

# Emergency Management Plan 2024 - 2025



Physical Address	138 Darrigan Road, Corop
Phone Number	03 5484 8236
Email Address	info@campkookaburra.com.au
Bureau of Meteorology/Fire District	Corop
Managers	Joshua Syers Carlie-Maree Honey
Date Plan Approved	30 <sup>th</sup> May 2023
Next Plan Review Date	30 <sup>th</sup> May 2025

## Table of Contents

<b>1. Purpose</b> .....	<b>4</b>
<b>2. Scope</b> .....	<b>4</b>
<b>3. Distribution</b> .....	<b>4</b>
<b>4. Emergency contacts</b> .....	<b>6</b>
4.1 Emergency services .....	6
4.2 Our Camp Kookaburra contacts .....	6
4.3 Local/other organisations contacts.....	6
4.4 Bus emergency contacts.....	6
<b>5. Incident Management Team</b> .....	<b>7</b>
5.1 Incident Management Team (EMT) structure.....	7
5.2 Incident Management Team contact details .....	7
<b>6. Incident Management Team responsibilities</b> .....	<b>8</b>
<b>7. Staff trained in first aid</b> .....	<b>10</b>
<b>8. Emergency response procedures</b> .....	<b>10</b>
8.1 On-site evacuation/relocation procedure.....	10
8.2 Off-site evacuation procedure .....	11
8.3 Lock-down procedure .....	12
8.4 Lock-out procedure .....	12
<b>9. Response procedures for specific emergencies</b> .....	<b>13</b>
9.1 Building fire.....	13
9.2 Bushfire.....	13
9.3 Asbestos .....	13
9.4 Flood.....	14
9.5 Heat (extreme).....	14
9.6 Loss of essential services .....	15
9.7 Major external emissions/spill (includes gas leaks) .....	15
9.8 Medical emergency .....	15
9.9 Missing participant .....	15
9.10 Intruder.....	15
9.11 Bomb/substance threat .....	16
Bomb Threat Checklist.....	18
9.12 Severe weather event .....	20
9.13 Smoke.....	20
9.14 Snakes.....	20

9.15 Violence and/or aggression.....	21
9.16 Earthquake.....	21
<b>10 Area map.....</b>	<b>22</b>
<b>11 Evacuation diagram.....</b>	<b>23</b>
<b>12 Staff with additional needs .....</b>	<b>24</b>
<b>13 Post Emergency Record .....</b>	<b>25</b>

## 1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how Camp Kookaburra will prepare for and respond to emergency situations.

## 2. Scope

This EMP applies to all staff, participants, visitors, contractors, and volunteers at Camp Kookaburra.

## 3. Distribution

A copy of our plan has been distributed to:

Name	Position Title and Organisation Name	Date Sent	Email Address or Postal Address
Moshe Kahn	Director		
Dina Kahn	Director		
Joshua Syers	Manager		
Carlie Honey	Manager		
Kylie Bloomfield	Qualified Camp Kookaburra Staff		
Tina McKenzie	Qualified Camp Kookaburra Staff		
Hailey Wilson	Qualified Camp Kookaburra Staff		
Leanne Houkes-Wilson	Qualified Camp Kookaburra Staff		
Trey White	Staff		
Alistair Wales	Staff		
Heather Supheert	Staff		

## In an Emergency

***Call***

**Police,  
Ambulance, Fire  
Services**

**000**

***For Advice call***

***Joshua Syers  
Carlie Honey***

**0421 437 417  
0458 175 766**

***Convene your*  
Incident Management Team**

## 4. Emergency contacts

### 4.1 Emergency services

In an emergency requiring **Police, Ambulance and CFA** attendance call **000**.

### 4.2 Our Camp Kookaburra contacts

Key Roles	Name	Mobile
Managers	Joshua Syers Carlie Honey	0421 437 417 0458 175 766
First Aid Officer	Carlie Honey	0458 175 766
OHS Representative	Carlie Honey	0458 175 766
Qualified Camp Kookaburra Staff	Kylie Bloomfield Tina McKenzie Hailey Wilson Leanne Houkes-Wilson	
Staff	Trey White Alistair Wales Heather Supheert	

### 4.3 Local/other organisations contacts

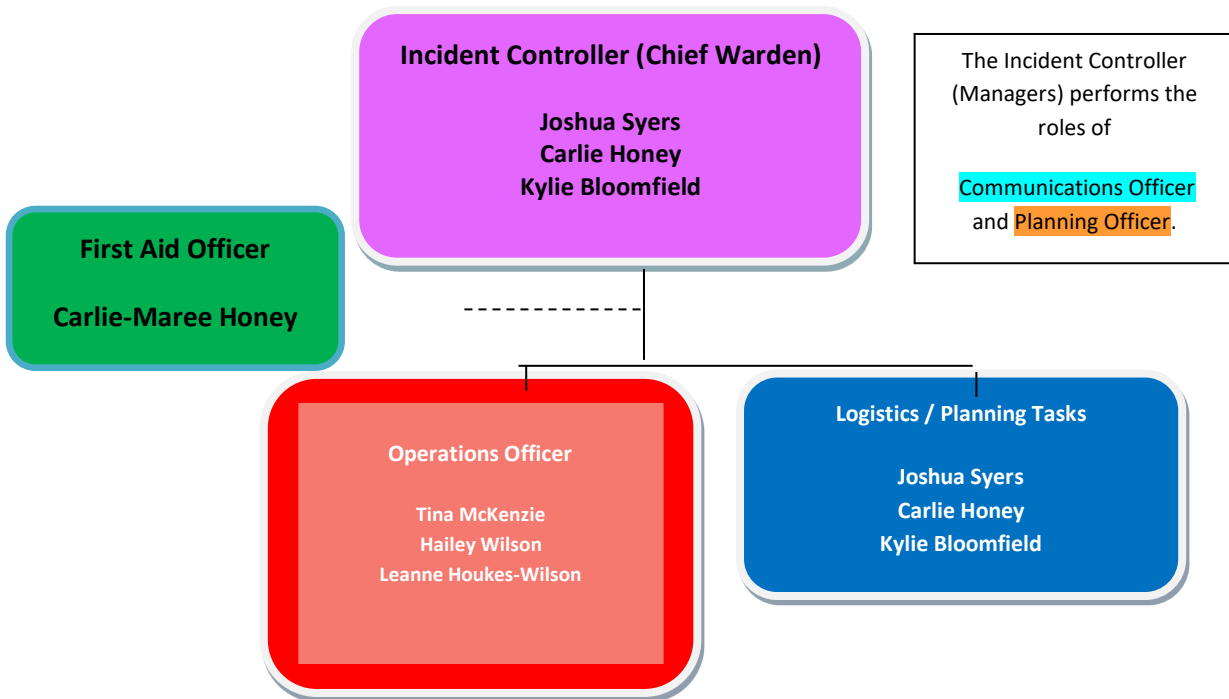
Kyabram Police Station	03 5853 1777
Echuca Regional Health	03 5485 5000
Bendigo Health	03 5454 6000
Elgas	13 11 61
Powercor	13 24 12
Goulburn Murray Water	1800 013 357
Plumber – Gary Mlligan	0418 542 785
Gas Plumber – Kane Moroney	0499 178 068
Moran’s Water – Drew Shotton	0418 558 578
Electrician - Ned Barlow	0438 348 110
SES (flood, storm, and earthquake)	13 25 00
WorkSafe Victoria	1800 136 089
Child Protection	13 12 78 - after hours

### 4.4 Bus emergency contacts

Bus Company	Contact Name	Phone/Mobile
Dyson's Bus Service	Greg	

## 5. Incident Management Team

### 5.1 Incident Management Team (EMT) structure



### 5.2 Incident Management Team contact details

EMT Role/Activities		Primary Contact		Back Up Contact
Chief Warden	Name	Carlie Honey	Name	Joshua Syers
	Phone/Mobile	0458 175 766	Phone/Mobile	0421437 417
Planning tasks will be performed by:	Name	Carlie Honey	Name	Joshua Syers
	Phone/Mobile	0458 175 766	Phone/Mobile	0421437 417
Operations (Area Warden) tasks will be performed by:	Name	Joshua Syers	Name	Carlie Honey
	Phone/Mobile	0421437 417	Phone/Mobile	0458 175 766
Communications tasks will be performed by:	Name	Carlie Honey	Name	Joshua Syers
	Phone/Mobile	0458 175 766	Phone/Mobile	0421437 417
Logistics (Warden) tasks will be performed by:	Kylie Bloomfield Tina McKenzie Hailey Wilson Leanne-Houkes Wilson			
First Aid tasks will be performed by:	Name	Carlie Honey	Name	Joshua Syers
	Phone/Mobile	0458 175 766	Phone/Mobile	0421 437 417

## 6. Incident Management Team responsibilities

### Chief Warden

#### Pre-emergency

- Maintain current contact details of EMT members.
- Ensure 'Staff trained in first aid' list is up to date.
- Conduct regular exercises/drills.
- Ensure our emergency response is kept up to date.
- Ensure staff on the EMT are aware of their responsibilities.

#### During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Ensure that the emergency services have been notified.
- Ensure the appropriate response has been actioned.
- Convene our EMT as required.
- Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.
- Brief the incoming emergency services and respond to their requests.

#### Post- emergency

- When the incident is rendered safe or the emergency services return control, notify the EMT members to have staff and participants return to normal operations.
- Organise debrief with the EMT and, where appropriate, with any attending emergency service.
- Ensure recovery activities are considered and implemented as required.

### Planning

#### Pre- emergency

- Assist the Chief Warden
- Identify resources required.
- Participate in emergency exercises/drills.

#### During emergency

- Attend the emergency control point.
- Ascertain the nature and scope of the emergency.
- Report any changes in the situation to the Chief Warden
- Act as directed by the Chief Warden
- Plan for contingencies.

#### Post- emergency

- Collect and evaluate information relating to the emergency.
- Identify recovery needs and develop a recovery plan (if required).



## **Operations (Area Warden)**

### **Pre- emergency**

- Regularly check and report on deficiencies of emergency equipment and kits.
- Coordinate safety practices (for example, clear egress paths, access to first attack equipment such as fire extinguishers and disposal of rubbish) by Wardens throughout their areas.
- Participate in emergency exercises/drills.

### **During emergency**

- Attend the emergency control point.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.
- Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on the floor or area warrant this.
- Control the movement of people.
- Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency.
- Confirm that the Logistics Officer's/Warden's activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden.

### **Post emergency**

- Compile report of the actions taken during the emergency for the debrief.

## **Communications**

### **Pre- emergency**

- Assist the Chief Warden
- Ensure emergency contact details are up to date.
- Participate in emergency exercises/drills.

### **During emergency**

- Attend the emergency control point.
- Ascertain the nature and location of the emergency. Maintain up to date information.
- Confirm that emergency services have been notified.
- Notify appropriate EMT members.
- At the direction of the Chief Warden provide instruction and information to staff, Group Leaders and participants as required.
- Keep a log of events that occurred during the emergency.
- Act as directed by the Chief Warden.

### **Post- emergency**

- Collate logs of events completed by all EMT members during the emergency for the debrief and ensure they are secured for future reference.

## Logistics (Warden)

### Pre- emergency

- Ensure staff are aware of the emergency response procedures.
- Carry out safety practices (e.g., clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish).
- Participate in emergency exercises/drills.

### During emergency

Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden.

Activities may include the following:

- Attend the emergency control point.
- Operate the communication system in place.
- Check that any doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected area.
- Assist occupants with disabilities.
- Act as leader of groups moving to nominated assembly areas.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
- Report status of required activities to the Operations Officer/ Area Warden on their completion.
- Act as directed by the Chief Warden

### Post- emergency

- Compile report of the actions taken during the emergency for the debrief.

## 7. Staff trained in first aid

**Note: It is not a requirement of Camp Kookaburra staff to have First Aid, Anaphylaxis and Asthma Management training as if First Aid is to be performed on group participants, this is the responsibility of the Group Leader. As best practice, Camp Kookaburra staff have their First Aid certificate.**

## 8. Emergency response procedures

### 8.1 On-site evacuation/relocation procedure

When it is unsafe for group participant, staff, and visitors to remain inside the facility, the Chief Warden on-site will take charge and activate the EMP if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified on-site evacuation point is most appropriate to use.
- Assemble group participants, staff, and visitors at your nominated on-site Emergency Assembly Area.
- Take the staff attendance list, your First Aid Kit, and a copy of this EMP.
- Once at the assembly point, check all participants, staff and visitors are accounted for.

- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

### **Actions after on-site evacuation/relocation procedure**

- Ensure any participants, Group Leader, staff, or visitors with medical or other needs are supported.
- Determine if there is any specific information staff, participants and visitors need to know.
- Undertake operational debrief with staff, Group Leaders, and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.

### **8.2 Off-site evacuation procedure**

If it is unsafe for participants, staff, and visitors to remain on the facility's grounds the Chief Warden Commander on-site will take charge and activate the EMT if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.
- Determine which of your facility's pre-identified off-site evacuation points is most appropriate to use.
- Assemble group participants, staff, and visitors at your nominated on-site Emergency Assembly Area.
- Take the staff attendance list, your First Aid Kit, and a copy of this EMP.
- Once at the assembly point, check all participants, staff and visitors are accounted for.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

### **Actions after off-site evacuation procedure**

- Ensure any participants, Group Leader, staff, or visitors with medical or other needs are supported.
- Determine if there is any specific information staff, participants and visitors need to know.
- Undertake operational debrief with staff, Group Leaders, and Incident Management Team to identify any off-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form.

### 8.3 Lock-down procedure

When an external and immediate danger is identified, and it is determined that the participants should be kept securely inside the Dining Room the Chief Warden on-site will take charge and activate the EMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Initiate the lock-down and provide instructions to Group Leaders and staff, for example, close internal doors and windows, remain in Dining Room, sit below window level.
- Check that all external doors (and windows if appropriate) are barricaded.
- If available, allocate staff to be posted at barricaded doors to allow participants, staff, and visitors to enter if locked out.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored, and no unauthorised people allowed access.
- If it is safe to do so, have a staff member wait at the main entry to the facility to guide emergency services personnel.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.

#### Actions after lock-down procedure

- Ensure any participants, staff, or visitors with medical or other needs are supported.
- Determine if there is any specific information Group Leaders, staff, participants, and visitors need to know
- Undertake operational debrief with Group Leaders and staff and EMT to identify any lock-down and procedural changes that may be required.
- Complete your Post Emergency Record.

### 8.4 Lock-out procedure

When an internal immediate danger is identified, and it is determined that participants should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the EMT if necessary.

- **Call 000** for emergency services and seek and follow advice.
- Announce lock-out with instructions about what is required. Instructions may include nominating staff to:
  - lock doors to prevent entry
  - check the premises for anyone left inside
  - obtain Emergency Kit
- Determine which of your facility's pre-identified on-site evacuation point's is most appropriate to use.
- Assemble participants, staff, and visitors at your nominated on-site Emergency Assembly Area.
- Check that participants, staff, and visitors are all accounted for.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.
- Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

- Maintain a record of actions/decisions undertaken and times.

### **Actions after lock-out procedure**

- Ensure any participants, educators, staff, or visitors with medical or other needs are supported.
- Determine if there is any specific information Group Leaders, staff, participants, and visitors need to know
- Undertake operational debrief with staff and EMT to identify any lock-out and procedural changes that may be required.
- Complete your Post Emergency Record form.

## **9. Response procedures for specific emergencies**

### **9.1 Building fire**

- Sound alarm (three short blasts of a whistle, short break, three short blasts of whistle).
- If appropriate, follow the procedure for on-site evacuation.
- Report the emergency immediately to the Chief Warden who will convene your EMT if necessary.
- Extinguish the fire (only if safe to do so).
- Evacuate to appropriate Emergency Assembly Area.
- Check that all areas have been cleared and notify the Chief Warden.
- Check that all participants, staff, visitors, and contractors are accounted for.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.

### **9.2 Bushfire**

A bushfire/grassfire is observable or identified via a Vic Emergency App alert, emergency services and/or other advice and within approximately 30km from Camp Kookaburra.

- If immediate assistance is required phone '000'
- Contact Vic Emergency Hotline on 1800 126 126 for information on the fire
- Determine appropriate response strategy (evacuate, or appropriate assembly area) in consultation with emergency services if possible
- Report the emergency immediately to the Chief Warden who will convene your EMT and in consultation with emergency services determine the appropriate response.
- Continue to monitor local conditions (wind changes, size of fire, direction of travel) and emergency warnings and advice messages through the Vic Emergency App, TV, radio tuned to an emergency broadcaster (local ABC radio)
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.
- Speak with 1<sup>st</sup> Lieutenant at local CFA ([Corop](#))
- Evacuate campsite when at earliest possibility

### **9.3 Asbestos**

Report the incident to the 24/7 'Asbestos Make Safe' line on 1300 133 468 and follow their advice. Depending on the circumstances they will send an Occupational Hygienist, asbestos removalist and / or contractor to assess the situation.

- Isolate the area:

- Vacate everyone from the affected area
- Restrict entry to the identified area by i.e., locking a room, erecting temporary fencing and/or placing tape around the area
- Erect signage at entrances to affected area indicating unauthorised personnel must not enter
- Seek advice from the OHS Advisory Service available for assistance with the implementation and ongoing management of the Occupational Health and Safety Management System – Asbestos Requirements. OHS Advisory Service can be contacted on 1300 074 715.
- Seek advice from the VSBA Asbestos Reform Unit on [asbestos.reform@edumail.vic.gov.au](mailto:asbestos.reform@edumail.vic.gov.au)

## 9.4 Flood

- **Call 000** if immediate/life threatening
- Monitor the Vic Emergency website and/or Vic Emergency App
- Contact the Vic Emergency hotline on 1800 226 226 for information
- Monitor the Bureau of Meteorology website for weather updates and weather warnings and follow the advice
- Listen to local radio or TV for weather warnings and advice.
- Do not drive, ride or walk-through floodwater
- Evacuate campsite when at earliest possibility

## 9.5 Heat (extreme)

To minimise the risks associated with extreme hot weather, Camp Kookaburra has developed appropriate strategies and measures. Actions may include the following:

- Call '000' if immediate medical assistance is required

### **Activities**

- Restrict outdoor time.
- Cancel or re-schedule any outdoor activities by duration and intensity i.e., to start earlier or later in the day when the heat is less intense, and to include more rest breaks.
- Consider modifying and relocate activities during extreme hot weather (e.g., indoor morning/afternoon tea and lunch.
- Ensure participants make use of extra shade from both man-made structures and natural features such as trees to provide cooler environments for outdoor activities.
- Where possible, ensure sufficient shelter is available for participants awaiting activities.

### **Hydration**

- Ensure participants and staff continue to hydrate and monitor the hydration of participants with additional needs.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants

### **Notification/Information**

- Brief staff to be extra vigilant during periods of prolonged heat
- Notify Group Leader about heat conditions

### **Preparations**

- Ensure water tanks have sufficient water

- Arrange additional water (bottles)
- Water front and back lawns to ensure campgrounds are kept cool

## 9.6 Loss of essential services

When there is a loss of essential services (power, water, communications):

- Determine which services are affected and the extent of the impact.
- Respond to any immediate threat to participant and staff safety and isolate/secure buildings/areas if necessary.
- Call 000 if emergency services are required to respond e.g., power lines down on campgrounds.
- Contact the relevant provider/s to report outage and ascertain when restoration will occur.
- Consider consequential impacts, e.g., power outage will impact on water
- Hire generator and Cool Room services

## 9.7 Major external emissions/spill (includes gas leaks)

- Contact the relevant utility faults/emergency line and follow advice
- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene your EMT if necessary.
- Move staff and participants away from the spill to a safe area and isolate the affected area.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants.
- Seek advice regarding clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
- Seek advice from OHS Advisory Service 1300 074 715
- Consider notification to WorkSafe 13 23 60

## 9.8 Medical emergency

If a medical emergency occurs on site

- Call '000' if immediate/life threatening
- Administer First Aid (Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants)
- Record evidence (if applicable)
- Keep other participants away from the emergency/incident
- Provide support for participants who may have witnessed early stage of emergency

## 9.9 Missing participant

If participant is missing and/or cannot be accounted for:

- Search the immediate area
- **Call 000** for emergency services and seek and follow advice
  - Provide a description, time last seen and location
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants

## 9.10 Intruder

- **Call 000** for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine whether evacuation, lock-down or shelter-in-place is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants

## 9.11 Bomb/substance threat

### If a suspicious object is found (or the threat identifies the location of a bomb)

#### *Immediate response*

- Immediately clear and cordon off the area in the vicinity of the object.
- Call **000** for police and seek and follow advice.
- Report the threat to the Chief Warden who will coordinate the emergency response until police arrive.
- Do not approach, touch, tilt, or tamper with the object.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants

#### *Evacuation*

- Evacuate Camp Kookaburra and:
  - Ensure participants and staff are not directed past the object
  - Check that all participants, staff, and visitors are accounted for
  - Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
  - Restrict all access to the site and ensure there are no barriers inhibiting access by police

#### *Communication*

- Provide police with details of the situation, including actions you have taken and intend to take. Follow any advice provided by police.
- Await "all clear" advice from police before returning to buildings to resume normal activities.

### If a bomb/substance threat is received by telephone

- **DO NOT HANG UP**
- Keep the person talking for as long as possible and obtain as much information as possible.
- Without alerting the caller, signal a co-worker to:
  - call 000 for police on a separate phone
  - notify the Chief Warden
- Fill out the *Bomb Threat Checklist* (attached page ) and record the following details while you are on the phone to the caller. The checklist should be located with staff who normally answer in-coming phone calls):
  - gender of caller
  - age of caller



- accents and speech impediments
- background noises
- key phrases used
- whether the threat is automated/taped/recorded.

#### **If a bomb/substance threat is received by letter**

- Place the letter in a clear bag or sleeve and store in a secure place
- Avoid any further handling of the letter or envelope
- Call 000 for police and seek and follow advice
- Notify the Chief Warden
- If the letter identifies the location of a device, immediately clear and cordon off the nominated area. Do not approach, touch, tilt, or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.

#### **If a bomb/substance threat is received electronically e.g., by email**

- **DO NOT DELETE THE MESSAGE**
- Call 000 for police and seek and follow advice
- Notify the Chief Warden
- If the email identifies the location of a device, immediately clear and cordon off the area. Do not approach, touch, tilt, or tamper with the object.
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above.

#### **If you are at the site of an explosion**

- Direct staff to shelter participants under sturdy tables or desks if objects are falling around you.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
- Implement evacuation and communication procedures as indicated in section "**If a suspicious object is found**" above. Do not retrieve personal belongings or make phone calls when evacuating.
- Help others to leave the area.
- Watch for falling debris.
- Once out of the affected building:
  - Move participants away from windows and glass doors or other potentially hazardous areas
  - Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
  - Use caution to avoid debris that could be hot or sharp
  - Call 000 for emergency services and seek and follow advice
  - Be aware of any potential secondary explosions

# TELEPHONE BOMB THREAT CHECKLIST

## STAY CALM

DATE CALL RECEIVED: / /

TIME OF CALL:

TIME CALL ENDED:

### EXACT WORDING OF THREAT

.....  
.....  
.....

Could you identify the caller's phone number? .....

## DON'T HANG UP KEEP THE CALLER TALKING

### ASK THE CALLER

When is the bomb going to explode? .....

Where is the bomb? .....

What will make the bomb explode? .....

What kind of bomb is it? .....

What does the bomb look like? .....

Why did you place the bomb here? .....

Where are you now? .....

What is your name? .....

What is your address? .....

When was the bomb placed here? .....

Who placed the bomb? .....

**DON'T HANG UP** (the call may be traceable if the phone line is kept open, even if the caller hangs up!)

### CALL DETAILS (where possible to obtain)

Did you recognise the caller? ..... If so, who do you think it was? .....

Was the call:  Robotic/Automated  In-Person  Pre-Recorded

Estimated age of caller? ..... Did the caller seem familiar with the site? .....

### Characteristics of the call:

VOICE	SPEECH	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Man	<input type="checkbox"/> Fast	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Music
<input type="checkbox"/> Woman	<input type="checkbox"/> Slow	<input type="checkbox"/> Calm	<input type="checkbox"/> Talk/voices
<input type="checkbox"/> Participant	<input type="checkbox"/> Well spoken	<input type="checkbox"/> Angry	<input type="checkbox"/> Typing
<input type="checkbox"/> Muffled	<input type="checkbox"/> Impeded	<input type="checkbox"/> Emotional	<input type="checkbox"/> Participants
<input type="checkbox"/> Unknown	<input type="checkbox"/> Stutter	<input type="checkbox"/> Loud	<input type="checkbox"/> Traffic/street
Accent:	<input type="checkbox"/> Nasal	<input type="checkbox"/> Soft	<input type="checkbox"/> Machinery
<b>TELEPHONE</b>	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Aircraft

<input type="checkbox"/> Mobile	<input type="checkbox"/> Lisp	<input type="checkbox"/> Raspy	<input type="checkbox"/> Trains
<input type="checkbox"/> Landline <input type="checkbox"/> Internal Ext	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Railway crossing
<input type="checkbox"/> Overseas	<input type="checkbox"/> Slurred:	<input type="checkbox"/> Irrational	<input type="checkbox"/> Construction
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Phone number call received on: .....

Who did you report the threatening call to? ..... Date: / / Time: .....

**YOUR NAME:** .....

## 9.12 Severe weather event

- **Call 000** if emergency services are needed and seek and follow advice.
- Before the storm, store, or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances.
- Monitor the Vic Emergency website and/or Vic Emergency App
- Monitor the Bureau of Meteorology website for weather updates and weather warnings
- During a severe storm:
  - Remain in the building and keep away from windows.
  - Restrict the use of mobiles to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of participants, staff, and visitors to the Chief Warden.
- Disconnect electrical equipment - cover and/or move this equipment away from windows.
- Listen to local radio or TV sets for weather warnings and advice.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants

## 9.13 Smoke

This procedure may be used if you are not under direct threat from a fire and are remaining in smoky conditions.

### **Medical**

- **Call 000** if anyone is experiencing wheezing, chest tightness and difficulty breathing.
- Closely monitor for adverse effects of smoke on participants and staff.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
- Participants and staff with existing heart or lung conditions (including asthma) should follow the treatment plan advised by their doctor.
- Asthmatics must follow their personal asthma action plan and keep a reliever or inhaler on hand.

### **Activities/Indoors**

- Restrict outdoor activities or as appropriate, cancel, re-schedule or use alternative venues for any outdoor activities.
- Close windows and doors.
- Limit prolonged or heavy physical activity relative to the conditions.

## 9.14 Snakes

- Treat the snake as venomous – almost all snakes occurring on or entering properties in Victoria are venomous.
- Remain calm and alert participants and staff - advise them to stay calm, move away slowly and keep away.
- If the snake is very close to you (around 1.5 metres or less) remain motionless until the snake moves away.
- If the snake is not agitated or defensive, calmly, and slowly move a safe distance away from the snake always observing its position.

- If the snake is located around buildings, consider the need to activate a Lock Down procedure.
- If the snake is located inside a building, consider the need to evacuate the building.
- Leave the snake alone and give it the opportunity to escape. If possible, monitor the snake from a safe distance (at least 5 metres away) to see where it goes and to direct a snake catcher to the snake (or its shelter site) if one is called.
- If the snake remains on grounds, call the local licensed snake catcher.

### 9.15 Violence and/or aggression

Violence, aggression, harassment, on site:

- Intervene only if safe to do so
- Contact '000' to seek and follow advice.
- Initiate action to confine or isolate the aggressor
- Determine whether evacuation, lock-down or Shelter in Place is required.
- Record evidence (if applicable)

### 9.16 Earthquake

- Call **000** if emergency services are needed and seek and follow advice.
- The Chief Warden will convene the EMT if necessary.

#### If Outside

Instruct staff and participants to:

- Stay outside and move away from buildings, trees, and utility wires.
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by covering your head and neck with their arms and hands
  - HOLD on until the shaking stops.

#### If Inside

Instruct staff and participants to:

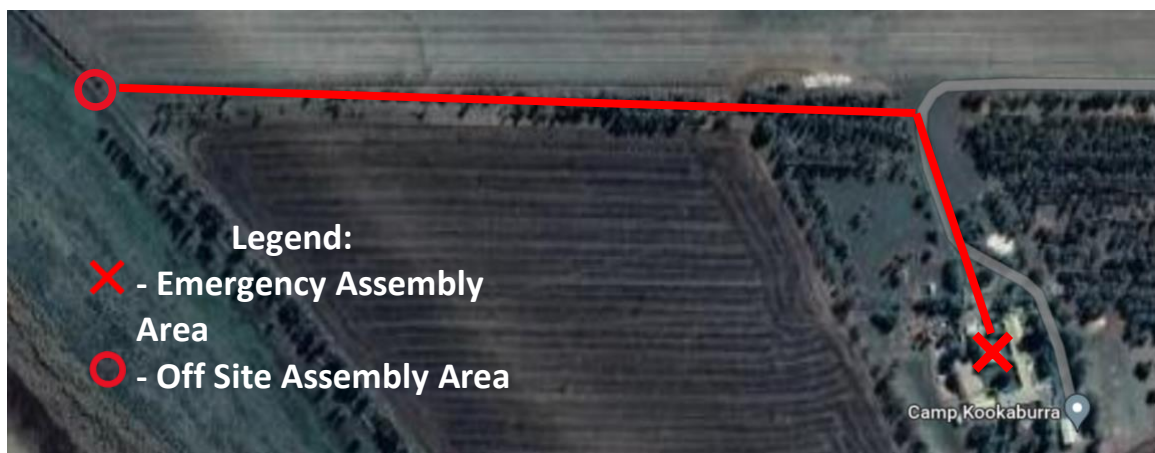
- Move away from windows, heavy objects, shelves and so on
- Qualified Camp Kookaburra staff account for visitors and each other. Group Leader is responsible for participants
- DROP, COVER and HOLD
  - DROP to the ground
  - Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - HOLD on until the shaking stops.

#### After the earthquake

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the buildings.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
- Arrange medical assistance where required.
- Help others if you can.

- Report any matter concerning the safety and wellbeing of participants, staff, and visitors to the Chief Warden.
- Tune in to ABC radio if you can and follow any emergency instructions

## 10 Area map





## 12 Staff with additional needs

Note: To ensure adherence to the provisions of the Information Privacy Act 2000, please remove staff identifying details from this section before distributing copies of your EMP to organisations or individuals outside your workplace.

Staff				
Name	Area	Condition	Assistance needed during an emergency	Who will be responsible?

Additional Needs Summary		
Additional Needs Category	Number of Participants	Number of Educators/Staff
<This summary can be included in your EMP. Refer to the Participants and Staff with Additional Needs section of the Guide>		



## 13 Post Emergency Record

Name	
Emergency Event	
Date and Time of Emergency	

Description/Details of Emergency	
-------------------------------------	--

Immediate Action Taken	Chief Warden Commander Notified: YES / NO    Time: _____ Other staff Notified: YES / NO    Time: _____ Emergency Services Notified: YES / NO    Time: _____	EMT Convened: YES / NO Time: _____
Key Actions Taken		
Issues	Operational Debriefing Required: YES / NO    Time: _____  Person Responsible to Organise:  Confirmation of Operational Debriefing: Date / Time:  Issues for Follow Up Action:	

This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date	