



Camp Kookaburra



EMERGENCY RESPONSE PLAN 2019

- To ensure that the correct response is made to any emergency situation that may arise in the camp, all Camp Kookaburra staff and user groups are requested to make themselves familiar with the details of the emergency response plan.
- In the event of any emergency Camp Kookaburra staff should be informed.
- To prevent confusion - and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, etc. should be handled by the Camp Kookaburra owners or Group Leaders. This will enable immediate assistance to be provided and an appropriate response planned.
- All contact with emergency services should be done by the Camp Kookaburra owners where time/availability permits.

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SITE OVERVIEW

Management:

Camp Kookaburra is owned and operated by Kate and Charles Cobbold.

Location:

Camp Kookaburra is located 18 km from Rochester and occupies 60 hectares of cleared farmland. The campsite is located mid way between Shepparton and Bendigo on the midland highway.

Site:

The campsite buildings occupy approximately 3 hectares and is surrounded by clear, flat farmland.

The campsite was originally developed in 1988. The campsite is constructed in an L shape with most rooms under one roof. There are multiple access roads to the camp.

Surrounds:

The campsite is surrounded by flat, cleared farmland on each boundary.

The only likely threat in the surrounding areas would be a grass fire, however this would not threaten the campsite due to the abundance of clear area between the farm and the campsite.

Hazards:

The campsite buildings are all under the one roof and other than the hazard mentioned above, there are no other obvious hazards.

The campsite is surrounded by paths and roadways with easy access to all areas of the campsite.

Emergency services:

The nearest medical assistance, ambulance and police is Rochester 18 kms from the campsite. The closest CFA service is located at Corop. 5 km from the campsite.

In the event of an emergency, emergency services would be contact by phone by the camp owner or the group leader.

Communication:

The campsite has an incoming phone lines and two mobile phones. A loss of service would not impact on the safety of campers.

Fire Services:

Smoke alarms are fitted in all rooms and are hard wired detectors. Our emergency signal or alarm is three blasts on a whistle and the whistle is located in the kitchen. The campsite is annually inspected by the CFA and fire fighting appliances are inspected annually by a qualified authority.

History:

There is not history of any emergency at the campsite.

Management Presence:

The owners live onsite and are available 24 hours a day.

In an emergency

1. Verify

Verify the report.

- confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.

2. Notify

Notify the emergency services and Camp Kookaburra staff

By the quickest possible means, immediately notify:

- the emergency services
- the Camp Kookaburra staff

3. Assess

Assess the danger posed by the emergency

- use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
- use verbal information.
- observe what is happening to decide:
 - has the danger passed?
 - is the danger increasing or decreasing?
 - is the danger coming closer or moving further away?
 - is the weather or terrain affecting its progress?
- decide how much time exists to take alternative actions.

4. Act

Take action based on the assessment of danger.

- ensure that injured campers are not exposed to further injury or danger.
- contain the emergency if safe to do so.
- move people away from the danger area by the safest means, if necessary, move campers indoors, to one end of the building, to the furthestmost part of the campsite or to a site well away from the campsite if time permits.
- refer to any specific procedures developed for the emergency.

Assembly Areas:
Tennis Court.

Emergency Whistle in
Kitchen

Your location: Camp Kookaburra, 138 Darrigan Road, Corop 3559

Melways Vic Country Roads Map 31 F 9

Office phone 5484 8236

Mobile 0415 548332 or 0404 873675

Emergency Phone Numbers

Fire Police Ambulance Dial 000

Hospital: Rochester 5484 4400

Doctor: Rochester 5484 1304

Ambulance: 000

Echuca 5485 5000

Bendigo 5454 6000

Police: 000

Fire: 000

SES: 5484 3201

Gas Supplier: 5874 2246

Power: 132 412

Plumber: 5484 1042

Electrician: 0418 505 816

A/H emergency: 0418 570 343

A/H emerg: 0418 505 816

ROLES AND RESPONSIBILITIES

Camp Kookaburra Staff

Camp Kookaburra owners or staff, if on site will co-ordinate the emergency and set up a command centre in the camp kitchen. They will liaise with emergency services and take control of all responses not involving the supervision of campers. Other Camp Kookaburra staff will assist where necessary.

Group Leaders

If Camp Kookaburra staff are not available or the group leader believes the response is within their own resources, they can contact the emergency services and implement the planned response. Camp Kookaburra staff **MUST** be notified as soon as practicable. Camp Kookaburra staff will then assume the coordination responsibility for the emergency. **Group Leaders must supervise campers at all times** and prepare and safely undertake an orderly evacuation if advised to do so by Camp Kookaburra staff or emergency services.

Group Leaders must ensure camper medical forms & medicines and parent contact details are taken with the group to the evacuation assembly areas.

Camp Kookaburra provides the following emergency plan after full consultation with the local emergency services.

Regardless of the time of year, ensure all cars and vehicles are parked in the designated areas only. This will allow ready access to all emergency vehicles.

MEDIA MANAGEMENT

NOTE: To prevent nuisance calls by media - which tie up valuable staff and phone resources, all emergency situations will be managed in the following manner.

1. No private phone access will be allowed during emergency situations.
2. Mobile phones shall not be used except in isolated locations or in medical or other extreme emergencies.
3. Under no circumstances shall campers contact outside agencies except at the direction of the Camp Kookaburra staff or the group leader(s), and then only to assist in the combating of the emergency.
4. Refer all media inquiries to Police and offer no opinions.
5. Media access to the site and to clients is banned except where Police and parents dictate otherwise.

If the media arrive at the site by helicopter they will land on the south edge of the camp. They could arrive before the emergency services and should be met on arrival by either Camp Kookaburra staff or Group Leader. Request that they remain away from the main camp and do not allow them access to the campers. Offer no comment on the emergency and refer them to the police or emergency services when they arrive.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS

Electrical Failure

When there is no power there is no water. When power returns please check all taps and turn off if necessary. Powercor can be contact on 132 412.

RESPONSE:

1. Notify the Camp Kookaburra staff who will investigate
2. Continue on with camp program if daytime
3. If dark assemble campers in the dining room, conduct a head count, organise torches and outline modified program
4. If campers in bed visit each hut and organise campers to have torches ready, or provide Camp Kookaburra portable lanterns for toilet trips
5. Meals will still be available
6. Continue camp program

Camp Kookaburra STAFF RESPONSE:

1. Check power point/light fitting in building
2. Check fuse boxes in each building, including the main in the dining room
3. Check power supply outside camp to determine an area blackout
4. If fuse tripped or fault undetectable call camp electrician
5. Inform group leader of action
6. Contact Camp Kookaburra kitchen staff re menu etc.

Water Loss

Water loss is not an issue. Buckets filled from the swimming pool are placed outside rooms and are used to flush the toilets.

RESPONSE:

1. Notify the Camp Kookaburra staff who will investigate
2. Continue on with camp program

Camp Kookaburra STAFF RESPONSE:

1. Investigate, check power to pump, pumps, water levels in tanks
2. Contact camp plumber
3. Inform group leader and Camp Kookaburra kitchen staff of likely delay

Gas Failure

No hot water will indicate trouble with gas supplies or excessive hot water use.

RESPONSE

1. Notify the Camp Kookaburra staff who will investigate
2. Continue on with camp program

Camp Kookaburra STAFF RESPONSE:

1. Investigate and re-light pilot light
2. If no success call camp plumber
3. Inform group leader of action and kitchen staff if cooking will be disrupted

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

Bushfire : At The Campsite

Fire is a minimum risk even during the hot summer season. As the campsite is a cereal farm all paddocks have large fire breaks constructed around them. All farmers in the area keep their properties protected by creating large fire breaks around each paddock. All farmers belong to the CFA and most have their own fire fighting equipment.

The following procedures are drawn up on the premise that it is safer to remain at the camp than attempt to move in the face of a fire:

1. In the event of a fire emergency in the area the campsite will be evacuated **only on the advice of the emergency services.**
2. The Camp Kookaburra staff, or in their absence the group leader, will **sound the whistle in front of the dining room.** This places all campers on alert and they should quietly and slowly move to the tennis court area if safe to do so.
3. A **head count of campers** is to be conducted by group leaders after which Camp Kookaburra staff, or in their absence one or two group leaders, are to **check all campsite buildings** for campers closing all doors and windows.
4. The **camp kitchen will be the command centre** and all communication with the emergency services will occur here.
5. **Everyone must dress** in long clothes, preferably wool, and solid footwear.
6. If smokes becomes an issue people are to move slowly from the tennis court into the dining room.
7. **Gas and power** should remain on unless fire close by.
8. Camp Kookaburra staff:
 - appoint staff to designated areas;
 - fill spouting of both dining room and residences with water;
 - prepare fire pump and hoses;
 - remove combustible material from verandas;
 - move cars into central car park;

Bushfire: Off Site

1. If smoke or flames are seen away from the campsite no attempt should be made to return to the campsite if there is danger of being threatened by the fire retreat to a safe area i.e. river, broad track, rock or cleared area.
2. Campers should drink plenty of water.
3. Loose clothing should be dampened with water to protect head and shoulders.
4. All exposed areas of skin should be covered with clothing to avoid radiant heat.
5. Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.

Building Fire:

All sleeping areas are fitted with smoke detectors. In the event of the emergency signal sounding the following steps are to be undertaken:

1. In the event of a smoke alarm sounding alert the people in the room and contact an adult or group leader.
2. **Camp Kookaburra staff or a responsible adult or group leader** is to check the sleeping area being indicated by the alarm.
3. **If smoke is present** in the sleeping area the accommodation rooms are to be evacuated in a quiet and orderly manner to the tennis court where a head count will be undertaken. Camp Kookaburra staff member is to undertake individual room checks to ensure that all sleeping areas are empty.
4. **If there is no evidence of smoke** Camp Kookaburra staff or a group leader should investigate the [fire site] to ascertain whether or not it is a false alarm & **Emergency Services notified.**
5. **If Camp Kookaburra staff are not present they are to be immediately notified.**
6. Except where the fire is strictly confined **no attempt should be made to fight the fire.** All doors should be closed and the building evacuated.
7. **Gas & electricity** should be cut off.

Lost Or Missing Camper:

In the event that a camper is reported missing the procedures noted below need to be followed:

1. **Obtain a full description** of the missing person from the group leader including - name, age, weight, height, build, hair and eye colouring, distinguishing physical marks and clothing worn.
2. **Organise a search party** comprising both Camp Kookaburra staff and group leaders to cover and search a number of specified areas. Searchers are to be equipped with mobile phones. Make a note of these search groups, their members and search areas. Campers should not be used in this capacity.
3. Ensure that someone in a responsible position is left in charge of the **remaining campers** and that these campers are given a variety of things to do. This group leader should also be able to receive telephone messages.
4. Coordinate watches and agree upon the maximum length of this **initial search** (30 mins). Upon reaching this time, all search groups must reassemble and confirm results.
5. If, after this initial, quick and thorough search of the immediate area, if the individual has not been located **call the POLICE on 000** and provide a detailed description of the missing camper, the estimated time last seen, any physical or medical aspects and the actions put in place to date.
6. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:
 - Ambulance..... 000
 - Hospital..... 5484 4400
 - Doctor..... 5484 1304
1. **Notify the immediate neighbours** and provide detailed description of the missing camper. Make sure that they know the campsite's phone number:
2. In the event that the emergency services and police have been introduced into the search, the group leader should consider **notifying the person in charge of their organisation** or school, so that the parents can be notified.
3. Upon **locating the missing camper**:
 - ensure that the police, emergency services and neighbours are informed
 - determine whether medical attention is required, and
 - notify your organisation and parents.

Camper Abduction Or Assault [NB No Private Access To Telephones]**Off Site**

1. Witnesses gathered and Police contacted immediately by any available means.
2. Group returns to camp to continue program. **Camp Kookaburra staff immediately notified.**
3. Police manage situation
4. Group leader contacts organisation

On Site

1. Immediate details obtained from witnesses and Police notified immediately
2. Rest of group to carry on with program
3. Witnesses held in office subject to police arrival
4. Group leader contacts organisation
5. Police manage situation

Hostage Situation

There is no single correct response for this problem, as it will depend on prevailing circumstances.

If in Direct Contact with Perpetrator:

Principles to observe when confronted by situation:-

1. Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator
2. Be flexible in response, humour the perpetrator and try to observe their behaviour
3. Comply with reasonable requests and negotiate if possible

If Not in Direct Contact with Perpetrator:

1. Should a hostage situation develop at the camp all campers and staff not involved are to be immediately evacuated to the oval area. NOTE: Evacuation should only occur if it can be done in a manner that will not inflame the situation. All evacuations should be quiet and if possible out of sight of the perpetrator
2. Police notified immediately and take control
3. On advice from police campers remain at the oval or evacuated home

Injury / Illness/ Near Drowning
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Off Site

1. If safe to do so remove person from further danger
2. First Aid and/or CPR as required
3. Contact Camp Kookaburra owner
4. Two adults stay with person, rest of group continue activity away from injured camper
5. Camp Kookaburra staff or group leader contacted to arrange transport of person to medical aid or call Ambulance

On Site

1. If safe to do so remove person from further danger and make comfortable
2. First Aid and/or CPR as required
3. Contact Camp Kookaburra staff or group leader immediately
4. Two adults with 1st aid training to stay with injured / ill camper
5. Camp Kookaburra staff or group leader arrange transport to medical aid or call
6. ambulance
7. Group removed from immediate vicinity of injured and continue program activity

LPG Gas Leak

1. Camp Kookaburra staff or Group leader to be notified **immediately**
2. Gas turned off at point if practical to do so
3. **If the leak is minor** e.g. strong smell of gas from appliance. Turn off appliance or at supply. - **No evacuation of camp required** Isolate area from campers and ventilate area. Contact camp plumber
4. **If a major leak** i.e. a very strong smell or visual plume of gas either indoor or outdoor then **evacuation must be considered. Remember - Gas is heavier than air and will flow downhill. Do not use vehicles to evacuate. The tennis court provides the best assembly areas**

Notify gas supplier David Walsh Gas on 58742246 and Police 000

CAMP KOOKABURRA PHONE DIRECTORY

Camp Kookaburra Land Line: 03 5484 8236

Charles' Mobile: 0415548332

Kate's Mobile: 0404873675

Camp Kookaburra Staff Emergency Training Program/Reviewing Plan

Camp Kookaburra staff

- New Camp Kookaburra staff are briefed on the Emergency Management Plan as part of the induction process on commencing employment.
- Each Camp Kookaburra staff member is provided with a copy of the plan and are to acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points.
- The Emergency Management Plan is tested every 12 months to simulate different emergencies.
- Camp Kookaburra staff are trained annually on the use of fire extinguishers.

POST EMERGENCY DEBRIEF

In the event that the Emergency Response Plan is enacted a post response debrief will occur as soon as practicable after the situation has been normalised. The level of this debrief will be determined by the seriousness of the incident.

Minor incidents - Where the matter has been handled internally and no injuries or apparent exposure to potential trauma has occurred.

A discussion between those involved in the incident and Camp Kookaburra staff will occur. Diary notes of the incident and the response will be made. Any problems with the response and lessons that can be learned will be noted and adopted.

Major Incidents - Where injury, trauma has occurred, or Emergency Services have been involved.

A full debrief with all parties involved and formal recommendations as to any adjustments to the response are sought from all interested parties. A report shall be written and lodged with the camp.