

Busselton Baptist Youth Camp



EMERGENCY RESPONSE PLAN

- To ensure that the correct response is made to any emergency situation that may arise in the camp, all Busselton Baptist Youth Camp staff and user groups are requested to make themselves familiar with the details of the emergency response plan.
- In the event of any emergency Busselton Baptist Youth Camp 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 Busselton Baptist Youth Camp management. This will enable immediate assistance to be provided and an appropriate response planned.
- All contact with emergency services should be done by the Busselton Baptist Youth Camp management where time/availability permits.

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SITE OVERVIEW

Cottages

There are 4 cottages (located near beach) containing 1 room with double bed, 1 room with 2 bunk beds, 1 kitchen/dining. All are ensuited.

Total capacity of the cottages is 24.

Peppers Retreat

1 main camp area includes 1 leader's cabin with 2 rooms with 4 bunk beds, 2 rooms with 3 bunk beds and 2 rooms with a bunk bed and single bed. There are 3 sleeping dormitories. 1 has 1 room with 6 bunk beds, 1, 2 rooms with 3 bunk beds each and 1 room with 2 bunk beds.

Total capacity for Peppers Retreat is 112.

Catering/Meeting areas (Peppers Retreat)

Includes 1 full catering kitchen, 1 dining room and 1 meeting room.

Units

Includes 10 units – 2 have 1 room with double bed and bunk bed and 1 room with 1 bunk bed. 8 have 1 room with double bed and 1 room with 2 bunk beds. Each has kitchenette facilities.

Total capacity for Units is 60.

House

1 house has three bedrooms. 1 room with double bed and 2 rooms with 1 bunk bed and 1 single bed. Lounge, kitchen, dining rooms included.

Gums Retreat

Includes 2 dormitories. 1 with 4 rooms with 5 bunk beds and 1 room with 7 bunk beds. 1 with 5 rooms with 4 bunk beds and 1 room with 6 bunk beds.

Total capacity for Gums Retreat is 90.

Bunkhouse (included as part of Gums Retreat)

Includes 2 rooms with double bed and 4 rooms with 2 bunk beds. Kitchen, dining area and lounge included.

Total capacity for Bunkhouse is 20.

Catering/Meeting areas (Gums Retreat)

Includes 1 full catering kitchen, 1 dining room and 1 meeting room.

Caravan Sites

Includes 6 sites for caravan accommodation.

Recreational and Educational Activities

Provided for groups by outsourced suppliers.



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 Serpentine Centre staff

By the quickest possible means, immediately notify:

- the Busselton Baptist Youth Camp staff
- the emergency services (in the absence of camp 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 this 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 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. Move to assembly area and if necessary, move campers indoors, to one end of the building.
- Await instructions from Busselton Baptist Youth Camp staff or refer to procedures developed for the emergency. e.g. standard fire order.

Assembly Areas:

Both ovals

Emergency Siren

Management use
megaphones

Your location: 206 Caves Road Siesta Park Busselton

Busselton Baptist Youth Camp office P/F: 08 9755 4151

Manager's Mobile 0409 005 460

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Emergency Phone Numbers

Police: 000

Dunsborough: 9781 3030

Busselton: 9754 9555
or 13 14 44

Ambulance: 000

Busselton: 9754 1221

Dunsborough: 9755 3118

Fire: 000

Hospital:

Busselton: 9754 0333

Bunbury: 9722 1000

SES Busselton: 0427 800 282

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ROLES AND RESPONSIBILITIES

Busselton Baptist Youth Camp Staff

Busselton Baptist Youth Camp staff, if on site and available, will co-ordinate the emergency and set up a command centre in the campsite office. They will liaise with emergency services and take control of all responses not involving the supervision of campers. Other Busselton Baptist Youth Camp staff, if on site, will assist where necessary.

Group Leaders

If Busselton Baptist Youth Camp 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. Busselton Baptist Youth Camp staff **MUST** be notified as soon as practicable. Busselton Baptist Youth Camp staff will then assume the coordination responsibility for the emergency. Camp Coordinator & Group Leaders must supervise campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by Busselton Baptist Youth Camp staff or emergency services.

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

Busselton Baptist Youth Camp 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.

Each group using the Busselton Baptist Youth Camp during the fire danger season, November to March, is to be familiar with the Standard Fire order under the direction of the Busselton Baptist Youth Camp staff when a Total Fire Ban day is declared.

Familiarise yourself with the procedures listed below. However, in all situations - **the personal safety of all campers is of paramount importance.**

STANDARD FIRE ORDER

If you discover smoke or fire:

- 1. Remove everyone from DANGER**
- 2. Confine if possible, by closing door.**
- 3. Raise the ALARM by informing your Camp Leader and Camp Manager.**
- 4. Move to the nearest safe EXIT and then to the assembly point.**
- 5. Follow staff instructions.**
- 6. Remain at assembly point.**
- 7. DO NOT RE-ENTER PREMISES until told it is safe to do so.**

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EVACUATION PROCEDURES

On the sounding of alarm (or constant whistle):

1. Leave your room immediately; close door behind you.
2. Move to nearest and safe EXIT, then to assembly point.
3. Follow staff instructions, remain at assembly point.
4. **DO NOT RE-ENTER PREMISES** until told it is safe to do so.

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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 Busselton Baptist Youth Camp staff or the Camp Coordinator & 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 oval. They could arrive before the emergency services and should be met on arrival by either Busselton Baptist Youth Camp staff or Camp Coordinator. Request that they remain away from the main camp and do not allow them access to the campers. Offer ***“I am sorry I’ll have to get clearance before I can discuss that”*** on the emergency and refer them to the police or emergency services when they arrive.

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EMERGENCY RESPONSE TO ROUTINE INCIDENTS

Electrical Failure

Electrical failure will cause a blackout. Battery back up will allow hard wired smoke detectors to still operate. Loss of power will also disrupt power supplies for all pumps and lighting, and some taps, showers and toilets.

RESPONSE:

1. Notify the Busselton Baptist Youth Camp Manager/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 cabin and organise campers to have torches ready
5. Do not allow candles in accommodation areas
6. Continue camp program

Busselton Baptist Youth Camp STAFF RESPONSE:

1. Check power supply pole at entrance to site (both sides)
2. If no power, call power company to check fault and delay
3. If power, check power point/light fitting in building(s)
4. Check fuse boxes in each building
5. If fuse tripped or fault undetectable call camp electrician
6. Inform Camp Coordinator/Group Leader of action
7. Do not allow use of candles in accommodation areas.

Water Loss

In the event of power loss water may not be available for toilet use. In the event of water loss, campers should refrain from using the toilets. Group leaders need to be aware of hygiene problems and direct the group members on which toilet to use.

RESPONSE:

1. Notify the Busselton Baptist Youth Camp staff who will investigate
2. Continue on with camp program

Busselton Baptist Youth Camp STAFF RESPONSE:

1. Investigate, check power to pumps
2. Contact camp plumber if needed
3. Inform group leader of likely delay

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Gas Failure

No hot water may indicate trouble with gas supply or plumbing fittings.

RESPONSE

1. Notify the Busselton Baptist Youth Camp staff who will investigate
2. Continue on with camp program

Busselton Baptist Youth Camp STAFF RESPONSE:

1. Investigate and re-light pilot light or swap gas bottle or swap shower nozzle
2. Inform group leader of action

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Bushfire: At the Campsite

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 Busselton Baptist Youth Camp staff, or in their absence the Camp Coordinator, will notify guests to quietly and slowly move to the evacuation assembly areas on ovals if safe to do so.
3. A **head count of campers** is to be conducted by Camp Coordinator and group leaders after which Busselton Baptist Youth Camp, or in their absence one or two group leaders, are to **check all campsite buildings** for campers closing all doors and windows (close curtains).
4. **The Busselton Baptist Youth Camp Management office 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. Where blankets are available they are to be provided to campers.
6. All people are to **gather in the appointed safe area and remain there until** advised otherwise by the emergency services.
7. **Gas and power** should remain on unless fire close by.
8. **Busselton Baptist Youth Camp staff:**
 - appoint staff to designated areas;
 - remove combustible material from verandahs;
 - once fire front has passed check for spot fires

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Bushfire: Off Site

(A mobile phone is advised to be taken on all off-site trips)

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. 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 an 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. **Busselton Baptist Youth Camp 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 Emergency Evacuation Area where a head count will be undertaken. A **designated** group leader or Busselton Baptist Youth Camp Manager/staff member is to undertake individual room checks to ensure that all sleeping areas are empty.
4. **If there is no evidence of smoke** Busselton Baptist Youth Camp 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 Busselton Baptist Youth Camp 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.

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Lost Or Missing Camper:

In the event that a camper is reported missing 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 Busselton Baptist Youth Camp staff and Group Leaders to cover and search a number of specified areas. Searchers are to be equipped with 2-Way radios or mobiles. Make a note of these search groups, their members and search areas. Camper 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 etc. and access the 2-Way radio.
4. Coordinate watches and agree upon the maximum length of this **initial search** (1 hour). 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: Busselton: 9754 0333
7. **Notify the immediate neighbours** and provide detailed description of the missing camper. Make sure that they know the campsite's phone number:
8. 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.
9. 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.

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Camper Abduction Or Assault

Off Site

1. Witnesses gathered and Police contacted immediately by any available means.
2. Group returns to camp to continue program. **Busselton Baptist Youth Camp 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. Camp Coordinator/ 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.

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Injury / Illness/ Near Drowning

Off Site

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Contact Busselton Baptist Youth Camp Manager/staff
4. Two adults stay with person, rest of group continue activity away from injured camper
5. Busselton Baptist Youth Camp 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 by Camp group leader.
3. Contact Serpentine Centre staff or Camp Coordinator/group leader immediately
4. Two adults with 1st aid training to stay with injured / ill camper.
5. Busselton Baptist Youth Camp staff or Camp Coordinator/Group Leader arrange transport to medical aid or call ambulance
6. Group removed from immediate vicinity of injured and continue program activity.

LPG Gas Leak

1. Busselton Baptist Youth Camp staff or Camp Coordinator/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.
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 oval areas provide the best assembly areas.**

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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 Busselton Baptist Youth Camp staff and/or Baptist Union 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 Baptist Union.

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Busselton Baptist Youth Camp Site Plan

As per attached copy:

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Busselton Baptist Youth Camp Staff Emergency Training Program/Reviewing Plan

Busselton Baptist Youth Camp staff

- New Busselton Baptist Youth Camp staff is briefed on the Emergency Management Plan as part of the induction process on commencing employment.
- Each Busselton Baptist Youth Camp staff member is shown and has access with a copy of the plan and are to acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points e.g. gas, water.
- The Emergency Management Plan will be tested every 12 months to simulate different emergencies.
- Busselton Baptist Youth Camp staff is trained annually on the use of fire extinguishers.

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Busselton Baptist Youth Camp
Phone Directory

Centre Management Office
P/F: 08 9755 4151

Facility Manager's Mobile
0409 005 460

Baptist Union
P: 08 6313 3300
F: 08 9470 1713