



Emergency Management Plan

EMERGENCY MANAGEMENT PLAN

- To ensure that the correct response is made to any emergency situation that may arise in the camp, all Camp Sunnystones user groups are requested to make themselves familiar with the details of the emergency response plan.
- In the event of any emergency Camp Sunnystones staff should be informed.
- To prevent confusion - and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, etc. should be handled by the Camp Sunnystones owners or Group Leaders. This will enable immediate assistance to be provided and an appropriate response planned.
- All contact with emergency services should be done by the Camp Sunnystones owners where time/availability permits.

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SITE OVERVIEW

Camp Sunnystones is group accommodation venue situated approx. 7km from Bacchus Marsh. The homestead is a unique 21st century solid rock complex set on 50 acres overseeing the Long Forest Nature Conservation Reserve.

The camp building has all facilities under the one roof, including, 10 bedrooms each having their own ensuite, dining area, two lounge areas, kitchen and sunroom (please see floor plan on page).

The areas outside include a large car park, BBQ area with gas BBQ and seating, beach volleyball court and initiative activities.

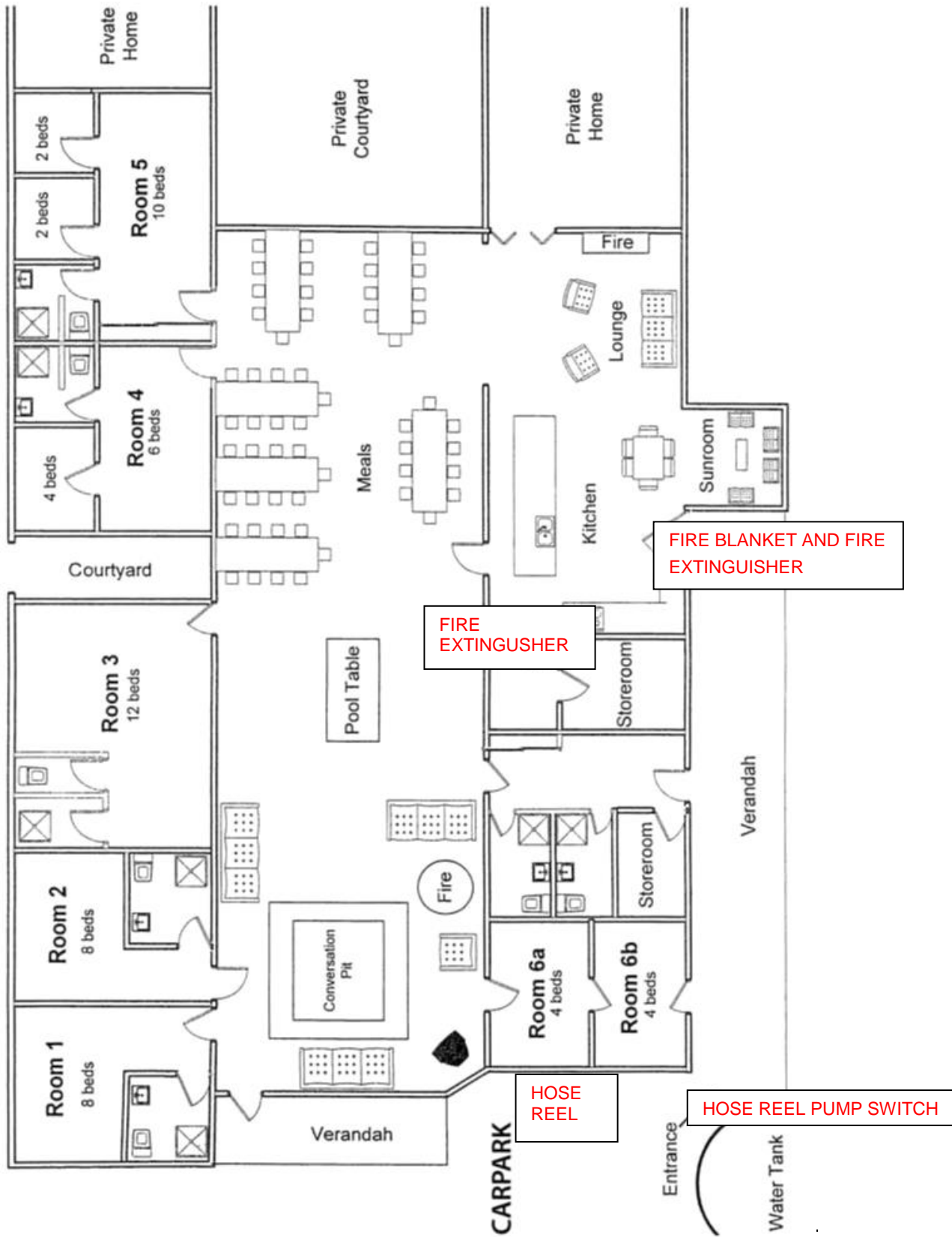
Other areas onsite include two low ropes courses to the south of the building, and a canoeing lake and archery course to the east.

CAMP MANAGERS:

Matt Hope 0414401279 or Kate Hope 0458507 136

64 Possumtail Run 250m south of the main homestead

Sunnystones



WHAT TO DO IN AN EMERGENCY

1. Verify

Verify the report.

Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.

2. Notify

Notify the emergency services and Sunnystones staff

By the quickest possible means, immediately notify:

- the emergency services
- the Sunnystones staff

3. Assess

Assess the danger posed by the emergency

Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.

Use verbal information.

Observe what is happening to decide:

- has the danger passed?
- is the danger increasing or decreasing?
- is the danger coming closer or moving further away?
- is the weather or terrain affecting its progress?

decide how much time exists to take alternative actions.

4. Act

Take action based on the assessment of danger.

Ensure that injured campers are not exposed to further injury or danger.

Contain the emergency if safe to do so.

Move people away from the danger area by the safest means, if necessary, move campers indoors, to one end of the building, to the furthest part of the campsite or to a site well away from the campsite if time permits.

Refer to any specific procedures developed for the emergency.

Assembly Areas: tank stand at rear of carpark or Pit.

Emergency horn @ Kitchen

Your location: Camp Sunnystones, 98 Possumtail Run, Bacchus Marsh 3340

The Spatial map reference is Central region map book: Map 6526 page 120 GR-783289

Owners Mobile Contact: 0458 507 136 or 0414 401 279

Emergency Phone Numbers

Fire - Police - Ambulance Dial 000

Hospital

5367 2000

Police 000 or 5366 4500

Doctor

5367 3333

Poison Info 13 11 26

Ambulance 000

Fire 000

ROLES AND RESPONSIBILITIES

Sunnystones Staff

Sunnystones staff, who are normally on site during the day, will co-ordinate the emergency and set up a command centre in the camp office. They will liaise with emergency services and take control of all responses not involving the supervision of campers. Other Sunnystones staff, if on site, will assist where necessary. If Sunnystones staff are not available the leader of the group will take responsibility for liaising with emergency services and delegating supervision of the group to another adult

Group Leaders

If Sunnystones staff are not available or the group leader believes the response is within their own resources they can contact the emergency services and implement the planned response. Camp Sunnystones staff **MUST** be notified as soon as practicable. Camp Sunnystones staff will then assume the coordination responsibility for the emergency. Group Leaders must supervise campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by Sunnystones staff or emergency services.

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

Sunnystones provides the following emergency plan after full consultation with the local emergency services.

Regardless of the time of year, ensure all cars and vehicles are parked in the designated areas only. This will allow ready access to all emergency vehicles.

Each group using Sunnystones during the fire danger season, November to March, should conduct a fire drill under the direction of the Sunnystones staff when a Total Fire Ban day is declared.

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

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 Sunnystones 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

If the media arrive at the site by helicopter they will land on the oval. They could arrive before the emergency services and should be met on arrival by either Sunnystones staff or Group Leader. Request that they remain away from the main camp and do not allow them access to the campers. Offer no comment on the emergency and refer them to the police or emergency services when they arrive.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS

Electrical Failure

Electrical failure will cause a blackout. Battery back up will allow basic emergency lighting to operate. Loss of power will may also disrupt power supplies for all pumps, taps, showers and toilets. Portable battery operated lights are available for campers above the fridge.

RESPONSE:

1. Notify the Sunnystones staff who will investigate
2. Continue on with camp program if daytime
3. If dark assemble campers in the dining room, conduct a head count, organise torches and outline modified program.
4. If campers in bed visit each hut and organise campers to have torches ready, or provide Sunnystones portable lights for toilet trips
5. Meals will still be available
6. Continue camp program

SUNNYSTONES STAFF RESPONSE:

1. Check power point/light fitting in building
2. Check fuse boxes in pantry and behind main building.
3. Check power supply outside camp to determine an area blackout
4. Call Origin Energy to check fault and delay
5. If fuse tripped or fault undetectable call camp electrician
6. Inform group leader of action
7. Contact Sunnystones kitchen staff re menu etc.
8. Do not allow use of candles in accommodation areas.
9. Start emergency lighting.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS cont.

Water Loss

Water loss is not an issue. If it did occur campers should refrain from using the toilets with gentlemen directed to the bush. Group leaders need to be aware of hygiene problems and direct the group members on which toilet to use. Tank storages will allow for continued use of water for all purposes.

RESPONSE:

1. Notify the Sunnystones staff who will investigate
2. Continue on with camp program

SUNNYSTONES STAFF RESPONSE:

1. Investigate, check power to pump, pumps, water levels in tanks.
2. Contact camp plumber
3. Inform group leader and Sunnystones kitchen staff of likely delay.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS cont.

Gas Failure

No hot water will indicate trouble with gas supplies or excessive hot water use.

RESPONSE

1. Notify the Sunnystones staff who will investigate
2. Continue on with camp program

SUNNYSTONES STAFF RESPONSE:

1. Investigate and re-light pilot light
2. If no success call camp plumber
3. Inform group leader of action and kitchen staff if cooking will be disrupted.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

DURING ON SITE ACTIVITIES EACH ACTIVITY LEADER & GROUP FIRST AIDER WILL HAVE A MOBILE PHONE TO NOTIFY OTHER LEADERS OR CAMP SUNNYSTONES STAFF OF AN EMERGENCY.

General Evacuations

- Observe and listen to determine the type of emergency that requires the evacuation i.e. bomb scare, chemical spill, large building fire, gas leak etc
- Notify all persons in the building to evacuate under instruction from Sunnystones staff
- Secure confidential and valuable items, and if time permits shut down electrical/mechanical equipment
- Close all doors (except for bomb threat)
- Take handbags, briefcases and suitcases with you
- Direct all persons to proceed to primary emergency assembly point at the rear of the car park. If this area is not safe the secondary assembly point is at the BBQ area
- Check all areas are cleared and inform the Sunnystones staff of the status of evacuation & any actions
- Control the movement of occupants to the Evacuation Point (if required)
- Remain at the Evacuation Point until advised by emergency services

Sunnystones staff will be guided by emergency services recommendations regarding evacuating the premises.

In the event of evacuation weekend groups have their own transport and will be directed by emergency services regarding when and where to evacuate.

School groups: School groups when directed to will evacuate enmass. School staff firstly will contact their bus company they arrived with to organise transport. If unsuccessful Sunnystones staff or emergency services will call Bacchus Marsh coaches 53663444 to evacuate to the displan in either Bacchus Marsh or Melton

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Bushfire : code red / catastrophic days

Code Red / catastrophic – In the event of a forecast code red or catastrophic day, students would be evacuated to their homes the day before.

In the event of a notification of a fire within the immediate area, arrangements will be made to evacuate the students to their school if time permits. If necessary to evacuate immediately they will be co-ordinated to the nearest Relief Centre, location as advised by the Incident Controller or Moorabool Shire.

In the event of evacuation coaches will be available to transport students at late notice.

Staff will be expected to notify the school that they are evacuating and would register accordingly at the Relief centre upon arrival.

Staff in charge must have a complete record of all staff and students on site.

Severe weather warnings – All activities are conducted within 500 metres of the camp building and all activities would be suspended due to a severe weather warning with students returning to the main camp building.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Bushfire : At The Campsite

Essentially Sunnystones is a safe location. It is 8km from Bacchus Marsh township, which has a well equipped hospital, an efficient well equipped fire brigade, an SES base, an Ambulance station and several Doctors surgeries.

The building itself is built of rock with fireproof floors and ceiling and is extremely fire resistant. The following procedures are drawn up on the premise that it is safer to remain at the camp than attempt to move in the face of a fire:

1. In the event of a fire emergency in the area the campsite will be evacuated **only on the advice of the emergency services.**
2. The Sunnystones staff, or in their absence the group leader, will **sound the bell in the dining room.** This places all campers on alert and they should quietly and slowly move to the PIT area if safe to do so.
3. A **head count of campers** is to be conducted by group leaders after which Sunnystones staff, or in their absence one or two group leaders, are to **check the campsite building** for campers closing all doors and windows (close blinds).
4. The **camp office will be the command centre** and all communication with the emergency services will occur here.
5. **Everyone must dress** in long clothes, preferably wool, and solid footwear. Blankets are to be made available to campers.
6. All people are to **gather in the main hall** and remain inside until advised otherwise by the emergency services. Water, towels and battery operated lights will be on standby.
7. **Gas and power** should remain on unless the fire is close by.
8. Sunnystones staff:
 - Appoint staff to designated areas;
 - Fill spouting of building with water;
 - Prepare fire trailer and hoses;
 - Remove combustible material from verandahs;
 - Move cars into central car park;
 - Distribute fire rakes and bags around campsite; and
 - Once fire front has passed check for spot fires

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Bushfire: Off Site

On days of total fire ban all campers will be advised to remain close to the building at Sunnystones.

1. If smoke or flames are seen away from the campsite no attempt should be made to return to the campsite if there is danger of being threatened by the fire retreat to a safe area i.e. river, broad track, rock or cleared area.
2. Campers should drink plenty of water.
3. Loose clothing should be dampened with water to protect head and shoulders.
4. All exposed areas of skin should be covered with clothing to avoid radiant heat.
5. Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Building Fire

All sleeping areas are fitted with smoke detectors. In the event of an emergency signal sounding the following steps are to be undertaken:

1. In the event of a smoke alarm sounding alert the people in the room and contact an adult or group leader.
2. **Sunnystones staff or a responsible adult or group leader** is to check the sleeping area being indicated by the alarm.
3. **If smoke is present** in the sleeping area the accommodation rooms are to be evacuated in a quiet and orderly manner to the BBQ area where a head count will be undertaken. A **designated** group leader or Sunnystones staff member is to undertake individual room checks to ensure that all sleeping areas are empty.
4. **If there is no evidence of smoke** Sunnystones staff or a group leader should investigate the [fire site] to ascertain whether or not it is a false alarm & **Emergency Services notified.**
5. **If Sunnystones staff are not present they are to be immediately notified.**
6. Except where the fire is strictly confined **no attempt should be made to fight the fire.** All doors should be closed and the building evacuated.
7. **Gas & electricity** should be cut off.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Lost Or Missing Camper:

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 Sunnystones staff and group leaders to cover and search a number of specified areas. Searchers are to be equipped with Mobile phones. 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.
4. 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.
5. If, after this initial, quick and thorough search of the immediate area, if the individual has not been located **call the POLICE on 000** and provide a detailed description of the missing camper, the estimated time last seen, any physical or medical aspects and the actions put in place to date.
6. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:
 - 1 Ambulance..... 000
 - 2 Hospital.....53672000
1. **Notify the immediate neighbours** and provide detailed description of the missing camper. Make sure that they know the campsite's phone number:
2. In the event that the emergency services and police have been introduced into the search, the group leader should **notifying the person in charge of their organisation** or school, so that the parents can be notified.
3. Upon **locating the missing camper**:
 - 1 ensure that the police, emergency services and neighbours are informed
 - 2 determine whether medical attention is required, and
 - 3 notify your organisation and parents.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Camper Abduction Or Assault [NB No Private Access To Telephones]

Off Site

1. Witnesses gathered and Police contacted immediately by any available means.
2. Group returns to camp to continue program. **Sunnystones staff immediately notified.**
3. Police manage situation
4. Group leader contacts organisation

On Site

1. Immediate details obtained from witnesses and Police notified immediately
2. Rest of group to carry on with program
3. Witnesses held in office subject to police arrival
4. Group leader contacts organisation
5. Police manage situation

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Hostage Situation

There is no single correct response for this problem, as it will depend on prevailing circumstances.

If In Direct Contact With Perpetrator:

Principles to observe when confronted by situation:-

1. Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator
2. Be flexible in response, humour the perpetrator and try to observe their behaviour
3. Comply with reasonable requests and negotiate if possible

If Not In Direct Contact with Perpetrator:

1. Should a hostage situation develop at the camp all campers and staff not involved are to be immediately evacuated to the oval area. NOTE: Evacuation should only occur if it can be done in a manner that will not inflame the situation. All evacuations should be quiet and if possible out of sight of the perpetrator.
2. Police notified immediately and take control.
3. On advice from police campers remain at the oval or evacuated home.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

Injury / Illness/ Near Drowning

Off Site

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Contact Sunnystones by Mobile phones.
4. Two adults stay with person, rest of group continue activity away from injured camper
5. Sunnystones staff or group leader contacted to arrange transport of person to medical aid or call Ambulance.

On Site

1. If safe to do so remove person from further danger and make comfortable.
2. First Aid and/or CPR as required.
3. Contact Sunnystones staff or group leader immediately
4. Two adults with 1st aid training to stay with injured / ill camper.
5. Sunnystones staff or group leader arrange transport to medical aid or call ambulance
6. Group removed from immediate vicinity of injured and continue program activity.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS cont.

LPG Gas Leak

1. Sunnystones staff or Group leader to be notified **immediately**.
2. Gas turned off at point if practical to do so.
3. **If the leak is minor** e.g. strong smell of gas from appliance. Turn off appliance or at supply. - **No evacuation of camp required** Isolate area from campers and ventilate area. Contact camp manager
4. **If a major leak** i.e. a very strong smell or visual plume of gas either indoor or outdoor then **evacuation must be considered. Remember - Gas is heavier than air and will flow downhill. Do not use vehicles to evacuate. The BBQ area provide the best assembly areas.**

Notify gas supplier Kleenheat 132 180 and Gas Fitter 5367 1239 and police 000 .

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.

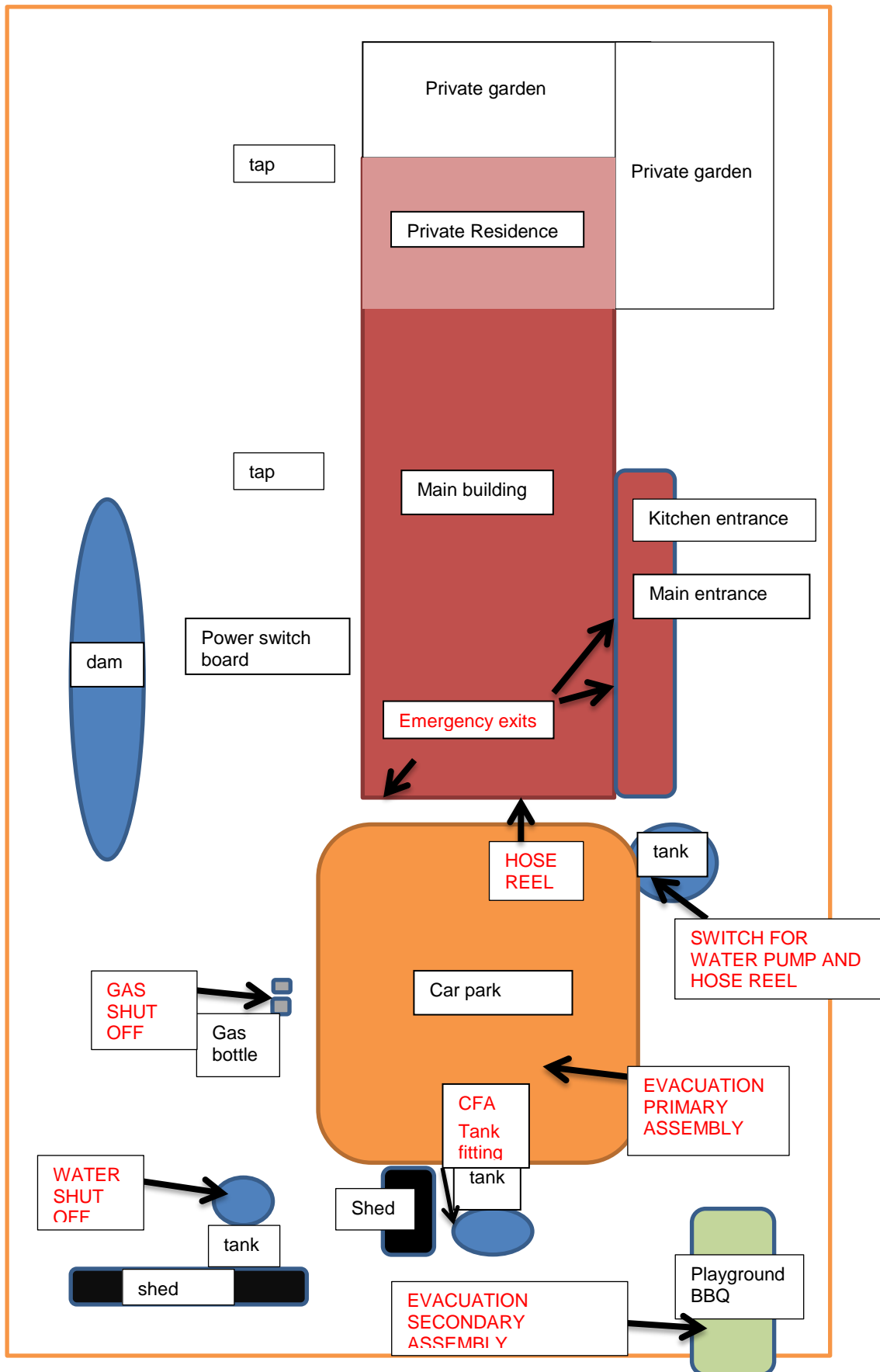
Minor incidents - Where the matter has been handled internally and no injuries or apparent exposure to potential trauma has occurred.

A discussion between those involved in the incident and Sunnystones staff will occur. Diary notes of the incident and the response will be made. Any problems with the response and lessons that can be learned will be noted and adopted.

Major Incidents - Where injury, trauma has occurred or Emergency Services have been involved.

A full debrief with all parties involved and formal recommendations as to any adjustments to the response are sought from all interested parties. A report shall be written and lodged with the camp

Sunnystones Site Plan



Sunnystones Staff Emergency Training Program/Reviewing Plan

Sunnystones staff

New Sunnystones staff are briefed on the Emergency Management Plan as part of the induction process on commencing employment.

Each Sunnystones staff member is provided with 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 tested every 12 months to simulate different emergencies.

Sunnystones staff are trained annually on the use of fire extinguishers.

Sunnystones Phone Directory

FIRE / POLICE / AMBULANCE 000

MERO (Municipal emergency response officer) Natalie Abbott 0409970302

Bacchus Marsh Police 5366 4500

Bacchus Marsh SES 132500 or 92063421

Bacchus Marsh Hospital 5367 2000

Turner St Doctors 5367 3333

Poison Information 13 11 26

Sunnystones Staff

Kate Hope 5367 1984 Mob. 0458 507 136

Matt Hope 5367 1984 Mob. 0414 401 279

David Paterson 5367 1984 Mob. 0428 371 148