location, weather history and rural nature of the area, the following possible non routine incidents have been identified:

- Missing person
- Intruder in camp
- Bushfire
- Building fire
- Hazardous material spill or leak
- Bus breakdown (see Day tours)
- Gas leak
- Flood
- Mass illness
- General evacuation
- Personal treat/Civil disturbance
- Earthquake
- Other medical emergencies

Camp responses are detailed below.



PROCEDURES FOR DEALING WITH ROUTINE INCIDENTS

Electricity failure

In the event of an electrical failure:

- Notify Camp Manager
- Camp Manager to contact Powercor to get an indication of how long power is likely to be off
- Camp Manager to advise that water is available for use from taps located at Fire Hydrant boxes and the need to use water wisely
- Campers to be gathered together, candles distributed as required
- Cooking can all be done as camp has gas ovens
- Clean Buckets to be filled with water and placed at entrance of toilet blocks for washing and flushing of toilets

Gas failure

In the event of gas failure:

- Notify Camp Manager
- Camp Manager to determine cause
- Camp Manager to advise group that this only affects the kitchen stoves

Water loss

In the event of no water:

- Notify Camp Manager
- Camp Manager to investigate and determine if plumber needs to be called
- User group can use other toilet block as it has its own separate water system
- Due to the amount of rain water stored in tanks on the property it is highly unlikely that there would be water problems. There is back-up potable bore water if needed.

PROCEDURES FOR DEALING WITH NON-ROUTINE INCIDENTS

EMERGENCY MANAGEMENT FOR A MISSING PERSON

- Notify Camp Manager/s that there is a missing
- The user group will then be responsible for assembling all the user group and go through a roll call of all the group to determine if there are additional people missing.
- The leader of the user group should begin documenting the list of events and any search procedures that have taken place, including the time that each event occurred.
- Camp Manager/s will do a short basic search of the camp or the area that the person is missing in and if not successful will immediately notify the police and let them know the situation.

EMERGENCY MANAGEMENT FOR AN INTRUDER

- Notify Camp Manager/s that there is a person on the camp grounds who looks suspicious, or who you do not recognise
- The Camp Manager/s will establish the danger of the intruder and if the intruder cannot be escorted from the property they will call the police.

EMERGENCY MANAGEMENT FOR A BUSHFIRE

- Notify Camp Manager/s
- Call the **CFA** on **“000”**
- The camp siren will be sounded and all camp users will assemble in the designated area and a roll call will be taken.
- Camp management will call the local fire brigade and describe the area of the fire and the immediate danger.
- Designated staff will turn on the main water pumps and have the fire hoses and extinguishers ready. They will take the necessary precautions making sure that campers are safe.
- The buildings and surrounds will be dampened down and made fire safe and when necessary all users blankets will be dampened as a safety precaution.
- A camp plan showing the assembly area is attached and there are also copies in the dining room, teachers’ residence, beside the camp telephone and in the camp office.

EMERGENCY MANAGEMENT FOR A BUILDING FIRE

- Notify Camp Manager/s
- Camp Manager/s to notify CFA
- Designated staff will take the necessary precautions of turning off the gas and checking that all other dangerous materials are out of the area. Camp staff will activate the fire hoses and pumps and attempt to control the fire if safe to do so until the fire brigade arrive and take over the situation.
- Await further instruction from police or CFA.
- Manager to control movement of any camp guests.
- The police and fire authorities or the manager will be the only people who will deal with the media and it is asked that camp users refrain from doing so until the situation has been summed up and under control.

EMERGENCY MANAGEMENT FOR A GAS LEAK

- Notify Camp Manager/s will sound the emergency bell, all children will be assembled and the roll called.
- The Camp Manager/s will be responsible for turning off the gas tank at the main valve and then call Timboon Plumbing at - 5598 3143 and “CFA” on “000”
- If indoors, ventilate if possible

EMERGENCY MANAGEMENT FOR A HAZARDOUS MATERIAL SPILL

- If toxic or noxious fumes:
 - Evacuate immediate area
 - Call the **CFA** on “000” and notify Camp Manager/s
 - Provide as much information about hazardous material as possible
 - Ventilate to open air if possible
 - Notify all camp users in the area to evacuate to the Safe Assembly Area
- If suspected flammable material:
 - Remove any ignition sources
 - Evacuate immediate area in danger
 - DO NOT attempt to re-enter affected area
 - Control camp users at Assembly Area
 - Remain at Assembly Area until advised by emergency services

EMERGENCY MANAGEMENT FOR A FLOOD / STORM

- Notify Camp Manager/s
- The Camp Manager/s would be aware of the situation and would have continuous contact with the local police, weather bureau and the local SES. If it seemed necessary to evacuate the children because of the flood, the children would all be assembled and the roll called.

EMERGENCY MANAGEMENT FOR A MASS ILLNESS

- Notify Camp Manager/s in the event of a mass illness or serious illness by a user of the camp
- Camp management will contact the local doctor and hospital while the staff of the user group isolate the ill children. The isolated children will be made as comfortable as possible, while the children who are not sick will also be either settled down or occupied by user group staff.
- There may be a need to treat and nurse the sick people. This will be done by camp staff and the user group staff making sure that all ill people are as comfortable as possible and that the users unaffected are also being looked after and monitored in case of other sick persons.

EMERGENCY MANAGEMENT FOR PERSONAL THREAT/CIVIL DISTURBANCE

- Notify Camp Manager/s
- Call the **POLICE** on “000” and ask for assistance
- Do not encourage irrational behaviour
- Alert any other people as necessary
- Restrict access to buildings and area
- Monitor user group
- Have user group staff complete a “**Description of Offender**” form



EMERGENCY MANAGEMENT FOR EARTHQUAKE

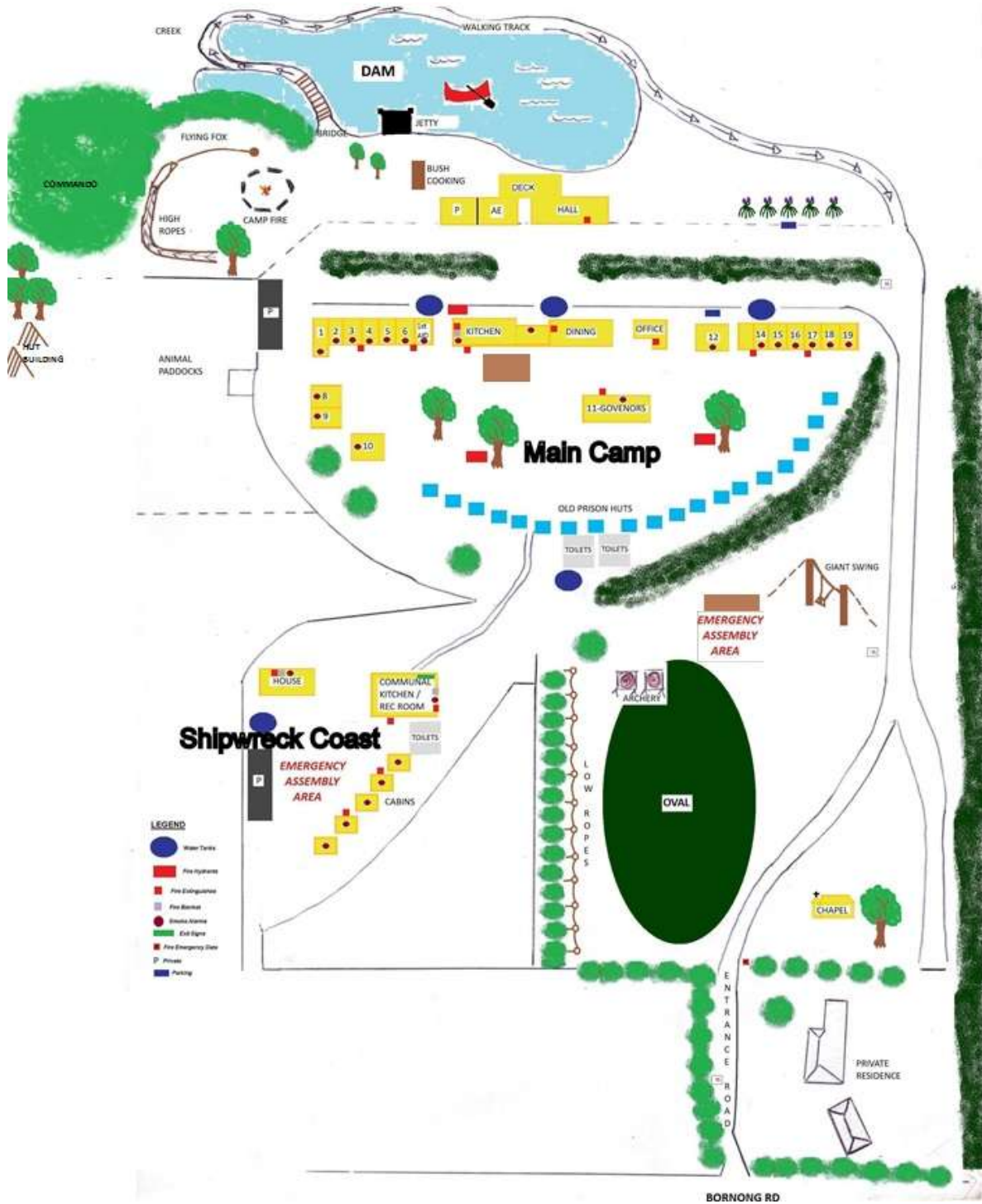
- Ask all guests to keep away from winders and seek shelter
- Camp Manager/s to evaluate the need to evacuate
- Ensure Assembly Area is clear of trees, powerlines, buildings
- Isolate/shut off electricity, water and gas services if necessary
- Arrange medical assistance where required
- Monitor the safety of staff and user group
- Tune in radios “**ABC Radio 774 AM**” and follow any emergency instructions-
- If need assistance call **SES “132 500”** or **Fire Brigade “000”**

EMERGENCY MANAGEMENT FOR OTHER EMERGENCIES

There could be other emergencies that are unforeseen, such as a user taking an overdose, having an acute asthma attack, or receiving a severe injury through an accident. In these type of emergencies, the person who has discovered the emergency must stay with the person who is in trouble, and at the same time either send someone else for help or yell for help.

- In this situation the camp manager needs to be notified and they will call the local hospital and alert them of the situation.
- The staff of the user group need to administer first aid and then determine any transport requirement ie: ambulance or car.
- If there are not enough staff to supervise the remaining children, camp staff will be available to help with the supervision.
- After the situation has been taken care of and the end results known, the user group need to complete an accident report. The camp manager will also write an accident report and both reports will be submitted together to the appropriate agencies/authorities.

SITE PLAN





STAFF TRAINING

All Camp Cooriemungle staff have read and are familiar with the procedures as outlined in the Emergency Management Plan. Content of the Emergency Plan is covered during the induction of new staff. Procedures in the Emergency Plan are reviewed as needed.

At the commencement of each camp, the user group orientation and safety briefing outlines the emergency assembly details and related safety issues. Camp Cooriemungle staff are responsible for conducting this orientation and therefore are reminded of the basic emergency plan details each time a group arrives.

EMERGENCY PLAN REVIEWS

The Camp Cooriemungle proprietors are committed to quarterly staff in-service seminars including activity procedures, first aid, customer service and emergency management. The Emergency Management Plan will be reinforced and reviewed annually and following any emergency.

OBTAIN SIGNED PARENTAL CONSENT & CONTACT DETAILS

On the Teachers Checklist there is a space to ensure they have obtained all parental consents and contact details. This is managed by the group. This is also detailed in the General Conditions of Hire. If requested these consent forms need to be shown to Camp Cooriemungle management.

ENDORESEMENT OF THE EMERGENCY MANAGEMENT PLAN

See signature on cover page of this document.