



SAFETY BEACH
Est. 1945

Emergency Response Folder

for
Group Leaders

**Please return this copy to the Camp Manager
at the end of your stay.**

Thank you

EMERGENCY PHONE NUMBERS

For Police, Ambulance or Fire
first dial **0** to get a line, then **000**

In **ALL instances of emergency**,
the Camp Manager must be informed.

Internal Telephone System

| | |
|---------------------------------------|------------|
| Camp Manager..... | 111 |
| Kitchen Office..... | 113 |
| Group Leader (cordless kitchen) | 120 |
| Beach House..... | 121 |

| | |
|------------------------------|-----------------|
| The Camp telephone number is | (03) 5987 2692. |
| The Camp facsimile number is | (03) 5987 2100. |
| The Camp mobile number is | 0409 507 413 |

Don Bosco Camp is located at 52-62 Dromana Parade Safety Beach. The camp entrance is opposite the intersection of Balmoral Avenue and Dromana Parade (Melways 160 C3).

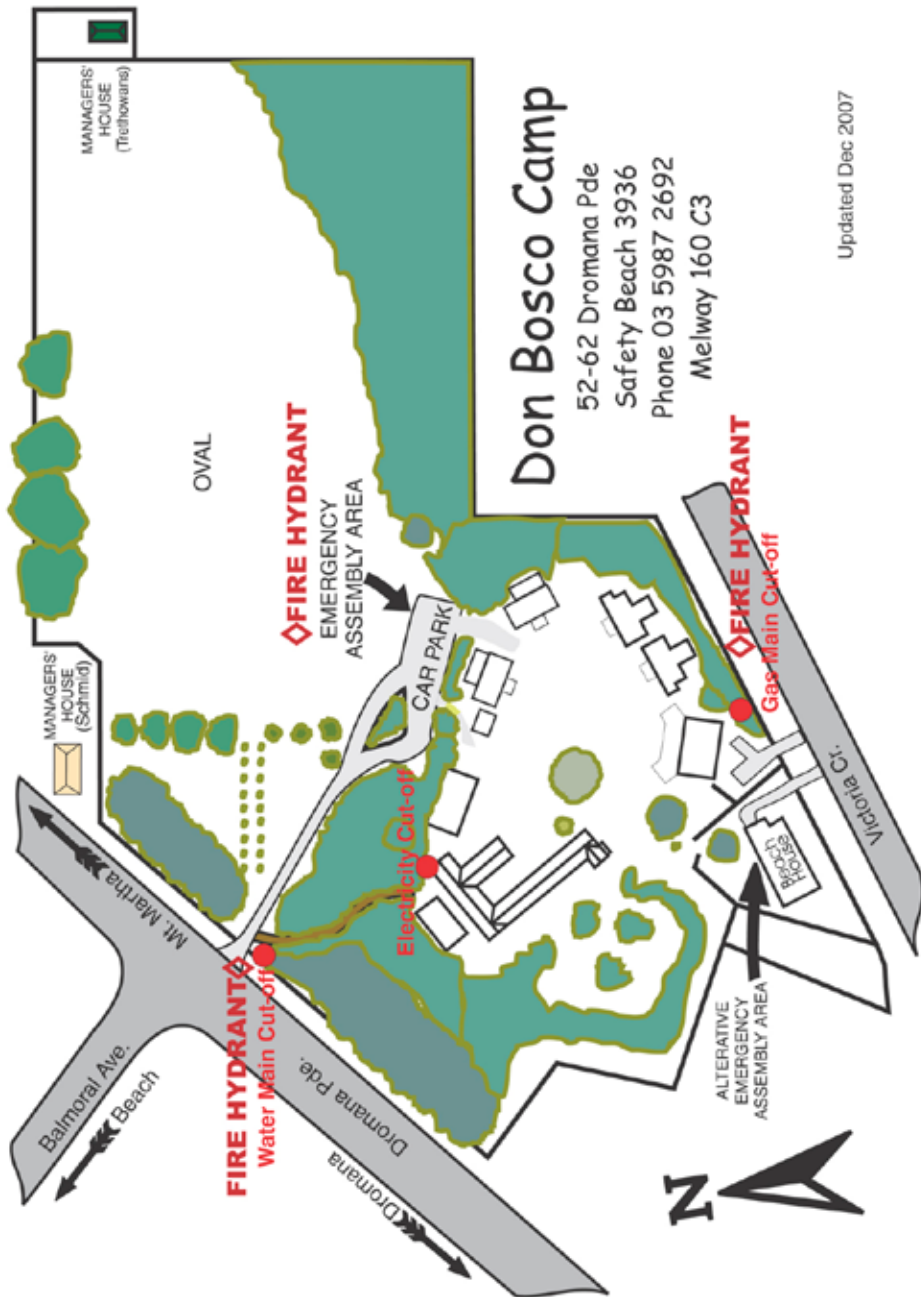
To make a local outside call dial **0** then dial the required number.

STD calls can be made by contacting
the Camp Manager on **111**.

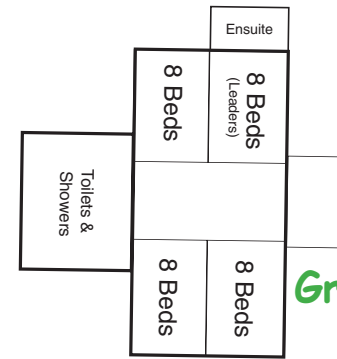
Additional Numbers:

| | |
|--|----------------------|
| Manager (Ashley)..... | 0409 507 413 (24 hr) |
| Dromana Fire Station..... | 5987 2648 |
| Dromana Police Station..... | 5987 2023 |
| Rosebud Police Station (24 hours)..... | 5986 0444 |
| DSE 24 Hr Communications Centre Emergency No. | 9589 6266 |
| Poisons Information | 13 1126 |
| Surf Rescue..... | 9534 8400 |
| Mornington Peninsula Hospital - Rosebud | 5986 0666 |
| Nurse-On-Call | 1300 60 60 24 |
| South Coast Medical Centre - Dromana (B/H) | 5981 4300 |
| South Coast Medical Centre - Rosebud..... | 5986 2155 |
| (after hours) mobile..... | 0408 322 644 |
| Dentist (Dr. Ed Donnelly 343 Nepean Hwy Dromana).... | 5981 9300 |
| South East Water | 13 2812 (24 hr) |
| United Energy | 13 2099 (24 hr) |
| Origin | 13 2461 |
| Freecall (24 hour)..... | 1800 676 300 |
| Mornington Peninsula Shire - Rosebud | 5986 0200 |
| After Hours emergencies | 5986 0177 (24 hr) |
| State Emergency Service (Storms & Floods)..... | 132 500 (24 hr) |
| Southern Peninsula Rescue Squad..... | 5984 4555 (24 hr) |

Site Map



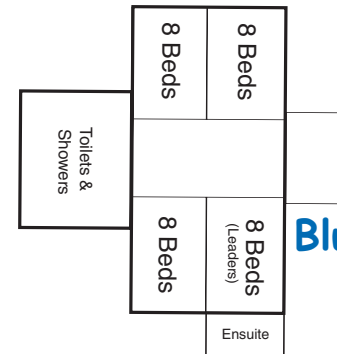
Buildings Map



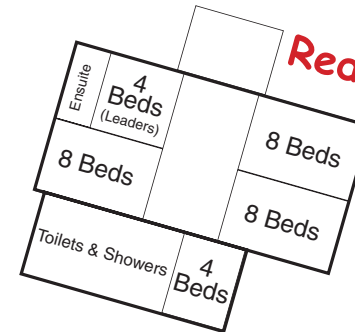
Green

Bed Plan

The Camp can accommodate 128 people. Our four 'Homesteads' each accommodate 32 campers in rooms of eight. All have heating, adjoining bathrooms and a common room. Each Homestead has a separate Leaders' rooms with ensuite facilities.



Blue



Red

Yellow



Not to Scale

July 2007

Emergency Management Plan

The Emergency Management Plan is for the protection of campers, leaders and staff. Our Number One Priority is your safety. No attempt to save facilities or buildings should be undertaken while there is any risk at all to campers or staff. We trust and expect your full co-operation in preparing yourself for any emergency and working with us to minimise risks.

The camp management team has prepared extensive procedures in the event of an emergency on the campsite or involving campers off-site. This booklet is a summary of the key issues for your information. Please read this thoroughly.

We would emphasise several points:

IN AN EMERGENCY

ROLES

In the event of an emergency, the on-duty camp manager takes on the responsibilities of the Chief Warden as outlined in the Emergency Management Plan (EMP).

Your Group Leader will take on the role of Deputy Chief Warden. In the event that the camp manager is unavailable, your Group Leader will become the Acting Chief Warden until the arrival of the on-duty camp manager. Your Group Leader has access to the complete EMP Manual.

The Chief Warden (camp manager) will liaise with the Deputy Chief Warden (your Group Leader) and emergency services, and in consultation with them, will make any decision to evacuate the site.

RESPONSIBILITIES

CHIEF WARDEN

The Chief Warden is responsible for:

- notification of emergency services and the regional DSE office or CEO (if a school group is in residence)
- maintenance of staff and camper welfare
- alerting staff, campers and visitors about emergency evacuation of staff, campers and visitors
- ensuring the gas, power or other services or cut off, if required
- ensuring emergency services have access to the campsite ie gates
- provision of resources to manage the emergency in liaison with emergency services

- communication with staff, campers and their home locations
- notifying the Salesian Provincial House if required
- ensuring all procedures and emergency responses are logged in the Incident Book
- delegation of duties to staff as required

YOUR RESPONSIBILITIES

ALL ADULT SUPERVISORS

Your primary responsibility is the supervision and care of the campers at all times, but especially during any evacuation.

Camp Leaders will be directed by the Chief Warden (CW) during the emergency and should not initiate any action related to the emergency without the CW's authorisation. This does not prevent you from taking action which minimises the nature of the emergency such as using a fire extinguisher on a fire or administering first aid to campers to reduce the effects of an injury. Any adult leader given a task to complete by the CW must advise the CW when it has been completed.

DEPUTY CHIEF WARDEN

In the event of an emergency, your Group Leader will take on the responsibilities of Deputy Chief Warden (DCW) and liaise with the CW in the management of the emergency, in particular, as it impacts on the welfare of campers. The DCW is responsible for the supervision of campers and, when instructed by the CW to do so, the safe and orderly evacuation of campers and staff.

At all times you must have access to a complete and accurate Camper Roll and Records which include medical information, permission forms, personal details and next of kin telephone numbers.

In the event of an emergency, the DCW is responsible for the Camper Roll, Records and Emergency Response Folders which are to be taken to the evacuation assembly area. The DCW will ensure that campers are accounted for at the emergency assembly area.

In an emergency, DCW may be required to give the WC emergency access to contact information for camper parents, guardian or next of kin.

AREA WARDENS (DORMITORY SUPERVISORS)

The Group Leader is responsible for nominating for each dormitory or homestead, an adult leader as a designated Area Warden. In the event of an emergency and under the direction of the CW, the Area Warden is responsible for the orderly evacuation of campers within that dormitory. The Area Warden must have an accurate and up to date Dorm listing which can be used to account for every camper. Area Warden should assemble their group and if at night, direct campers to only bring something to keep them warm and shoes. The Area Warden will check storerooms and bathrooms as indicated on the emergency response sheet. If time permits Area Wardens are to turn off appliances including stoves, heaters, pilot lights, light switches, and close doors and windows before leaving the buildings.

FIRST AID OFFICER

The Group Leader is responsible for nominating a trained and competent adult leader responsible for First Aid while on camp. Group Leaders are responsible for supplying and bringing all First Aid equipment to camp. In the event of an emergency, the First Aid officer is responsible for administering First Aid and in the event of an evacuation, the First Aid Officer is responsible for bringing all First Aid equipment and camper medication to the evacuation assembly area.

CAMP INCIDENT BOOK

Every injury, incident or emergency no matter how minor must be reported to the Group Leader and the Camp Manager and recorded in the Camp Incident Book.

EMERGENCY ASSEMBLY AREAS

Please familiarise yourself with the two key emergency assembly areas, the buildings' exit points and fire fighting facilities. These are marked on your site map and on the main map in the Dining room. The First Emergency Assembly Area is the car park, extending if required out onto the oval. The Alternative Emergency Assembly Area, in the event that access is blocked to the car park, is the grounds of the Beach House out past the kitchen. It has access off the campsite if the main driveway should be blocked.

IMPORTANT

Leaders must supervise their campers at all times. If directed to another task by the CW, it is the responsibility of the individual leader to arrange alternative supervision before leaving the campers.

EMERGENCY IN CAMPSITE BUILDING (ie fire/gas leak/explosion)

REPORT

1. Notify the camp manager and/or your group leader immediately about an emergency observed by you or other campers. (Dial 9 internal phones)
2. Attend to persons needing assistance (eg trapped, distressed, injured)
3. If applicable, restrict spread of fire or smoke (close doors & windows)
4. A warning signal (bell) will be broadcast when an emergency has been reported. An announcement will follow which will advise staff & campers what to do.

EVACUATION

5. Listen for instructions to evacuate.
6. Personally check the supervisor's room, showers & toilets including staff toilet for campers.
7. Ensure that leaders & supervisors of groups take the Camper Records, medication, First Aid Kits, dormitory lists and blanket/sleepingbag with them to the assembly area. Leave other belongings in the rooms.
9. Leave the building when instructed to evacuate & ensure that campers do so in a quiet & orderly manner.
10. Move away from the danger zone at all times when evacuating. If the shortest route to the assembly area moves you closer to the danger zone, then take an alternative route. Monitor campers for effects of heat or cold if evacuation is likely to be prolonged.

WHEN SAFELY AWAY FROM THE DANGER ZONE

11. Ensure all campers are accounted for.
12. Ensure campers remain together in their groups
13. Do not leave the campers unsupervised. If instructed by the Chief Warden to complete a task, arrange for alternative supervision first.

RELEASE OF CAMPERS TO PARENTS OR OTHER ADULTS

14. Campers are not to be released to a parent or other adult without the specific authority of the Chief Warden.
15. Record the name of the camper, adult, destination and time of release if the Chief Warden has authorised the release of campers.

Injury/Incident On-site (including vehicle collision/impact)

VERIFY THE REPORT

1. Confirm the report with another witness and go to the injured person and confirm the initial report.

STABILISE

2. If safe to do so and required, move camper from further danger and make as comfortable as possible.

RENDER FIRST AID ASSISTANCE.

NOTIFY THE CAMPSITE MANAGER/CAMP LEADER

3. Use internal telephone (dial 9) or a responsible runner.

CHIEF WARDEN WILL:

ASSESS THE DANGER POSED BY THE EMERGENCY

4. Look at the injury and question the injured camper to determine how serious the injury is (can the camper be moved? can she walk? Does help need to be brought to the site?)
5. Do the injuries require urgent action?

TAKE ACTION ON THE ASSESSMENT OF DANGER

6. If required co-ordinator will contact emergency services
7. Keep other campers from incident site
8. Organise an alternative program for other campers

RECORD

9. Incident to be recorded in the Incident Log Book.
10. Chief Warden to follow procedures for notifying group's base location ie school/parents.

Injury/Incident Off-site (including vehicle collision/impact)

VERIFY THE REPORT

1. Confirm the report with another witness and go to the injured person and confirm the initial report.

STABILISE

2. If safe to do so and required, move camper from further danger and make as comfortable as possible.

RENDER FIRST AID ASSISTANCE.

NOTIFY THE EMERGENCY SERVICES AND CAMPSITE

3. Use telephone if possible to notify ambulance and camp manager.
4. If phones are unavailable, send an adult or responsible camper back to the campsite or nearest assistance.
5. Notify the police if assistance is required to evacuate the injured camper from the site.

ASSESS THE DANGER POSED BY THE EMERGENCY

6. Look at the injury and question the injured camper to determine how serious the injury is (can the camper be moved? can she walk? is the terrain too difficult? Does help need to be brought to the site?)
7. Environmental considerations (how much daylight is left? what effect will very hot, cold or wet weather have on any plan to move the campers or wait until help arrives?)
8. Do the injuries or environmental considerations require urgent action?

TAKE ACTION ON THE ASSESSMENT OF DANGER

9. If the injured camper needs to remain, two adults should stay with her.
10. Other campers should return to site under supervision and at own pace.
11. If required, Chief Warden will arrange appropriate transport for injured camper.
12. An alternative program will be arranged for campers.

RECORD

13. Incident to be recorded in the Incident Log Book.
14. Chief Warden to follow procedures for notifying group's base location ie school/parents.

OVERDUE OR UNACCOUNTED FOR CAMPER

FROM CAMP-SITE:

1. Verify the report - do head count
2. Notify - alert Group Leader and Camp Manager
3. Establish time & place of last sighting & description of clothing
4. Chief Warden to inform Police of possible missing camper
5. Chief Warden to organise initial search of campsite
6. If not found after initial search, Chief Warden to contact Police & other authorities as required.
7. Deputy Chief Warden to contact their organisation
8. Run alternative program for campers.

FROM OFF-SITE ACTIVITY:

1. Verify the report - do head count
2. Establish time & place of last sighting & description of clothing
3. Backtrack to last point seen, call for camper whilst backtracking.
4. If unfound, notify campsite by phone or quickest method available.
5. Campers to return to camp and alternative program started. Two supervisors to remain in vicinity of missing camper.
6. Chief Warden to inform Police of possible missing camper.
7. Group leader and assistant/s to begin searching.
8. If the camper is not found, notify Police to take control of the situation.
9. Chief Warden remain at camp and liaise with emergency services, search party.
10. Chief Warden to contact their organisation.

Near Drowning/Lost at Sea

VERIFY THE REPORT

1. Do head count. Confirm the report with another witness and if possible go to the injured person and confirm the initial report.

IF SWIMMER UNACCOUNTED FOR:

2. Send runner or telephone campsite to check if unaccounted for camper has returned to campsite.
3. Alert emergency services and camp management (see step 4)

IF SWIMMER IS LOCATED:

4. If it is safe to do so, qualified surf rescue leader to rescue camper
5. At least one leader to remain on beach as liaison person, return rest of campers to campsite under supervision (see step 7)

RENDER FIRST AID ASSISTANCE.

NOTIFY THE EMERGENCY SERVICES AND CAMPSITE

6. Use telephone if possible to notify ambulance and camp manager. If phones are unavailable, send an adult or responsible camper back to the campsite or nearest assistance.
7. Notify the police if assistance is required to evacuate the injured camper from the site.

ASSESS THE DANGER POSED BY THE EMERGENCY

8. Look at the injury and question the injured camper to determine how serious the injury is (can the camper be moved? can she walk? Does help need to be brought to the site?)
9. environmental considerations (how much daylight is left? What effect will very hot, cold, stormy or wet weather have on any plans. Do the injuries or environmental considerations require urgent action?)

TAKE ACTION ON THE ASSESSMENT OF DANGER

10. If the injured camper needs to remain, two adults should stay with her.
11. If required, Chief Warden will arrange appropriate transport for injured camper.

OTHER CAMPERS

12. Other campers should return to campsite under supervision. An alternative program will be arranged for campers.

RECORD

13. Chief Warden to follow procedures for liaising with emergency services and for notifying group's base location ie school/parents.
14. Incident to be recorded in the Incident Log Book.

EXTERNAL HAZARD/BUSH FIRE (ie neighbouring property fire/major explosion etc)

REPORT

1. Notify the camp manager and/or your group leader immediately about an emergency observed by you or other campers.
2. A warning signal (bell) will be broadcast when an emergency has been verified.
3. An announcement will follow the warning signal which will advise staff and campers what to do.

EVACUATION

4. Listen for instructions to evacuate, whether to close doors and windows, & whether to turn off electrical & gas appliances.
5. Personally check the supervisor's room, showers & toilets including staff toilet for campers.
6. Ensure that Deputy Chief Warden and Area Wardens take the attendance roll, name tags, student record card with them to the assembly area.
7. Staff & campers should take essential protective clothing with them if evacuation is required. Leave other belongings in the rooms.
8. Leave the building when instructed to evacuate & ensure that campers do so in a quiet & orderly manner.
9. Move away from the danger zone at all times when evacuating. If the shortest route to the assembly area moves you closer to the danger zone, then take an alternative route. Monitor students for effects of heat or cold if evacuation is likely to be prolonged.

WHEN SAFELY AWAY FROM THE DANGER ZONE

10. Ensure all campers are accounted for and they remain together in their groups
11. Do not leave the campers unsupervised. If instructed by the Chief Warden to complete a task, arrange for alternative supervision first.
12. The camp will only be evacuated under the direction of the Chief Warden after consultation with Emergency Services.

RELEASE OF CAMPERS TO PARENTS OR OTHER ADULTS

13. Campers are not to be released to a parent or other adult without the specific authority of the Chief Warden. Record the name of the camper, adult, destination and time of release if the co-ordinator has authorised the release of campers.

Stranger/Prowler in Campsite

1. All campers to be supervised at all times
2. Camp Manager (or if unavailable, Group Leader) to approach all strangers on the site and ask what their business is (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 Manager to note description of stranger, registration of vehicle, etc. and if required, record the incident in the Incident Log Book.

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.

- Campers will not have access to telephones or media;
- Mobile phones will not be used except at the direction of the Chief Warden;
- Under no circumstances will camp staff/leaders contact any organisation except at the direction of the Chief Warden;
- Refer all media inquiries to police and offer no opinions;
- Access to the campsite will be closed to all media;
- All media access to campers or staff will be denied.

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 emergency services & campsite management

By the quickest means possible, immediately notify:

- the emergency services (numbers by all phones, dial '0' first)
- the campsite management (ie dial '9' on the camp phone)

3. Assess

Assess the danger posed by the emergency

- use all your senses to build a picture which tells you what is happening & 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 furthest point of the campsite or to a site well away from the campsite if time permits.
- refer to any specific procedures developed for the emergency.

For **POLICE, AMBULANCE or FIRE**

first dial '0' to get a line, then: **000**

In ALL instances of emergency, the camp manager must be informed on 0409 507 413 or by dialing 111 on the internal phone system, or by sending a responsible runner to the manager's residence (see site plan).

Don Bosco Camp

52-62 Dromana Parade, Safety Beach (Melways 160: C3) Ph: 03 5987 2692