



## **Policy 3**

### **Emergency Management Plan**

#### **Background**

- To Ensure that the correct response is made in the event of any emergency situation that may arise in the camp, all Oasis Camp staff and user groups are requested to make themselves familiar with the details of the Emergency management plan.
- In the event of any emergency Oasis Camp management should be informed.
- To prevent confusion and to make best use of available resources, any situation requiring an emergency response should be handled by Oasis management or group leaders.. This will enable the provision of immediate assistance and an appropriate response planned.
- All contact with emergency services should be done by the Oasis management where time/ availability permits.

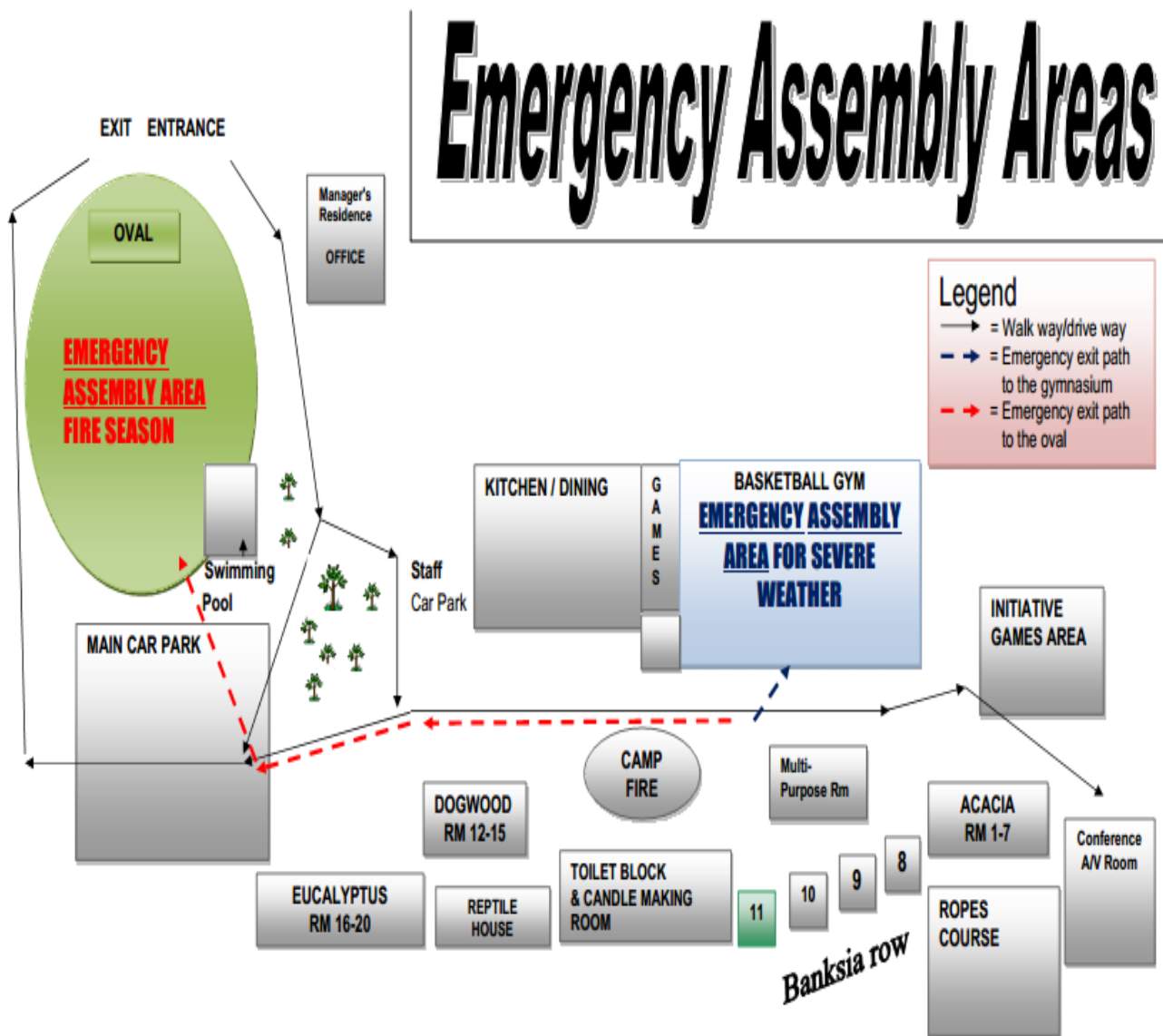


## **Contents:**

<b>Page:</b>	<b>1. Introduction</b>
	<b>2. Contents</b>
	<b>3. Site Plan and Emergency Assembly Areas</b>
	<b>4. Emergency – what to do in an Emergency (3.1)</b>
	<b>5. Other Emergency contact Numbers</b>
	<b>6. Fire Safety Plan (3.2)</b>
	<b>7. Building fire (3.3)</b>
	<b>8. Bush Fire (3.4)</b>
	<b>9. Missing Camper off site (3.5)</b>
	<b>10. Missing Camper from campsite(3.6)</b>
	<b>11. Stranger or Prowler (3.7)</b>
	<b>12. Injury or illness off site (3.8)</b>
	<b>13. Injury or illness on site (3.9)</b>
	<b>14. Near Drowning (3.10)</b>
	<b>15. Media Management (3.11)</b>
	<b>16. Child Abduction off site (3.12)</b>
	<b>16. Child Abduction on site (3.13)</b>
	<b>17. Hostage Situation (3.14)</b>
	<b>18. Roles and Responsibilities (3.15)</b>



## Site Plan and Emergency Assembly areas





### 3.1 Emergency

- 1) **Verify** - the report. Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.
- 2) **Notify** - the emergency services and campsite management by the quickest means.

Emergency services: 000

Camp Management : 0412850876 / 97362898

- 3) **Assess** - the danger posed by the emergency. Use all your senses to build a picture that tell you what is happening and use that information to help decide on a course of action
  - a) Use verbal information.
  - b) Observe what is happening to decide:
    1. Has the danger passed?
    2. Is the danger increasing or decreasing?
    3. Is the danger coming closer or moving further away?
    4. Is the weather or terrain affecting its progress?
  - c) Decide how much time exists to take alternative actions.
- 4) **Action** - should be taken based on the assessment of danger.
  - a) Ensure that injured campers are not exposed to further injury or danger
  - b) Contain the emergency if safe to do so
  - c) Move people away from the danger area by the safest means, if necessary, move campers indoors to one end of the building, to the furthest part of the campsite or to a site away from the campsite, if time permits.
- 5) **Refer** - to any specific procedures developed for the emergency



## **EMERGENCY CONTACT NUMBERS**

<b>Ambulance/Police/Fire Brigade</b>	<b>000</b>
<b>POLICE (MOOROOLBARK)</b>	<b>9725 9999 (24 hrs)</b>
<b>FIRE BRIGADE</b>	<b>9736 2332 (Mt Evelyn)</b>
<b>SES (EMERGENCY SERVICE)</b>	<b>132 500</b>
<b>HOSPITAL (MAROONDAH)</b>	<b>9871 3333</b>
<b>DOCTOR:</b>	
<b>Mt Evelyn</b>	<b>9736 2393</b>
<b>Lilydale Clinic</b>	<b>9735 7777</b>
<b>CHEMIST Mt Evelyn</b>	<b>9736 2949</b>
<b>DENTIST Mt Evelyn</b>	<b>9737 1615</b>
<b>OPTOMETRIST Monbulk</b>	<b>9756 6626</b>
<b>Electricity – SP Ausnet</b>	<b>131 799</b>
<b>ORIGIN ENERGY (GAS)</b>	<b>132 691</b>
<b>YARRA VALLEY WATER</b>	<b>132 762</b>
<b>POISONS INFORMATION</b>	<b>131 126</b>

### **OASIS STAFF:**

Manager:  
Mark 0412 850 876  
Assistant Manager:  
Josh 0433 061 206



## 3.2 FIRE SAFETY PLAN

### During the Fire Season:

- 1) Oasis Camp will be in regular contact with the local CFA giving information about groups currently staying on the camp site, e.g. group type and numbers.
- 2) Oasis Camp Management will regularly monitor the DSE website for updated information of weather patterns and potential fire risk situations.
- 3) On arrival, campers will be briefed on the emergency and evacuation procedures, emergency siren sound, assembly areas and site layout briefing. Leaders to receive instruction booklet detailing this information with after-hour contact information.
- 4) Should the fire danger increase, Oasis management will maintain contact with the school management and may plan for buses to be on standby for possible evacuation.
- 5) Oasis management, under the direction and advice from the DSE and CFA, reserve the right to finish the camp early and arrange for the evacuation of the group if the fire danger is deemed too high and the site may become unsafe.
- 6) All cabins and buildings on site have a displayed map of the site showing the emergency assembly areas and direct routes to them.



### **3.3 BUILDING FIRE**

Teachers or Staff to handle

- 1) Evacuate burning building.
- 2) Dial 000 – request Fire services.
- 3) Sound siren.
- 4) Notify Camp Manager.
- 5) Evacuate all campers in an orderly manner to the oval (Emergency Assembly Area).
- 6) Check that all campers are accounted for; if any campers are missing notify Camp Management.
- 7) Check/assist injured. Camp Management to call ambulance if needed.
- 8) If required and safe to do so attempt recovery of missing camper

Camp Staff only to handle the following procedures

- 1) If safe to do so isolate power/gas supply.
- 2) Attempt to control fire.
- 3) When fire is under control move campers to a safe building and make as comfortable as possible.
- 4) Arrange for camp leader to contact their organisation.



### **3.4 BUSH FIRE**

1. At direction of Camp Management and nominated Fire Warden, assemble campers in evacuation area (Oval or Gymnasium).
2. Check that all campers are accounted for; if any campers are missing notify Camp Management.
3. Camp will only be evacuated under the direction of the Camp Management after consultation with the CFA.
4. Where applicable and if time allows school principal to be advised of evacuation.
5. Nominated Fire Warden to liaison with emergency services on attending site.
6. On Total Fire Ban and 'Code Red' days, camp manager will be in daily contact with the local CFA giving details of group and numbers currently attending camp.
7. On-days of extreme or severe weather, camp management has the right, in consultation with group leaders, to cancel or postpone all outdoor activities.





### **3.5 MISSING CAMPER OFF SITE**

1. Conduct head count.
2. Camp leader to establish time and place of last sighting of missing camper and full description of missing person and clothing.
3. Backtrack to last point seen, call for child whilst backtracking.
4. If camper isn't found one leader to immediately return to camp and notify Camp Management.
5. Campers to return to camp and alternative programme started.
6. Camp management to notify Police and other authorities of possible lost camper.
7. Manager and one leader to check trail by vehicle if feasible.
8. If camper not found, notify Emergency Services to take control of the situation.
9. Camp leader to contact their organisation.



### **3.6 MISSING CAMPER FROM CAMPSITE**

1. Sound siren and bring campers into the main dining hall.
2. Conduct head count.
3. Establish time and place of last sighting and description of clothing.
4. Inform Emergency Services of possible missing camper.
5. Co-ordinate initial search of campsite.
6. If not found after initial search contact Emergency Services as required.
7. Camp leader to contact their organisation.
8. Run alternative programme for campers.



### **3.7 STRANGER OR PROWLER**

1. **All** campers to be supervised at all times.
2. Camp Management to approach the stranger and ask what their business is on the site (avoid confrontation at all times).
3. Strangers should be asked to leave the campsite, if they refuse call Police immediately.
4. Observe stranger from a distance until they have left the campsite.
5. Camp Management to note description of stranger, registration of vehicle, etc.



### **3.8 INJURY OR ILLNESS OFF SITE**

1. If safe to do so and required, move camper from further danger and make as comfortable as possible.
2. Render 1st Aid assistance.
3. Two adults to stay with injured camper.
4. After assessing injury, if the camper needs evacuation and the group has:
  - (a) Walked less than 40 minutes: a leader should return to camp and notify Camp Management immediately.
  - (b) Walked more than 40 minutes: a leader should proceed to intended destination and Notify Camp Staff immediately.
5. Campers to return to camp or intended destination under supervision at own pace.
6. Camp Management to arrange appropriate transport for injured camper.
7. Alternative programme to be arranged for campers.
8. Keep detailed notes for a comprehensive report of the injury and incident, which must be retained for purposes of legal liability
9. Complete injury report, available in the office



### **3.9 INJURY OR ILLNESS ON SITE**

1. If safe to do so and required, move camper from further danger and make as comfortable as possible.
2. Render 1st Aid assistance.
3. Notify Camp Management.
4. Remove other campers from the immediate area and organise alternative programme.
5. Depending on the nature of the injury/ illness camper to be transported to Doctor, Hospital or Ambulance called.
6. Keep detailed notes for a comprehensive report of the injury and incident, which must be retained for purposes of legal liability
7. Completed injury report, available in the office



### **3.10 NEAR DROWNING**

- 1) If Safe, Remove injured camper from pool
- 2) Provide appropriate first-aid assistance for the injured person
- 3) Notify camp management
- 4) Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list displayed by the phone). Do not delay in the hope that the person will recover
- 5) Remove non injured students from site (protect and comfort them)
- 6) Provide students and supervising adults with first aid for shock (for example, keep warm and provide warm fluids, if possible)
- 7) Camp leader to contact their organisation
- 8) Keep detailed notes for a comprehensive report of the injury and incident, which must be retained for purposes of legal liability
- 9) In the case of a fatality, it is the role of the police, acting for the coroner, to contact the family



### 3.11 MEDIA MANAGEMENT

To prevent any nuisance calls from the media (which tie up valuable personal and telephone lines) all emergency situations will be managed in the following way.

1. Campers shall not have access to telephones
2. Mobile phones shall not be used except in medical emergency.
3. Under **no circumstances** shall the camp staff or leaders contact any media organization except at the direction of the Camp Manager.
4. Refer all media inquiries to police and offer no opinions.
5. Access to the campsite shall be closed to all media.
6. **All** media access to campers shall be denied.



### **3.12 CHILD ABDUCTION OFF SITE**

1. Leader to notify Police immediately by any means possible.
2. Camp Management notified as soon as possible.
3. Under Police direction campers to return to camp.
4. Arrange alternative programme for campers.
5. Leader to notify their organisation.
6. Police to manage situation.

### **3.13 CHILD ABDUCTION ON SITE**

1. Police notified immediately by Camp Management.
2. Sound siren to bring campers into the main dining hall.
3. Details and description of events and people taken down.
4. Alternative programme arranged for campers.
5. Leader to notify their organisation.
6. Police to manage situation.





### 3.14 HOSTAGE SITUATION

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

#### **If in Direct Contact with perpetrator:**

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 cliental and staff not involved is to be immediately evacuated to the oval. **NOTE** Evacuation should only occur if it could 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 of police rest of group either held on oval or evacuated to a more suitable location.
4. For medium term evacuation Mt Evelyn Recreation Camp on Ph. 9736 2228 will be contacted as a holding area.



## **3.15 Roles and Responsibilities**

### **Oasis Camp Management**

Oasis camp management, if on site and available will co-ordinate the emergency and set up a command centre in the camp office. They will liaise with Emergency services and take control of all responses not involving the supervision of campers. Other Oasis camp site where available will assist if necessary.

### **Group Leaders**

If Oasis 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 response. Oasis staff must be informed as soon as practical and will then assume the co-ordination responsibility for the emergency.

Group leaders must supervise campers at all times and prepare and safety undertake an orderly evacuation if advised by Oasis management or Emergency services.

Group leaders must ensure camper medical forms and medication along with parent contact details are taken to the evacuation assembly areas.

## **3.16 Other**

### **Consultation of EM plan**

Oasis camp has provided this EM plan after consultation with local Emergency services

### **Car parking**

Regardless of the time of year, please ensure all vehicles are parked in designated parking areas. This will allow access to site by emergency vehicles.

### **Fire Drill**

Each group using the Oasis site during fire season (Nov – March) may be asked to participate in a fire drill under the direction of Oasis staff.