



EMERGENCY MANAGEMENT PLAN

Pax Hill Scout Camp & Activity Centre



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Emergency Management plan



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1. EMERGENCY DEFINED

An emergency is defined by the Emergency Management Act 1986, Part 1, s4 (1) as: ‘the actual or imminent occurrence of an event which in any way threatens to endanger the safety or health of any person in Victoria or which destroys or damages or threatens to destroy or damage any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria.’

Levels of emergency

The Emergency Management Manual Victoria 2012 categorises emergencies into three levels:

- **Level 1** - Incident is characterised by being able to be resolved through the use of local or initial response resources only. Generally, this can be managed by the camp.
- **Level 2** - Incident is more complex in size, resource or risk. It is characterised by the need for deployment of resources beyond initial response. It requires the involvement of emergency services and the camp’s President.
- **Level 3** - Incident is characterised by degrees of complexity that may require a more substantial establishment for the management of the situation. It requires the involvement of emergency services and the camp’s Board of Directors.

2. PURPOSE

The Purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how the Pax Hill Activity Centre will prepare and respond to emergency situations and to the requirements of the Planning and Environment Act 1987 and enhance the safety of staff and visitors (the Occupants) to the property known as the Pax Hill Scout Camp at 450 Spencer Street, Canadian during the fire season.

The overriding purpose of this plan is to ensure that human life is prioritized and protected in the event of a bushfire impacting upon the site.

This EMP outlines how the camp will operate and the site will be managed during the declared fire danger period or when bushfire threatens the site. A condition can be placed on any planning permit requires that all scouting and accommodation activities on the site be closed during declared Code Red or Extreme Fire Danger Days. The Plan will specifically detail what steps must be taken to protect human life and property across the bushfire period and when a bushfire threatens the site.

This EMP must be read in conjunction with the endorsed Bushfire Management Statement. This Statement outlines defendable space, landscape risks and construction standards for

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the approved building on the site. It has been prepared so that the EMP is easy to implement and simple to comply with.

This plan is based on Australian Standard (AS) 3745-2010 planning for emergencies in facilities and the Australasian Inter-Service Incident Management System (AIIMS).

3. SCOPE

This Emergency Management Plan (EMP) applies to all staff, visitors, contractors and volunteers at Pax Hill Activity Centre.

The Victorian Occupational Health and Safety Act 2004, s21 (1) states:

‘An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe without risks to health.’

This obligation includes emergencies, and the term employee also covers contractors, visitors and volunteers.

4. ESTABLISHING THE PLANNING TEAM

This EMP has been developed using contributions from Pax Hill Camp staff, committee and comments provided by local CFA and police.

- The duties of persons involved in this planning process are based on AS 3754 planning for emergencies in facilities and include the following:
- identifying the risks and threats that could produce an emergency situation.
- developing the EMP
- ensuring that the EMP is easily identifiable and accessible to appropriate persons.
- identifying the Chief Warden to operate in accordance with the EMP.
- ensuring that visitors and contractors are made aware of the emergency response procedures.
- implementation of the EMP which including disseminating information about the EMP and its procedures to staff, contractors, volunteers and campers.
- scheduling training for camp staff
- testing the EMP on a quarterly basis with camper groups, and at each school holiday camp
- reviewing the EMP annually
- ensuring that records are kept and retained of all emergencies.
- ensuring that records of meetings are kept.

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5. STRUCTURE OF THE EMERGENCY MANAGEMENT PLAN

In accordance with AS 3745-2010 planning for emergencies in facilities the EMP includes:

- a clear purpose and scope
- a distribution lists.
- emergency contacts and communication trees
- camp profile which includes the fire safety and emergency features of the facility
- risk assessment which includes the identification, assessment and control of all potential emergencies and threats to the camp.
- the IMT structure and functions
- area maps and evacuation diagrams
- procedures for onsite and offsite evacuation, lockdown, lockout and shelter-in-place
- emergency response procedures for specific emergencies
- emergency drills and training schedule
- details of students/children and staff with special needs.

6. DEVELOPING THE EMERGENCY MANAGEMENT PLAN

The complexity of the EMP is based on the size, location, operations and risk profile of the camp. The EMP has been developed adopting an ‘all agencies’ approach which has involved consulting with local emergency services including CFA, police, ambulance and local government. The focus of the EMP is the safety of all campers, staff, visitors and contractors.

7. CAMP LOCATION

The camp is located:

- On the Central District in the CFA Central District Fire Danger Ratings map
- Address: 450 Spencer Street, Ballarat VIC 3350

8. SITE

The site is 16ha in the area and located on the fringe of the urban area of Ballarat. Numerous building, including accommodation units and caretakers, shelters and structures, dam, vehicle and walking tracks, car parking areas, fencing, recreational equipment and other infrastructure occupy the site.

The land slightly falls to the west. There are unsealed internal drives and walking tracks across the site, as well as car parking areas. Vehicle access to the site is via Spencer Street. Private mains pressured fire hydrants are scattered across the site. The nearest hydrant is 50m to the west of the development site.

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9. VEGETATION

Vegetation on and around the site was classified in accordance with the likely fire behaviour it may generate using the vegetation types of AS 3959-2009. The classified vegetation surrounding the permit site is Forest, comprising trees, dominated by Eucalypts, with an average mature height over 10m and with around 70% foliage cover and may include an understory of low trees and tall shrubs or grasses. To the immediate north and west of the subject, the site is urban areas of Ballarat. To the south and east is state forest.

In the broader landscape context, large areas of forested crown land about the property boundary to the south, east and north-east with potential for extended fire runs up to 5km in length.

10. ROLES AND RESPONSIBILITIES

The following are responsible for implementing the Bushfire Emergency Management Plan in the event of a bushfire emergency.

Title	Responsibilities
The nominated Fire Warden is the Camp Manager or person in charge of the activity in the absence of a camp manager /ranger.	<ul style="list-style-type: none"> • Monitor weather. • Monitor guest and other visitors on site. • Monitor bushfire in the local and wider landscape. • Monitor communications. • Communicate with all staff and guests/visitors on site during an emergency or fire threat. • Appoint alternate Warden if unavailable

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11. EMERGENCY CONTACT DETAILS

The following emergency contact information should be displayed prominently in all accommodation units, reception area, communal areas and administration buildings.

Agency	Office	Contact Details
Country Fire Authority	Local - Ballarat	03 5331 7744
Victoria Police	Ballarat	000 or 5336 6000
Ambulance	Ballarat	000
Ballarat Base Hospital	Ballarat	5320 4000
City of Ballarat	Council Office	5320 5500
Department Environment, Land, Water and Planning	Local office - Ballarat	13 61 86 or 03 5336 6856
Victorian Bushfire Information Line		1800 240 667 or vbil.info@dse.vic.gov.au
State Emergency Service	Ballarat	132 500 or Ballarat (03) 9256 9300
Gas (check for local number)		1800 808 526
EPA		03 5226 4825
Electricity (check for local number) Powercor / Origin		13 24 12 13 24 63
Central Highlands Water	Ballarat	1800 061 514

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12. MONITORING PROCEDURES

Monitor communication channels during Code Red and Extreme days and Days of Total Fire Ban including Radio774ABC, CFA website and Fire Ready Apps and the Bushfire Information Line.

Trigger for the Bushfire EMP to be initiated;

Forecast Fire Weather	<p>During declared Fire Danger Period</p> <p>Total Fire Ban Days - on high alert</p> <p>Declared Extreme and Code Red days - closed.</p>
Bushfire Event	<p>Local fire event or</p> <p>Under threat.</p>

13. LOCATION OF FIRE FIGHTING EQUIPMENT AND COMMUNICATIONS DEVICES

Water Supply

- Main Supply at Main Gate behind bluestone fence

Fire Hoses

- On the front wall of the lodge
- Main Carpark
- In front of Picot Cabin
- The roadway in front of Pack Holiday Centre

Fire Hydrants

- Main Carpark
- In front of Picot Cabin
- The roadway in front of Pack Holiday Centre

Phones

- The camp phone is located in the manager's office or in the Kitchen area of the main lodge.
- Mobile reception is available in all areas of the park.

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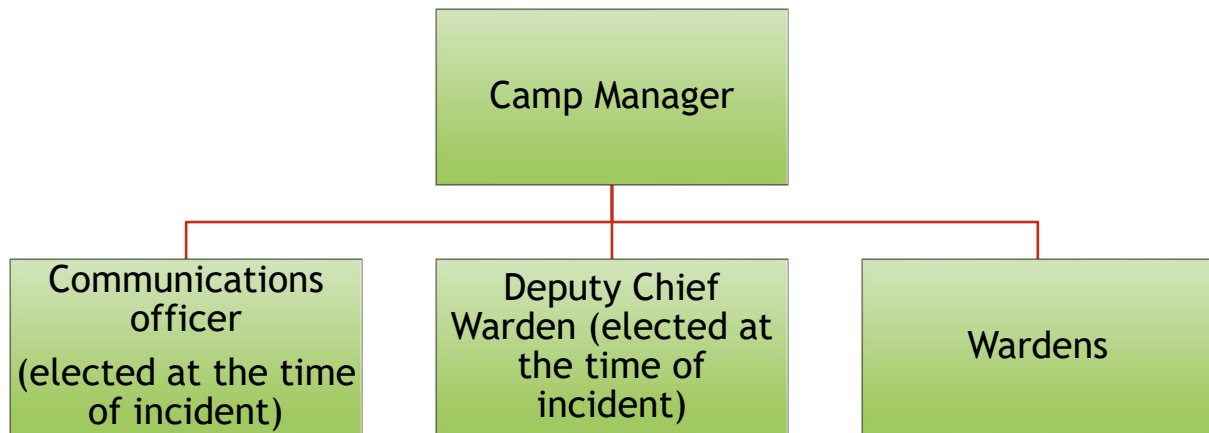
14. ACTION STATEMENTS

Prior to fire danger season

- Check the Version Control Table and ensure updated and enacted as follows;
- Ensure all staff are prepared and ensure that they are familiar with the Bushfire Emergency Management Plan
- Ensure that staff are familiar with and trained in any fire-fighting equipment on the site.
- Ensure Emergency Assembly Point is known
- Ensure that all staff are familiar with the evacuation and shelter in place procedures.
- Ensure that all buildings and surrounds are checked and maintained.
- When accepting bookings and events, advise that the premises will be closed on Code Red/Extreme Fire days
- Ensure that Defendable Space requirements are managed and maintained in accordance with the approved Bushfire Management Plan
- Check and update any staff contact details. If changes, contact emergency services and update premises contact details.
- Prepare the designated shelter in place location;
- Check contents of first aid kit.
- Ensure adequate supplies of food and water and radio with batteries.
- Check static water supply and ensure there is at least 10,000 litre supply and access for emergency vehicles is adequate.
- Check the following Bushfire Action Plan is clearly visible in the cottages, office and communal areas.
- Ensure all Groups have a list of there on staff, children, scouting members & visitors.

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15. COMMUNICATION TREE



16. UNDERSTAND THE FIRE DANGER RATING SCALE

Everyone in Victoria should be familiar with Fire Danger Ratings.

Fire Danger Ratings are based on the weather conditions and how much dry vegetation there is. They are forecast using Bureau of Meteorology data up to four days in advance. The Fire Danger Rating tells you how dangerous a fire would be if one started. A Code Red Fire Danger Rating is the highest rating and signals the worst conditions for a bush or grass fire. While they are very serious, they are also very rare.

There have only been two Code Red days since the Code Red rating was introduced four years ago, in mid-2009. On Monday 11 January 2010, a Code Red day was forecast in the Wimmera weather district and the following day a Code Red was forecast in the Northern Country and North East fire districts. No other fire districts have ever had a Code Red rating.

It is important to remember that you are still at risk on days with a High, Very High, Severe and Extreme ratings and these days are much more common, so it is important to understand what they mean and what you will do when they are forecast. Use the following table to familiarise yourself with the Fire Danger Ratings and their recommended actions. They will help you to develop bushfire safety procedures for your business and should be used as a prompt to take action. The higher the Fire Danger Rating, the more dangerous the conditions and the more considered your procedures should be.

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	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
CODE RED	<p>These are the worst conditions for a bush or grass fire.</p> <p>Business properties are not designed or constructed to withstand fires in these conditions.</p> <p>The safest place to be is away from high-risk bushfire areas.</p> <p>Avoid forested areas, thick bush or long, dry grass.</p>	<p>Leaving high risk bushfire areas, the night before or early in the day is your safest option - do not wait and see.</p> <p>Avoid forested areas, thick bush or long, dry grass.</p> <p>Know your trigger - make a decision about:</p> <ul style="list-style-type: none"> • when you will leave • where you will go • how you will get there • when you will return • what you will do if you cannot leave.

	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
EXTREME	<p>Expect extremely hot, dry and windy conditions.</p> <p>If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.</p> <p>Business properties that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Consider staying with your property only if you are prepared to the highest level. This means your property needs to be situated and constructed or modified to withstand a bushfire, you are well prepared, and you can actively defend your property if a fire starts.</p> <p>If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option.</p> <p>Be aware of local conditions and seek information by listening to ABC Local Radio, commercial radio stations or Sky News TV, go to cfa.vic.gov.au or call the Victorian Bushfire Information Line on 1800 240 667.</p>
SEVERE	<p>Expect hot, dry and possibly windy conditions.</p> <p>If a fire starts and takes hold, it may be uncontrollable.</p> <p>Well prepared business properties that are actively defended can provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Well prepared business properties that are actively defended can provide safety - check your bushfire survival plan.</p> <p>If you are not prepared, leaving bushfire prone areas early in the day is your safest option.</p> <p>Be aware of local conditions and seek information by listening to ABC Local Radio, commercial radio stations or Sky News TV, go</p>

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	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
		to cfa.vic.gov.au or call the Victorian Bushfire Information Line on 1800 240 667.
VERY HIGH	<p>If a fire starts, it can most likely be controlled in these conditions and properties can provide safety.</p> <p>Be aware of how fires can start and minimise the risk.</p> <p>Controlled burning off may occur in these conditions if it is safe - check to see if permits apply.</p>	<p>Check your bushfire survival plan.</p> <p>Monitor conditions.</p> <p>Action may be needed.</p> <p>Leave if necessary.</p>

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17. BUSH FIRE ACTION PLAN

Bushfire Action Plan

Evacuation Relocation Procedures

Pax Hill Activity Centre

During the bushfire season

- Inform staff of your whereabouts and estimated time of return

In the event of bushfire, all residents are to:

Before you leave your cabin

- Make sure that all windows and doors are closed
- Block all gaps under doors around windows with wet towels
 - Close curtains and blinds
 - Turn of all electrical appliances

In the event of an Evacuation

- All residents are to go to Designated Assembly areas as per briefing

What to do next

- Do not leave until a camp member informs you that it is safe to do so
 - Listen to ABC Radio 774 for Bushfire updates
 - If you have family elsewhere, let them know that you are safe

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18. DURING FORECAST OF EXTREME AND CODE RED DAYS

- Due to the risk of a bushfire that has been identified on the site and the location of unmanaged vegetation, the camp will be closed on Code Red and Extreme Fire Danger Days. This will enable both visitors and staff not to be on sight when bushfire potential is extreme.
- The Fire Warden will monitor communication systems including CFA website and Bushfire Information line and 774 ABC Emergency Broadcasts
- Contact guests and groups yet to arrive and advise that the camp is closed for the duration of the Code Red/Extreme Fire days
- Advise current guest that the premises are to be closed and that all guests and visitors must be off the property (and out of the fire threat area) by 10.00AM at the latest (and preferably the night before if advanced notice is received)
- Campers will be moved to 5th Ballarat Hall in Humffray St. South on Code Red/Extreme Fire days.
- Advise guests and visitors of the nearest local Neighbourhood Safer Place (in Ballarat Central) and remind them of the Bushfire Action Plan
- Ensure mobile phones are fully charged and radios have battery capacity.

19. BUSHFIRE ACTIVITY WITHIN 30KM OR SITE UNDER DIRECT THREAT

- Contact the local Fire Control Centre for fire situation & update.
- Inform staff & occupants of the fire situation.
- Ensure that the person in charge, i.e., Fire Warden, has a mobile phone and is contactable.
- Advise the local emergency services that the centre is operating and that it will be evacuating.
- Make arrangement for transportation (for evacuation)
- Turn off any gas tanks.
- Evacuate to Neighbourhood Safer Place.

NOTE: Evacuation Prior to Immediate Fire Threat is Preferred Option

Refer to the Extreme Weather and Emergency Management - Scouts Victoria

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<https://scoutsvictoria.com.au/media/3882/extreme-weather-and-emergency-management-guideline.pdf>

Refer to Area Map 1

20. EVACUATION PROCEDURES

In the event of a bushfire in the surrounding area or imminent threat and the Fire Warden has been advised to evacuate by emergency services (through direct communication, via ABC774 or Fire Apps or on the discretion of the Warden), or on the sounding of the Siren, occupants of the Pax Hill Scout Camp shall follow the procedure outlined below.

- Remain calm and explain to the occupants/visitors what is happening.
- Inform emergency services of Evacuation.
- Proceed to Designated Assembly Point for transportation: main carpark at assembly area 1.
- Designated staff member (Fire Warden) will take control of the situation.
- Ensure all persons are accounted for (use listing of occupants) by each Group Leader.
- It is assumed that most guests will have special needs (generally being children and juveniles)
- The Fire Warden (or person responsible) is to advise the local emergency services that the centre is being evacuated (include how many people and where they are going)
- On instruction, proceed on foot to Sparrow Ground, 1.1 km to the west along Spencer Street if safe to do so.
- Alternatively evacuate by bus to 5th Ballarat Scout Hall

Address: 660 Humffray St Sth
Golden Point VIC 3350

- All contact details to be collected before leaving.

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21. DESIGNATED ON-SITE SHELTER

When an incident occurs outside of the camp the emergency services or the Incident Controller (Chief Warden) determines the safest course of action is to keep visitors and staff inside a designated building on the camp (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Incident Controller on-site will take charge and activate the Incident Management Team if necessary.

The lodge building.

In the event that advice has been given from Emergency Services to Shelter in Place, or the Fire Warden decides that there is no longer time to evacuate safely, the following procedures should be followed.

All Occupants gather at Designated Assembly Point and move to the Shelter in Place point The Lodge.

- Close all doors and windows.
- Seal doors and windows with wet towels
- Turn off all mechanical ventilation equipment.
- Shelter in part of building away from the primary fire front
- Monitor fire front.
- Monitor communication channels.
- Stay calm and alert.
- Await passing of fire front and outside temperature to fall.

22. PATRON/STAFF LIST

List of all guests and workers (and workers family). This must be continually updated during the fire season.

Other guests, contractors, visitors as per sign-in register. **Main Office - Caretakers House**

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23. ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2-dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

Table 1. Primary Risk Category

Primary Risk Category. (the primary risk is the most immediate or likely risk). Risks may technically fall under several categories e.g. A student who has their leg trapped under a falling mast on a sailboard may suffer a physical injury (primary Risk), such as a broken leg, however there may be legal action at some point in the future (secondary risk).

Primary Risk Category	Brief Risk Description
Physical	Injury risk to person - including: <ul style="list-style-type: none"> • Participants • Instructors • Community members
Property and Equipment	Damage to campsite property / equipment.
Environmental	Includes risk factors that may impact upon the activity: <ul style="list-style-type: none"> • Climate e.g., Thunder and lightning, strong winds • Terrain
Medical and Disease	Includes risk factors associated with: <ul style="list-style-type: none"> • Pre-existing medical condition e.g., Epilepsy, asthma. • Loss of required medication e.g., Asthma inhaler. • Disease transmission. From person or environment e.g., Influenza.
Psychological	Risk associated with trauma or fear/stress.
Legal, Moral and Ethical	Risk associated with: <ul style="list-style-type: none"> • Legal action and/or litigation. • Breach of legal obligations. • Criminal activity.

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Table 2: Likelihood Matrix

Level	Descriptor	More Detail
A	Almost Certain	Will occur, Expect frequent / regular occurrences
B	Likely	The event will probably occur more than once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur
E	Rare (Very Unlikely)	The event may occur only in highly exceptional circumstances

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Table 3: Consequence Matrix - relate to the most probable outcome.

E.g., A fall from a windsurfer is most likely to result in no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.

Level

Level	Descriptor	More Details	Injuries	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	Student still able to participate. Little impact <30min
2	Minor	Minor Injuries/damage sustained. Low impact, possible public embarrassment.	First Aid Treatment	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	Student unable to continue with activity. Instructor impact whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3rd party action, high news impact	Extensive Injuries. Medical Treatment	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3rd party action, high news and media impact.	Deaths	Loss of instructor/s, closure of centre whilst investigation conducted.

Table 4: Level of Risk - consideration of both likelihood and consequence.

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

Important Note: Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures serious consideration should be given to not proceeding with this activity. Risk vs Reward for this specific activity should be carefully considered!!

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Table 5. Risk Priority - an indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.

Rating	Description
Low	Low Priority - Any further control should be implemented to reduce the risk to as low as reasonably practicable.
Medium	Medium Priority - The activity where practical should cease until safety controls are implemented. Assess the risk, determine whether current controls are reasonably practicable for the task/ work area/ environment or if further action/treatment is required. All risk mitigation factors to be explored and exhausted before proceeding. If the activity is to be continued after implementing safety controls, the controls must be reviewed and approved by the relevant Manager.
High	High Priority - Requires immediate action to redress risk. Additionally, risk should be closely monitored to ensure management strategies to reduce risk are effective.
Extreme	Extreme - Cease or isolate source of risk. Immediate attention, response and treatment required prior to commencement or continuation of work.

Important note: The assessment and identification of **Risk Priority** should not be solely based upon the likelihood or frequency of an event occurring, but more a consideration of a number of factors, including **frequency, likelihood, consequences** (particularly the possibility of serious personal injury or death) and **risk of litigation or legal exposure!** A student competing in a bicycle tour event on a controlled public road is very unlikely to be involved in a collision with a motor vehicle, however the consequences may well be most serious, with the possibility of a serious injury and possible legal exposure. Therefore, a Risk Priority rating of **High** should be applied, with appropriate risk management.

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Table 4: Hierarchy of OHS hazard controls.

Priority	Action	Description	Example
1	Eliminate the Hazard	Determine if the process, plant, equipment, testing methods, materials or substances are necessary	Offsite fabrication, Purchase ready to use reagents
2	Substitute the Hazard	Reduce the risk by substituting a less hazardous process, plant, equipment, testing method, material or substance	Replace ladder with scissor lift, Substitute solvent based paint with water-based paint. Redesign plant to reduce noise levels. Replace frequent telephone use with headsets.
3	Isolate the Hazard	Isolate the hazard by using containment, shielding or distance	Put insulation around noisy equipment. Guards over moving parts
4	Administrative Controls	<ul style="list-style-type: none"> Reduce the duration of exposure to the hazard. Intersperse high demand or intense activity with lighter, less intense tasks. Establish safe work practices. Provide training and supervision appropriate to the level of expertise of the personnel involved. Introduce procedures, signs, permits to increase awareness of the hazard or limit exposure to the hazard. Administrative controls may be used as a secondary measure to supplement the other agreed risk controls	Job rotation, Work instructions, Restricting access to the area, Keeping the area free of clutter. Being prepared for emergencies e.g., spills Safety inspections Training and induction programs
5	Personal Protective Equipment	Provide personal protection. This is the last resort because it is the least reliable and requires high levels of supervision, skills and attention. Personal protection may be used as a secondary measure to supplement the other agreed risk controls	Hearing protective devices, Respirators, Hard hats

Table 5: Risk Register / Risk Management

This table lists the identified threats and hazards to our assessment of the risks associated with those threats and hazards and how we reduce their impact.

Potential Threats/Hazards - Non-routine Incidents	Description of Risk	Current control measures implemented	Risk Rating			Risk Control Measures that could also be considered
			Consequence	Likelihood	Risk Level	
1. Bushfires	<ul style="list-style-type: none"> Risk of death/injury from burns or smoke inhalation. Risk of property damage or property loss. Risk of psychological injury. 	<ul style="list-style-type: none"> Liaise with local fire services to determine potential controls e.g., clearing trees, building safety etc. Ensure Emergency Management Plan is up to date including identification of shelter-in-place and evacuation points. Ensure supply of loudhailers and spare batteries. Check CFA website, alerts during the bushfire season. Schedule and practice emergency drills on a regular basis. Ensure early evacuations. Ensure staff and group organisers are advised of fire bans in the region. 	Catastrophic	Rare	High	

<p>2. Grassfires</p>	<ul style="list-style-type: none"> • Risk of death/injury from burns or smoke inhalation. • Risk of property damage or property loss. • Risk of psychological injury. 	<ul style="list-style-type: none"> • Liaise with local fire services to determine potential controls e.g., clearing trees, building safety etc. • Ensure Emergency Management Plan is up to date including identification of shelter-in-place and evacuation points. • Ensure supply of loudhailers and spare batteries. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills on a regular basis. • Ensure early evacuation. • Ensure staff and group organisers are advised of fire bans in the region. 	<p>Catastrophic</p>	<p>Rare</p>	<p>High</p>	
<p>3. Fire</p>	<ul style="list-style-type: none"> • Risk of injury from burns or smoke inhalation. • Risk of property damage or property loss. 	<ul style="list-style-type: none"> • Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • Ensure supply of loudhailers and spare batteries. • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, 	<p>Catastrophic</p>	<p>Rare</p>	<p>High</p>	

		damaged equipment etc are disposed of in an appropriate manner.				
4. Severe weather and storms	<ul style="list-style-type: none"> • Risk of roof down flooding • Risk of injury. • Risk of property damage. • Risk of psychological injury. 	<ul style="list-style-type: none"> • Ensure roofs/gutters/drains are clear. • Liaise with SES/local government to identify potential risks. • Develop contingency for storage of equipment/materials if necessary. 	Major	Unlikely	High	
5. Intruders / Personal threat	<ul style="list-style-type: none"> • Physical or psychological injury could occur to staff, children, visitors or contractors if threatened or physically assaulted by an intruder. • There is a risk that property could be damaged. 	<ul style="list-style-type: none"> • Ensure the office is a secure area and that no-one can enter the office area unless they have a key. • Ensure any visitors/contractors sign in through the office area when they first arrive on site. 	Moderate	Rare	Low	

6. Earthquake	<ul style="list-style-type: none"> • Risk of injury. • Risk of property damage or property loss. 	<ul style="list-style-type: none"> • Ensure EMP is up to date. • Training to staff and children in emergency response procedures during an earthquake e.g., drop, cover and hold. • Ensure supply of loudhailers and spare batteries. 	Major	Rare	High	
7. Bomb Threat	<ul style="list-style-type: none"> • Physical or psychological injury could occur to staff, visitors or contactors. 	<ul style="list-style-type: none"> • Ensure each phone has a Bomb Threat Checklist available. • Schedule and practice emergency evacuation drills on regular basis. • Implement and follow Bomb Threat response procedure (located in EMP). • Ensure supply of loudhailers and spare batteries. 	Catastrophic	Rare	High	
8. Vehicle Incident	<ul style="list-style-type: none"> • Risk of death / injury. • Risk of psychological injury. 	<ul style="list-style-type: none"> • Ensure all vehicles have suitable first aid kits, insurance details and emergency contact numbers. • Drivers complete a safety check prior to driving the vehicle. • Ensure drivers have a valid driver's licence. • Drivers should check adverse weather conditions e.g. bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary, postpone the trip. 	Catastrophic	Rare	High	

<p>9. Bus Incident</p>	<ul style="list-style-type: none"> • Risk of Death or Injury • Risk of psychological injury. 	<ul style="list-style-type: none"> • Bus Company EMP should include details relating to emergency procedures and bus routes. • Drivers should check adverse weather conditions e.g., floods, bushfires (check CFA website), road closures (Vic Roads website) prior to leaving and if necessary, postpone the trip. • Ensure all drivers have means of communication with Bus Company and the camp. 	<p>Catastrophic</p>	<p>Rare</p>	<p>High</p>	
<p>10. Pandemics and communicable diseases</p>	<ul style="list-style-type: none"> • Risk of Health and/or Death (in extreme cases of a pandemic) • Covid 19 	<ul style="list-style-type: none"> • Ensure basic hygiene measures are in place. • Ensure there is convenient access to water and liquid soap and/or alcohol-based sanitiser. • Ensure staff and children are educated about covering their cough to prevent the spread of germs. • Follow COVID 19 rules and regulations. <p>https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</p>	<p>Moderate</p>	<p>Possible</p>	<p>High</p>	
<p>11. Major Medical emergency</p>	<ul style="list-style-type: none"> • There is a risk to health and possibly death. 	<ul style="list-style-type: none"> • First Aid Officer is appointed, and training is up to date. • First Aid Officers follow first aid and infection control processes. 	<p>Moderate</p>	<p>Possible</p>	<p>High</p>	

		<ul style="list-style-type: none"> Staff are aware of emergency procedures. Staff are aware of defibrillator and EpiPen location and are trained in their use. 				
12. Hazardous Substance Release: Inside and Outside Facility Grounds	<ul style="list-style-type: none"> Exposure to certain liquids or gases may be hazardous to health. 	<ul style="list-style-type: none"> Safe work procedures for handling chemicals prepared and staff instruction provided. Schedule and practice emergency evacuation drills on a regular basis. Ensure EMP is up to date. Obtain Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer. Ensure gas heaters are maintained in accordance with manufacturer's guidelines. Ensure supply of loudhailers and spare batteries. 	Major	Rare	High	
13. Off-site emergencies	<ul style="list-style-type: none"> Risk of injury to staff and student's / youth members in the event that an emergency occurs offsite at an 	<ul style="list-style-type: none"> Ensure Activity Operator carries a mobile phone and first aid kit. Adhere to the Operators' Guidelines 	Major	Rare	High	

	excursion, professional development day, camp or other offsite activity.					
14. Lost or missing camper	<ul style="list-style-type: none"> Risk of injury to camper Risk of psychological injury 	<ul style="list-style-type: none"> Staff and volunteers are instructed on management procedure: Contact local police and provide a description of the camper, where and when last seen, camper's state of mind and whether the camper has any physical or emotional issues. Establish search team(s) to search the camp and the area where the camper was last seen. Where the camper has not been found after one hour, the camp Manager or most senior staff member may contact and advise camper's parents. 	Moderate	Unlikely	Medium	
15. Campers sign out incident	<ul style="list-style-type: none"> Risk of camper being signed out to a parent or person from whom the court has withdrawn access rights 	<ul style="list-style-type: none"> Ensure on-site sign out procedure is followed, including sign out only at the office and only to persons who identify themselves as being the responsible parent approved party. Ensure that staff or volunteers man exits on last day of camp to retrieve office sign out forms. Ensure that campers being signed out by camp coach organisers when disembarking from coaches are only 	Major	Rare	High	

		<p>signed out to persons who identify themselves as being the responsible parent approved party.</p> <ul style="list-style-type: none"> • Coach organisers are to return sign out forms for all campers to the camp office 				
16. Snake Bite	<ul style="list-style-type: none"> • Risk of death 	<ul style="list-style-type: none"> • Ensure campers are alerted to the possibility of encountering snakes at camp and at offsite activities, particularly at the National Park 	Moderate	Possible	High	
17. Power Failure	<ul style="list-style-type: none"> • Risk of food contamination • Risk associated with moving around unlit rooms at night 	<ul style="list-style-type: none"> • Ensure fridge / freezer temperatures are monitored. • Ensure torches are provided to campers 	Insignificant	Likely	Medium	
18. Gas Failure	<ul style="list-style-type: none"> • Dissatisfied campers as heating in most rooms is via ducted or gas wall heaters 	<ul style="list-style-type: none"> • Ensure all gas heaters and oil heaters are serviced as per manufacturer's instructions 	Insignificant	Possible	Low	
19. Water failure	<ul style="list-style-type: none"> • Inconvenience to campers though lack of bathroom facilities 	<ul style="list-style-type: none"> • Contact Central Highlands Water Water faults and emergencies line 1800 061 514. • Contact plumber. • Consider purchase of bottled water. 	Insignificant	Possible	Low	

	<ul style="list-style-type: none"> Inability to prepare meals 	<ul style="list-style-type: none"> Keep campers informed 				
20. Sewerage leak	<ul style="list-style-type: none"> Health and Safety risk from leaking waste 	<ul style="list-style-type: none"> Contact camp plumber. Contact camp electrician if the fault lies with the pumps. Advise EPA if spillage endangers environment. Ensure pumps are serviced in accordance with manufacturer's guidelines. Ensure sewer pipes are flushed through during regular site maintenance 	Insignificant	Possible	Low	
21. Fire ban days	<ul style="list-style-type: none"> Inability to ferry children home to country towns 	<ul style="list-style-type: none"> Ensure camp has contact information for all campers and local organisers. Bus company maintains communication with the camp at all times during transfer days. Camp staff monitor CFA website cfa.vic.gov.au/fires and CFA Fire Ready App Victorian Bushfire Information Line 1800240 667 Ensure kitchen provides additional meals as required 	Moderate	Likely	High	



Emergency Management plan



22. Phone Failure	<ul style="list-style-type: none"> Inability to contact emergency services leading to delays in incident response time 	<ul style="list-style-type: none"> Ensure the camp's mobile is always charged and in its location in the office 	Insignificant	Possible	Low	
23. Internet Failure	<ul style="list-style-type: none"> Inability to monitor CFA website during an emergency leading to uninformed incident strategies 	<ul style="list-style-type: none"> Ensure a battery-operated radio is stored in the emergency management cupboard in the main office 	Insignificant	Likely	Medium	

24. AREA MAP



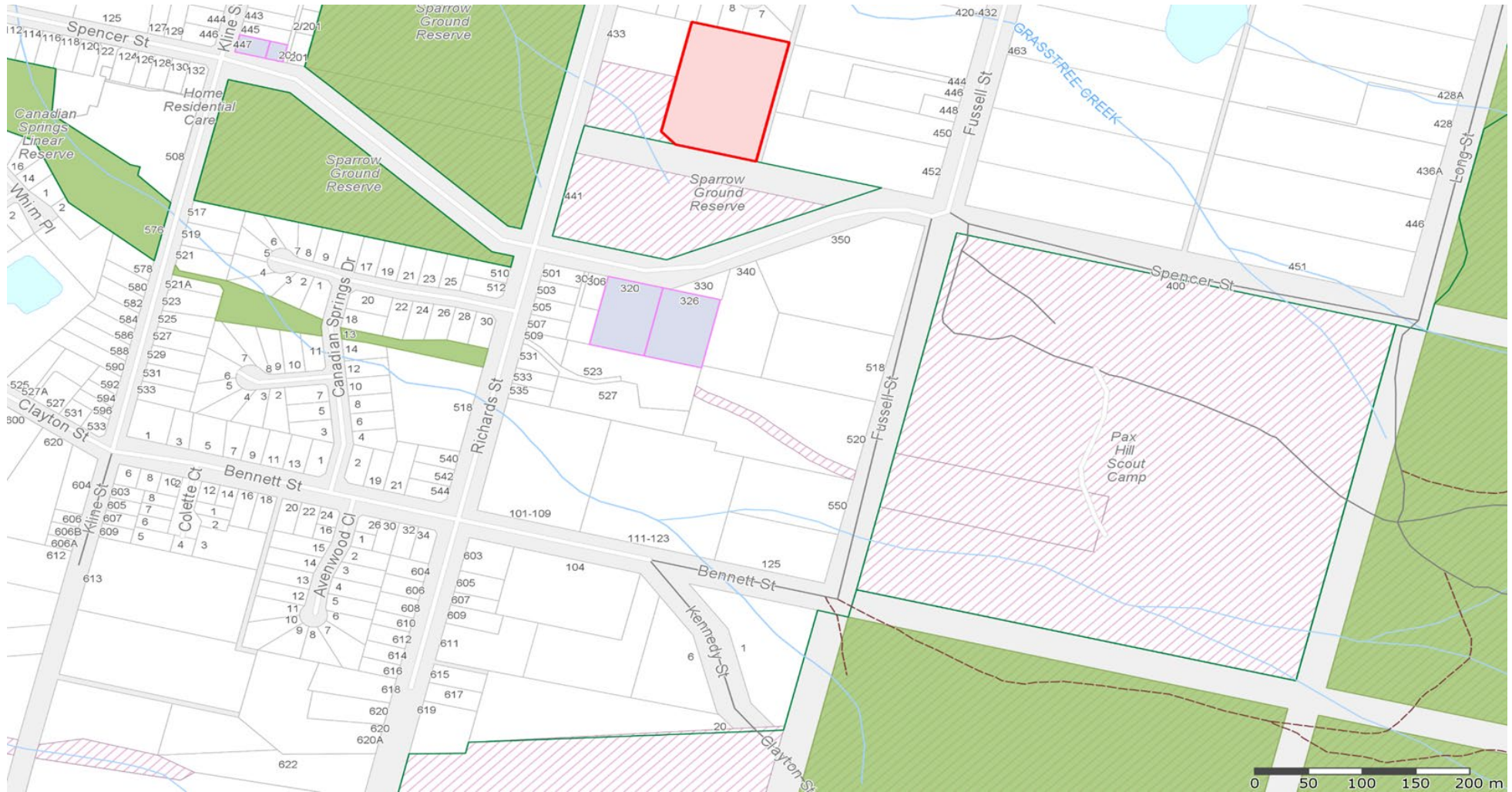
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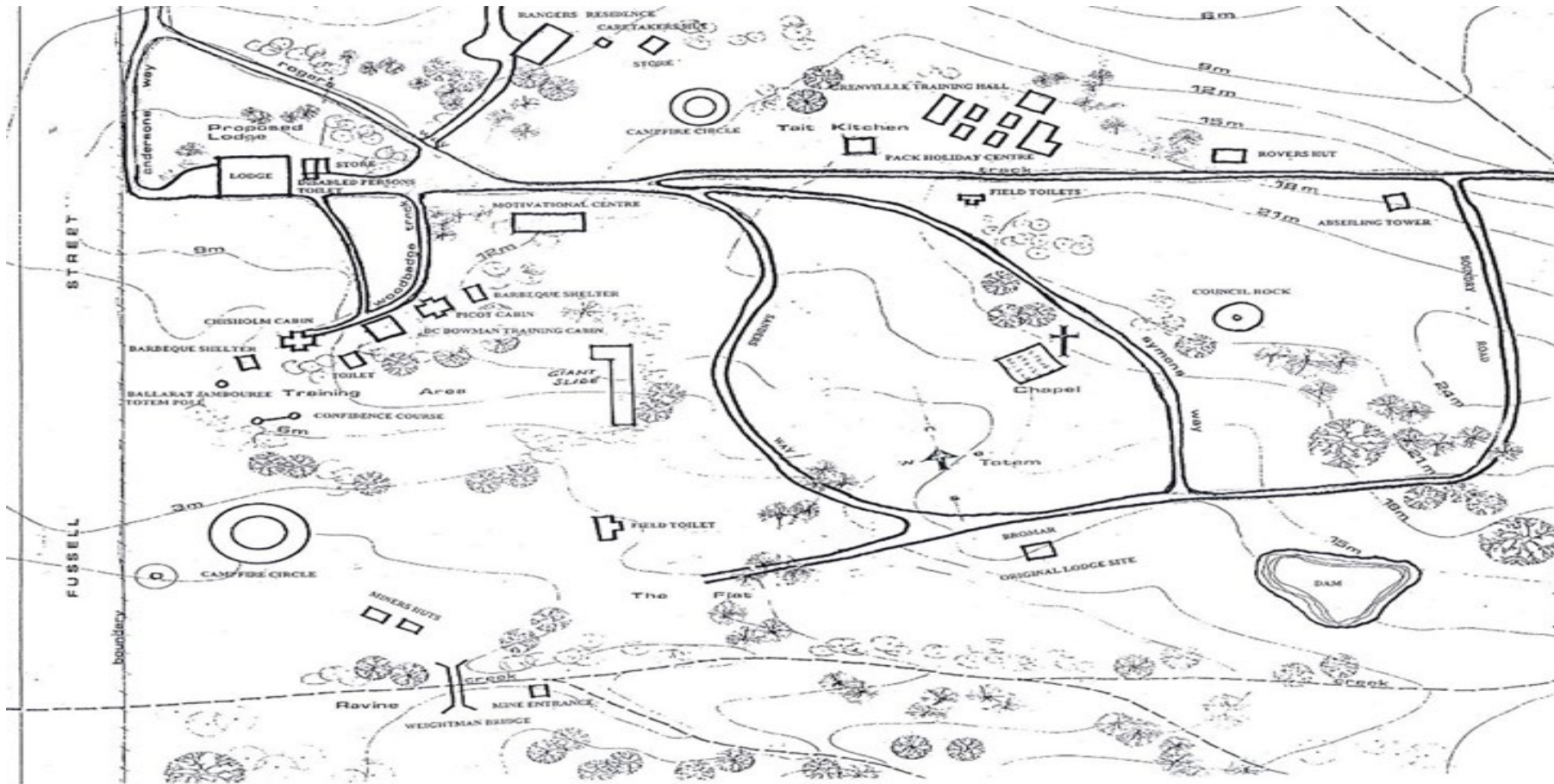


Area Map cont.:



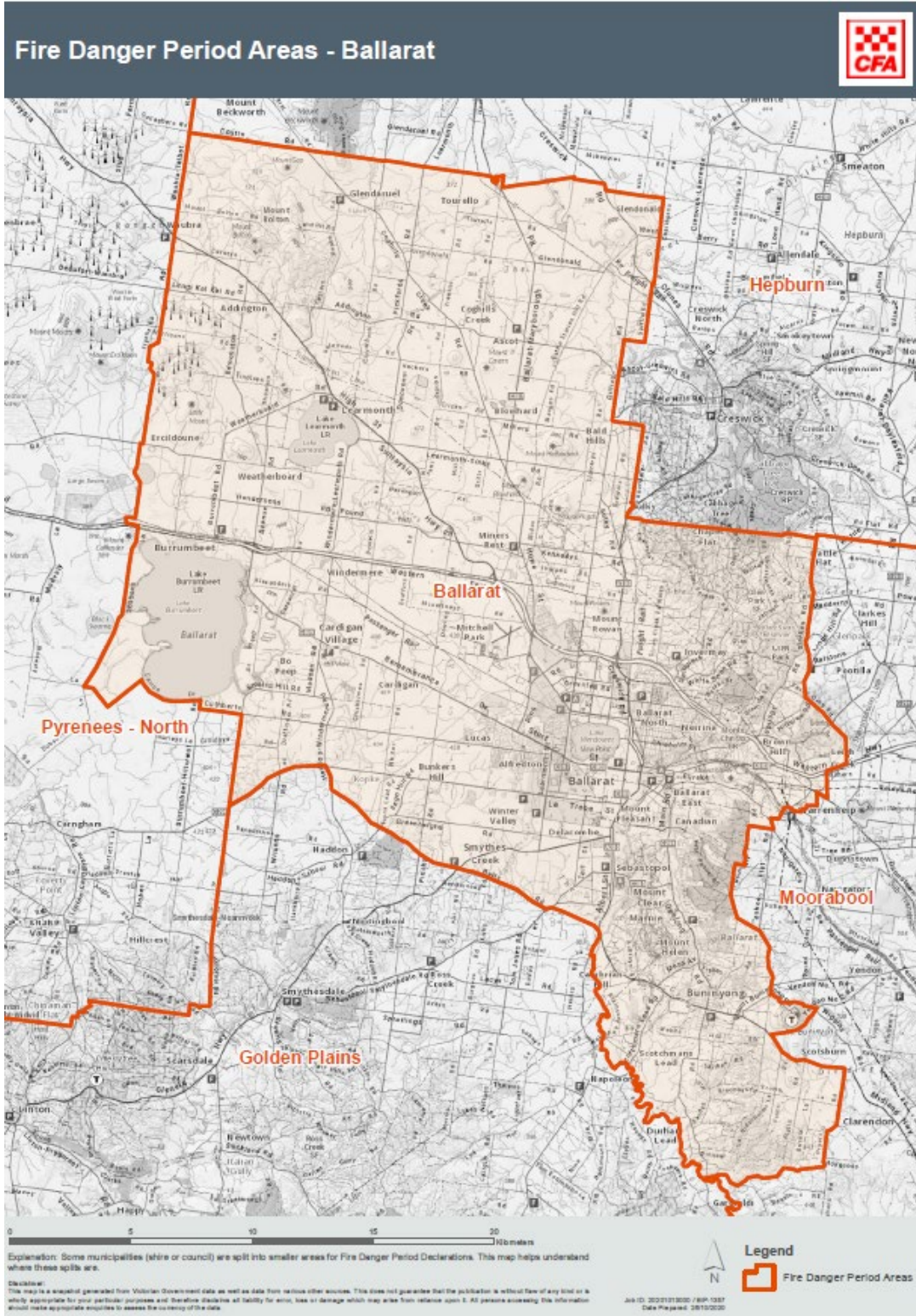
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25. PARK MAP



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26. FIRE DANGER PERIOD AREAS - BALLARAT



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27. PREFERRED EVACUATION ASSEMBLY AREAS

General Camps

The preferred evacuation area is outside the Main Lodge. During general operation, where it is safe to do so, schools or groups are to assemble at the area where staff or group organisers will undertake a check that all campers are present and inform the Camp Manager.

Where it is unsafe to use the preferred evacuation area, alternative evacuation areas have been designated - being an area of bush reserve.

The Camp Manager will request that an adult member of the group go to the main gate to inform emergency services where the problem has occurred and advise of any missing persons.

28. EVACUATION, LOCKDOWN, LOCKOUT AND SHELTER-IN-PLACE PROCEDURE

During an emergency it may be necessary to activate evacuation, lockdown, lockout or shelter-in-place procedures. At all times, adults must seek to reassure and calm affected children and, if trained, provide first aid as required.

On-site evacuation procedure

If it is unsafe for campers or staff to remain inside a building, the building will be evacuated. Camp staff will facilitate evacuation. Group organisers/staff will ensure that all campers have heard the evacuation alarm and escort children to the first assembly area if safe to do so. Where it is not safe to move to the main assembly area, campers are to go to the nearest secondary assembly area.

Group organisers will undertake a head count and advise camp staff - the Camp Manager - of any missing campers.

The Camp Manager will request an adult group member go to the main entrance gate to advise emergency services the location of the incident and whether anyone is missing.

Off-site evacuation procedure to offsite first assembly area

If it is unsafe for students, children and staff to remain at the facility and the facility grounds, the camp will be evacuated to the northern side of the oval. An off-site

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evacuation might occur when there is a bomb threat, fire, gas leak, chemical spill, flood etc.

Group organisers will undertake a head count and advise camp staff - the Camp Manager - of any missing campers.

The Camp Manager will request an adult group member go to the main entrance gate to advise emergency services the location of the incident and whether anyone is missing.

Lockdown

A lockdown may be necessary due to an event inside a particular camp building or because something is happening outside, and emergency services have determined it is safest to stay inside.

Lockout

A lockout may be used when an internal and immediate danger is identified, and it is determined that campers and staff should be excluded from buildings for their safety. If an incident occurs at the camp whilst people are at off-site activities, the Camp Manager will nominate an adult to meet returning groups and direct them to an assembly area.

Shelter-in-place

This protective action is considered when an event takes place outside of the camp service and emergency services determine the safe course of action is to keep campers and staff inside the camp.

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29. EMERGENCY KIT CHECKLIST

The Emergency Kit Contains: ✓	
Staff data and parent contact information (contained in EMP)	
Visitors and staff with a special needs list (contained in EMP) including any visitor medications	
Staff contact information	
Visitor Release Forms/sign out the book	
List of staff	
Traffic/emergency safety vests and tabards	
Facility keys	
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	
A charged mobile phone and charger/s	
Torch with replacement batteries (or wind-up torch)	
Whistle	
Megaphone	
Portable battery powered radio	
Copy of facility site plan and EMP including evacuation routes	
Sunscreen and spare sunhats	
Plastic garbage bags and ties	
Toiletry supplies	
Other	

Date Emergency Kit checked:	
Next check date:	

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30. EMERGENCY MANAGEMENT PLAN COMPLETION CHECKLIST

This Emergency Management Plan Completion Checklist has been developed for use as a ‘final check’ to assist you to confirm that you have completed all the components of your EMP.

Please note that it is your responsibility to identify potential local hazards to your facility, assess the risks this pose and develop measures to reduce or mitigate the risks to your cohort and community.

Final Check Completed by:

Date:

Component	✓ x	Action
Cover page		
Managers name, service address, EMP issue date, EMP review date, BARR status, fire district has been specified.		
Distribution list		
Distribution list has been completed.		
Contact numbers and Communications Tree		
Appropriate key local community contact numbers have been added e.g., Fire, Ambulance, Police, local government, nearest hospital.		
Key contact numbers for internal staff have been added.		
central and regional contact numbers have been included.		
Communications Tree detailing the process for contacting emergency services, SSU, DEECD Region, staff and parents included.		
Incident management team		
An Incident Control structure has been identified, with appropriate persons assigned and contact details provided.		
Responsibilities are clearly defined and back up names included for each position on the IMT.		
Evacuation, lockdown, lockout and shelter-in-place procedures		

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Component	✓ ✘	Action
Procedures that are specific to the school processes have been completed for:		
Evacuation onsite		
Evacuation offsite		
Lockdown		
Lockout		
Shelter-in-place		
Emergency response procedures		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment.		
Staff trained in first aid		
Staff trained in first aid list is included.		
Bus coordinating schools		
Bus Coordinating Schools Emergency Contacts completed for bus coordinating schools.		
Area map and evacuation diagram		
The area map is clear and easy to follow.		
The area map has: two evacuation assembly areas on site		
external evacuation routes		
surrounding streets and safe exit points marked		
emergency services access points marked		
Evacuation diagram		
The evacuation diagram is clear and easy to follow		

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Component	✓ ✘	Action
The evacuation diagram has: a pictorial diagram of the floor or area (at least 200mm X 150mm in size, A3)		
a title e.g., EVACUATION DIAGRAM		
the 'YOU ARE HERE' location		
the designated exits, which shall be in green		
hose reels, marked in red		
hydrants, marked in red		
extinguishers, marked in red		
designated shelter-in-place location		
date plan was validated		
location of primary and secondary assembly areas		
a legend.		
Parent contact information		
Parent contact information has been obtained and is up to date.		
Students and staff with a special needs list		

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Component	✓ ✘	Action
Students and staff with special needs have been identified and strategies put in place for these persons where they require assistance in the event of an emergency.		
Profile		
The profile has been populated and reflects the school buildings, utilities etc.		
Risk assessment		
Potential local hazards/threats have been identified.		
Risks have been rated and risk assessments included.		
Local mitigations/controls have been specified.		
Emergency drill schedule		
Drills have been scheduled once per term (quarterly) for different types of emergencies		
Emergency kit checklist		
Emergency Kit Checklist has been developed with Pax Hill Activity Centre requirements.		

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31. EMERGENCY RESPONSE PROCEDURES FOR SPECIFIC EMERGENCIES

General

Call 000 if required.

- At any point that an emergency puts serious injury or life at risk emergency services are to be contacted immediately on 000.
- Delegate an adult to meet emergency services at the main gate to inform them of the locations of the emergency, management centre and first aid room and the name and mobile number of the Camp Manager.

Assess the situation.

- Quick, considered action based on good information is essential.
- Determine the nature, scale of and possible risks posed by the emergency.
- At all times prioritise the protection of life before anything else.
- Is the seriousness of the emergency increasing or likely to increase?

First Aid room

- If possible, prepare the first aid room to receive injured persons.

Camper information

- Have camper records available.

32. BUSHFIRES

Ensure that all casual and permanent staff, and all recreation volunteers attending school holiday camps install the CFA Fire Ready app on mobile phones. The app provides access to timely, relevant and tailored bushfire warnings and information. Make sure notifications are switched on and watch zones are set up to ensure local area information will be received.

- On days rated by the CFA as Code Red, Extreme or Severe, camp buildings are not considered safe protection. In the event that a bushfire has arisen in the Ballarat or surrounding areas or if either a 'Watch and Act' or 'Emergency Warning' is issued all campers are to immediately evacuate. Everyone must remain until any local fire activity has ceased and advice has been received from emergency services that return to the camp is safe. Camp staff will take contact details for all campers and staff to the Primary Off-Site Assembly Area. It is essential that emergency services are advised that the camp has evacuated.
- The area Sparrow Ground Reserve.
- On days rated **Low-Moderate, High** or **Very High**, camp buildings may provide the greatest protection. All available staff are to stay on alert to bushfire 'Advice', 'Watch and Act' and 'Emergency Warnings'.
- At all times strictly follow emergency services instructions and advice.

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Fire in camp building

Attempt to extinguish the fire if safe to do so, the fire is smaller than would fit in a regular household garbage bin and you are confident there are not highly flammable or volatile substances involved.

- Contact emergency services on 000, no matter how small the fire may be.
- Evacuate all affected campers (consider first the safety of those in close proximity) to **EVACUATION AREA**
- Keep people calm, conduct head count,
- Commence search and rescue for missing campers if safe to do so.

Assess camp capacity to continue operations after the fire is extinguished or whether guests need to return home. It is important to assess the condition of the smoke alarm and detection system if these have been affected.

Armed intruder

If safe to do so EVACUATE, the area immediately and take as many people with you as possible.

- Close and latch all doors behind you. - Do not lock -
- If you encounter responding Police keep your hands elevated with open palms visible
- Do not carry anything in your hands that could be mistaken for weapons.
- Assist those with disabilities by escorting them to the nearest exit, safe area, or into an adjoining building.
- DO NOT return until it is declared safe to do so by Police.
- Follow instructions that Police Officers may give you.

Call Out - report to the Police.

- Provide as much detail about the intruder as possible.

Hide Out - shelter-in-place.

- If you cannot exit safely, seek shelter in a room where doors can be locked or barricaded securely.
- Close and lock windows lower the blinds.
- Cover any glass in the door, if possible
- Turn off the lights.
- Remain out of sight of the door(s) and window(s)
- Remain quiet and turn off mobile phone.
- One person in the room should contact Police on 000 advising them of your location and the number of people in the room. Provide any information you have on the intruder(s)

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- Follow instructions of the 000 operators.
- If you cannot speak leave the line open so the 000 Operator can hear what is going on in the room
- Do not enter the hallways unless advised to do so by the 000 Operator or Police.
- If the fire alarm sounds stay where you are unless you smell smoke or are advised to leave by the 000 Operator
- If you cannot get out or hide out, playing dead could save your life.

33. EARTHQUAKE

- EVACUATE all campers to EVACUATION AREA
- If building integrity may have been challenged contact 000
- Do not re-enter buildings until advised it is safe to do so.
- In conjunction with emergency services, relocate campers to safe place.

34. BOMB THREAT

The bomb threat is a situation requiring considerable assessment prior to any response decisions being made. There are likely to be numerous variables involved, all contributing to the difficult decision-making process.

Staff must keep calm and act in as normal a manner as possible.

Threats may be in one of the following forms:

Written Threat: If a bomb threat is received in writing, the document should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting, paper and postmarks.

Telephone Threat: An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should **not disconnect the call** and, as soon as possible, should complete the information required on a Bomb Threat checklist. This checklist should be completed in conjunction with the received threat call.

Suspect Object: A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.
In all instances:

- Call police on 000
- Evacuate all people on site to the OVAL if this is considered safe to do.

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- Keep people calm, do not inform campers why the evacuation is occurring, conduct head count, advise police of anyone missing.
- Do not approach suspicious parcels or return to buildings.

BOMB THREAT TELEPHONE CHECKLIST	
QUESTIONS TO ASK	CALLER'S VOICE
When is bomb going to explode?	Accent (Specify)
Where did you put the bomb?	Any impediment (Specify)
When did you put it there?	Voice (e.g., loud or soft)
What does the bomb look like?	Speech (e.g., fast or slow)
What kind of bomb is it?	Diction (e.g., clear or muffled)
What will make the bomb explode?	Did you recognize the voice?
Is there more than one bomb?	If so, who do you think it was?
Did you place the bomb?	Was the caller familiar with the area?
What is your name?	THREAT LANGUAGE
Where are you?	Well spoken:
What is your address?	Coherent:
EXACT WORDING OF THREAT	Irrational:
	Taped:
	Message read by caller:
	Abusive:
	Other:
	BACKGROUND NOISES
	Street: House:
	Aircraft:
	Voices: Long distance:
	Music:
	Machinery: STD:
ACTION	Other:
Report immediately to police 000	Caller's sex: Caller's age:
Report immediately to other camp staff	CALL TAKEN
	Date: Time:
	Duration of call:
	Signature:

Electrocution

- Ensure area is safe before approaching victim.
- Contact ambulance on 000.
- Contact Group first aider to provide first aid.
- Remove campers from the area and reassure.

Drowning/near drowning/suspected drowning

If person is missing conduct search of water and banks and contact camp to see whether the child has returned unsupervised.

If person is not located contact police and ambulance on 000.

Drowning can happen in as little as 20 seconds.

Signs of drowning include:

- Head tilted back with mouth open.
- Floating face down
- Trying to swim in a particular direction and not making any progress.
- Gaspings for air

Remove the person from the water, but do not put your life in danger attempting a rescue.

If person is not breathing commence CPR immediately.

Contact ambulance on 000.

Delayed drowning can occur up to 24 hrs after a near-drowning event.

In all instances when a near-drowning has occurred the person must be assessed by a Doctor and, if the person returns to camp, monitored in accordance with the Doctor's directions.

Entrapment

- Assess the seriousness of incident.
- Is the victim likely to suffocate/bleed to death?
- If no risk to victim, then contact the camp's maintenance officer.
- If there is a risk to the victim or you, the camp's maintenance officer is unable to free the person contact emergency services on 000.
- Contact Group first aider to provide first aid.

Heart attack/suspected heart attack

- Contact ambulance on 000.
- Contact group first aider to provide CPR.
- Attach and operate automatic external defibrillator (AED) located in the first aid room in the Main Lodge. The AED provides audible and visual prompts to guide the first aider through the process.
- Ensure person is made comfortable and reassured.

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Poisoning

- Contact ambulance on 000.
- Contact Poisons Information Line on 13 11 26 and follow advice.
- Contact group first aider to provide first aid.
- Identify type of poison, how much was taken, in what concentration and by what means.
- Move victim to first aid room if able.

Hypothermia

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Centigrade.
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

In infants, symptoms include:

- Bright red, cold skin
- Very low energy level

Restore Warmth Slowly

- Get the person indoors.
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.

Begin CPR, if necessary, while warming person and continue CPR until the person begins breathing or emergency help arrives.

Give Warm Fluids

- Give the person a warm drink, if conscious. Avoid caffeine or alcohol.

Keep Body Temperature Up

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.

Follow Up

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- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

Contact ambulance on 000 if person is very distressed or CPR is required.

Heat Exhaustion

Heat exhaustion is one of the heat-related syndromes, which range in severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke.

Signs and symptoms of heat exhaustion often begin suddenly, sometimes after excessive exercise, heavy perspiration, and inadequate fluid or salt intake. Signs and symptoms resemble those of shock and may include:

- Feeling faint or dizzy
- Nausea
- Heavy sweating
- Rapid, weak heartbeat
- Low blood pressure
- Cool, moist, pale skin
- Low-grade fever
- Heat cramps
- Headache
- Fatigue
- Dark-coloured urine

If you suspect heat exhaustion:

- Get the person out of the sun and into a shady or air-conditioned location.
- Lay the person down and elevate the legs and feet slightly.
- Loosen or remove the person's clothing.
- Have the person drink cool water or other non-alcoholic beverage without caffeine.
- Cool the person by spraying or sponging with cool water and fanning.
- Monitor the person carefully. Heat exhaustion can quickly become heatstroke.
- Call 000 if the person's condition deteriorates, especially if fainting, confusion or seizures occur, or if fever of 40 C or greater occurs with other symptoms.

Asthma attack

- Sit the person upright, calm, reassure and do not leave alone.
- Give 4 separate puffs of a reliever inhaler - blue/grey puffer (e.g., Ventolin. Asmol or Airomir), using a spacer if available.
- Give one puff at a time with 4-6 breaths after each puff.
- Wait 4 minutes and if the person is still unable to breathe normally repeat the 4 puffs cycle.
- If the person is still unable to breathe normally, contact 000 and advise that someone is having an asthma attack.

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Choking

Immediate steps when a child is choking.

When a child is choking:

- Immediately check if the child is still able to breathe, cough or cry. If so, they may be able to dislodge the object by coughing.
- Do not try to dislodge the object by hitting the child on the back or squeezing the stomach - this may move the object into a more dangerous position and cause the child to stop breathing.
- Stay with the child and watch to see if their breathing improves.
- If the child is not breathing easily within a few minutes, call triple zero (000).
- If, after the coughing settles down, there is any continued noisy breathing or coughing, take the child to see a doctor, as the object may have lodged in the windpipe or airway. If this is the case, it will need to be removed in hospital using a special instrument.

What to do when the child is not breathing

If the child is not breathing:

- For a young child (under about five years), place the child face down over your lap so that the head is lower than the chest. For an older child, lay them on their side. Give four sharp blows on the back between the shoulder blades to dislodge the object.
- Check again for signs of breathing.
- If the child is still not breathing, call triple zero (000) and ask for an ambulance. The ambulance service operator will be able to tell you what to do next. You will probably be advised to start expired air resuscitation (mouth to mouth) while waiting for help.

Do not use the Heimlich manoeuvre (squeezing the abdomen or hitting the child in the abdomen) unless directed to by the ambulance service operator, as this can cause serious damage to organs in the abdomen. Always call triple zero (000) for an ambulance.

For adults

Don't slap a choking person on the back while they are upright - gravity may cause the object to slip further down the trachea (windpipe).

First aid for choking adults includes back blows and chest thrusts while the person is leaning forward.

Seizure

Do:

- Remain calm.
- Stay with person.
- Time seizure
- Protect from injury especially the head.

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- Roll into recovery position after jerking stops OR immediately if food/fluid/vomit in mouth.
- Maintain privacy and dignity.
- Observe and monitor breathing.
- Gently reassure until recovered.

Do not:

- Put anything in their mouth.
- Restrain the person.
- Move person unless in danger.
- Apply CPR

Call an ambulance on 000 if:

- You are in any doubt.
- You arrive after the seizure has started.
- Injury has occurred.
- Food or water is in mouth during seizure.
- The seizure has occurred in water.
- The seizure lasts longer than normal for that person.
- The seizure lasts longer than five minutes.
- Another seizure follows quickly.
- The person is non-responsive for more than 5 minutes after the seizure ends.
- The person has breathing difficulties after the jerking stops.
- It is the person's first known seizure.

Following/as soon as practical during the incident ensure that the child's parents are informed.

Runaway child

Why children run away.

- Conflict in relationships with other children or adults.
- Some runaway following an argument in the heat of the moment & feel too embarrassed or scared to return.
- They may be feeling out of control, trapped, angry and confused and may not know what else to do.
- Some may leave because they don't feel safe and this can be for many reasons including physical abuse, sexual abuse, and emotional abuse.

What to do

- Check with friends of the child if they have any idea where the child has gone, if they know of any issues why the child has run away and if they or anyone knows what the child was wearing.

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- Consider what the mental state of the child was before they ran away.
- Organise for search parties and follow any leads as to where the child may have gone to - consider that the child may not have left camp but simply be hiding.
- At all times assess whether your actions will exacerbate the situation or put the child at risk.

Approaching a child who has/is running away.

- Presume that the child is anxious and afraid of what your response will be.
- Remain calm, approach the child sensitively, slowly.
- Your role initially is to defuse the situation and encourage the child to believe that you want to address their issues fairly.
- After a time telling you will most probably find that the child is prepared to return to camp. You may need to consider the way this will happen such that the child's privacy and fears are respected.

Contacting parents and police

- Operations Coordinator or Recreation Coordinator who will contact the child's parents to let them know what has happened. They will also contact local police to give a description of the child so that they can assist by keeping a lookout and will inform police if the child remains missing after dark and if the child is found.

De-briefing

- It is important after a child has runaway for children and adults to debrief, to determine what can be done to address the child's issues, taking care not to reward the behaviour.
- It is important to distinguish the behaviour and the fear and anxiety it has caused from the fact that the child is not a 'bad person'.

Snake Bite

The bite site is usually painless. It may have classical paired fang marks, but this is not the most common picture. Often there are just a few lacerations or scratches.

The sequence of symptoms is highly variable but will typically begin with headache, irritability, photophobia, nausea, vomiting, diarrhea and/or confusion. Brown snake bites, even apparently trivial ones, have been associated with acute deterioration over a five-minute period leading to death. This may occur as soon as 30 minutes to an hour after the original bite.

Snake bite should always be considered in any case of unexpected confusion or loss of consciousness following outdoor activities in snake country.

It is essential to call 000 immediately if a snake bite is suspected.

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Do NOT wash the area of the bite! It is extremely important to retain traces of venom for use with venom identification kits!

Stop lymphatic spread - bandage firmly, splint and immobilise! Don't allow the victim to walk or move a limb. Walking should be prevented.

Staff and campers with special needs

At all times, the office must be aware of any staff member, contractor, volunteer or camper who has a disability to ensure that person-specific emergency management plans can be considered.

Where children attend camp with schools or groups, the Operations Coordinator will discuss appropriate procedures with the group organiser, ensuring that parties who have a support role are aware of their responsibilities.

35. SEVERE WEATHER AND STORM PLANNING

Buildings are subjected to strong northerly winds. Where the Bureau of Meteorology forecasts strong wind events camp staff will ensure that the camp is cleared of any unfixed equipment or furniture that could become airborne, monitor wind strength and take action to ensure camper and staff safety.

If a strong wind event or electrical storm occurs, or if thunder is heard less than 30 seconds after lightning is seen, camp staff will instruct campers to move indoors and stay away from windows and doors until the event has passed. Campers who are off-site must seek shelter immediately, preferably in a building, not in an open-sided shelter and not under trees.

The Operations Coordinator will require the group organiser to ensure that campers stay away from windows and stay inside until 30 minutes after the event has passed. The 30/30 rule.

The danger posed by lightning is often under-rated. If you feel hairs on your head, leg or arms tingling and standing on end, you are in an extremely high electric field. If you or any member of your group experiences any of these signs, it should be taken as an indication of immediate and severe danger. The response to any of these signs should be to instantly (seconds matter) drop and move away from all packs, remove metal shoe fittings, spread out, and adopt the lightning position. Do not ignore these signs and do not try to run to safety, unless safety is literally seconds away. If any of these signs are detected, the probability of a close discharge is high, and every effort should be made to minimise injuries and the number of injured.

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36. STAFF AND CAMPER WITH SPECIAL NEEDS

At all times, the office must be aware of any staff member, contractor, volunteer, or camper who has a disability to ensure that person-specific emergency management plans can be considered.

Where children attend camp with schools or groups, the Coordinator will discuss appropriate procedures with the group organiser, ensuring that parties who have a support role are aware of their responsibilities.

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37. GLOSSARY AND TERMS

- **Bushfire Attack** - are the mechanisms through which a bushfire may impact on a person or a building and involves wind, smoke, heat, embers, flame contact or a combination of these.
- **Emergency** - an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community in general and requires immediate response by the occupants.
- **Emergency Evacuation Plan** - EMP
- **Evacuation** - The planned movement of persons from dangerous or potentially dangerous areas to safer areas and their eventual return.
- **Occupant** - Someone who is on the premises at the time of the emergency. A permanent occupant is a person who may be residing or working in a premise on an ongoing basis, A temporary occupant is a person who may be visiting a premise for a short stay such as tourists.
- **On-Site shelter in place** - is a building within the facility that is able to accommodate the people on-site that will shelter-in-place. The place is not under threat from an emergency.
- **Off-Site planned evacuation site** - is a venue at another location some distance away that is able to accommodate all the people being evacuated. The place is not under threat from an emergency.
- **Relocation Movement of persons and/or organisations to an alternate area.**
- **Shelter-in-Place** -procedures for a relevant situation where the safest course of action is to remain in a building or location.
- **Special Needs** - physical, intellectual, visual, or auditory disability or impairment, either temporary or permanent. It also includes aged persons and juveniles who are dependent on others for their care and well-being.

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38. VERSION CONTROL

This Emergency Management Plan (EMP) has been prepared by the Pax Hill Committee of Management.

The Plan must be reviewed and updated annually prior to the commencement of the declared Fire Danger Period. The next scheduled review is.

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39. REFERENCES

- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Occupational Health and Safety Regulations 2017 \(Vic\)](#)
[Notifiable incidents to Worksafe Victoria](#)
- [Emergency Management Act 2013](#)
- [Australian Standard 3754-2010 planning for emergencies in facilities](#)
- [Emergency Management Manual Victoria 2012](#)
- [Tourism Business Fire Ready Kit](#)
- [NOLS Backcountry Lightning Safety Guidelines](#)
- [Extreme Weather and Emergency Management – Scouts Victoria](#)
- [Occupational Health & Safety Handbook – Scouts Victoria](#)
- [Sun Protection Policy – Scouts Victoria](#)
- [Scouts Australia Child Protection Policy and Prescribed Procedures](#)
- [Fixed Activity Policy](#)
- [Scout & About](#)
- [Evacuation Planning – Handbook 4](#)
- [Australian Disaster Resilience Handbook Collection - 2019](#)

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