Eumeralla Scout Camp Anglesea

Emergency Management Plan

Version /8.1 updated 31/08/2020 Grant Bews Camp Ranger

PREFACE

This emergency management plan was created by the Emergency Planning Committee of the Eumeralla Scout Camp for its location at 1415 Great Ocean Road Anglesea, Victoria 3230.

The plan is based upon recognised risk management principles, and provides the occupants of the site with specific guidance during times of emergency.

This plan relates to all persons, occupants, visitors or contractors working on or visiting this site.

The Emergency Response Plan comprises two separate sections: -

1. Response procedures for Eumeralla Camp staff including structure and operation of the Emergency Control Organisation in the camp.
2. Response procedures for Eumeralla Camp visitors.

Eumeralla Camp staff is provided with detailed response procedures in the event of any emergency. A copy of the procedures can be viewed in the main camp office.

Camp visitors are provided with basic response procedures and information to assist them in the event of any emergency.

INTRODUCTION

Camp Eumeralla is situated 35 Kilometres from Geelong along the great Ocean Road. Set in 330 acres of beautiful natural bush [recently some parts of the camp reverted back to Parks Victoria control leaving approximately 140 acres under Eumeralla lease] , along the Southern Coast line of Victoria.

The site is leased from Department of Environment Land Water and Planning [DELWP] by the Scout Association of Australia (Victoria Branch) and managed by the Eumeralla Camp Management Committee.

The camp is divided into three zones: -

Zone 1
All the main buildings on the site are located here and include the Camp Rangers Accommodation/Office, Troop Hall, Accommodation Huts, Environment Centre, Altona Hut" / Rover Villa, Headquarters Building, The Lodge and several smaller huts.

Zone 2
This includes the bush campsite areas, cleared and wooded, large and small.

Zone 3
Is a wilderness area used exclusively for observation of flora and fauna (no camping is permitted in this area, this area is now back under Parks Victoria control, refer to map).

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POLICY, AIM, AND AUTHORITY

Policy for Emergencies

This emergency management plan is developed in line with Scouts Australia's Occupational Health and Safety Policies and Procedures and gives consideration to the relevant Victorian Legislation relating to Health and Safety in the Workplace.

This emergency management plan empowers the Camp Ranger and all other members of the ECO to take control in the event of any emergency within these premises and includes

- **Fire**
- **Explosion**
- **Hazardous Material Spill**
- **Gas Leak**
- **Bomb Threat**
- **Civil Disturbance**
- **Medical Emergency**

Aim of this Plan

To provide a safe and healthy working environment and to be the framework to manage any emergencies that may occur on the site.

This plan relates to all persons, occupants, visitors or contractors working on or visiting this site, who are required to adhere to all requirements relating to Emergency Management and Occupational Health and Safety.

Liability

ECO personnel shall not be held legally liable (including liability for negligence) as a result of any act or omission on their part during the course of an emergency situation.

Authority

This plan is endorsed and empowered by the Eumeralla Camp Commissioner for and on behalf of the Emergency Planning Committee of the Eumeralla Camp Committee of Management.

Authorised by:_____

Implementation date:____/_____/____

DISTRIBUTION SCHEDULE

Name	Organisation Position	ECO Position	Date Issued	Receiver's Initials	Date Returned	Issuer's Initials

AMENDMENT TO DISTRIBUTION SCHEDULE

Amendment #		Date:	
Page Numbers		Issuer:	
Comments:			

Name	Organisation Position	ECO Position	Date Received	Receiver's Signature

DEFINITIONS

Term	Description
Emergency	An urgent immediate response to events with the potential to harm people, operations, environment or property
Emergency Control Organisation (ECO)	The ECO is a structured group, which organises response to emergency situations. It consists of ALL personnel who would be involved in the management of an emergency.
Emergency Management Plan (EMP)	A documented scheme of assigned responsibilities, actions and procedures, required in the event of an emergency.
Emergency Planning Committee (EPC)	Is a committee responsible for : - • Establishing and implementing written plans for the management of all emergencies. • Ensuring that personnel are appointed to all ECO positions. • Arranging for the training of all ECO personnel. • Organising the conduction of evacuation exercises. • Reviewing the effectiveness of exercises / procedures and modifying plans accordingly.
Evacuation Assembly Area	An identified area nominated to receive evacuated persons that will reliably provide relative safety for the evacuees.
Emergency Warning Intercom System (EWIS)	A combined emergency warning and intercommunication system for use in emergencies.
Evacuation Point	A point of egress from an area that requires evacuation.
Hazard	A source of potential harm or a situation with a potential to cause loss.
Material Safety Data Sheets (MSDS)	A document that describes the properties and uses of a substance including chemical / physical properties, health hazard information, precautions for use etc.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

EMERGENCY CONTACT TELEPHONE NUMBERS

Fire Brigade/DEWLP	**000**
Police	**000**
Ambulance	**000**
State Emergency Service (Storms etc)	**9696 6111**
Powercor 24 Hours)	**132 412**
LPG Gas (ELGAS)	**5275 8444**
Barwon Water	**1300 656 007**
WorkSafe (Accidents / Incidents)	**132 360**
Poisons Information Centre	**13 1126**
Interpreter Service (24 Hours)	**13 1450**
Department of Education	**9589 6266**
Medical Centre Anglesea	**5263 1952** **0418 521 070**
Medical Centre Torquay	**5261 3001** **0418 521 070**
Hospital Geelong	**5226 7111** **5226 7564**
Eumeralla Camp Ranger	**0448 631241**
Mobile Phone	**0448 631241**

EUMERALLA / SCOUT ASSOCIATION TELEPHONE CONTACT NUMBERS

Position	Name	Business	Mobile
		Private	
Camp Ranger Stinton Lodge	Grant and Jenni Bews [On Leave]		O448 631241
			0425741393
Assistant Camp Rangers Somers Lodge	Elliot Dale		0425 873537
	Emily Dale		0425 873537
Eumeralla Camp Commissioner	Bryce Hutton		0418543390
Regional Commissioner	Wayne Gunn		0400 653046
Chief Commissioner	Rod Byrnes	8543 9800	
Scouts Victoria	Mt Waverly	8543 9800	
Care taker Ranger	Bryce and Annette Hutton	044863124	0418543390

EMERGENCY SITUATIONS

Both Australian Standards AS 3745-1995 and AS 4083-1997 define an emergency as: "Any event that arises internally or from external sources, which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants."

Furthermore, AS 4083-1997 defines colour codes for seven types of emergencies as follows (no other colour codes should be used for emergencies):

- RED = Fire/Smoke
- BLUE = Medical Emergency
- PURPLE = Bomb Threat
- YELLOW = Internal Emergency
- BLACK = Personal Threat
- BROWN = External Emergency
- ORANGE = Evacuation
- ***Pandemic*** [refer to pandemic management plan as provided by Scouts Victoria]

The "All Clear", (when given), is always broadcast with reference to the particular emergency's colour code. The "All Clear" declaration should only be given by the Camp Ranger after consultation with the emergency services.

The fire services suggest that colour codes should only be used for internal identification of emergencies to reduce the likelihood of irrational behaviour by occupants when emergencies are being announced via EWIS or PA systems. There is no requirement to use these colour codes when notifying emergency services. Generic emergency advice is included within this section, on the following situations:

- Fire or the Threat of Fire
- Hazardous Materials Spills or Other Exposures
- Gas Leakage or Other Noxious Exposure
- Bomb Threats
- Attack by deranged persons or other civil disturbance
- Floods / Severe Storms
- Earthquakes
- Medical Emergency

EMERGENCY PLANNING COMMITTEE / ORGANISATION

The Eumeralla Scout camp is managed by a team of Camp Rangers who live on site at Eumeralla in two residences: -

- Stinton Lodge
- Somers Lodge

Normally an Emergency Control Organisation operates with a number of personnel filling various roles within the organisation eg Camp Ranger, Deputy Camp Ranger, Communications Officer and First Aid Officer. At Eumeralla, the number of camp personnel on site at any time will depend on a number of factors eg time of year, number of visitors in camp, special events etc. In the event of any emergency, camp personnel on site may have to accept a number of roles in the Emergency organisation structure.

There is an expectation that Scouting or school groups visiting the camp will be under the control of a leader who will manage their individual groups. **ALL** groups or personnel in the camp **WILL** follow the direction of Eumeralla Camp or Emergency Services personnel. Group leaders may be called on to assist as required with an emergency.

Special events at the camp, for example "Surfmoot" have their own Emergency management plan / personnel which will integrate with the Eumeralla Camp Emergency plan.

The Emergency Planning Committee / Organisation for the Eumeralla Scout Camp include the following personnel: -

- ***Eumeralla Camp Rangers Stinton Lodge***
- ***Eumeralla Assistant Camp Rangers Somers Lodge***
- ***Eumeralla Camp Commissioner***
- ***Country Fire Authority - Barwon Corangamite Area / Otway Catchment Operations Officer (Advisory Capacity Only)***

IDENTIFICATION OF EMERGENCY CONTROL PERSONNEL

Key personnel in the Emergency Control Organisation must be easily identified during an emergency; enabling ready identification by other staff and emergency personnel. Eumeralla camp rangers will coordinate any emergency response and will be identified by the wearing of a ***"WHITE HELMET and Hi Visibility Vest".***

Training Of Personnel

All members of the Emergency Control Organisation will receive training in their respective areas of responsibility.

All staff will be given an awareness of the sites emergency procedures.

All new staff along with contractors and short-term employees will receive instruction in Emergency Evacuation / Response as part of their induction.

Evacuation Drills

Evacuation drills will be conducted every six months or as decided by the ECO.

All personnel in the camp that are present at the time of such drills will participate and will follow directions of the camp / ECO personnel.
On completion of drill a review is to be completed within 2 weeks by ECO and recommendations considered.

Visitors and Contractors

All visitors must report to reception at the main office to advise camp personnel of their business and "sign in" the visitor's book if required.

All Staff belonging to the Eumeralla Scout Camp will **NOT BE** required to sign in / out.

All other Scouts Australia personnel **WILL BE** required to sign in / out,

Non Scouts Australia Visitors and contractors **WILL BE** required to sign in / out.

All contactors should be qualified for their particular trade and in receipt of required licences, permits etc prior to commencing a job. Contractors should be given an induction that includes notification of the evacuation procedures and location of toilets etc and should be escorted whilst on site by camp personnel.
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First Aid

First Aid kits are located in the Rangers Office as well as a Defibrillator with instructions. These devices are registered and their location can be obtained via a 000 call. There is an expectation that all groups will provide their own first aid trained personnel and first aid kit and equipment. Requests for additional First Aiders or equipment should be made through the camp ranger's office.

All camp rangers are trained in Level 2 workplace first aid.

MATERIAL SAFETY DATA SHEET INFORMATION

The quantities of chemical products held on site are below that required for a manifest. No HAZCHEM signage or placarding is required under the revised requirements of the *Dangerous Goods (Storage and Handling) Regulations 2000.*

A register containing a full list of all chemicals /materials together with Material Safety Data Sheets (MSDS) for all products is held on site.

The master list is located in the main office, together with a copy which is included in the Emergency Response folder.

MSDS's are also located at all locations where the chemicals are stored / used.

A map showing the location of chemicals/products is attached at the rear of this manual.

MONITORING AND ALERTING OF EMERGENCIES

During periods of hot dry conditions or on days of Severe, Extreme or Code Red, Rangers shall monitor Bureau of Meteorology web site on forecast conditions and for any warnings transmitted on the CFA app.
Personnel at the Eumeralla Scout Camp will be alerted of emergencies in the first instance by a text message to the group leader contact on Booking Form or their representative[a response ***MUST*** be received], by an audible siren from either the camp ranger's office or the mobile siren in the camp ranger's utility.
Personnel will be instructed of actions to be taken by either emergency personal, the camp ranger or in their absence the assistant camp ranger.

If this fails all camp guests are to follow the direction of the camp/group leaders.

EMERGENCY ASSEMBLY AREAS

On hearing the emergency signal **ALL** persons shall proceed in an orderly fashion to the nearest Emergency assembly area. These are located at:

- **Troop Hall (Main assembly area)**
- **Car Park West of Camp Rangers Residence**
  Both areas are clearly marked

Refer to map at rear of this folder.

At the assembly areas all personnel will follow the directions of the Emergency Service Personnel, the Camp Rangers or their designate or their individual group leaders.

IF THE SITUATUATION PERMITS AND IT IS SAFE TO DO SO all personnel should relocate in an orderly fashion to the main assembly area which is the **"Troop Hall"** All personnel shall remain at the assembly area until advised.

NOTIFICATION OF EMERGENCIES TO SCOUTS AUSTRALIA

Incidents involving loss of life, serious injury, property loss or lost or missing persons must be reported immediately to the Assistant Chief Commissioner. Monday to Friday between the hours of 08:30 am to 5:00 pm serious incidents should be reported directly to the Executive director at the Victorian Scout Centre. After hours and including weekends a mobile phone number is available.

For contact numbers see section 1 pages 1.8, 1.9

RETURN TO NORMAL

All personnel will return to normal duties following the "All Clear" being advised by the Emergency Services, the Camp Ranger or their representative. This decision will be made by the Camp Ranger or their representative after consultation with the emergency services or when it is safe to do so if the emergency services have not attended.

RECOVERY AND RESTORATION PROCESS

The last stage of emergency management is the restoration of normal operations after the event. This involves resuming full services and evaluating the response process and includes: -

Damage Assessment

ECO personnel in conjunction with other services / agencies will assist with operations for the assessment of damage to plant, structures, equipment, materials and the environment.

Containment, Clean Up and Disposal

ECO personnel in conjunction with other services / agencies will assist with operations for the containment / clean up and disposal of spills and releases of hazardous materials having regard to State / Federal regulations.

Restoration

ECO personnel in conjunction with other services / agencies and management will assist with the restoration of services etc to safely resume normal operations.

Incident Documentation

ECO personnel will assist with any investigation to determine cause[s] of an

incident. Recommendations should be made on corrective measures to prevent future occurrences. Response activities should be assessed to determine if they were effective and whether revisions to the plan are necessary.

Incident Audit Procedure

An Incident audit procedure will be initiated following a serious incident and an audit panel may be appointed on the recommendation of the assistant chief commissioner

REVIEWING AND MONITORING PERFORMANCE

This plan will be reviewed annually and or post events by the Emergency Planning Committee for both the performance of the processes and treatments. The review should address:

- Simplicity
- Flexibility
- Relevance

The ECO will meet at least twice a year and within 5 working days of any drill or emergency.

- ***Pandemic*** [refer to pandemic management plan as provided by Scouts Victoria]

A comprehensive pandemic management plan has been provided by Scouts Victoria and should be acted upon as a standalone document.

In the first instance of becoming aware of possible pandemic [covid 19 infection] isolate and communicate situation to authorities via senior camp ranger via 000 emergency call.

Consult pandemic management plan.

Maintain physical distance until authority's on scene.

Any contact by Camp Rangers during visit would need to be considered and acted upon. [Self-isolation and medical test]

"Fire in a Camp Building"

In the event of a fire in a camp building Emergency Control Personnel should –

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Call the fire brigade on "000" & notify the Camp Ranger;
- Ensure the camp Emergency Warning Signal is activated;
- Close any doors on the fire to contain the spread (only if safe to do so);
- Check that all areas have been cleared & inform the Camp Ranger;
- Extinguish the fire (only if safe to do so);
- Assist with the control and movement of camp occupants to the Evacuation Assembly Area;
- Attend the emergency control location [Troop Hall or Rangers Office]
- Ensure communications have been established with all groups currently in the camp and they have been advised of the situation;
- Ensure that all communications/actions are being recorded.
- On arrival of the emergency services act on the senior emergency service officer's instructions;
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- Remain at the Evacuation Assembly Area until advised by emergency services.
- On declaration of the "All Clear" give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Wildfire/Grass/Scrub fire"

In the event of a Grass / Scrub / Wildfire Emergency Control Personnel should –

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Contact the Fire Brigade by Phoning **000** & notify the Camp Ranger;
- Ensure the camp Emergency Warning Signal is activated.
- Ensure communications have been established with all groups currently in the camp and they have been advised of the situation.
- Attend the emergency control location [Troop Hall or Rangers Office]
- Ensured that the logging of any communications/actions that are taking place are been recorded.
- Ensure that all groups have activated their emergency plans if required.
- If safe to do so, advise all groups to relocate to the "Troop Hall" Emergency Assembly area.
- Assist with the control of movement of camp occupants to the Evacuation Assembly Area;
- On arrival of the emergency services act on the senior emergency service officer's instructions. Briefed emergency services on the type, scope and location of the emergency, and on the status of any evacuation (including location / number of campers).
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- Remain at the Evacuation Assembly Area until advised by emergency services.
- On declaration of the "All Clear" give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations.
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Hazardous Materials Incident"

NOTE: - The spill may give off toxic fumes, be corrosive (acid or alkali) or be a flammable liquid.

In the event of a Hazardous Materials spill Emergency Control Personnel should –

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Call the fire brigade on "000" providing as much information about the hazardous material as possible
- Ensure the Camp Ranger is notified;
- Ensure the camp Emergency Warning Signal is activated;
- Turn off any air conditioning and recirculation fans - ventilate to the open air if possible;
- Remove any ignition sources;
- Under instruction from the Camp Ranger notify any persons in the building/area to evacuate, (ensure Evacuation Assembly Area is upwind and at least 200 metres clear of spill location);
- Do not attempt to re-enter the affected area;
- Assist with the control of movement of camp occupants to the Evacuation Assembly Area;
- Attend the emergency control location [Troop Hall or Rangers Office]
- Ensure communications have been established with all groups currently in the camp and they have been advised of the situation;
- Ensure that all communications/actions are being recorded.
- Remain at the Evacuation Assembly Area until advised by emergency services.
- On declaration of the "All Clear" give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations.
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Gas Leakage"

In the event of a Gas Leak Emergency Control Personnel should –

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Call the fire brigade on "000" & notify the Camp Ranger;
- Isolate the gas supply at the source (if safe to do so);
- Shut down any air conditioning to prevent the spread of any flammable and/or toxic gases;
- Remove all ignition sources (if safe to do so). Turn off the electrical supply;
- Notify any persons in the building/area to evacuate, under instruction from the Camp Ranger, (ensure Evacuation Assembly Area is upwind and at least 200 metres clear of gas leak);
- Do not attempt to re-enter the affected area;
- Assist with the control of movement of camp occupants to the Evacuation Assembly Area;
- Attend the emergency control location [Troop Hall or Rangers Office]
- Ensure communications have been established with all groups currently in the camp and they have been advised of the situation;
- Ensure that all communications/actions are being recorded;
- Remain at the Evacuation Assembly Area until advised by emergency services.
- On declaration of the "All Clear" give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations.
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Personal Threat / Civil Disturbance"

In the event of a threat to Personal Safety / Civil Disturbance (may include unknown persons on site, suspicious activity etc) Emergency Control Personnel should –

- Ensure the Camp Ranger is notified immediately;
- Notify the police by dialling "000" and requesting assistance;
- Do not do or say anything that may encourage irrational behaviour;
- Alert any other emergency control personnel in your vicinity;
- Ensure communications have been established with all groups currently in the camp and they have been advised of the situation;
- Ensure that all communications/actions are being recorded.

Initiate action to: -

- ***Restrict entry to the building/area if possible;***
- ***Confine or isolate the presence from building/area occupants;***
- ***Report to the Camp Ranger regularly regarding the status of the occupant's / areas safety;***
- ***Evacuation should be considered (only if safe to do so);***
- ***Assist with the control of movement of camp occupants to the Evacuation Assembly Area;***
- ***Attend the emergency control location (if at the Troop Hall ensure phone line is diverted);***
- ***Remain at the Evacuation Assembly Area until advised by Police.***
- ***On declaration of the "All Clear" give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations.***
- ***Have as many people as possible complete the "DESCRIPTION OF OFFENDER" form". [copy's available in this folder]***

- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Lost / Missing Camper"

In the event of a lost or missing camper Emergency Control Personnel should –

- Ensure the Camp Ranger is notified immediately
- Verify the situation by consulting with group leader, teacher etc.
- Establish last seen location of missing person, description including clothing, footwear, physical/mental state, any special requirements (medical).
- Notify the police by dialling "000" and requesting assistance.
- Contact all groups in the camp and ensure all other persons are accounted for.
- Ensure that all communications/actions are being recorded.
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- Commence search of all camp buildings and immediate surrounds if possible using available staff.
- Brief emergency services upon arrival of the situation and of the status of any search that has been conducted and act on the senior emergency service officer's instructions;
- Supply emergency services with any information, maps they require.
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Bomb Threats"

In the event of receiving a telephone bomb threat:

The recipient of the call should keep the caller talking (do not hang up at any time), and note as many details as possible on the Bomb Threat Checklist.

Important details include –

- Exact wording of the threat;
- Location of the device;
- Time of detonation;
- Sex and other details of the caller, such as estimated age;
- Details of speech, accent, delivery, and background noises.
- Complete 80mb Threat Checklist **(DO NOT HANG UP THE PHONE);**
- Notify the emergency control personnel who will notify the Police by dialling "000"
- Do not do or say anything that may encourage irrational behaviour;

IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND:

1. **Do not touch.**
2. **Clear the area.**
3. **Notify emergency control personnel immediately.**
4. **Follow the directions given.**
5. **Prevent all persons from entering the area where the device is located.**

"Bomb Threats (continued)"

- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.
- Emergency Control Personnel to select location of Evacuation Assembly area based on information received i.e. possible bomb location, safe area etc.
- Assist with the control of movement of camp occupants to the Evacuation Assembly Area;
- Attend the emergency control location [Troop Hall or Rangers Office]
- Ensure communications have been established with all groups currently in the camp and they have been advised of the situation;
- Ensure that all communications/actions are being recorded.
- Brief emergency services upon arrival of the situation and of the status of any search that has been conducted and act on the senior emergency service officer's instructions;
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- Remain at the Evacuation Assembly Area until advised by emergency services.
- On declaration of the "All Clear" give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Severe Storms/ Flood"

In the event of a flood or severe storm Emergency Control Personnel should –

- Store or secure all loose items external to the building, such as outdoor furniture, etc.;
- Secure all windows (closing curtains / blinds) and external doors;
- Tape windows and glass entrances, and protect them with boards and sand bags (if necessary);
- Isolate / shut off electricity, water, and gas services;
- Protect valuables, disconnect electrical equipment, and cover and/or move it away from windows;
- Attend the emergency control location [Troop Hall or Rangers Office]
- Ensure communications have been established with all groups currently in the camp and advise them to relocate to the Evacuation Assembly Area;
- Ensure that all communications/actions are being recorded.
- Assess status of all groups in the camp re injuries, lost personnel etc.
- Assist with the control of movement of camp occupants to the Evacuation Assembly Area;
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- During a severe storm remain in the building, keeping the occupants away from windows;
- After the storm, evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm;
- Report to the Camp Ranger regarding the status of the occupant's safety.
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

"Medical Emergency"

In the event of required medical assistance personnel should –

- Check for any life threatening situation and remove or control it (if safe to do so)
- Defibrillator located at top of ramp at Camp Rangers Office, if required, send for this.
- Remain with the casualty and provide appropriate support.
- Notify the Camp Ranger;
- Notify the ambulance service by dialling "000";
- Ensure appropriate medical assistance is provided to the level of the available first aiders training;
- Designate someone to meet the ambulance and direct it to the location of the casualty;
- Ensure that all communications/actions are being recorded;
- Meet emergency services upon arrival and brief personnel as required.
- Assist Emergency Services as required;
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

NOTE: -

1. **Provide support and appropriate assistance to the casualty and the first aider.**
2. **Do not move a casualty unless they are exposed to a life-threatening situation.**

ATTACHMENT 1 – FIRST AID TRAINED PERSONNEL

The following are personnel trained in first aid at the Eumeralla Scout Camp.

Name	Qualification
Grant Bews	Level 2 first aid, oxy, defib
Jenni Bews	Level 2 first aid, oxy, defib
Elliot Dale	Level 2 first aid, defib
Emily Dale	Level 2 first aid, defib
Ellie Bews	Level 2 first aid, oxy, defib, spinal
Bryce Hutton	Level 2 first aid, oxy, defib
Annette Hutton	Level 2 first aid, oxy, defib

ATTACHMENT 2 – MATERIAL SAFETY DATA SHEET CONTENTS LIST

Please place all MSDS's in Alphabetical Order

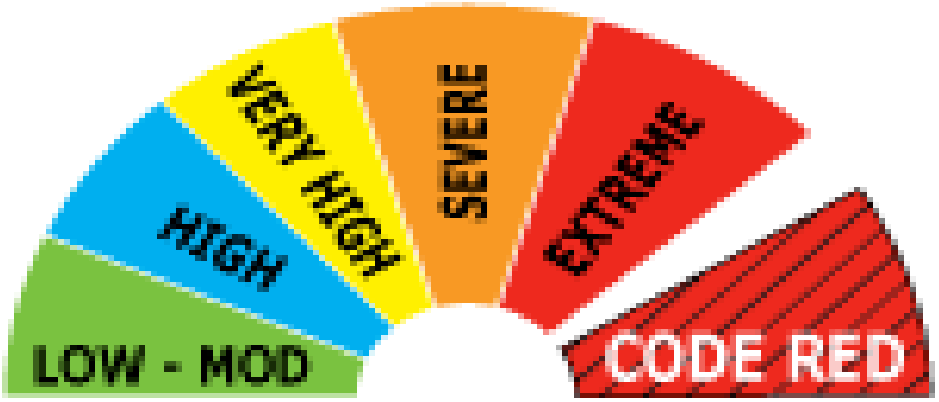
MSDS Number	Substance Name
	See MSDS attached to this folder

ROLES AND DUTIES OF EUMERALLA CAMP PERSONNEL

At the time of any emergency the Senior Camp Ranger will take control of that emergency. In their absence, the Deputy Camp Ranger will then assume control of the emergency. Leaders of individual units/groups staying in the camp shall be responsible for people in their own individual group. However ALL personnel on site at Eumeralla, either Eumeralla Staff or visitor at the time of an emergency shall follow the direction of the most Senior Camp Ranger in charge or most senior Emergency Service Officer.

It is also the roll of Senior Camp Ranger or in their absence the Assistant Camp Ranger to;

During periods of hot dry conditions or on days of Severe, Extreme or Code Red, Rangers shall monitor Bureau of Meteorology web site on forecast conditions and for any community warnings transmitted on the CFA website or phone app. All relevant information is to be passed on to group leaders, staff visitors and contractors via phone call or face to face. Text can be used *providing a response is received*. Advise group of actions to be taken, if any.
Enforce evacuation procedure if FDI [Fire Danger index] reaches a rating of 60 FDI, using the table below as a guide;



CODE RED (Catastrophic) (FDI 100+)
If you live in a bushfire prone area the safest option is to leave the night before, or early in the morning. Leave the area the night before or early in the morning. If this is not practical, take immediate action to protect the group. Practise or remind the group about behaviour in the event of a threat from fire.
EXTREME (FDI 75-99)
The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared, well-constructed and you can actively defend it. Leave the area the night before or early in the morning. If this is not practical, take immediate action to protect the group. Practise or remind the group about behaviour in the event of a threat from fire.
SEVERE (FDI 50-74)

The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared and you can actively defend it. If your activity is in a bushfire prone area consider leaving early in the day. • remind group of the location and route to your severe weather site. • practise or remind the group about behaviour in the event of a threat from fire. • reassess the likelihood of meeting the goals of the activity • re-evaluate route selection and evacuation options • re-evaluate campsite choices • ensure procedures are modified to account for the heightened fire risk

VERY HIGH (FDI 25-49) If you live in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of a day. If your activity is in a bushfire prone area • reassess the likelihood of meeting the goals of the activity • re-evaluate route selection and evacuation options • re-evaluate campsite choices • ensure procedures are modified to account for the heightened fire risk e.g. meals that do not require cooking, waste disposal, campsite procedures • practise or remind the group about behaviour in the event of a threat from fire.

HIGH (FDI 12-24) Check your Bushfire Survival Plan Review your activity plan including severe weather sites, particularly those for bushfires

LOW– MODERATE (FDI 0-11) Check your Bushfire Survival Plan Review your activity plan including severe weather sites.

EUMERALLA CAMP - LEADER IN CHARGE RESPONSIBILITIES

- Assist the camp management committee/Emergency Planning Committee with determining emergency management policy.
- Regularly review the Emergency Management Plan together with the Emergency Planning Committee.
- Determine training strategies for all personnel.
- Assist with the co-ordination all training drills and exercises.
- Oversee and support the activities of camp rangers in their role as Rangers.
- Ensure campers/user groups are advised of camp Emergency Procedures through the provision of camp procedures/polices.

EUMERALLA SENIOR CAMP RANGER
NORMAL RESPONSIBILITIES

- Assist the Camp Commissioner with their duties as required.
- Ensure that they familiarise themselves with their area.
- Ensure good housekeeping is maintained.
- Review the communication networks within the workplace.
- Ensure all communication equipment and contact numbers are maintained on a regular basis.
- Ensure emergency alerting siren is functional and tested on a regular basis
- Provide general first aid assistance as required.
- Be responsible for ensuring the supply/maintenance of first aid kit and Defibrillator is up to date.
- Ensure they have a current certificate of competency for the required level of first aid.
- Review and practice procedures annually, build in to yearly plan.

EUMERALLA SENIOR CAMP RANGER EMERGENCY RESPONSIBILITIES

On becoming aware of an emergency the Senior Camp Ranger should:

- Ascertain the nature, location and scope of the emergency and determine the appropriate action/s;
- Ensure that a response has been actioned including: -
  - Notifying Camp personnel of an emergency situation by activation of the emergency warning system or any other means;
  - Establishing communication with other camp rangers/campers and if necessary, initiate evacuation / controlled entry procedures as required;
  - Providing lists of the occupants of the camp that are to be accounted for;
  - Establishing and maintaining an incident log of all communications and actions relating to the event;
  - Conveying MSDS register to the emergency control point for the emergency services if required;
  - Conveying First Aid equipment to the Emergency Control Point;
- Attend the emergency control point;
- Ensure that the appropriate emergency service/s have been notified;
- Brief emergency services upon arrival on the type, scope and location of the emergency, and on the status of any evacuation (including location / number of campers);
- Act on the senior emergency service officer's instructions;
- Ensure communication with camp groups maintained;

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EUMERALLA SENIOR CAMP RANGER EMERGENCY RESPONSIBILITIES (CONTINUED)

- If time and the situation permits, assist with the provision of first aid treatment required to the level of their training recording any actions taken;
- Ensure Scout Association of Australia has been advised of incident;
- Refer all Media enquiries to Scout Association of Australia;
- Remain at the Evacuation Assembly Area until advised by emergency services;
- On declaration of the “All Clear” give the authority for personnel to disperse from Emergency Assembly areas and resume normal operations;
- On completion of the incident ensure all actions/communications have been recorded as per Scout Association of Australia procedures.

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CAMP VISITOR / GROUP LEADER NORMAL RESPONSIBILITIES

- Ensure good housekeeping is maintained in their area.
- Familiarise themselves with the information contained within their Eumeralla Camp information folder that they received on arrival/check in;
- Familiarise themselves with their camp area and surrounds, identifying possible alternative routes from their location to assembly areas.
- Make themselves aware of location/operation of any emergency equipment and location of Emergency Assembly areas;

  For groups camping in Zone 2, Emergency assembly area #2 adjacent to Rangers Residence

  All other groups to assemble at Troop Hall Assembly area #1

  - Troop Hall is the designated shelter in place due to its size aspect central location, open areas surrounding it and cement sheet construction
- Familiarise themselves with camp emergency procedures;
- Ensure their "Group and Visitor Name Register" is up to date;
- Ensure they regularly check with the Camp Ranger regarding possible Community Warnings issued or impending weather conditions eg hi Fire Danger Index, Total Fire Ban or weather event".
- Communicate/practise these procedures with personnel in their group.

CAMP VISITOR/ GROUP LEADER EMERGENCY RESPONSIBILITIES

On being notified or becoming aware of an emergency, the Camp Visitor or Group Leader should take the following actions:

IMMEDIATELY communicate with the Camp Ranger or his Deputy by whatever reliable means available, the nature of the emergency.

Camp Ranger Ph. 0448 631241

Mobile Ph. 0448 631241

- Act on instructions received from the Camp Ranger.
- Alert neighbouring campers of the situation if warranted.
- **IF SAFE TO DO SO and IF REQUIRED PHONE**

Emergency services:- 000

You will need to tell them: -

Location – Eumeralla Camp, 1415 Great Ocean Rd, Anglesea

CFA Map Reference – Region 7, Map 546, 572 463

Melways Reference / Edition 32 – Map 611, 10 D

SURF COAST EMERGENCY BEACH SIGNS

87W, 80 W – ADJACENT TO CAMP

90W - ADJACENT TO ANGLESEA TOWN SHIP

Type of Emergency – Persons involved – Type of Injuries

DO NOT HANG UP UNTIL ASKED BY THE OPERATOR

IF CIRCUMSTANCES ARE WARRANTED AND IT IS SAFE TO DO SO, begin implementation of evacuation of all personnel to the closest Emergency Assembly area.

Emergency Assembly Areas are located at: -

- **TROOP HALL for those camping in The Lodge, Headquarters, Campfire Circle, The Money Box, Cyril Smith, and Troop Hall [Zone #1]**
- **Car Park WEST OF CAMP RANGERS RESIDENCE, for those camping in the Environment Centre, The Fernery, Rotunda and all District Sites. [Zone #2]**

- **Troop Hall is the designated shelter in place due to its size aspect central location, open areas surrounding it and cement sheet construction**

SEE CAMP SITE MAP AT REAR OF FOLDER FOR LOCATION OF ASSEMBLY AREAS

Camp User Emergency Responsibilities Handout - PAGE ONE OF TWO

CAMP VISITOR/ GROUP LEADER EMERGENCY RESPONSIBILITIES

- Assemble the people in your group and conduct a head count;
- Ensuring that all people are accounted for, proceed in an orderly fashion to the nearest Emergency Assembly Area.
- Take with you your "Group/Visitor Name Register".
- Ensure all personnel are suitably dressed;
- Take blankets/sleeping bags for protection from radiant heat;
- **LEAVE ALL** vehicles at campsite. Keep roadways clear;
- **TURN OFF ALL** gas and electrical appliances;
- Ensure that the Camp Ranger is advised of any actions taken as soon as possible;
- Remain at Assembly area until instructed by Camp Rangers or emergency service personnel **OR** it is unsafe to remain. If possible make your way to the Troop Hall using main roads / tracks**.**

DO NOT ENTER BUSH LAND AREAS!

EMERGENCY RESPONSE GENERAL

- **ALWAYS** advise the Camp Ranger of any Emergency or unusual situation that may have an impact on camp personnel.
- Assist persons in immediate danger ONLY IF SAFE TO DO SO!
- If a Hazardous materials incident or gas leak remain upwind of the affected area and do not re-enter until advised. Unsure all ignition sources are turned OFF.
- If a medical emergency check for any life threatening situation and remove or control it. Ensure someone remains with the casualty and provides appropriate support.

At All Times Remain Calm, Don't Panic

Camp User Emergency Responsibilities Handout - PAGE TWO OF TWO