

BRIARS OUTDOOR ED CAMP EMERGENCY MANAGEMENT PLAN

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OVERVIEW

Background:

The Briars Outdoor Ed Camp provides group accommodation primarily for school age children (8 – 18 years) during the school year. Whilst on site students are involved in recreational and educational activities within the confines of the camp site (Melways 145 E12 & 151 E2) and beyond on the Briars Historical Park. Each school or institution utilising the camp at any particular time is accompanied by group leaders / teaching staff and on occasions parents and ancillary staff.

On site during the daytime are 2 Camp Managers , Cooks and on a casual basis subcontracted personnel providing a range of programs.

The Briars Outdoor Ed Camp is also available as a venue on weekends, public holidays and school holidays to family groups, clubs and organisations. At this time the Briars Camp managers are rostered in a supervisory capacity and not on site full time.

Aims:

Thus, the population utilising the Briars Outdoor Ed Camp is very transient and so the emergency management plan document aims to achieve the following:

- To provide the Briars Camp Staff with a plan to prepare and ensure the safety wherever possible of occupants of the Briars Outdoor Ed Camp
- To assist Camp management to provide users with relevant safety information
- To develop an awareness of practices to facilitate better preparedness for foreseeable and emergency situations

A COPY OF THE EMERGENCY MANAGEMENT PLAN DOCUMENT FOR THE BRIARS OUTDOOR ED CAMP IS PUBLISHED and the procedures within are disseminated in the following ways:

- A copy of the document is located in the Briars Outdoor Ed Camp Office
- A copy of the document is made available to all groups which hire the premises and is permanently located above the emergency fire alarm inside the main entrance.
- A copy of the document has been endorsed by Mt Martha CFA and Mornington Police
- A copy of the document has been lodged with the Camping Association of Victoria
- A copy of the document has been lodged with the Mornington Peninsula Shire Council
- All user groups which are accommodated at the Briars Outdoor Ed camp are familiarised with the safety and evacuation procedures in response to the emergency alarm
- A list of emergency contact numbers is located in the Campbook and on the noticeboard next to each of the camp telephones

Management

Briars Outdoor Ed camp is privately owned and managed by the Pearman and the Roth families and managed by John Pearman and Paul Roth

Location

The Briars Outdoor Ed camp is located 7 km south from Mornington, on the property known as Briars Historic Park, Nepean Highway Mt Martha. Melway 145 12 & 151 E2

Site & Surrounds:

The Briars Outdoor Ed camp was opened in February 1998. The Briars Outdoor Ed Camp occupies 8 hectares in area within the Briars Historic Park which is an area of approximately 255 hectares. The campsite building design is very compact with the bunkroom accommodation/ toilet block / recreation and dining complex all joined by verandahs and covered walkways. The buildings are clad in western red cedar. The land surrounding the camp is undulating and bush. As the surrounding area on three boundaries is part of the Briars Historic Park the Emergency Management Plan developed, particularly in relation to the management of fire / bushfire hazard has been developed through joint consultation with the management of the Briars Historic Park and the CFA. The fourth boundary of the campsite adjoins a rural property of broad acres, the homestead being approximately 600 metres from the campsite boundary and approximately 1km (as crow flies across valley) from campsite buildings.

Access: emergency vehicles have unimpeded access to campsite and the camp buildings are surrounded by flat excavation 6 metres wide for emergency vehicles.

Potential Hazards:

The potential of emergencies arising surrounding areas are minimal with the exception of the potential of bushfire hazards.

Potential hazard	Description of Hazard	Strategies to Address Potential Hazard
Dam Site (400metres from camp buildings within separate fenced area)	Potential hazard of drowning	Dam Site is fenced. Access via gates and notice of restricted access on gate. Students informed of this out of bounds area at Briefing. Access limited to supervised visits only. A Camp Staff member is qualified in CPR
Cattle (grazing on Broad acres surrounding the campsite)	Potential of personal injury	Cattle are normally placid unless antagonized by humans. The area surrounding the camp is fenced and campers are informed boundaries beyond the campsite are out of bounds unless accompanied by adults/supervisors.
Fires / Bushfires	Life threatening	See pages 5-6 of this Emergency Management Plan

(For other potential hazards around the campsite see Management of Non Routine Incidents and Hazards)

EMERGENCY CONTACT NUMBERS

Briars Outdoor Ed Camp

Briars Historic Park

Nepean highway Mt Martha 3934

Phone: 03 59 74 8333

➤ **Location Melways : 145 E12 & 151 E2 see p. 4 of this document**

Location of nearest Emergency Services

Police: Mornington : 000

Fire: CFA Mt Martha 000

Ambulance:000

Frankston Hospital 03 9784 7777

Mt Martha Village Clinic (Doctor & Medical) 03 59743500

Site Services:

The campsite services are:

- Water supplied by **South East Water** – emergency contact 139 2837
- LPG – SuperGas
- Electrical Power supplied by **Power Direct** – faults & difficulties 132 099

**** ALL EMERGENCY CONTACT NUMBERS ARE LISTED NEXT TO CAMP TELEPHONES
in the Camp kitchen and Camp Office**

Communications:

- The Campsite has one incoming telephone line (**59 748333**) one separate fax line(**59 748444**) and two mobile phones.(**John : 0417598943** and **Paul : 0417 598974**).
- The Camp can also be contacted directly by the Briars Visitors Information Centre.
- If power was cut to campsite, emergency battery lighting is automatically available in main building . Exits remain illuminated at all times.

ROLES & RESPONSIBILITIES

Management Presence:

A During the daytime:

Campsite Staff do not reside on the Briars Outdoor Ed Campsite, however both Managers live within 5 minutes drive of the Campsite. When the Campsite is occupied by groups of school students during the school week or special interest groups / clubs where the user group is predominantly school age children at least ONE Camp manager is on site during the daytime or in close proximity and contactable on Mobile Phone. (numbers displayed next to both Camp telephones)

During the daytime when Briars Camp staff are on duty the Emergency Situation will be activated to all campers by the sound of a horn (this sound will be demonstrated as part of the Safety Briefing to Group Leaders and Campers

B At night :

At least one Camp Manager is contactable (all hours) at home – home telephone numbers are also displayed next to the Camp telephone. The above information is conveyed to the camp leader at the arrival briefing.

Other times:

On weekends/ holidays where user groups are families or interest groups/clubs at least one of the Camp Managers is contactable on Mobile phone at all times. All Emergency Services numbers are listed next to the camp telephones . The document ***Briars Outdoor Ed Camp Emergency Management Plan*** deals in detail with responses to the threat of fire (potentially the greatest hazard) and is made available to all user groups upon arrival at the Camp Site. It is accessible at all times, being stored above the fire alarm control panel inside the camp entrance

RISK ASSESSMENT WHEN A CAMP MANAGER IS NOT PRESENT

- 1. VERIFY** An emergency must be reported to the Group Leader who will ascertain the **reliability** of the report and take appropriate action in accordance with the steps outlined in the **Emergency Management Plan**. (copy provided for each group leader on arrival at Briars Outdoor Ed Camp)

2. NOTIFICATION

- Group Leader instructed (upon arrival at Briars Camp) on appropriate action to deal with internal emergency fire and other potential emergencies
- Notify the Briars Staff (Emergency Contact numbers located by camp telephones and in **Emergency Management Plan** (in Group Leaders accommodation)

3. ASSESSMENT

The assessment of the viability of managing an emergency on site is the sole responsibility of the Group Leader unless the Camp Staff are also on site when a joint decision can be made .

Assessment Criteria:

- Use verbal and visual information to assess danger
- Is the danger increasing or decreasing?
- Are the conditions surrounding the danger changing or remaining stable?
- What time exists to take alternative action?

4. ACTION

- **RING 000** if emergency cannot be managed on site .
- **Communicate information on page 4 (re location, name of business etc)**
- Follow specific procedures outlined in the **Emergency Management Plan**

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 Fun 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

NOTE: If the media arrive at the site by helicopter they will land on the land adjacent to the car park.. They could arrive before the emergency services and should be met on arrival by either Briars Outdoor Ed Camp staff or Group Leader. Request that they remain away from the main camp and will not be allowed access to the campers. The Briars Outdoor ED Camp has a no comment policy on any ensuing emergency and all contact will be referred to the police or emergency services when they arrive.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS

Fire Services:

- Location of all smoke detectors, fire alarms, Extinguishers & Bells see Site Plan map in Appendix p11 of this document

Electrical Failure

Electrical failure will cause a blackout however, emergency lighting automatically will be activated in the main building. All occupants would temporarily be transferred to the main building until normal electrical supply is returned.

Battery back up will allow hard wired smoke detectors to still operate. Loss of power will not disrupt taps, showers and toilets.

Briars Camp staff or the Camp Leader will contact the appropriate service providers using the Emergency Telephone Numbers listed next to the Camp phone (kitchen) and in this document page.

Water Loss

In the case of water loss , campers would be redirected to other locations on the Briars Historic property to use alternative toilet facilities (eg Information Centre, adjacent to Josephines Restaurant,) 400 metres away.

At least 40 litres is stored at all times in Camp cool room at all times for short term use.

Briars Camp staff or the Camp Leader will contact the appropriate service providers using the Emergency Telephone Numbers listed next to the Camp phone (kitchen) and in this document page.

Gas Failure

Briars Camp utilises bottle gas. No gas indicates supply has run out. Gas is only used for cooking purposes

1. Notify the Camp Fun staff who will investigate
2. Continue on with camp program
3. Inform group leader of action and kitchen staff if cooking will be disrupted.

EMERGENCY MANAGEMENT OF NON ROUTINE INCIDENTS

The Management of the Briars Outdoor Ed Camp have planned and implemented preventative measures to reduce the potential hazard of a drowning.

1. PREPARATORY PLANNING FOR POTENTIAL DROWNING

- The only site of open water utilised by the Briars Outdoor Ed Camp is the dam which is out of bounds (user groups are informed at safety briefing and on Hire Agreement Form) unless participants are accompanied by a supervising adult.
- All activities conducted on the dam are under the direct supervision of Briars Camp staff who hold appropriate water safety qualifications
- All participants involved in activities on the dam (canoeing and raft making) are required to wear approved PFDs

RECOMMENDATIONS FOR ACTION

1. Action: Upon any individual showing the symptoms of drowning , telephone ambulance on Mobile **000**

2. Assessment : symptoms of drowning verified by Briars Camp staff

3. Action: Any individual showing the symptoms of drowning is administered **EAR and /or CPR** by Briars Camp staff (qualified Level 2 First Aid), if required until emergency help arrives.

NOTE: ALL Briars Camp user groups **MUST** supply their own qualified First Aid staff as per Hire Agreement form

2. PREPARATORY PLANNING FOR POTENTIAL BUILDING FIRE

- Smoke alarms & detectors maintained by Ultimate Fire Services . Inspections each month, documented in Log Book. Extinguishers checked every 6 months by CFA
- All camp users are briefed upon arriving with procedures for evacuating camp buildings when alerted by the fire alarm. This briefing occurs prior to campers entering bunkrooms.
- All bunkrooms have clear exit signs to facilitate speedy and organized movement during evacuation to main car park assembly point. The main building has illuminated EXIT signs. (see attached Site Map 2 in Appendix)

RECOMMENDATIONS FOR ACTION (see page 6)

- Verify
- Notification
- Assessment
- Action : by group leader or camp managers when present:
 1. Ring 000
 2. Activate alarm bell
 3. All students exit building as per red direction arrows
 4. Group in designated emergency assembly point in main car park
 5. **Group Leader to co-ordinate roll call**

3. PREPARATORY PLANNING FOR LOST OR MISSING CAMPER

Requirement 22.1.1

- All campers are briefed upon arrival NOT to move beyond Briars Camp boundaries ie fence (which is clearly shown to campers).
- All activities are organised to ensure that they are accompanied by a group leader who has responsibility to count personal before , during and after each activity

RECOMMENDATIONS FOR ACTION

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 Briars Camp staff and group leaders to cover and search a number of specified areas. Searchers are to be equipped with 2-Way radios (channel 35). 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 etc. and access the 2-Way radio (channel 35).
4. Inform The Briars Historic Park Information Centre of missing person
5. 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.
6. 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.
7. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:
 - Ambulance..... 000
 - Hospital.....
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.

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 Briars Camp staff will occur. Notes of the incident will be made and the current emergency Management Plan reviewed and evaluated in terms of the effectiveness of actions taken. Any problems with the response and lessons that can be learned will be noted and the Emergency Management Plan appropriately amended.

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 the Emergency Management Plan appropriately amended as required

Camp Fun Staff Emergency Training Program/Reviewing Plan

Briars Outdoor Ed Camp Staff:

- New Camp Fun staff are briefed on the Emergency Management Plan and the use of fire extinguishers as part of the induction process on commencing employment.
- Each Camp Fun staff member is provided with access to 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 reviewed every 12 months to evaluate responses to different emergencies.

APPENDIX :

Briars Outdoor Ed Camp Site Plan