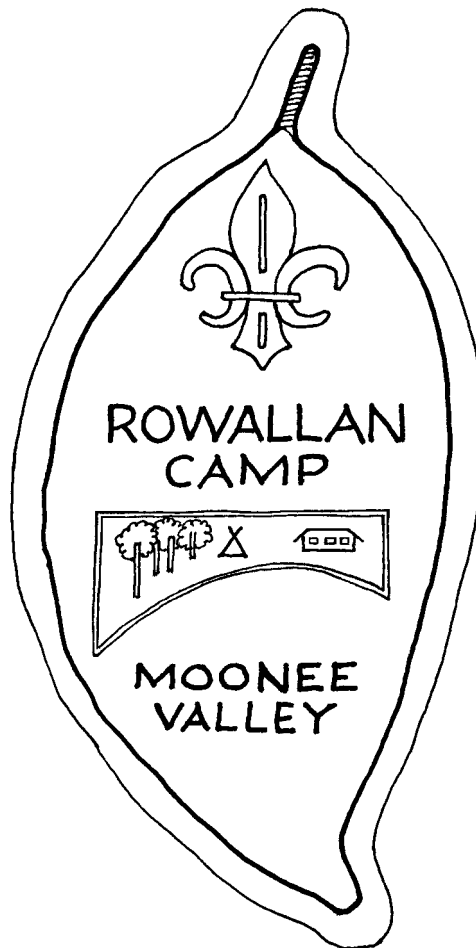


# Emergency Management Plan



Rowallan Recreation & Adventure Camp  
Moonee Valley District Scout Association – September 2019



A guide on what to do, who to contact, and the appropriate steps to take in an emergency.

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## 1. PREFACE

This document is 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 in case of emergency.

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.

**In the event of an emergency or incident, the Ranger must be informed on 03 5428-6509.**

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

The owner of Rowallan Camp is Scouts Australia Victoria Branch.

Reception 03 8543-9800

Personnel emergency 03 8543-9877

## 2. OVERVIEW OF THE CAMPSITE

Rowallan Campsite is situated on Kent Road, Riddells Creek, 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.

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 in tents. It has an emergency storm refuge 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 most likely come from the North or Northwest and after a wind change from the South or Southwest.

The campsite has 5 access gates and roads allowing for quick access between recreation areas.

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.

Police and CFA are located within the Riddells Creek Township. Sunbury has several 24 Hour medical clinics.

The campsite services are treated tank water, septic system, LPG and mains electricity. There is only one (1) public telephone line which is located at the Headquarters Camp near the dining room door. There is no phone connection to the Forest Campsite. The Ranger also has a phone in an emergency.

The campsite buildings are fitted with circuit breakers. All buildings are fitted with smoke alarms, fire extinguishers, fire blankets and exit signs.

There is average mobile phone coverage at Headquarters Camp (on the hill), and poor to no coverage in all other parts of the camp.

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 then leader in charge would need to follow the instructions as contained herein.

### **3. DOCUMENT MANAGEMENT**

#### **3.1. Responsibility**

The Emergency Management Plan was prepared by the Rowallan Scout Camp Committee of Management on behalf of the Moonee Valley District Scouts, who are the managers of the camp.

#### **3.2. Review**

The Emergency Management Plan is reviewed every 3 years.

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

The Rowallan Ranger is the liaison 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, Extreme and Code Red fire days.

The leader in charge of the campers is to take instructions from the camp Ranger regarding TFB, Extreme and 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 Injury/Accident Form and inform the Ranger.
4. 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.
5. The Emergency Management plan is outlined to campsite users drawing attention to the Incidents Sections, and Emergency Warning Signal. The Emergency Warning Signal is a "Whoop-Whoop" from the siren located near the HQ Camp kitchen door. When activated it will run for 9 minutes. The activation button is inside the kitchen, next to the rear door.
6. Explain Evacuation Drill, outlining all on site evacuation assembly areas (as previously selected and specified by the Leader In Charge).
7. 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.
8. Explain the role of the Ranger and the location of their residence.
9. The Campsite boundaries should be outlined as per site plan. (Annexure B)
10. All Campers should be made aware of the location of all Fire Fighting equipment (Annexure C) and the correct use of this equipment.
11. 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.
12. 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).
13. No running around campsite unless in designated games areas (as previously selected and specified by the Leader in Charge).
14. NO car may obstruct any roadway or gate. Absolutely NO exceptions
15. All cars to be parked in designated areas to allow for quick, organised evacuation.
16. Fire Safety screen must remain around fireplace in recreation hall when the fire is lit.
17. Observe all fire bans and restrictions nominated by the Ranger or CFA.
18. On days of Total Fire Ban, absolutely NO outdoor fires or wood burning BBQs.
19. 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.
20. 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. Head count of all personnel to coincide with Camper Register.
6. Forest campers to proceed to the brick dining room of the Headquarters Camp or Minda Killara of the Guide Camp (near the Rangers Office).
7. Headquarters' Campers are to stay in the brick dining room.
8. All campers to proceed to the Riddells Creek Evacuation Centre when advised to do so by the Ranger or Police.

## **7. EMERGENCY ACTION PLAN**

### **7.1. Verify the report.**

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

### **7.2. 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.

### **7.3. 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.

### **7.4. 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.

## 8. ROLES AND RESPONSIBILITIES

### 8.1. 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 EXTREME & CODE RED days for CENTRAL district, 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 by 9am on the morning of the Extreme or 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 offsite 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 Extreme or Code Red days all gates will be left unlocked and open.



### **8.2. Campsite Ranger**

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

The Ranger will have the VicEmergency app on their phone with a watch zone of at least 15km radius of the Camp.

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

### **8.3. 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. 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)

### **8.4. 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.

### **8.5. 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.

### **8.6. Campsite Booking officer**

1. Ensure that the local CFA and local Vic Police have a current booking list indicating camping groups and how many are in each group. This is typically done once a month with the forward 60 days of bookings listed.

## 9. INCIDENT TYPES

### 9.1. Bushfire

Leader in charge should have the VicEmergency app installed on their phone and have a watch zone around the Camp of at least 15km.

There is average mobile phone coverage at Headquarters Camp (on the hill), and poor to no coverage in all other parts of the camp.

CFA recommends that evacuation is preferred over staying.

It is the responsibility of the leader in charge to make the decision whether they are going to evacuate or stay on the site.

A factor in your evacuation decision is knowing if Mt. Charlie road is clear. If a clear route out is not available, then you may have to stay, and seek refuge. In this case, proceed to the Guide Camp's red brick building (Minda Killara). It has external roof sprinklers. The building is located near the Ranger's house. Refer to Site Map.

#### **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 may come from any of the people below:

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

On Total Fire Ban 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.

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 the evacuation assembly area (at the Flag pole). All leaders / helpers should have a list of campers.
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) 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. 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.
7. Assemble all campers in Headquarter Camp dining room. Do a head count and ensure that all campers are properly clothed.
8. Close all windows, doors and curtains. DO NOT LOCK ANY DOORS.
9. Place wet articles (towels, clothes etc.) at the bottom of the exit doors.
10. Fill anything (buckets, dishes etc.) with water and have these ready for use.
11. Await the all clear or procedure to evacuate from the authorities.

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

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

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

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

On Total Fire Ban 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.

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 list of campers.
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) 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. 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. Notify Ranger of your decision and confirm details of your Camper Register (list of campers) with him. Inform him of any changes e.g. early departures, belated arrivals, extra or missing persons.
9. 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.
10. Do a final head count.
11. Check an exit from Camp is available to you. Roads may be blocked; no evacuation vehicles are available; or too late to wait for vehicles to arrive. In these cases, proceed to the Guide Camp's red brick building (Minda Killara). It has external roof sprinklers. The building is located near the Ranger's house. Refer to Site Map.
12. 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 Safer Place, Recreation Reserve, Main Road, Riddells Creek. The Refuge has drinking water and toilets.
13. Do a head count and remain calm to ensure all campers immediate safety. Inform Police of any missing persons.
14. 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.

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

Under **NO CIRCUMSTANCES** do campers **STAY IN THE FOREST** if there is an approaching bushfire.

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

In the event of a Bushfire, prior notice may 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 list of campers.
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) 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. 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. Notify Ranger of your decision and confirm details of your Camper Register (list of campers) with him. Inform him of any changes e.g. early departures, belated arrivals, extra or missing persons.
9. 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.
10. Do a head count.
11. Check an exit from Camp is available to you. Roads may be blocked; no evacuation vehicles are available; or too late to wait for vehicles to arrive. In these cases, proceed to the Guide Camp's red brick building (Minda Killara). It has external roof sprinklers. The building is located near the Ranger's house. Refer to Site Map.
12. 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.
13. Do a head count and remain calm, ensure all campers immediate safety. Inform Police of any missing persons.
14. 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.

### **9.2. 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 list of campers 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 firefighting 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

### **9.3. Electricity failure**

There is a torch in the Headquarters Camp 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 list of campers 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.

### **9.4. 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 list of campers 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.

### **9.5. 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 list of campers 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.

### **9.6. 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.

**9.7. 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 list of campers 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 Injury/Accident Form for all incidents.

**9.8. 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 list of campers 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.

**9.9. 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 list of campers 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.

**9.10. 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 list of campers 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.

### **9.11. 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 list of campers 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 list of campers 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.

### **9.12. 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 list of campers 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.

### **9.13. 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 list of campers 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 list of campers 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.

### **9.14. 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 list of campers 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 should be immediately evacuated to a safe area.
2. IF SAFE TO DO SO, quietly assemble all campers in a manner that will not inflame the situation, if possible out of sight of the perpetrator. Conduct a head count and remain calm to ensure all campers immediate safety. You should have your list of campers 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.