



Emergency Management Plan

This is a condensed version of the complete EMP posted by the camp phone. Refer to the front page of the full EMP for the specific responses listed thereon.

Essentials The total number of campers must be known at all times. This information, together with the names of individuals should be kept with the group leader and a copy must be given to the camp manager on arrival at the camp. Contact phone numbers must be kept by the group leader.

Communications

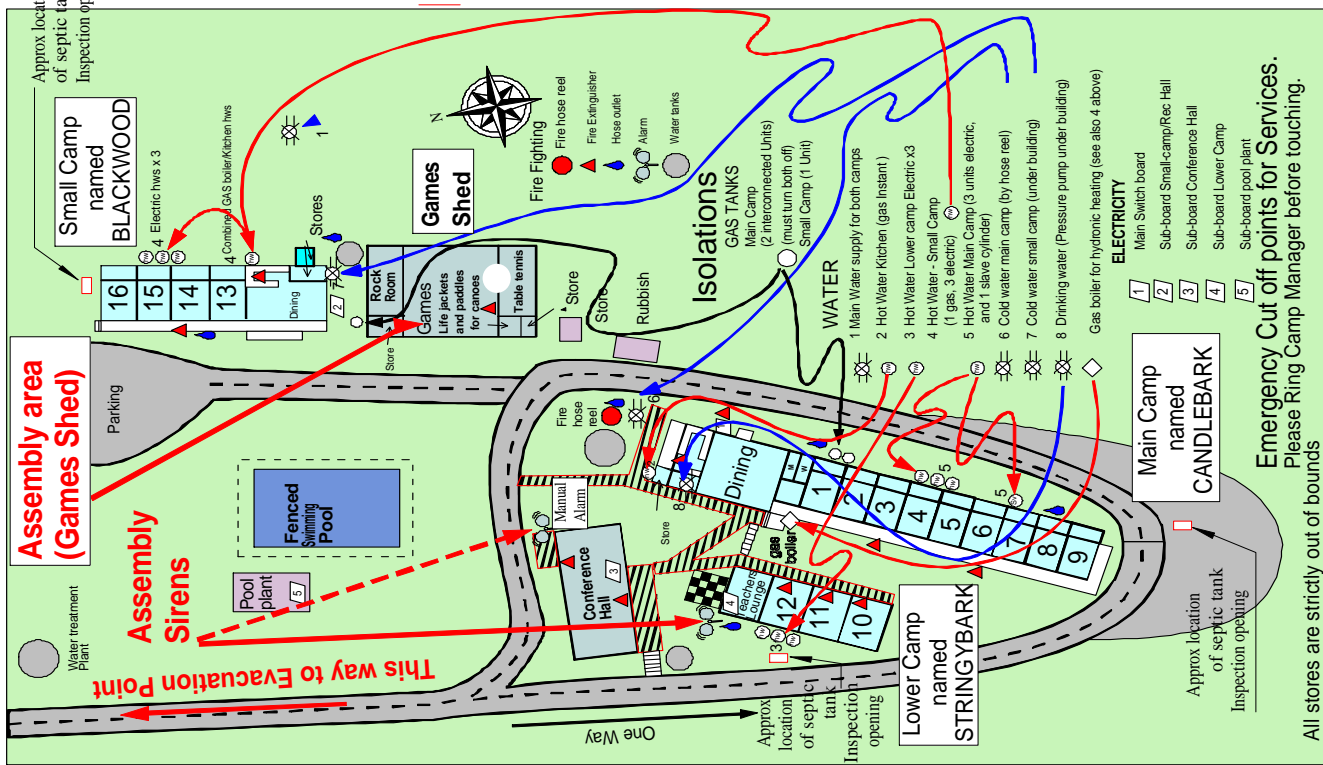
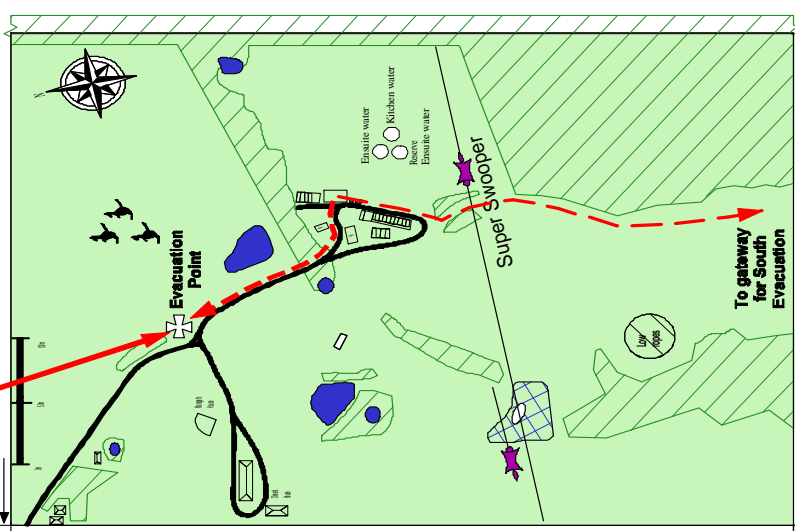
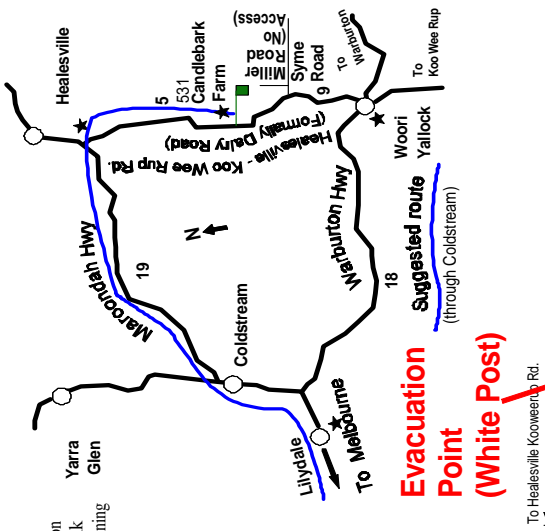
Emergency phone numbers are at the back in case you are unable to contact the manager. So that the Manager (Michael Hill) can act as incident controller and contact emergency services, phone him on 5962 4727 or mobile 0418 555 817. If un-available, contact campsite staff and notify them of the emergency. Use mobile phones if land line is down.

Isolation Points Open up the back page for a map of the camp showing the locations of isolation valves and switches for gas, water & power together with locations of fire extinguishers.

Assembly Instructions

The assembly siren is on the external North-West corner outside Stringybark camp near the outside chessboard, see Map

- Push the red button to signal a general assembly of everyone in the games shed.
- If necessary an alternative assembly area is the flat playing field across the road from the West side of the Conference Hall.
- If the push button siren fails to sound use the hand operated siren at the front entrance to the Conference Hall.
- Once everyone has assembled, do a roll call to account for everyone.
- If anyone is missing, leave siren on and refer to Lost Camper page 24.
- Wait for further instructions from the Incident Controller who will be liaising with emergency services from the Blackwood camp dining room.
- Leave the siren on until everyone is assembled and accounted for, ask a responsible adult to turn it off by twisting the knob anticlockwise.



Farm Layout

Camp Layout

Hint: Copy pages back to back to make a 3 fold brochure (flip on short side)



Emergency Phone Numbers

FIRE AMBULANCE POLICE		000
SES (State Emergency Service) for lost campers, emergencies and rescues.		000 or 132 500
DOCTORS (H'ville) 223 Maroonadah Hwy		5962 4633
See pg 20 for directions 34 Symons St		5962 4379
408 Maroonadah Hwy		5962 4030
GP Clinic at Healesville hospital)		1300 130 381
(After Hours service until 10 PM Only)		
HOSPITAL Healesville; 377 Maroonadah HW		1300 130 381
Melway 270 F11 (No casualty at Healesville)		
Maroonadah Hospital Davey Drive Ringwood	Rec	9871 3333
East. Melway 50 C6 (Nearest Casualty/Emergency Hospital)	ED	9871 3558
EVACUATION	McKenzie's Bus	5962 5088
A/H emergency	Brad	0429 139 899
	Bill	0418 103 512
Victorian Bushfire Information Line		1800 240 667
http://emergency.vic.gov.au/respond/		
ELECTRICAL Power outage		13 1799
GAS leaks or other emergencies Elgas 24hr		1800 819 783
HELP FOR WILDLIFE for injured wildlife		0417 380 687
POISON Information.		13 1126
PUBLIC SCHOOLS DET Security Services Unit		9589 6266
RANGER Shire removal of wildlife, livestock		1300 368 333
SNAKE REMOVAL Mike (Launching Place)		0432 143 228
CAMP MANAGER Michael Hill		5962 4727
(resident prime incident controller)		0418 555 817
Alternative number through his partners mobile		0417 037 327
Campsite Caretaker (non res) Charlie Belshaw		0407 553 051
Greg Davies caretaker's assistant part time		0400 976 308
Manager's Assistants (resident)		5962 3175
Please Ring manager first Lyndall Francis		0401 267 230
Iain Banfield		0435 174 147
CAMP for those who need to contact you		5962 5403

Handy Phone Numbers Before ringing check with manager first		
Manager	Michael Hill	5962 4727
Plumber	Paul Thomas	0418 555 817
		0419 396 844
Electrician	Trevor Pell	0418 352 239
Pump repairs	Sprinkler Fix	0418 736 566
Glazier	Ridgline Glazing	0418 102 370
Caretaker	Charlie Belshaw	0407 553 051
Assistant' Caretaker	Greg Davies	0400 976 308
Bus	McKenzie's	5962 5088
	A/H Brad	0429 139 899
	Bill	0418 103 512
Taxi		5962 4722
Gas Refills		1800 626 988
Water tanker	(Howard)	0407 684 910

INJURY/ILLNESS- Warning, If the case is life threatening, ring 000

- Ring the doctor first for soonest appointment then drive into Healesville. (turn right at the bottom of our drive and right again at the stop sign)
- At the intersection with traffic lights you will see Reece Plumbing on the far left corner and the Grand Hotel on the far right.
- The first doctor (Yarra Valley Clinic **5962 4633**) is next door to Reece straight ahead.
- For the 2nd doctor (H'ville Medical Centre **5962 4379**), turn right beside the Grand Hotel and take the next left turn into Symons St where you will see the clinic on your right at no 34.
- The 3rd doctor (Get Well Clinic Healesville **5962 4030**) is straight through the intersection about 1.4K to 408 Maroonadah Hwy on your right. You will have just past the hospital on your left.
- The 4th doctor (**1300 130 381**) is at Healesville hospital (see below). It also has an **after hours** clinic from 6 PM to 10 PM M-F and 9 AM to 10 PM Weekends and P' Holidays. Ring first!
- For the hospital, (**1300 130 381**) continue through the intersection and also the next set of lights about 1.3 k to 377 Maroonadah Hwy. (on your left). The hospital has nurses 24 hrs, but not doctors.

Incident Register All emergencies, near misses, accidents or illnesses and the action taken, must be recorded in the incident register form in the overhead cupboard by the microwave.

Remember to give location as follows:

CANDLEBARK FARM

531Healesville - Koo Wee Rup Rd.
Healesville (Melways 284 E6)

Specifically, from Maroonadah Hwy., down Healesville-KooWeeRup Rd. 5 km on left and up the drive with the white tyres.

Warning: the driveway is only one lane wide and is quite steep so keep speed down to 25 km/hr.

Emergency information may be broadcast on the local community FM radio 99.1 & ABC radio 774

Please note, any campers who are unwell should not attend the camp as they may make others unwell. We will not be charging these campers.

In an emergency

<p>1. VERIFY the report, confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.</p> <p>2. NOTIFY immediately emergency services & the campsite management by the quickest means possible.</p> <p>3. ASSESS the danger posed by emergency:</p> <ul style="list-style-type: none"> Use all your senses to build a picture which tells you what is happening and use that information to help you decide on a course of action. Use verbal information. Observe what is happening to decide: <ul style="list-style-type: none"> - Has the danger passed? - Is the danger increasing or decreasing? - Is the danger coming closer or moving away? - Is the weather or terrain affecting it's progress? Decide how much time exists to take alternative actions. <p>4. ACT, Take ACTION based on the assessment of danger:</p> <p>Ensure that injured campers are not exposed to further injury or danger.</p> <p>Account for all persons using your campers list.</p> <p>Administer first aid and contain the emergency if safe to do so.</p> <p>Move people away from the danger area by the safest means and to an indoors assembly area if possible (Steel game shed, dining room or play field below camp).</p> <p>Refer to any specific procedures developed for the emergencies set out beside.</p>

Brief notes for certain incidents (refer to the full EMP by the phone for complete details)

- LOST CAMPER-** At camp: check toilets, contact camp staff to enable search procedures to start as soon as possible. *On farm or bushwalk:* establish where they were last seen and backtrack to this point with all of the group. If camper not found immediately contact Incident Controller with full details of lost camper so that Police can be properly informed. Refer also page 24 of EMP

- ELECTRICITY, GAS, WATER-** Notify camp staff, consult camp plan for cut-off points and turn off the service if safe to do so. Refer also page 6 of EMP