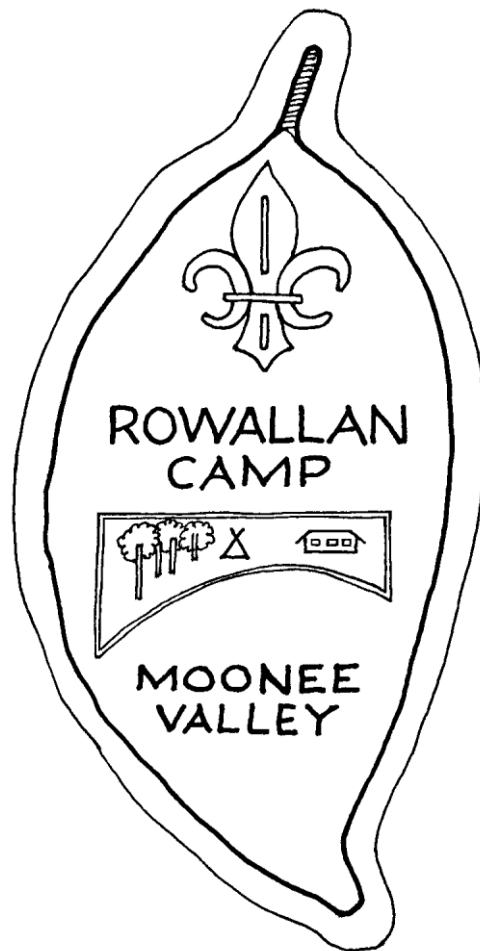


# Emergency Management Plan



Rowallan Recreation & Adventure Camp  
Moonee Valley District Scout Association – March 2016



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## **1. EMERGENCY MANAGEMENT PLAN-PHILOSOPHY**

To ensure that the correct response is made to any emergency situation that may arise in the camp, all client groups are requested to make themselves familiar with the details of the emergency management plan for routine and non-routine incidents.

### **In the event of any emergency the Ranger must be informed (03 5428 6509).**

To prevent confusion and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, prowler, etc., should be handled by the Ranger. This will enable immediate assistance to be provided and an appropriate response planned.

The Ranger should do all contact with emergency services where time/availability permits.

## **2. OVERVIEW**

Rowallan Campsite is situated on Kent Road, Riddells Creek, in close proximity Mt Charlie which is approximately 60 Kms from Melbourne GPO and 6 Kms from Riddells Creek township. The Campsite occupies approximately 183 acres or 74 hectares and abuts the Rowallan Rotary Sheila Cameron Guide Camp and a large forested area at the base of Mt Charlie.

The campsite consists of 3 distinct areas, (1) Headquarters Camp situated at the top of Baden Powell drive, (2) the Forest Camp situated between Kent Rd. & Main Creek and (3) the Nature Reserve at the north end of the campsite. Facilities at Headquarters Camp include one building housing kitchen/dining area, first-aid room and small leaders sleeping quarters. Another building features indoor recreation area with storerooms and open fireplace. Third and fourth buildings feature sleeping dormitories / bunkhouse. The final building is an amenities block for males and females. Some of the campsite area is natural forest. The Forest Camp is a natural bush setting primarily for camping. It has an emergency / fire safety building (Warnock Lodge) and also an amenities block.

There is farmland along the front of the campsite west of Kent road; other borders are surrounded by forest and farmland. If a bushfire should threaten the campsite it would sweep down from Mt Charlie, or come along the north end of Mt Charlie Road, or it could come through the forest to the north of the campsite.

The campsite has 5 access gates and roads allowing for quick access between recreation areas. There is always the potential for accidental tripping if campers run about the site.

Campsite users must be aware that the campsite has only one (1) main access road which is Kent Road (A NO THROUGH ROAD). Kent Rd. comes off Mt.Charlie Rd. & of Kilmore Rd.

All emergency services are located within the Riddells Creek Township. Sunbury has several 24 Hour medical clinics and a hospital.

The campsite services are treated tank water, septic system, LPG and mains electricity. There is only one (1) telephone line which is located at the Headquarters Camp. There is no phone connection to the Forest Campsite. The Ranger also has a phone in emergency. The campsite buildings are fitted with circuit breakers. All buildings are fitted with smoke alarms, fire extinguishers, fire blankets and exit signs.

Be aware of possible risk situations, which may occur due to high winds resulting in fallen tree limbs, heavy rains causing sudden watercourses and protruding tree roots.

The Emergency Management Plan has been devised on the basis that a Campsite Ranger resides permanently on the site. If the Ranger were absent the Leader in Charge would need to assume control of the situation if an emergency occurs and the Emergency Management Plan reflects this contingency.

Finally the campsite's close proximity to emergency services and local resources, safety features installed, and the layout of the facilities, suggest the site is a minimal risk campsite.

### **3. EMERGENCY PLAN- MANAGEMENT**

#### **3.1. Responsibility**

The emergency management plan was prepared by the Rowallan Scout Camp Committee of Management on behalf of the Moonee Valley Scouts – District Association, who are the controllers/managers of the camp.

The owner of Rowallan Camp is Scouts Australia Victoria Branch-03 85439800 or emergency 03 85439877.

#### **3.2. Review**

The Emergency Management Plan is reviewed every 3 years when the camp accreditation is renewed.

### **4. RANGER RESPONSIBILITY.**

The Rowallan Ranger is the liason person to all Emergency Services. The Ranger will inform the leaders in charge of any instructions received from the emergency services including the declaration of any Total Fire Ban [TFB] days or Code Red fire days.

The leader in charge of the campers is to take instructions from the camp Ranger regarding TFB or Code Red days but can always leave the camp at their own discretion.

## 5. CAMPER SAFETY BRIEFING

### All campers should be assembled together on arrival for a safety briefing conducted by the Leader in Charge

1. All campsite users are responsible for bringing their own supervisors / leaders who have responsibility for all members of the camper group. The User's Booklet states that the campsite user group's Leader in Charge is responsible for camper supervision at all times. On the campsite Hire Agreement / Booking Form, the Leader in Charge booking the campsite must sign the declaration stating, that they have read, understood, agreed to abide by these rules and take responsibility for passing them onto all campsite users.
2. The campsite user group is responsible for providing their own first aid supplies and trained staff. The campsite user group is responsible for their own first aid at all times while using the campsite. This is clearly outlined in the User's Booklet.
3. Any camper, who is ill, has a headache or tummy upset can be placed in the first aid room, which offers privacy. If the illness is more severe, the Campsite Committee recommends that the Campers seek medical aid or be removed from the camp, fill in the Illness Form and inform the Ranger.
4. All Campers to bring their personal emergency evacuation survival kit to this briefing, to have contents checked and updated if necessary.
5. Introduce all adult leaders and helpers especially Leader in Charge, First Aid Officer and Cook. Explain their roles in an emergency and provide them with a copy.
6. The Emergency Management plan is outlined to campsite users drawing attention to the Incidents Sections, and Emergency Warning Signal. The siren is located near the kitchen door. When activated it will run for 9 minutes. Adult leaders need to be briefed in more detail.
7. Explain Evacuation Drill, outlining all on site evacuation assembly areas (as previously selected and specified by the Leader In Charge). Practice this drill.
8. Indicate the location of the 3 Emergency Booklets & the 3 Emergency Phone No. lists. The 3 Locations are HQ phone booth and Dining room & Warnock lodge in the forest. All campers should have an understanding of its contents.
9. Explain the role of the Ranger and the location of their residence.
10. The Campsite boundaries should be outlined as per site plan. (Annexure B)
11. All Campers should be made aware of the location of all Fire Fighting equipment (Annexure C) and the correct use of this equipment.
12. The phone for campsite users is located in the phone alcove, outside the front door of the dining area of the Headquarters Camp. Note mobile phone coverage is poor.
13. Hazardous and off limit areas to be explained as per User's Booklet. (Attachment 1.1.1 Page # 8 and Attachment 16.1.1 Page # 5).
14. No running around campsite unless in designated games areas (as previously selected and specified by the Leader in Charge).
15. NO car may obstruct any roadway or gate. Absolutely NO exceptions
16. All cars to be parked in designated areas to allow for quick, organised evacuation.
17. Fire Safety screen must remain around fireplace in recreation hall when the fire is lit.
18. Observe all fire bans and restrictions nominated by the Ranger or CFA.
19. On days of Total Fire Ban, absolutely NO outdoor fires or wood burning BBQs.
20. Clear an area of at least 3 meters around all cooking fireplaces of loose flammable material. NO fires to be lit unless in designated fireplaces. Absolutely no campfires on the campsite at any time unless in the provided campfire drums or fireplaces.
21. Large BONFIRES are not permitted and if started you will be asked to vacate the camp site by the Ranger.

## 6. EVACUATION DRILL PROCEDURE

Prior to evacuation, the Leader in Charge is to allocate small groups of Campers to Leaders & Helpers. Ensure all Leaders & Helpers know the people they are responsible for and have copies of the Camper Register.

On hearing the warning signal (as previously selected and specified by the Leader in Charge):

1. All campers go in an orderly manner to designated assembly areas (as previously selected and specified by the Leader In Charge), e.g. flagpole or entrance to front of building.
2. Head count of all personnel to coincide with Camper Register.
3. Ensure everybody's well being.
4. Consult with Ranger.
5. Send all campers to collect emergency kits and return quickly (if safe to do so).
6. Head count of all personnel to coincide with Camper Register and check equipment including food and first aid kits.
7. Forest campers to proceed to the brick dining room of the Headquarters Camp or Minda Killara of the Guide Camp (near the Rangers Office).
8. Headquarters' Campers are to stay in the brick dining room.
9. All campers to proceed to the Riddells Creek Evacuation Centre when advised to do so by the Ranger or Police.

## 7. PERSONAL EMERGENCY EVACUATION SURVIVAL KIT

Each Campsite user should have a Personal Emergency Evacuation Survival Kit during the fire prone period. This Kit should be packed and ready to go at all times. It should not be part of the general camping kit, but a separate kit to be used only for evacuation. It should be a small pack that can be worn on the shoulders, no hand carry gear.

This Kit should contain:

1. Woollen jumper, hat and gloves.
2. Small woollen blanket must fit inside the pack.
3. Book / comic / pocket game.
4. Small ground sheet.
5. Small container of water.
6. Substitute for one (1) meal, e.g. Muesli bars, nuts, chocolate or similar.
7. A plastic mug or a cup, not glass or ceramic.
8. Personal medical needs (e.g. Asthma spray, diabetic insulin).
9. Personal identification card.
10. Torch and whistle.

## 8. PERSONAL IDENTIFICATION CARD

The Personal Identification Card should be attached to the outside of the Personal Emergency Evacuation Survival Kit.

The Personal Identification Card should be enclosed in a waterproof holder. It should have the following details on it:

1. Full correct name.
2. Parent / guardian name.
3. Complete address.
4. Date of birth.
5. Medicare number.
6. Ambulance subscription number.
7. Details of health (e.g. Asthmatic).
8. Medication carried and instruction for use of.
9. Emergency contact phone numbers of two (2) people.

## 9. EMERGENCY ACTION PLAN

### 9.1. Verify the report.

Confirm with other campers, the Campsite Ranger or other reliable person all the accuracy of the information about the emergency.

### 9.2. Assess the danger posed by the emergency.

1. Use all your senses to build up a picture, which tells you what is happening, and use that information to help decide on a course of action.
2. Use verbal information.
3. Observe what is happening to decide:
  - a. Has the danger passed?
  - b. Is the danger increasing or decreasing?
  - c. Is the danger coming closer or moving further away?
  - d. Is the weather or terrain affecting its progress?
4. Decide how much time exists to take alternative actions.

### 9.3. Notify the Campsite Ranger who will notify the emergency services.

Having assessed properly whatever the emergency is, then the Leader in Charge is to immediately notify the:

1. Ranger
2. In the absence of the Ranger, emergency services
3. Leaders and or Parents are not to contact the emergency services, only the Ranger or Leader in Charge.

### 9.4. Take Action based on the assessment of danger.

Ensure that campers are not exposed to injury or danger.

1. Contain the emergency if safe to do so.
2. Move people away from the danger area by the safest means, if necessary, move campers indoors, to the dining room of the Headquarters Camp, or to the Guide Camp (Minda Killara), or to the Neighbourhood Safer Place in Riddells Creek township.
3. Refer to any specific procedures previously developed for an emergency.

## 10. ROLES AND RESPONSIBILITIES

### 10.1. Leader in Charge

It is the responsibility of the Leader in Charge to notify the Ranger of any emergency situation. It is **NOT** the role of the Leader in Charge to contact emergency services regarding a non-routine incident (e.g. fire, flood, and storm) unless:

1. the Ranger is absent/unavailable
2. an individual has sustained serious or life threatening injuries.

In a **bushfire situation**, it is the responsibility of the Leader in Charge to make the **ultimate decision** to stay at the campsite, or to evacuate but only after having assessed all the information from the Ranger & Emergency Services. However, emergency services instructions must be followed. (Note the CFA has overall authority as the incident controller, however they will delegate evacuation procedures to the police). The Ranger will relay these instructions. (You may be instructed to leave or stay if roads are blocked.).

**On CODE RED days it is the Scout Australia Vic Branch policy that the camp is to be closed and that all camp occupiers are to leave the camp either before or on the morning of the Code Red day.**

**It is the responsibility of the Leader in charge to:**

1. have read and understood this hand out book prior to coming to camp.
2. have passed on all relevant information to staff, helpers and campers.
3. have formulated an easily identifiable emergency grouping system allocating small groups of campers to leaders / helpers. This may be colour coded nametags, group numbers, leader / helper's name on camper's nametag, etc. This MUST be organised and arranged prior to arrival at camp.
4. have a whistle to be used as an emergency signal.
5. have sighted and be aware of how to get to the Neighbourhood Safer Place, Recreation Reserve, Main Rd, Riddells Creek, from the campsite.
6. brief all campers on Emergency Procedures and Evacuation Drill, on arrival at the campsite.
7. complete the Camper Register and forward to the Ranger at earliest opportunity after arrival.
8. contact the local police, prior to your camp and provide them with - your name and contact number, your organisation / group's name, the number of people attending, date and times.
9. familiarise yourself with the location of all campsite emergency equipment, exits, hazards and out of bounds areas.
10. have a complete list of medical and personal details of all campsite users including adults / helpers.
11. supply a list to campsite leaders / helpers containing medical and personal details of designated people in their care.
12. organise an off site emergency contact person and provide them with a complete list of all campers, their names, address, medical and emergency contacts details.
13. ensure that the campsite user group members provide their own First Aid kit and designate a First Aid Officer. Rowallan Camp does NOT supply First Aid kits or First Aid staff. There is however a 1<sup>st</sup> Aid room in the HQ camp.
14. report all incidents, accidents, emergencies and breakages to the Ranger.
15. ensure all people transporting and collecting campsite users have been given clear instructions of which entry gate NUMBER for the particular site being used.
16. prior approval is required from the Ranger to enter restricted areas.
17. on Total Fire Ban or Code Red days all gates will be left unlocked and open.

**10.2. Campsite Ranger**

The Ranger is the Camp Liaison Officer with emergency services authorities and notice must be taken of his instructions.

In the event of an emergency situation, it is the Ranger's responsibility to:

1. contact the appropriate Emergency Services and inform them of the situation.
2. advise campsite users of all emergency situations as they may arise.
3. continue to liaise with Emergency Services and informing campsite users of changing circumstances.
4. inform Campsite users of his/her own evacuation



### **10.3. First Aid Officer**

It is the responsibility of the First Aid Officer to:

1. have ready access to an appropriate transportable first aid kit.
2. ensure that each Campsite user's personal medical needs are in place, in the event of an evacuation.
3. have ready access to barley sugar or similar to ensure energy source as required for all campers.
4. complete the campsite Illness & Injury Registers in the event of any campsite illness or injury. All incidents should be reported to the Leader in Charge, so the Ranger can be informed. (refer User's Booklet, Annexures D & E)

### **10.4. Cook / Quartermaster**

It is the responsibility of the Cook / Quartermaster to have packed in a suitable bag (identifiable from the outside and able to be manhandled, i.e. thrown on the back of a truck) food and water in an emergency situation. Substitute for one (1) meal, e.g. muesli bars, nuts, chocolate or similar.

If the group needs to be split, due to the emergency, the cook is to ensure that all campers have food and drink.

### **10.5. Other on-site leaders / helpers**

It is the responsibility of all leaders / helpers in charge to:

1. have a list of medical and personal details for all people in their care.
2. be familiar with emergency procedures, evacuation drill, emergency exits, and extinguishers and their appropriate use.
3. familiarise themselves with General Campsite Rules and Procedures.

### **10.6. Campsite user's off site emergency contact**

It is the responsibility of the campsite user's off site emergency contact to:

1. ensure they have a copy of all campsite users personal details including their emergency contacts.
2. when notified of a campsite emergency situation (e.g. bushfire), advise all campsite users' individual emergency contacts of the situation, including safety access restrictions to the area.
3. instruct all parents not to travel to the camp until instructed to do so, especially in the case of bushfires, as it will endanger the parent, increase traffic problems and hinder Police.

## **11. IDENTIFYING AND REDUCING POTENTIAL HAZARDS**

The Rowallan Camp is cleared annually in November / December of excess undergrowth, around the Headquarter Camp and along the access road (Baden Powell Drive), to reduce the bushfire hazards as agreed with the local CFA. Hazardous areas, i.e. Gas Cylinder are fenced. There is a regular programme of planned working bees to maintain the campsite in good condition. Trades-persons are brought in on a regular planned, rotational basis to ensure maintenance of services, i.e. plumbing, electrical, fire-fighting equipment. The appropriate records are kept.

## **12. ROUTINE INCIDENTS**

### **12.1. Electricity failure**

There is a torch in the First Aid Room

There is a torch hanging on the kitchen wall and candles in the kitchen pantry area of Headquarters Camp.

1. IF SAFE TO DO SO, assemble all campers externally, conduct a head count, remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. If electrocution has occurred follow First Aid procedures and, contact ambulance and Ranger immediately.
3. If evidence of danger (e.g. exposed / broken wires, foreign objects in power points), isolate and secure area and contact Ranger immediately.
4. Only in the absence of the Ranger, contact the electrician. Refer contact list.

### **12.2. Gas failure**

1. IF SAFE TO DO SO, assemble all campers externally, conduct a head count, remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. If there is an odour of gas, refer to gas leak (13.3) and inform Ranger.
3. Remove all campers to higher ground, leaving open any windows or doors on your way out and contact the Ranger immediately
4. Only in the absence of the Ranger, contact the plumber. Refer to contacts list.

### **12.3. Water failure**

1. In the case of water failure, contact the Ranger immediately. Only in the absence of the Ranger, contact the plumber. Refer contact list.

## **13. NON ROUTINE INCIDENTS**

### **13.1. Camper illness & injury**

All campers are to be supervised at all times

1. Do a head count and remain calm, ensure all other campers immediate safety. You should have your personnel checklist with you at all times.
2. Follow First Aid procedures.
3. After assessing illness or injury, evacuate if necessary, arranging appropriate transport to doctor, hospital or call ambulance. Inform the ranger.
4. Please complete Illness and or Injury Registers for all incidents (refer User Booklet).

### **13.2. Explosion**

1. IF SAFE TO DO SO, assemble all Campers externally, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. If injury has occurred, follow First Aid procedures. Contact ambulance if necessary.
3. Contact Ranger immediately. Only in the absence of the Ranger, contact the emergency services.

**13.3. Gas leak**

1. IF SAFE TO DO SO, assemble all Campers externally, conduct a head count and remain calm to ensure all campers immediate safety. Go to higher ground. You should have your personnel checklist with you at all times.
2. If injury has occurred, follow First Aid procedures. Contact ambulance if necessary.
3. Contact Ranger immediately. Only in the absence of the Ranger, contact the emergency services.

**13.4. Flooding**

1. IF SAFE TO DO SO, assemble all Campers externally, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. If drowning has occurred, follow First Aid procedures and contact ambulance and Ranger immediately.
3. If evidence of danger (e.g. cracks in water tank), isolate and secure area, contact Ranger immediately. Only in the absence of the Ranger, contact the plumber or emergency services.
4. Adult leaders / helpers (no children) only to check plumbing facilities for blockages
5. Adult leaders / helpers (no children) only to bail water from flooded areas if necessary and safe to do so.
6. If unable to contain water, contact Ranger immediately. Only in the absence of the Ranger, contact the plumber or emergency services.

**13.5. Storm**

1. IF SAFE TO DO SO, assemble all campers in a safe place, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. In the case of forest campers relocate to Warnock lodge.
3. If injury has occurred, follow First Aid procedures. Contact ambulance if necessary.
4. In the event of structural damage, flooding, loss of electricity, etc. contact Ranger immediately. Only in the absence of the Ranger, contact the emergency services.

**13.6. Lost or missing camper****On-site**

1. IF SAFE TO DO SO, assemble all campers, conduct head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. Establish time and place of last sighting and description of camper and clothing.
3. Adult leaders / helpers (no children) only to conduct a co-ordinated initial search of campsite.
4. Ensure all other campers well being and for an adult to stay with the remaining children.
5. Inform Ranger of possible missing camper and supply written accurate description of above details.
6. If not found after initial search, confirm missing camper with Ranger / Police immediately requesting assistance. Only inform Police in absence of Ranger.
7. If camper found, Ranger to notify Police and other authorities.

**Offsite**

1. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. Establish time and place of last sighting and description of camper and clothing.

3. Backtrack to last point seen; call out person's name whilst backtracking.
4. If camper isn't found one leader to immediately return to camp and notify Ranger and supply written accurate description of above details.
5. Campers to return to camp and ensure all other campers well being.
6. Ranger to notify Police and other authorities of missing camper immediately, in absence of Ranger contact Police directly.
7. One responsible leader to accompany Ranger and re-check last sighted area.
8. If camper not found, Ranger to inform Police immediately.
9. If camper found, Ranger to notify Police and other authorities immediately.

### **13.7. Intruder**

All campers are to be supervised at all times

Note that all committee members who may be onsite for work purposes will be wearing a name tag.

1. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. If injury has occurred, follow First Aid procedures. Contact ambulance if necessary and Ranger
3. Observe stranger from a distance until they have left the campsite.
4. If they don't leave within a reasonable amount of time or you are concerned, inform the Ranger immediately with a description of stranger, registration of their vehicle, etc.
5. Ranger to inform Police immediately.
6. Campers to be assembled in safe area, and ensure all campers well being.
7. Ranger to keep Leader in charge informed of situation.

### **13.8. Child Abduction**

#### **On-Site**

All campers are to be supervised at all times

1. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. Establish time and place of abduction and description of camper and clothing. Give this information to Ranger / Police in writing.
3. Notify the Ranger immediately by any means possible. Only notify Police in absence of Ranger.
4. Police will manage the situation.
5. Campers to be assembled in safe area, and ensure all campers well being.

#### **Off-Site**

All campers are to be supervised at all times

1. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
2. Establish time and place of abduction and description of camper and clothing. Give this information to Police immediately.
3. All campers to return to campsite if agreed to by Police.
4. Notify the Ranger.
5. Police will manage the situation.

### **13.9. Hostage situation**

There is no single correct response for this situation, as it will depend on prevailing circumstances. All campers are to be supervised at all times

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

1. Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator.
2. Do not take risks or endanger others, but keep calm and show leadership.
3. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
4. Be flexible in response, act in a pleasant manner towards the perpetrator and try to observe their behaviour,
5. Comply with reasonable requests and negotiate if possible.
6. Notify Ranger immediately, if possible. Only notify Police in absence of Ranger.
7. Police will manage the situation if available.

#### **If not in Direct Contact with perpetrator:**

1. Should a hostage situation develop at the camp all campers not involved are to be immediately evacuated to the a safe area. 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. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. You should have your personnel checklist with you at all times.
3. Notify Ranger immediately if possible. Only notify Police in absence of Ranger.
4. Police will manage the situation if available.

### **13.10. Building Fire**

1. Do NOT endanger yourself or others.
2. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. Assemble all campers in a safe area away from the threat. You should have your personnel checklist with you at all times.
3. If injury has occurred, follow First Aid procedures and contact ambulance. Contact the Ranger immediately of any First Aid incidents and the situation.
4. IF SAFE TO DO SO, attempt to contain fire using the supplied fire fighting apparatus, located as outlined on site-plan.
5. IF SAFE TO DO SO, close all doors and windows, stay low to the ground.
6. If unable to contain fire, contact the Ranger & emergency services immediately.
7. The Leader in Charge or Ranger will specify the type of evacuation required, whether it be:
  - Within the building
  - To another building
  - Within the Campsite
  - Beyond the Campsite

### **13.11. Bushfire**

#### **Rowallan Headquarters Camp - If YOU decide to stay**

On Days of Total Fire Ban there should be no hiking outside the campsite.

In the event of a Bushfire, prior notice will come from any of the people below:

- Ranger
- Country Fire Authority
- Police
- State Emergency Service

On high fire danger days, Headquarters Camp must be left unlocked. Outdoor campers, Scouts and local people are to be included in the procedures. Leaders must be co-operative to ensure overall safety. Ensure that the local CFA knows you are in the camp and how many.

1. Do NOT endanger yourself or others.
2. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. Assemble all campers in a safe area away from the threat. All leaders / helpers should have a copy of the personnel checklist.
3. If injury has occurred, follow First Aid procedures and contact ambulance and Ranger if necessary.
4. Instruct all campers to collect and put on appropriate clothing, e.g. long sleeved wool jumper, long wool trousers, shoes and socks, (gloves and hats are highly recommended – refer Personal Evacuation Kit, see Page 5) and return as quickly as possible. Shorts, dresses, skirts, thongs, and synthetic materials such as nylon are totally unacceptable.
5. The group's designated First Aid Officer to ensure that they have collected the group's own First Aid kits.
6. The group's designated cook to ensure that they have collected emergency food and drink rations.
7. Notify your group's designated emergency contact person of the situation, emphasising that outsiders are not to venture into the danger area, not to contact the Ranger and must wait for further instructions.
8. It is the responsibility of the Leader in Charge to make the decision whether they are going to evacuate or stay on the site.
9. Assemble all campers in Headquarter Camp dining room. Do a head count and ensure that all campers are properly clothed and have their personal evacuation kit and ID card.
10. Close all windows, doors and curtains. DO NOT LOCK ANY DOORS.
11. Place wet articles (towels, clothes etc) at the bottom of the exit doors.
12. Fill anything (buckets, dishes etc.) with water and have these ready for use.
13. Await the all clear or procedure to evacuate from the authorities.
14. All cars left on the property are to have their keys left in the ignition ready for evacuation or moving if needed.

#### **Rowallan Headquarters Camp - If YOU decide to evacuate**

On Days of Total Fire Ban, there should be no hiking outside the campsite.

In the event of a Bushfire, prior notice will come from any of the people below:

- Ranger
- Country Fire Authority
- Police
- State Emergency Service Ranger

On high fire danger days, Headquarters Camp must be left unlocked. Outdoor campers, Scouts and local people are to be included in the procedures. Leaders must be co-operative to ensure overall safety. Leader in charge to designate leaders / helpers and campers to specific vehicles. . Ensure that the local CFA knows you are in the camp and how many.

1. Do NOT endanger yourself or others.
2. IF SAFE TO DO SO, assemble all Campers, conduct a head count and remain calm to ensure all campers immediate safety. Assemble all campers in a safe area away from the threat. All Leaders/Helpers should have a copy of the personnel checklist.
3. If injury has occurred, follow First Aid procedures and contact ambulance and Ranger if necessary.
4. Instruct all campers to collect and put on appropriate clothing, e.g. long sleeved wool jumper, long wool trousers, shoes and socks, (gloves and hats are highly recommended – refer Personal Evacuation Kit, see Page 5) and return as quickly as possible. Shorts, dresses, skirts, thongs, and synthetic materials such as nylon are totally unacceptable.
5. Ensure that all campers are properly clothed, have their ID card and their evacuation kit.
6. The group's designated First Aid Officer to ensure that they have collected the group's own First Aid kits, and that they are readily available.
7. The group's designated cook to ensure that they have collected emergency food and drink rations.
8. Notify your group's designated emergency contact person of the situation, emphasising that outsiders are not to venture into the danger area, not to contact the Ranger and must wait for further instructions.
9. It is the responsibility of the Leader in Charge to make the decision whether you are going to evacuate or stay on the site. If evacuating check that roads are not blocked.
10. Notify Ranger of your decision and confirm details of your personnel checklist with him. Inform him of any changes e.g. early departures, belated arrivals, extra or missing persons.
11. Close all doors, curtains and windows. Turn off all appliances, including stoves, heaters, pilot lights and light switches. Life is more important than equipment / gear, so do this ONLY IF TIME PERMITS.
12. Do a final head count.
13. Evacuate with care, ensure campsite users are NOT taken through the danger zone, taking notice of all authorities that you encounter. Proceed (unless otherwise instructed) to the Neighbourhood Safe Place, Recreation Reserve, Main Road, Riddells Creek. The Refuge has drinking water and toilets.
14. Do a head count and remain calm to ensure all campers immediate safety. Inform Police of any missing persons.
15. When releasing a camper after / during an emergency situation, record the name of the camper, the adult taking responsibility, their destination and time of release.
16. In the event that there are no evacuation vehicles on site and it is too late to wait for vehicles then ALL campers are to proceed immediately to the Guide camp RED brick building as it is sprinklered. The Guide building is located near the Ranger's house.

### **Rowallan Forest Camp area - Evacuation procedure**

Under **NO CIRCUMSTANCES** do campers **STAY IN THE FOREST** if there is danger of a bush fire.

On Days of Total Fire Ban, there should be no hiking outside the campsite.

In the event of a Bushfire, prior notice will come from any of the people below:

- Ranger
- Country Fire Authority
- Police
- State Emergency Service

Leader in charge to designate leaders/ helpers and campers to specific vehicles.

1. Do NOT endanger yourself or others.
2. IF SAFE TO DO SO, assemble all campers, conduct a head count and remain calm to ensure all campers immediate safety. Assemble all campers in a safe area away from the threat. All leaders/ helpers should have a copy of the personnel checklist.
3. If injury has occurred, follow First Aid procedures and contact ambulance if necessary.
4. Instruct all campers to collect and put on appropriate clothing, e.g. long sleeved wool jumper, long wool trousers, shoes and socks, (gloves and hats are highly recommended – refer Personal Evacuation Kit, see Page 5) and return as quickly as possible. Shorts, dresses, skirts, thongs, and synthetic materials such as nylon are totally unacceptable.
5. Ensure that all campers are properly clothed.
6. The group's designated First Aid Officer to ensure that they have collected the group's own First Aid kits, and that they are readily available.
7. The group's designated cook to ensure that they have collected emergency food and drink rations.
8. Notify your group's designated emergency contact person of the situation, emphasising that nobody must venture into the danger area, and must wait for further instructions.
9. It is the responsibility of the Leader in Charge to make the decision when you are going to evacuate. When evacuating check that roads are not blocked if they are proceed to the Guide red brick building as it is sprinklered.
10. Notify Ranger of your decision and confirm details of your personnel checklist with him. Inform him of any changes e.g. early departures, belated arrivals, extra or missing persons.
11. IF SAFE TO DO SO, Pack up tents / gear into the refuge shelter (Warnock Lodge), otherwise kick poles out from tents or shelter flies. Life is more important than equipment / gear, so do this ONLY IF TIME PERMITS.
12. Do a head count.
13. Evacuate with care, ensure campsite users are NOT taken through the danger zone, taking notice of all authorities that you encounter. Proceed (unless otherwise instructed) to the Neighbourhood Safe Place, Recreation Reserve, Main Road, Riddells Creek. The Refuge has drinking water and toilets.
14. Do a head count and remain calm, ensure all campers immediate safety. Inform Police of any missing persons.
15. When releasing a camper after / during and emergency situation, record the name of the camper, the adult taking responsibility, their destination and time of release and inform Police.