



Government of **Western Australia**
Department of **Sport and Recreation**

Bickley Outdoor

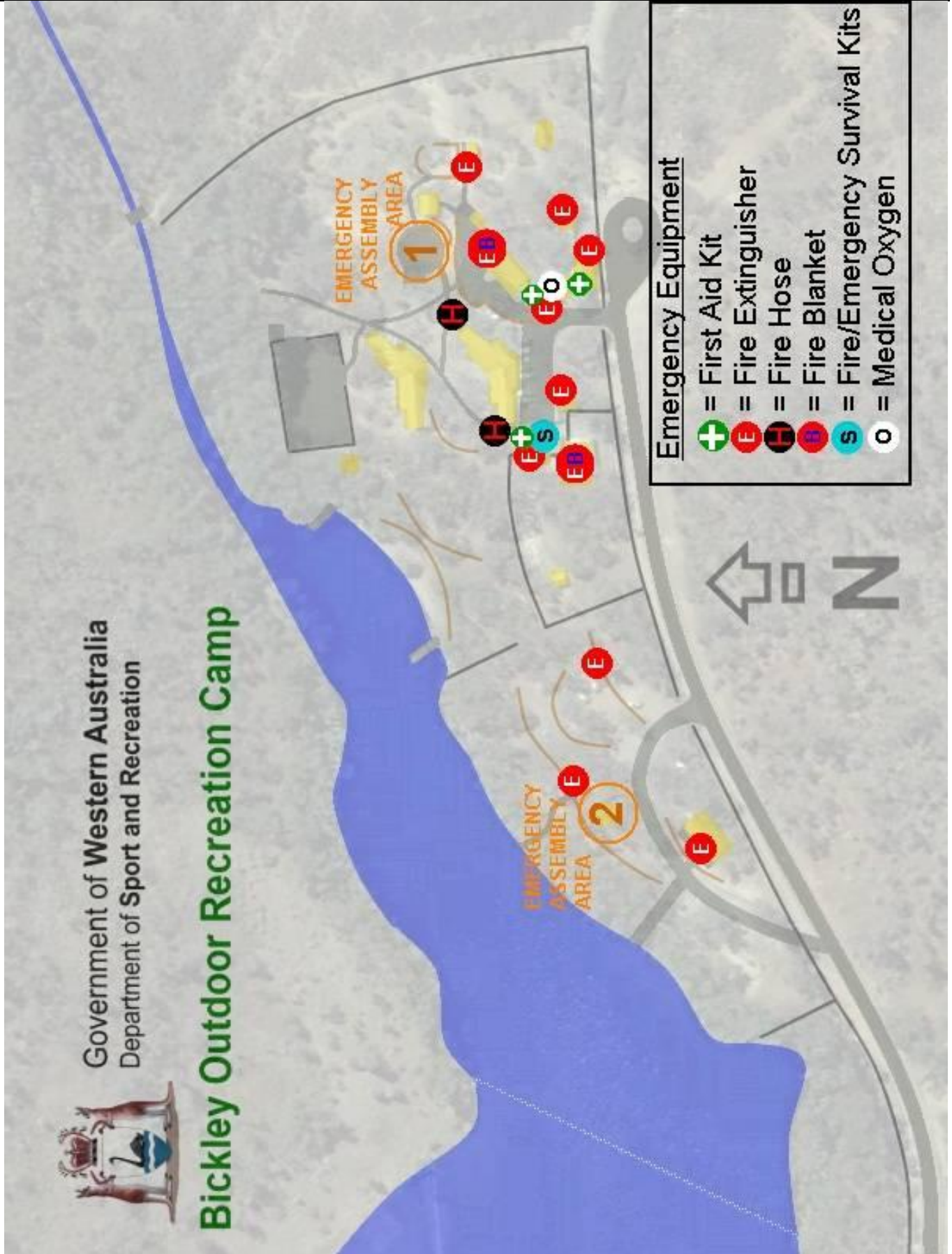
Recreation Camp

Emergency Response

Manual

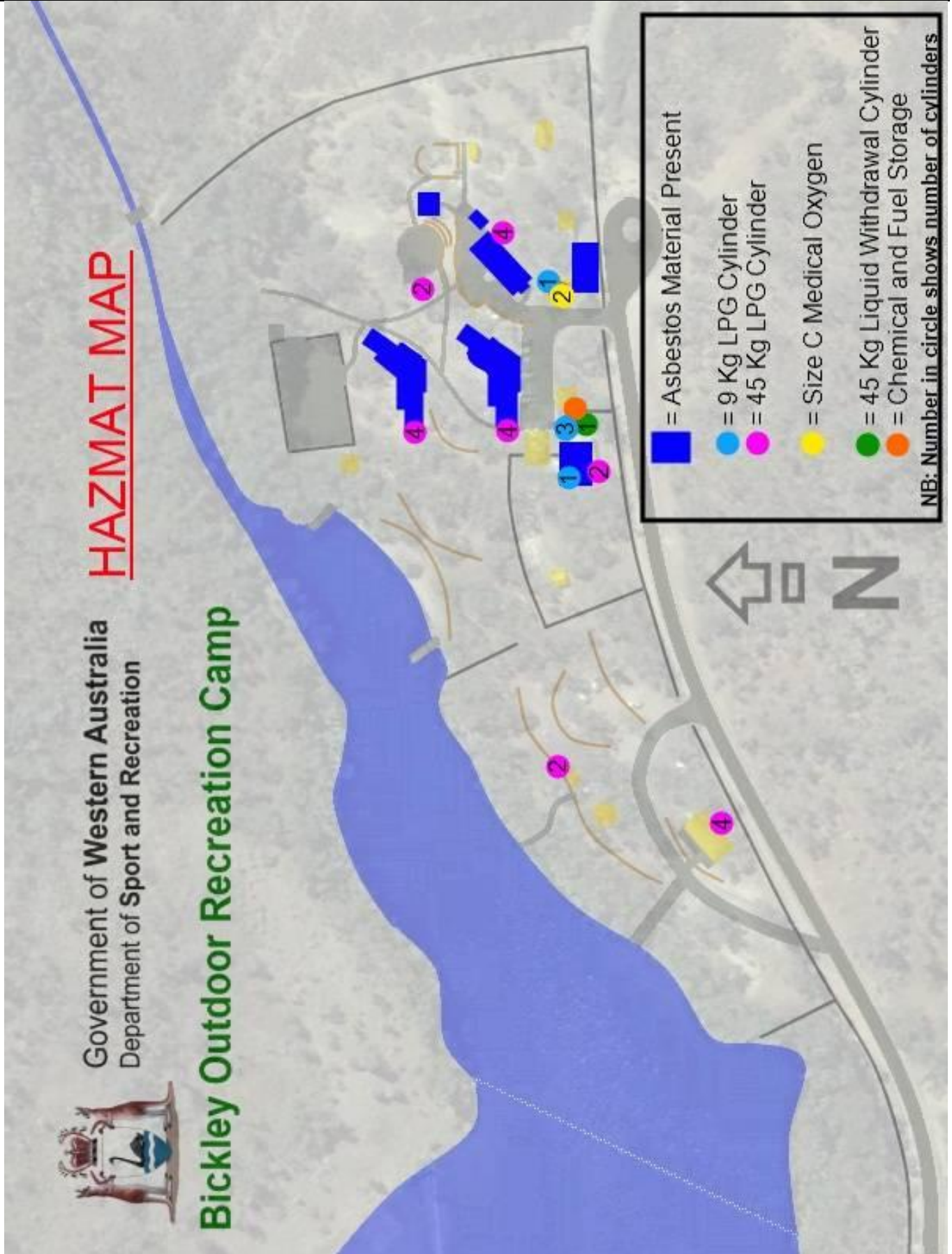


Emergency Response Equipment





HAZMAT MAP



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Overview

These procedures were formulated to meet the requirements of Australian Standard **AS3745-2002** Emergency Control Organisation and Procedures for Buildings, and the National Competency Standard – Fire Emergency Response.

- All full time staff of the Bickley Outdoor Recreation Camp are required to participate in regular emergency training and evacuation exercises. These should be conducted every 3 months. Other DSR employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation / Bickley Full Time Staff) in emergency situations.

The Critical Incident Management Planning and Learning (C.I.M.P.L) plan covers the overarching responses and chain of communications for the Department of Sport and Recreation Western Australia's (DSR) Camps chain. The specific Bickley responses and procedures mentioned in this document are to be used in conjunction with the C.I.M.P.L. plan to help enable the best emergency response possible.

Incidents and Emergency situations that arise at Bickley Outdoor Recreation Camp will be dealt with in three phases.

Phase 1 – Deals with any immediate actions required by those physically close to the incident such as first aid, smothering fires and rescues.

Phase 2 – Starts as soon as communications commence to anyone not directly responding to the incident. Will generally start with radio contact to the office and includes the responses then completed by other support staff, including record keeping, communications with emergency services, line managers, public affairs, coordinating evacuations and general bigger picture tasks.

Phase 3 – Involves steps taken days, weeks and even months after the incident. It may include the re-stocking of first aid kits and other resources used, providing counseling services and comprehensive debriefing for staff and participants. This phase also requires working with staff to action a suitable return to work program and an assessment of the emergency response plan and camp resources to determine if improvements can be made.

Purpose of the Manual

The implementation of a workplace emergency program helps to ensure the effective utilisation of life safety features in a workplace to protect people from fire, bomb threats and other emergency situations.

The following procedures are meant to provide a basis for handling various types of workplace emergencies. They should not be regarded as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated situations.

Version	Date	Revision Description (Section, content etc)	Completed by
1.0	8/7/2010	Original Version	B Lewis, A Bertram, D Hall, P Myers
1.1	29/3/2011	Revised Version	A Bertram
1.2	5/10/2011	Revised Version – added Team First Aid Procedure	A Bertram

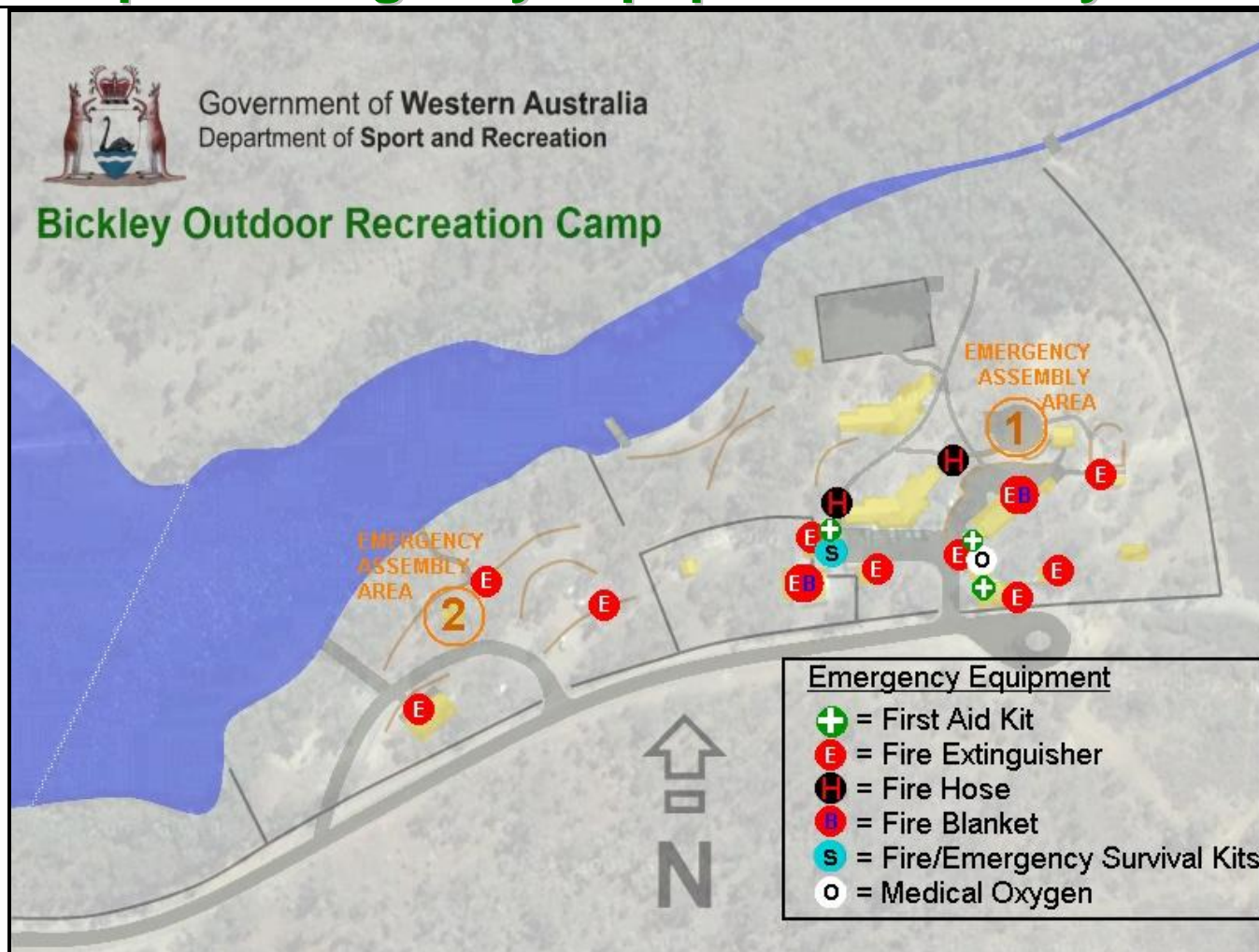
Emergency Contact Numbers

Bickley Outdoor Recreation Camp

End of Hardinge Rd, Orange Grove, WA (Nearest intersection - White Rd)

BICKLEY CAMP	Office On call staff member Manager - Aaron Bertram	9492 9781 0429 115 723 0427 477 955
EMERGENCY	Emergency services (If 000 is not working from mobile)	000 112
POLICE	Central (non emergencies) Gosnells Kalamunda	131 444 9398 0000 9293 3222
FIRE	Maddington Fire Station (non emergencies) FESA recorded information line Regular fire reports - ABC local radio	9459 2369 1300 657 209 720 am radio
HOSPITALS	Armadale Kelmscott Memorial Hospital <small>see map</small> Princess Margaret Hospital for Children <small>see map</small>	9391 2000 9340 8222
MEDICAL CENTRES	Maddington, Burslem Drive <small>see map</small> Maddington Village General Practice <small>see map</small>	9459 5566 9459 9822
SES	General assistance Gosnells Unit	132 500 0417 984 398
RANGERS	Water Corporation - Victoria Reservoir City Of Gosnells	9293 5287 9397 3000
WESTERN POWER	Report and enquire faults and emergencies	13 13 51
WATER CORPORATION	Faults, emergencies and security	13 13 75
BUS COMPANIES	Buswest Buswest A/H Horizons West Horizons West A/H Greg Balla Steve Kruger	9291 9111 9581 6269 9351 8980 0419 832 028 0413 138 190

Map – Emergency Equipment and Lay Out



- Emergency Assembly Area at the Amphitheatre (1).
- Emergency Assembly Area at the Gazebo (2).
- Emergency evacuation points will be via main entrance gates.
- Fire hoses located on the ends of the southern dormitory.
- Fire extinguishers are located in or at the kitchen, meeting room, office, recreation shed, cleaning / tool shed, sea container storage area, manager's residence and AUSCO ablution block. Three extinguishers are located in the Billabong Area in red cabinets.
- First Aid kits are located in the recreation shed, lunch room and office.
- Medical oxygen is located in the office.

In an emergency please contact management immediately.

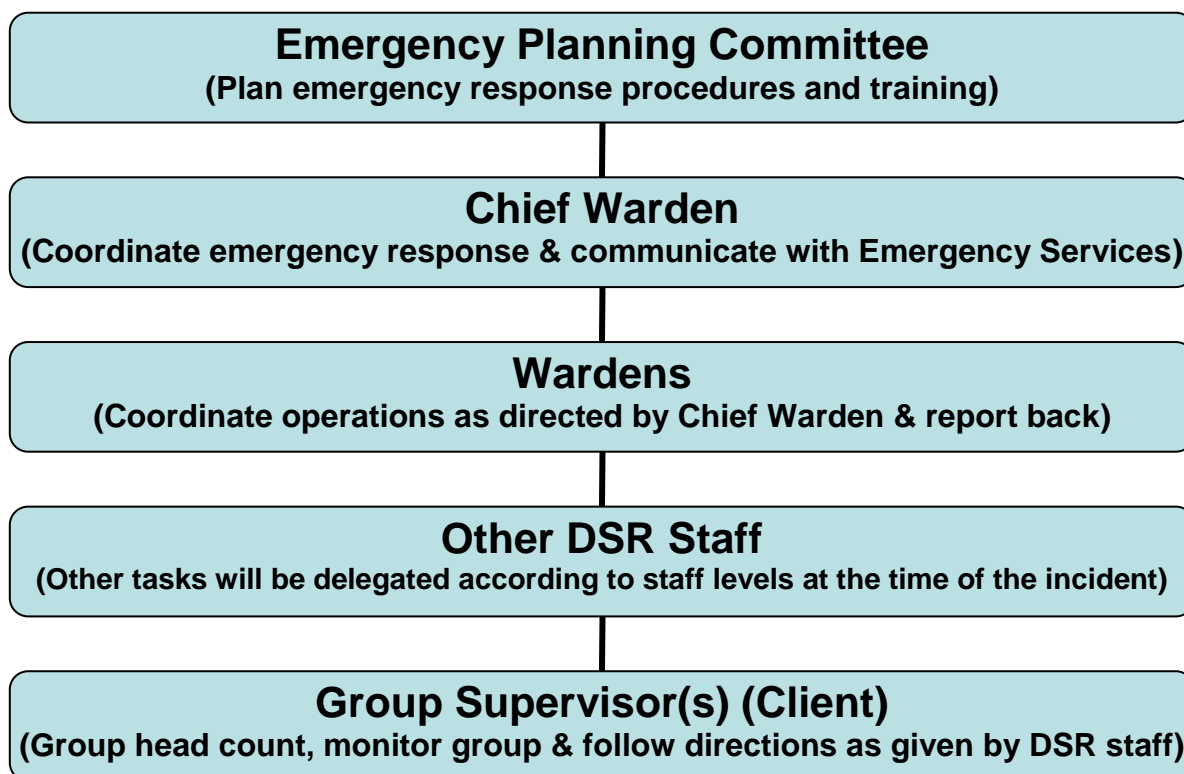
Types of Emergencies

An emergency situation may arise as a result of any of the following:

- Fire.
- Bomb Threat.
- Earthquake.
- Medical Emergency.
- Armed Intrusion / Hold Up.
- Flood / Landslide.
- Hazardous Materials.
- Other Unforeseen Emergency.

Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located within the facility and its environs.



Emergency Control Organisation Responsibilities

Staff forming part of the Emergency Control Organisation who have received the required training as specified in AS 3745-2002 are expected to behave in a competent and responsible manner. It should be clearly understood, that the primary duty of the Chief Warden and Wardens is not to combat emergencies but to ensure, as far as practicable and to the best of their ability, the safety of the occupants and the orderly evacuation from the danger area when appropriate.

Persons appointed to the Emergency Control Organisation (ECO) should:

- Be aware of their responsibilities in this area.
- Be capable of undertaking such duties.
- Have leadership qualities.
- Have clear diction and be able to communicate with the majority of the people in the workplace.
- Have maturity of judgment, good decision making skills and capable of remaining calm under pressure.

INDEMNITY

“ECO personnel should be indemnified against the civil liability, resulting from practice or emergency evacuation of a building (*or workplace*) where the personnel act in good faith and in the course of their duties.” AS 3745-2002

Warden Identification

A Chief Warden / Senior Staff member should be contactable at all times.

All Wardens will be identified by wearing a helmet as follows during an emergency:

White Helmet – Chief Warden

In an emergency a person must be identifiable as being in charge.

Red Helmet – Warden

Green Helmet – First Aid Warden

Communications

Where possible ECO members should be contactable via two way radio on channel 29 and / or by mobile phone.

Channel 28 should be used for any conversations not suitable for transmission to all personnel.

Mobile reception is poor in some areas of the camp. Improved reception may be gained by standing adjacent to the front gate.

The manager's residence and the office have land line telephones and the internet.

If emergency assembly is required sound the office megaphone siren for 30 seconds then turn off for 30 seconds. Repeat this procedure until all persons are accounted for.

Phase 1 Standard Emergency Order

In the event of a critical incident or accident, it is expected staff on site will, in accordance with the C.I.M.P.L. plan;

1. Care for their own safety.
2. Provide direction to and care for bystander's safety.
3. Provide treatment and care for casualties,
 - DRSABCD should be followed.
4. Notify office or next CCSG contact on C.I.M.P.L. plan as soon as practicable to enable Phase 2 to commence.
5. If emergency siren sounded, head to an assembly point (preferably as a group), follow instructions from Wardens.

In the event of a non critical incident or accident;
Steps 1, 2 and 3 should be completed.

Phase 2 Fire Response 1/2

Chief Warden / Senior Staff to use this list to help respond to the incident:

- Assign Roles; Chief Warden, Wardens, First Aid, Group Supervisor.
- Assess the fire.
 - Location _____
 - Speed and direction _____
 - Size _____
 - Fuel _____
- Numbers on site; Group ____ DSR ____ Visitors ____ **Total** ____
- If safe, attempt to put out small fires without PPE.
- Emergency **siren** needs to be sounded.
 - o Assemble at Amphitheatre / Billabong Gazebo.
- Ensure all staff are aware of the situation and their expected roles.
 - o Contact ALL groups outside camp via two way radio or mobile phone and provide information and direction.
- Call '000'** and provide information on numbers at site.
 - Time of call _____ am / pm
- Is it best to **stay or evacuate?** _____
- o Advice from FESA? _____
- _____
- _____
- o If evacuating this needs to be done prior to the fire getting out of control, Leave Early!
- Follow instructions from FESA.
- Inform Group** of situation and response.
- Is **everyone accounted** for?
 - Clients and Visitors.
 - DSR staff (see sign in board).
 - Onsite Residence.
- On site resources available;
 - Survival kit, extinguishers, hoses, fire blankets, oxygen and first aid.

Phase 2 Fire Response 2/2

- Follow C.I.M.P.L. plan flow chart.
 - If safe, and if directed by FESA, search camp IN PAIRS with radios, for any more persons, closing doors and windows, including;
 - On site residence.
 - Dormitories x 2.
 - Basketball Court.
 - Kitchen and Dining Hall.
 - Leaders Hut and Cooks Quarters.
 - Ausco and Brick Toilet block (Kookaburra).
 - Meeting Room.
 - Office.
 - Billabong Toilet Block.
 - Boundary Fences.
 - Turn off Gas bottles**; 2 x Dormitories, kitchen, Billabong ablutions, onsite residence and 3 x BBQ's.
 - Turn off Power (42886 key needed)**.
 - Designate fire attendants, put on protective gear from survival kit (located in Program Shed). If safe, attempt to put out fire.
 - o If safe to do so, hose down buildings and turn on reticulation.
- If FESA advises **evacuation**;
- o FESA may provide transport for the group to a safe location.
 - Group Supervisor is to ensure all persons are accounted for when leaving the site.
 - Chief Warden is to ensure that all Staff and Visitors are accounted for when leaving the site.
- If **unable** to evacuate the site, move the group to a position opposite the fire direction and smoke.
- o If radiant heat or smoke fumes present, move inside building(s).
 - o Fill door gaps to prevent smoke entering.
 - o Fill water containers and locate hose and tap fittings from the survival kit. Attach the hose to the tap under the sinks in dorms.
- Continue to re assess and adjust as needed.
- Complete reports** and ensure relevant persons are notified.

Phase 2 Earthquake Response

When the tremor has subsided the Chief Warden / Senior Staff member should:

- Assign Roles; Chief Warden, Wardens, First Aid, Group Supervisor.
 - If safe have Wardens / Staff check paths and access for evacuation.
 - Follow C.I.M.P.L. plan flow chart.
 - Emergency **siren** to be sounded if appropriate.
 - o Assemble at Amphitheatre / Billabong Gazebo.
 - If safe**, search camp IN PAIRS with radios for any more persons and identify damage;
 - On site residence.
 - Dormitories x 2.
 - Basketball Court.
 - Kitchen and Dining Hall.
 - Leaders Hut and Cooks Quarters.
 - Ausco and Brick Toilet block (Kookaburra).
 - Meeting Room.
 - Office.
 - Billabong Toilet Block.
 - Boundary Fences.
 - Numbers on site; Group _____ DSR _____ Visitors _____ **Total** _____
 - Is it best to **stay or evacuate**? _____
 - Follow instructions from FESA. _____
 - Inform Group** of situation and response.
- Is **everyone accounted** for?
- Clients and Visitors.
 - DSR staff (see sign in board).
 - Onsite Residence.
- On site resources available;
 - Survival kit, extinguishers, hoses, fire blankets, oxygen and first aid.
 - Complete reports** and ensure relevant persons are notified.

Phase 1 Bomb Threat Response

Officer Name (print): Phone: Signature:	CALLER'S VOICE:
GENERAL QUESTIONS TO ASK: 1. What is it? 2. When is the bomb going to explode? OR When will the substance be released? 3. Where did you put it? 4. What does it look like? 5. When did you put it there? 6. How will the bomb explode? OR How will the substance be released? 7. Did you put it there? 8. Why did you put it there?	Male / Female: Estimated age: Accent (specify): Voice (loud, soft, etc): Speech (fast, slow, etc): Diction (clear, muffled, etc) Manner (calm, emotional, etc): Did you recognise the caller? If so who do you think it was? Was the caller familiar with the area?
	THREAT LANGUAGE:
	Well-spoken: Incoherent: Irrational: Taped: Message read by caller: Abusive: Other:
	BACKGROUND NOISES:
	Street noises: House noises: Aircraft: Voices: Music: Machinery: Other: Local Call: STD Call:
	CHEMICAL / BIOLOGICAL THREAT QUESTIONS:
	1. What kind of substance is in it? 2. How much of the substance is there? 3. How will the substance be released? 4. Is the substance a liquid, powder or gas?
	BOMB THREAT QUESTIONS:
1. What type of bomb is it? 2. What is in the bomb? 3. What will make the bomb explode?	
EXACT WORDING OF THREAT:	CALL TAKEN:
	Date: Time: Duration of call: Number called:
	ACTION:
	Call reported to:

Phase 2 Bomb Threat Response

When notified of a bomb threat the Chief Warden / Senior Staff member should:

- Assign Roles; Chief Warden, Wardens, First Aid, Group Supervisor.
- Call '000'** and provide information on numbers at site.

Time of call _____ am / pm

- Follow C.I.M.P.L. plan flow chart.
- If safe**, have Wardens / Staff check their area and surrounds for anything suspicious. Leave doors open.
- If safe**, have Wardens / Staff check the assembly area for anything suspicious.
- Emergency **siren** to be sounded if appropriate.
 - o Assemble at Amphitheatre / Billabong Gazebo
- Numbers on site; Group ____ DSR ____ Visitors ____ **Total** ____
- Is it best to **stay or evacuate**? _____
- Follow instructions from FESA. _____

-
- Inform Group** of situation and response.

Is **everyone accounted** for?

- Clients and Visitors.
- DSR staff (see sign in board).
- Onsite Residence.
- On site resources available ;
Survival kit, extinguishers, hoses, fire blankets, oxygen and first aid.
- Complete reports** and ensure relevant persons are notified.

Move group to Assembly Area or appropriate space away from buildings and car parks.

Phase 1 Suspicious Package Response

If you suspect that you have received a package that may contain hazardous material(s) and...

YOU HAVE NOT OPENED IT.

- Alert Chief Warden / Senior Staff.
- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that bag.

YOU HAVE OPENED IT.

- Alert Chief Warden / Senior Staff.
- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try and clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.

Phase 2 Suspicious Package Response

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Follow C.I.M.P.L. plan flow chart.
- Call '000'** and provide information on numbers at site.
Time of call _____ am / pm
- Complete reports** and ensure relevant persons are notified.

Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.

Without leaving your work area if possible, wash your hands.

Phase 2 Medical Emergency Response

When notified of a medical emergency the Chief Warden / Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
- Assess access to and condition of casualty.
 - o If no vehicle access, will FESA also be required for transportation?
- If required **Call '000'** and provide information on injury or condition.
Time of call _____ am / pm
- Follow C.I.M.P.L. plan flow chart.
- On site resources available;
Oxygen, first aid, survival kit and stretcher.
- First Aider 1 to remain with the injured person(s) until help arrives.
- Use Team First Aid Procedure where possible (see below)
- If ambulance not required, arrange for the group to transport injured or sick person(s) for further medical assistance. Provide maps and contact details.
- Complete reports** and ensure relevant persons are notified.

Team First Aid Procedure

Minor Emergencies

A minor emergency is a NON-LIFE THREATENING first aid situation that requires immediate assistance by a TEAM of FIRST AIDERS – QUALIFIED. Without immediate attention, MINOR EMERGENCIES can quickly become LIFE THREATENING.

Major Emergencies

This type of emergency is a LIFE Threatening situation that requires IMMEDIATE assistance by a TEAM of FIRST AIDERS – QUALIFIED. A major emergency may require EVACUATION of the facility.

3 FIRST AIDER SYSTEM

First Aider 1	First Aider 2	First Aider 3
<ul style="list-style-type: none"> • Recognise the emergency • Signal to First Aider 2 (Radio or Whistle) • Respond/Act 	<ul style="list-style-type: none"> • Recognise signal – communication (Radio or Whistle) • Signal to First Aider 1 • Assist First Aider 1 	<ul style="list-style-type: none"> • Recognise signal – communication (Radio or Whistle) • Evaluation of the casualty • Contact emergency services • Set up MEDICAL equipment (in office) OXYGEN EQUIPMENT • Transport medical equipment to First Aider 1 & 2 • Crowd control (Looking after other participants) • Witnesses • Information • Utilise bystanders

Phase 1 Armed Intrusion Response

During an armed intrusion / hold up;

- Obey the intruder(s)' instructions.
- Stay out of the way if you are not directly involved.
- Make no sudden or unpredictable movements that may alarm the intruder(s).
- Be calm and observe as much as possible; appearance, clothes, accent, distinguishing features, direction of departure and mode of transport.
- Do NOT attempt to apprehend or overpower the intruder(s).

Phase 2 Armed Intrusion Response

When notified of an armed intrusion / hold up: the Chief Warden / Senior Staff member should:

- Call '000'** and provide information on numbers at site.
Time of call _____ am / pm
- Have Wardens / Staff close off the area to others until the police have assessed the area.
- Follow C.I.M.P.L. plan flow chart.
- Have Wardens / Staff try to get the names and addresses of witnesses.
- Have Wardens / Staff get witnesses to complete the intruder description without consultation with each other.
- Make no statement to anyone except the police or management.
- Repeat for the police the actual words spoken by the intruder(s).
- On site resources available;
Oxygen, survival kit and first aid.
- Complete reports** and ensure relevant persons are notified.

ARMED HOLD UP CHECK LIST

Witness Name

Address

Phone(s)

Occupation

DESCRIPTION OF INTRUDER(S)/OFFENDER(S)

Number of Intruders/Offenders: 1. 2. 3. 4. 5. _____.

Sex: Male Female Not Known

RACE	Caucasian Asian European (N or S) Aboriginal Indian Negro Islander Maori
AGE	5-10 10-15 16 17 18 19 20 21-25 25-30 30-35 35-40 40-45 50-60 60-80 Not known
HEIGHT	4'/120 4'6"/137 5'/152 5'6"/168 5'8"/173 5'10"/178 6'/183 6'2"/188 6'4"/192 Not known
WEIGHT	8/51kg 8'7/53kg 9/57kg 9'7/61kg 10/64kg 11/70kg 11'7/74kg 12/76kg 12'7/80kg 13/83kg 13'6/89kg 14/94kg 14'6/97kg 15/100kg
BUILD	Thin Slim Medium Heavy Husky Muscular Fat Stout Obese
HAIR	Black Brown Blonde Dirty Blonde Grey White Silver Dyed Bald Shaved Head Straight Curly Wavy Neat Wig Afro Tied Tapered Crew Neck Shoulder Long Spiked Flat top Dirty Specific
EYES	Black Brown Hazel Blue Green Grey Not known
GLASSESS	Sunglasses Prescription Wire Frame Plastic Frame Rimless Clear Bi Focal
COMPLEXION	Pale Fair Medium Swarthy Ruddy Tanned Brown Black Acne Freckled Scarred Fresh Not Known Specific
FACIAL HAIR	Moustache Beard Sideburns Unkempt Goatee Full Stubble Colour Specific
SPEECH	Normal Foreign Impediment Uneducated Swearing Husky Deep High Squeaky Quiet Loud
HANDS	Gloves Cotton / Leather / Rubber / Motorbike / Garden / Work / Washing Colour Type Specific

ARMED HOLD UP CHECK LIST

Weapon	HAND GUN	Long / Short barrel Blue / Chrome Revolver / Automatic Specific
	RIFLE	Bolt/ Auto / Pump / Lever Actions Short / Long Barrel Full Length Sawn Off Telescopic Sight Magazine Specific
	SHOT GUN	Pump / Automatic / Double Barrel / Single Barrel OR Under and Over Full Length Sawn Off Specific
	KNIFE	Sheath Carving Kitchen Butterfly Flick Retractable Blade Stanley Fishing Cleaver Folding Pocket Type Multi Bladed Serrated Bladed Y / N Length of blade Length of handle Colour of handle..... Width of blade Specific Witness able to I.D. Weapon Y / N
Vehicle	BODY	Sedan Station Wagon Panel Van Coupe Van Ute Tray Back Commercial Sports 4x4 Motorcycle Moped Specific
	MAKE	Holden Ford Toyota Mitsubishi Diahatsu Hyundai Honda Nissan Fiat Renault BMW Audi Mazda Kia Daewoo Subaru Mercedes Volkswagen Chrysler Dodge Isuzu Peugeot Saab Volvo Suzuki Specific
	MODEL	Commodore Falcon Hilux Corolla Specific
	COLOUR Top Vinyl / Colour Metallic Two Tone Eclipse
	DAMAGE /FITTINGS	Nearside Farside Front Rear Rust Specific
	ACCESSORIES	Aerial (CB) Tow ball Bullbar Roof Rack Alloy Wheels Spot Lights Sun Roof Car Phone Specific
	INTERIOR	Bucket / Bench Seats Seat Covers Auto / Manual Column / Area Shift Electric Windows Upholstery Colour Specific
	STEREO	Standard Fitted Equaliser Specific
	REGISTRATION	VIC NSW SA QLD WA TAS NT ACT

ARMED HOLD UP CHECK LIST

PECULIARITIES

.....

.....

JEWELLERY	Earrings Studs Bangles Rings Necklaces Anklets Piercings Description
TATTOOS	L/R Arm – Upper / Lower L/R Leg – Upper / Lower Torso Shoulder Neck Head Face Hand Description
CLOTHING – HEAD	Balaclava Beanie Stocking Baseball Cap Akubra Straw Colour Design Patches Specific
CLOTHING – UPPER	Pullover Jacket T-Shirt Windcheater Flannel Shirt Collar / Tie Parka Singlet Muscle Shirt Polo Shirt Colour Design Stains Labels Specifics
CLOTHING – LOWER	Jeans Pants Slacks Cords Track Pants Suit Pants Shorts Belt Y / N Colour Design Labels Stains
CLOTHING – SHOES	Runners Bare Feet Thongs Slippers Boots UGG Boots Colour Laces Y / N Labels Specifics
CLOTHING – DRESSES	Short / Long Summer / Winter Waist / Knee / Full Colour Label Specifics
CLOTHING – ACCESSORIES	Specifics
MAKE UP	Specifics
DISGUISES	Handkerchief Rubber Mask Plastic Mask Sunglasses Colour Type Specific

GUIDE TO FEATURES

HAIR



STRAIGHT



CURLY



WAVY



RECEDING



CREW CUT

EYEBROWS



BUSHY



ARCHED



APPROACHING



EYES



WIDE



NARROW



SLEEPY



DEEP SET

NOSE



CONCAVE



STRAIGHT



HOOK



BROKEN



FLAT



UPTURNED

EARS



BIG



CAULIFLOWER



LONG



DROOPING LOBE



NO LOBE

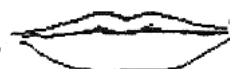
LIPS



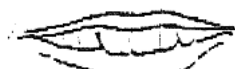
THIN



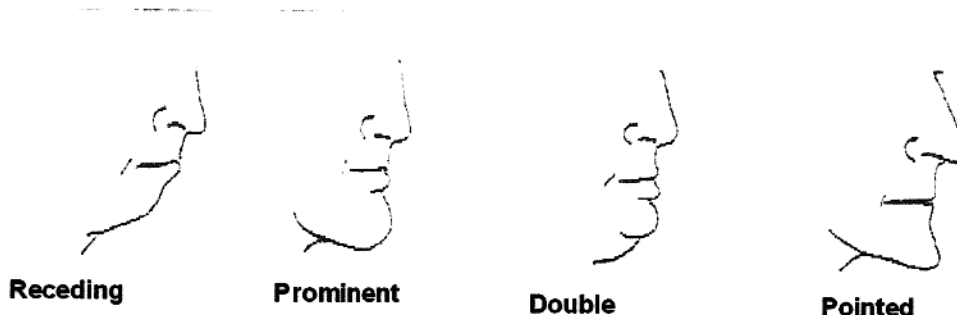
FULL



FULL LOWER LIP



TEETH SHOWING



The features to be observed are many.....

Try to observe to a system - start at the top of the face and move down!!

Be alert and observant.....watch and take mental note of all you can see.

NAB HECTOR

NAME

AGE

BUILD

HEIGHT

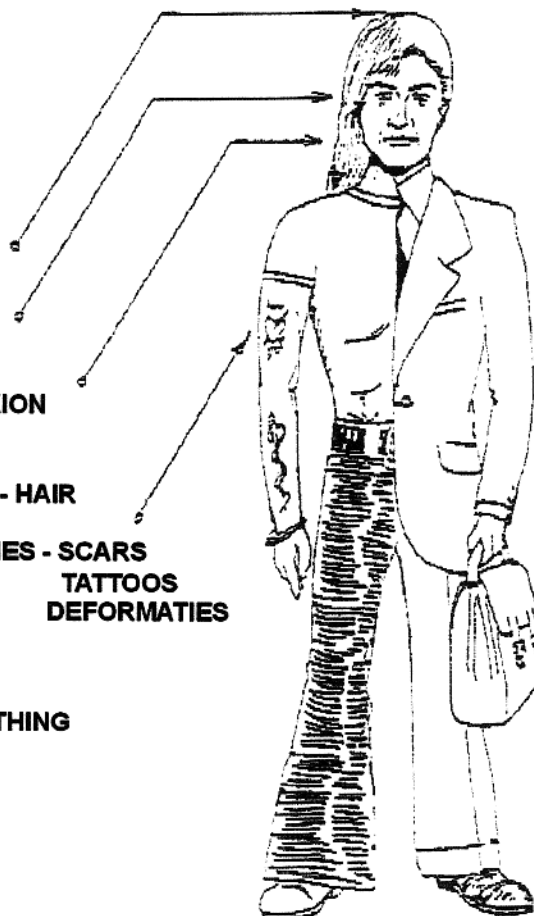
EYES

COMPLEXION

THATCH - HAIR

ODDITIES - SCARS
 TATTOOS
 DEFORMATIES

RIG - CLOTHING



Phase 2 Flood / Landslide Response

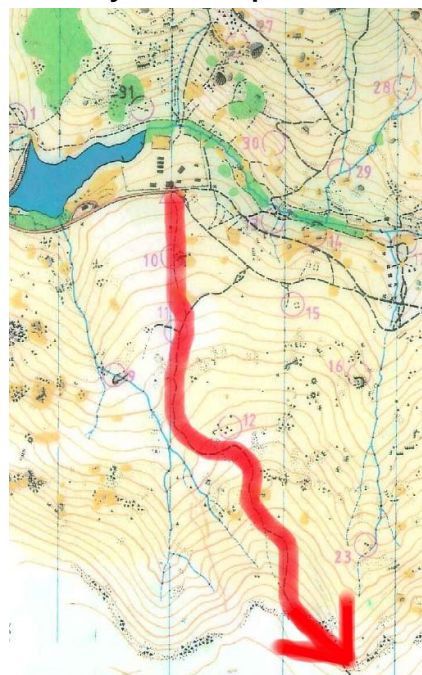
When notified of a Flood or Landslide Emergency the Chief Warden / Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
- If safe have Wardens / Staff check paths and access for evacuation.
- Follow C.I.M.P.L. plan flow chart.
- Emergency **siren** to be sounded if appropriate.

- o Assemble at Amphitheatre / Billabong Gazebo.

- If safe**, search camp IN PAIRS with radios, for any more persons and identify damage;

- On site residence.
- Dormitories x 2.
- Basketball Court.
- Kitchen and Dining Hall.
- Leaders Hut and Cooks Quarters.
- Ausco & Brick Toilet (Kookaburra).
- Meeting Hall.
- Office.
- Billabong Toilet Block.
- Boundary Fences.



- Confirm numbers on site;
Group ___ DSR ___ Visitors ___ **Total** ___

- Is it best to **stay or evacuate**? _____

- Follow instructions from FESA. _____

- Inform Group** of situation and response.

Is **everyone accounted** for?

- Clients and Visitors.
- DSR staff (see sign in board).
- Onsite Residence.

- On site resources available (Survival kit, oxygen, first aid, PFD's).

- Complete reports** and ensure relevant persons are notified.



Phase 2 Missing Person(s) Response 1/2

When notified of a missing person(s) the Chief Warden / Senior Staff member should:

Primary Search

Coordinate a brief search IN PAIRS, with radios, for any sign of the missing person(s) at;

- Last known whereabouts
- Likely location (accommodation, toilets...)

Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.

Conduct a head count to check if any other people are missing.

- If appropriate, sound the emergency **siren and** assemble at Amphitheatre / Billabong Gazebo.

OR

- Radio or phone all groups to confirm numbers.

Numbers on site; Group ___ DSR ___ Visitors ___ **Total** ___

Collect and record information on the missing person(s);

- Number of missing person(s) _____

- Names _____

- Last known whereabouts and intentions _____

- Medical Conditions _____

- Possibilities for missing _____

Phase 2 Missing Person(s) Response 2/2

Search the camp IN PAIRS with radios, calling out the missing person(s) name(s). Look out for tracks or clues as to whereabouts;

Secondary Search

- Reservoir and Southern edges (camp side).
- Dormitories x 2.
- Basketball Court.
- Kitchen and Dining Hall.
- Leaders Hut and Cooks Quarters.
- Ausco and Brick Toilet block (Kookaburra).
- Meeting Hall.
- Office.
- Billabong Toilet Block.
- On site residence.
- Boundary Fences.

Follow C.I.M.P.L. plan flow chart.

On site resources available (Oxygen, first aid, survival kit).

If conditions and resources permit;

Ensure someone remains at camp with radio in case they return.

Search outside of camp boundaries IN PAIRS with radios, calling out person(s) name(s), for any sign of person(s) including;

If available, use vehicles and mountain bikes to check roads and accessible tracks.

Wider Search

- Flying Fox dismount area and Abseil areas.
- Follow Bickley Brook upstream to small wooden bridge and rock pools.
- Blue Gravel Road to bridge.
- Southern track heading up hill.
- Brown sealed road to Hardinge Park Picnic Area.

If no sign **Call '000'** and provide information on missing person(s).
Time of call _____ am / pm

Complete reports and ensure relevant persons are notified.

Phase 2 Unforeseen Emergency Response

When notified of an Unforeseen Emergency the Chief Warden / Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
 - If required **Call '000'** and provide information on numbers at site.
Time of call _____ am / pm
 - Follow C.I.M.P.L. plan flow chart.
 - On site resources available (Oxygen, first aid, survival kit).
 - Have First Aider 1 remain with any injured person until help arrives.
 - Emergency **siren** to be sounded if appropriate.
 - o Assemble at Amphitheatre / Billabong Gazebo.
 - If safe**, search camp IN PAIRS with radios, for any more persons and identify damage;
 - On site residence.
 - Dormitories x 2.
 - Basketball Court.
 - Kitchen and Dining Hall.
 - Leaders Hut and Cooks Quarters.
 - Ausco and Brick Toilet block (Kookaburra).
 - Meeting Hall.
 - Office.
 - Billabong Toilet Block.
 - Boundary Fences.
 - Numbers on site; Group ____ DSR ____ Visitors ____ **Total** ____
 - Is it best to **stay or evacuate**? _____
 - Follow instructions from FESA. _____
 - Inform Group** of situation and response.
- Is **everyone accounted** for?
- Clients and Visitors.
 - DSR staff (see sign in board).
 - Onsite residence.
- Complete reports** and ensure relevant persons are notified.

Phase 2 Specific Activity Response

In the event an incident occurs at a specific activity site, the Chief Warden / Senior Staff member should take into account:

Abseiling 5m and 10m

Access - is difficult (no vehicle) – Single steep bush walking track.

Cross at bridge during high water levels.

Extraction - If ambulance services are required, FESA should be notified to assist.

High Ropes Course / Basketball Court

Access - 4WD vehicle recommended to access track behind kitchen.

Extraction - FESA may be required for extraction if suitable vehicles aren't available.

Water Activities on Reservoir

Access - Vehicle access to water's edge can be gained along the majority of the southern bank (camp side).

Extraction - Billabong boat ramp is best extraction point.

Note - Be aware of early onset of hypothermia.

Out of camp site (Mt Bike / Orienteering / Search & Rescue)

Access - Good vehicle access along Hardinge Road (blue gravel road, remember key is needed).

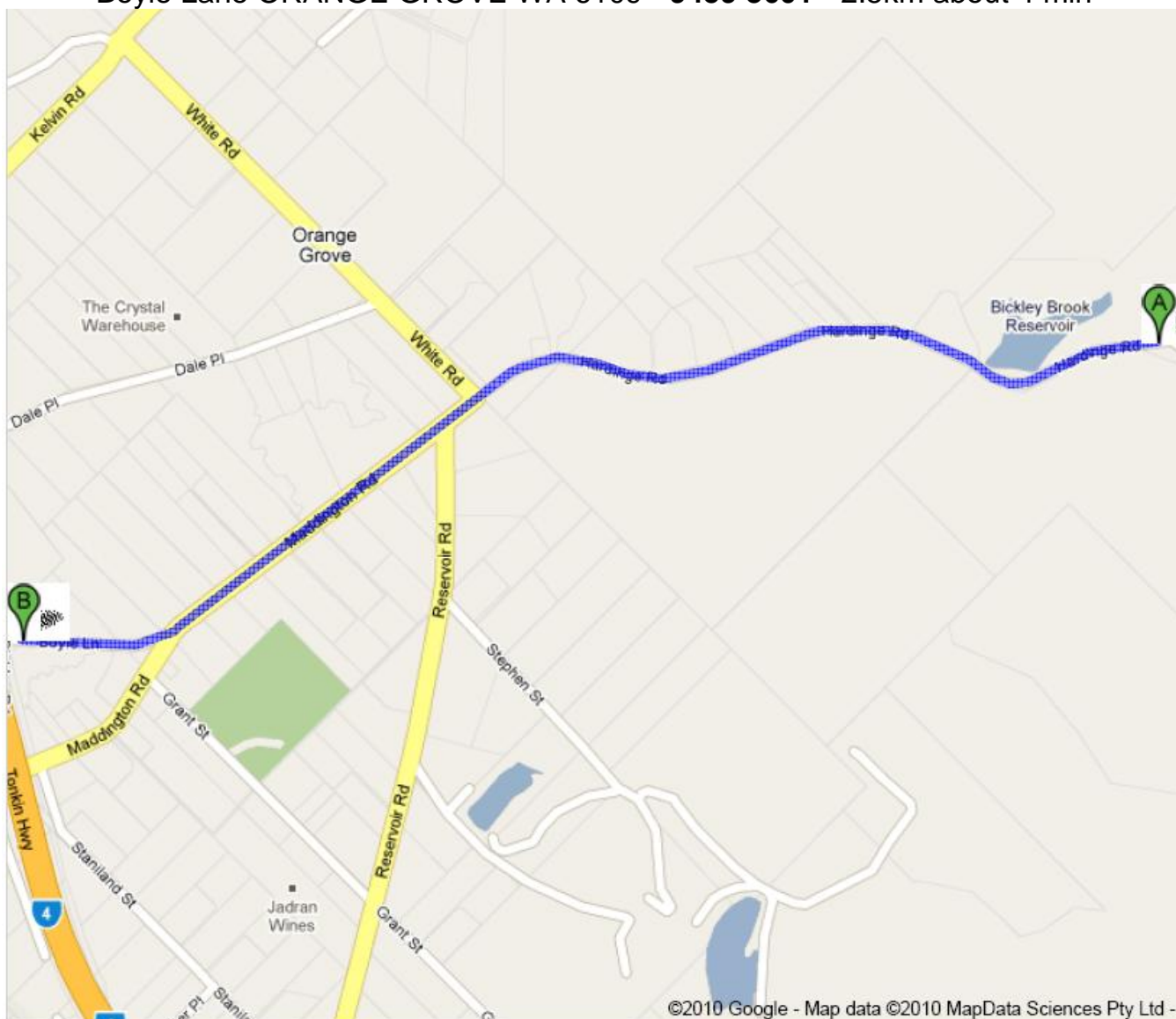
Extraction - FESA may be required if extraction requires stretcher carries, depending on location and distance from fire breaks and Hardinge Road.

Communication - Patchy radio and mobile reception at some low points in valley.

Note - Missing persons will generally walk down hill towards the creek and blue metal road. Check these areas first.

Map - Evacuation Plan - Orange Grove Primary School

Boyle Lane ORANGE GROVE WA 6109 - 9459 3601 - 2.5km about 4 min



If possible call the school first

Turn RIGHT out of the camp and head down Hardinge Road

At the Stop sign go STRAIGHT onto Maddington Road 1.3 km 2 min

Turn RIGHT onto Boyle Lane 900 m 1 min

Turn RIGHT into school at end of Boyle Lane 350 m 1 min

Assemble as directed by administrative staff

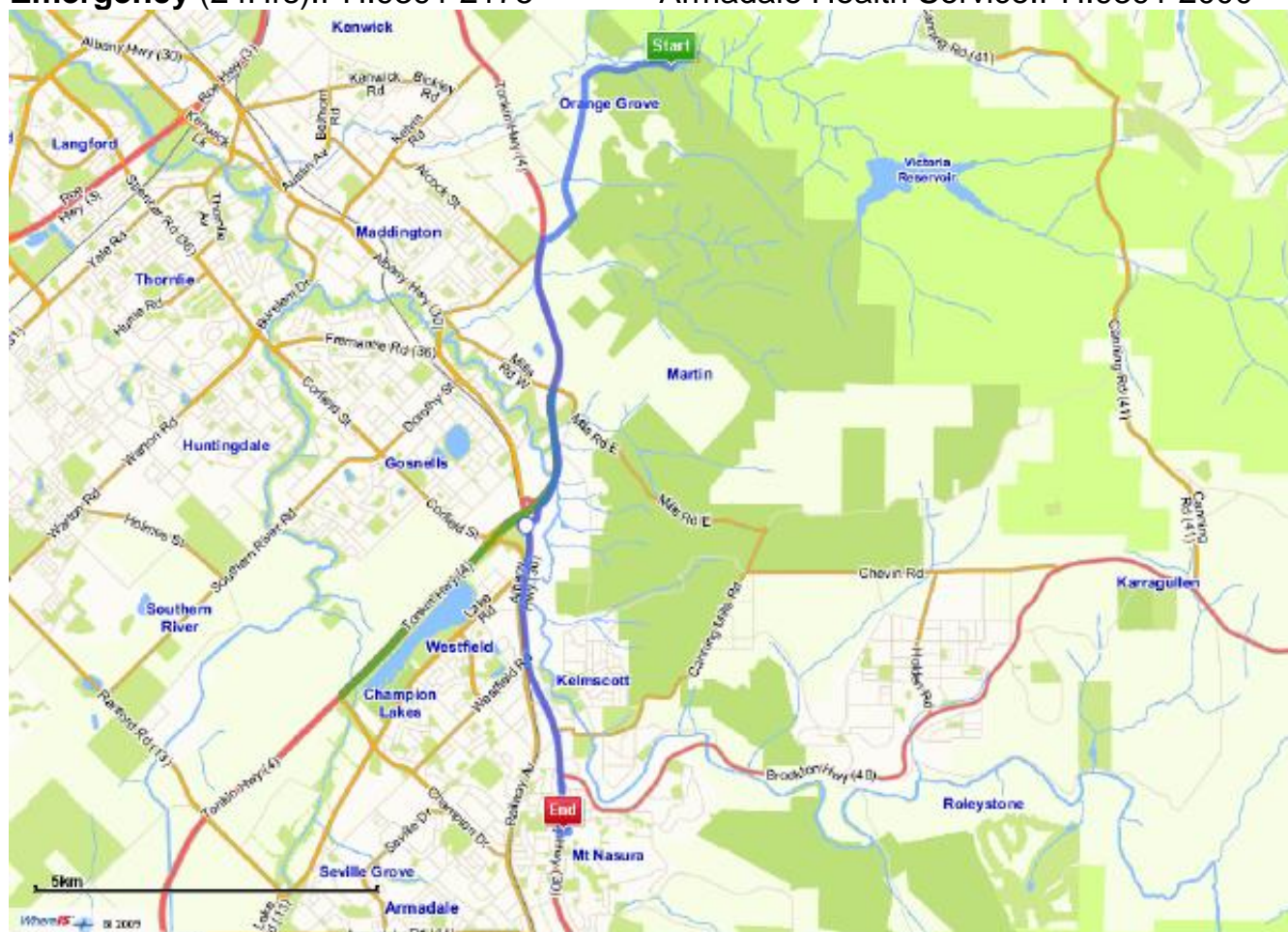
Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723

Map - Armadale Kelmscott Memorial Hospital

3056 Albany Hwy, Mt Nasura, WA 6112

Emergency (24Hrs):PH:9391 2175

Armadale Health Service:PH:9391 2000



Turn RIGHT out of the camp and head down Hardinge Road

At the Stop sign turn LEFT onto Maddington Road 1.3 km 2 min

Turn LEFT onto Reservoir Road 2.1 km 2 min

Turn RIGHT onto Gosnells Road East 0.6 km 38 sec

Turn LEFT onto Tonkin Hwy 4.1 km 3 min

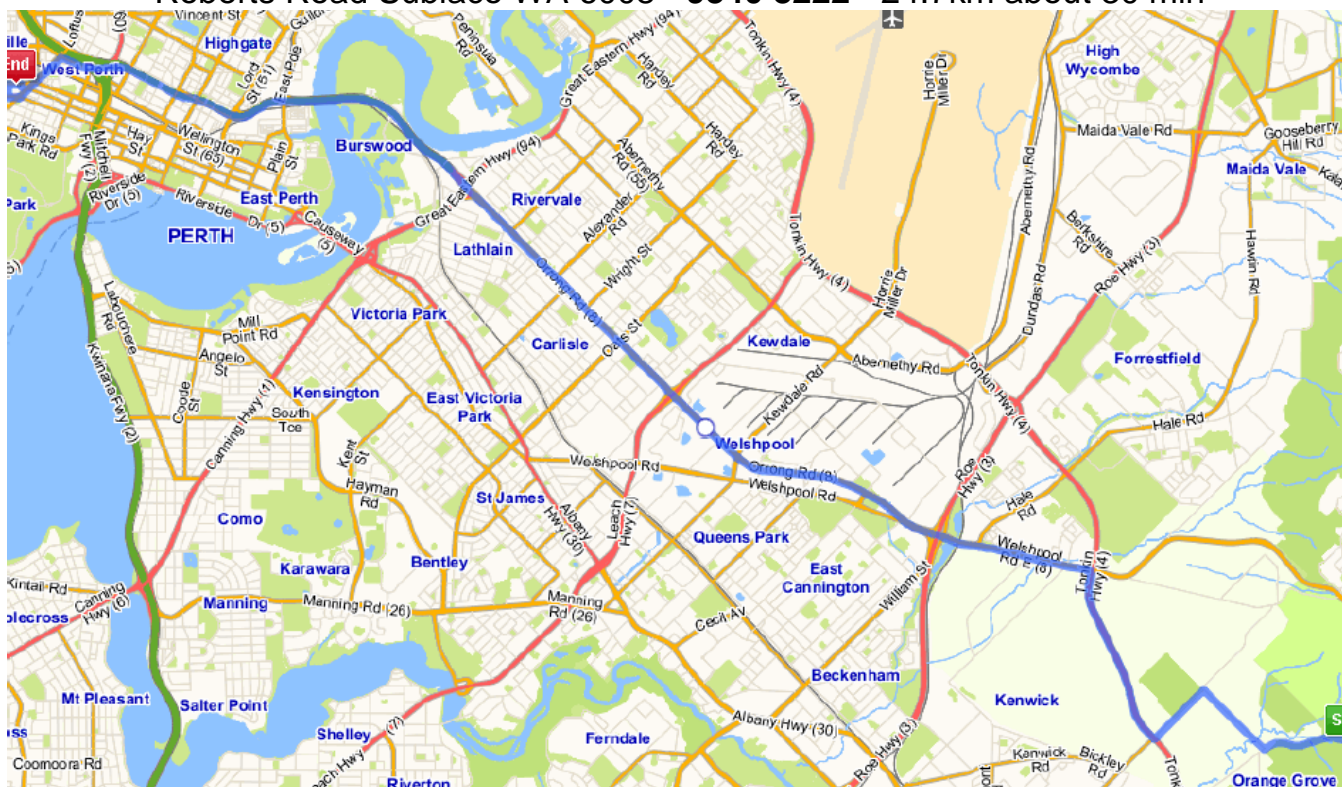
Turn LEFT onto Albany Hwy 0.4 km 46 sec

Turn LEFT into Hospital after Brookton Hwy

Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723

Map - Princess Margaret Hospital

Roberts Road Subiaco WA 6008 - 9340 8222 - 24.7km about 30 min



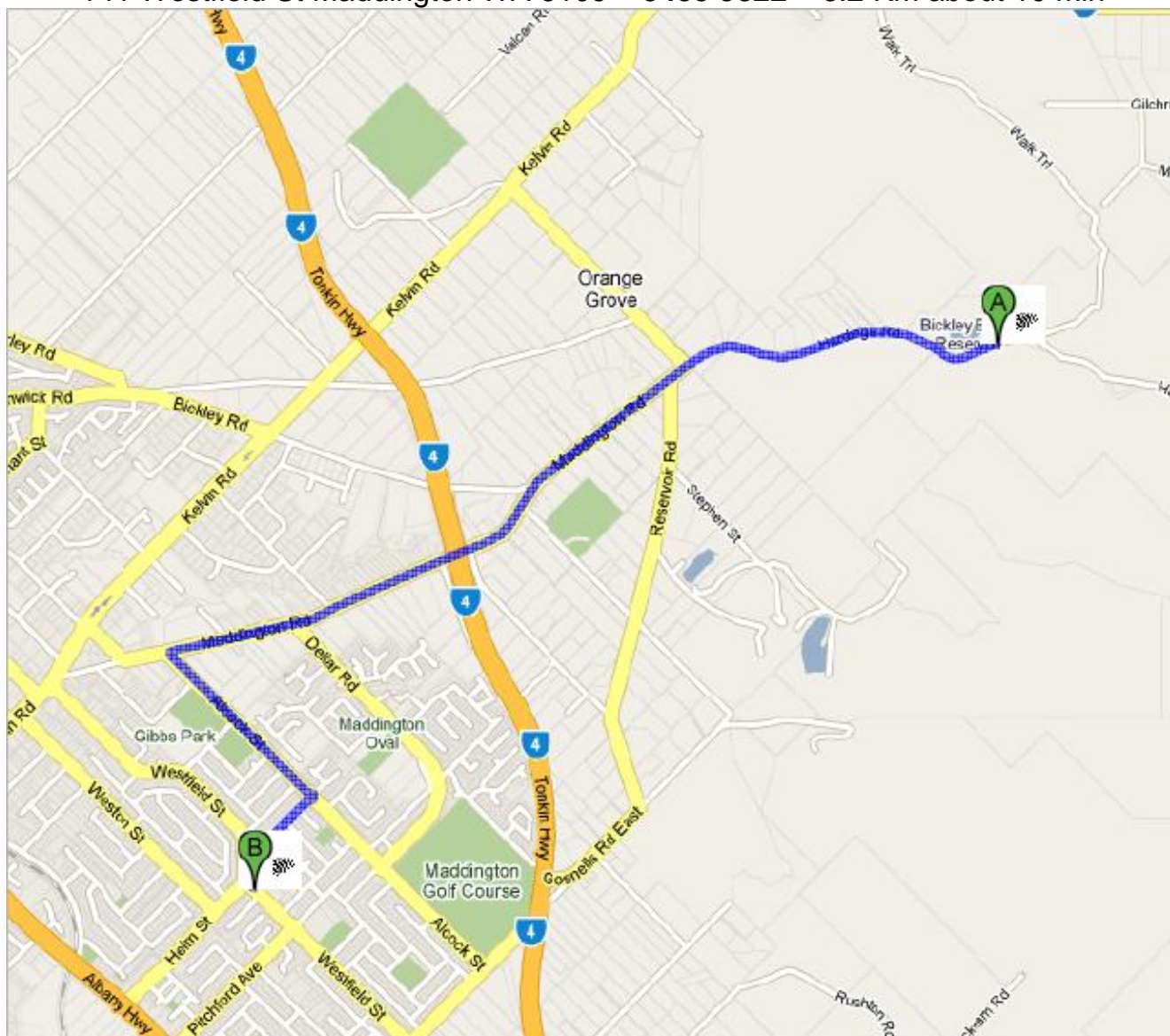
Turn RIGHT out of the camp and head down Hardinge Road

At the Stop sign turn RIGHT onto White Road	1.3 km	2 min
At the roundabout turn LEFT onto Kelvin Road	1.0 km	1 min
Turn RIGHT onto Tonkin Hwy	2.6 km	2 min
Turn LEFT onto Welshpool Road East	2.1 km	2 min
Continue STRAIGHT along Orrong Road	3.8 km	5 min
Continue STRAIGHT along Graham Farmer Fwy	6.1 km	6 min
Turn LEFT onto Loftus Street after the Graham Farmer tunnel	1.0 km	1 min
Continue STRAIGHT along Thomas Street	0.6 km	1 min
Turn RIGHT onto Hay Street after Princess Margaret Hospital	0.2 km	20 sec
Turn RIGHT onto Hamilton Road	0.2 km	26 sec
Turn RIGHT onto Roberts Road	0.2 km	28 sec
Turn RIGHT into Princess Margaret Hospital Emergencies Entry		

Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723

Map - Maddington Village General Practice

141 Westfield St Maddington WA 6109 – 9459 9822 – 6.2 Km about 10 min



Turn RIGHT out of the camp and head down Hardinge Road

At the Stop sign go STRAIGHT onto Maddington Road 1.3 km 2 min

Turn LEFT onto Alcock Street 2.9 km 5 min

At the roundabout turn RIGHT onto Carabeen Road 1.0 km 2 min

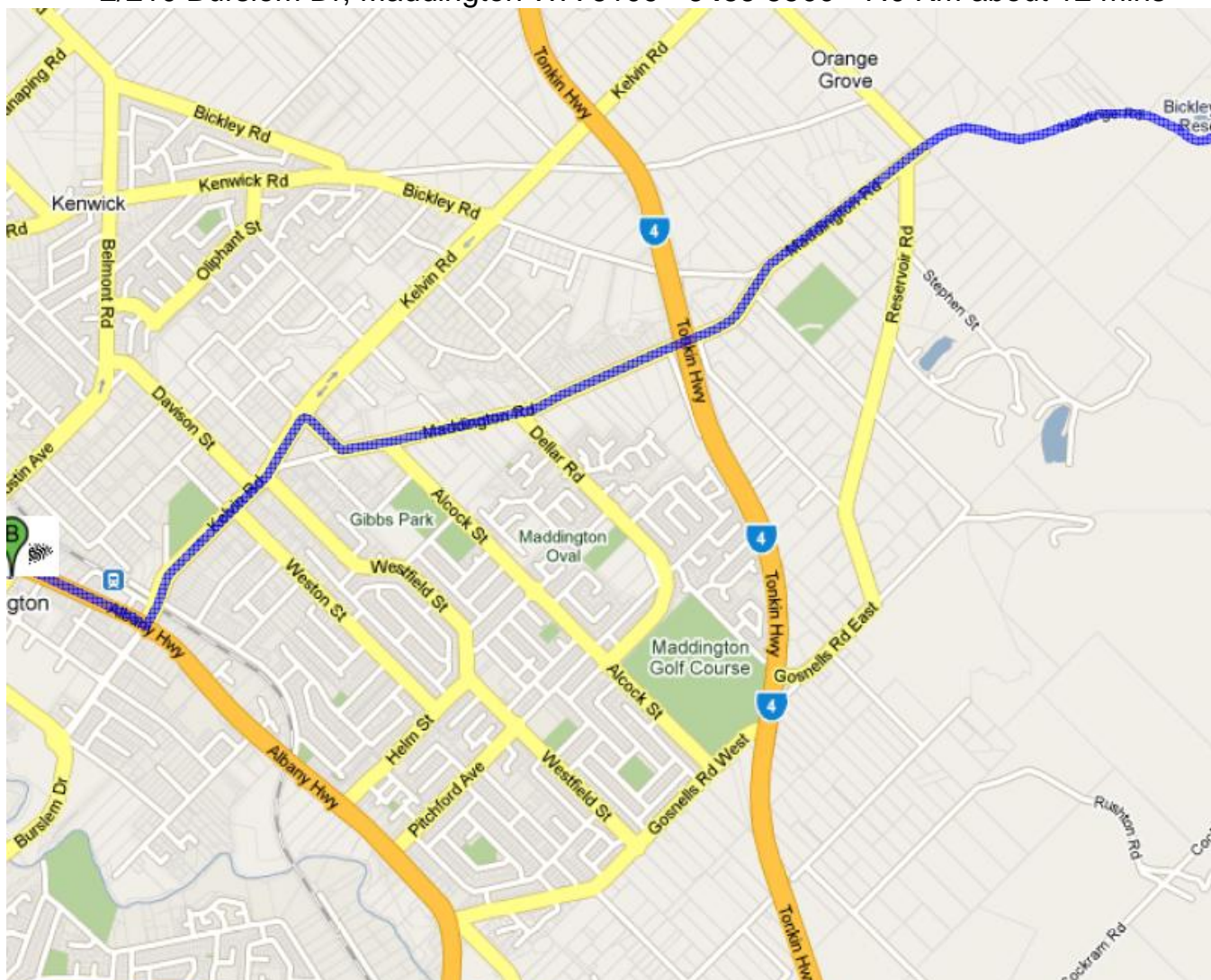
Turn LEFT onto Westfield Street 0.5 km 1 min

Turn RIGHT into Maddington Village General Practice 0.1 km 30 sec

Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723

Map - Maddington Medical Centre

2/210 Burslem Dr, Maddington WA 6109 - 9459 5566 - 7.0 Km about 12 mins



Turn **RIGHT** out of the camp and head down Hardinge Road

At the Stop sign go **STRAIGHT** onto Maddington Road 1.3 km 2 min

At roundabout turn **LEFT** onto Kelvin Road 4.7 km 7 min

Turn **RIGHT** onto Albany Hwy 1.2 km 2 min

Turn **LEFT** onto Burslem Drive 0.7 km 1 min

Turn **RIGHT** into Maddington Medical Centre 0.1 km 20 sec

Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723

Phase 3 – Standard Emergency Response

Major Medical Emergencies

- Counseling services are arranged as required for the participant, participant's family, staff involved and other group members as per the C.I.M.P.L. plan.
- Ensure first aid kits are restocked.
- Incident location to be cleaned and disinfected.
- Debrief those who witnessed the incident separately from others.
 - If possible, wait until a trained professional is available to perform the debrief.
 - Ensure a member of staff who has a good understanding of operations and responses (manager) is present.
- Review the response to the incident; what worked, what didn't work.
- Record any learning outcomes, update the emergency response plan if required.
- Ensure follow up with group leaders, guardians and participants occur as appropriate.
- Ensure Risk Cover (Govt. insurance) is notified.

If an accident occurs on one of our programs;

- If needed, ensure DSR staff involved in the incident, are removed from inappropriate duties until deemed fit to return to work. All DSR camps to be informed of this action.
- Complete an assessment of the activity on which the accident occurred. Include technical aspects (is everything still working?) and social considerations (what will the group or general public think?) when considering whether to continue running the program in the short and long term.

Severe Fire Emergencies

- Counseling is to be made available to any parties affected as per C.I.M.P.L. plan.
- Ensure first aid kits and survival kits are restocked.
- Building inspections should be carried out on any affected buildings before entering.
- Liaise with Western Power and Water Corporation if these services have been affected.
- Ensure Risk Cover (Govt. insurance) is notified.
- Clean up and repairs to commence.

Earthquake Emergencies

- Counseling is to be made available to any parties affected as per C.I.M.P.L. plan.
- Do not enter buildings or facilities that appear structurally unsound.
- Assess and repair as required.

Armed Hold Up Emergencies

- Counseling is to be made available to any parties affected as per C.I.M.P.L. plan.
- Affected staff may be directed to take leave as per recommendations from the counselor.
- Ensure Risk Cover (Govt. insurance) is notified.

On Site Emergency Resources













Survival Kit Contents (Blue bag in Program Shed)

Battery operated AM/FM radio	Wide brim hard hat	Goggles
Waterproof torches	Combination pocket knife	Face masks
New batteries	Full body coveralls	Drinking water 40L
10 buckets	Gloves	Emergency response action plans and contact numbers

Oxygen flow rates

	Therapy	Resuscitation
Adult	8L/min	8L/min
Child	8L/min	8L/min

Types of extinguishers

FESA Fire & Emergency Services Authority of Western Australia		Portable Fire Extinguisher Guide Blue text indicates the class or classes in which agent is most effective.					Fire & Emergency Services Authority of Western Australia website: www.fesa.wa.gov.au	
EXTINGUISHANT		CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	CLASS D	
Two colour schemes for fire extinguishers exist.		Wood Paper Plastics	Flammable & combustible liquids	Flammable gases	Electrically energised equipment	Cooking oils and fats	For fire involving combustible metals use special purpose extinguisher.	
PRE 1999	FROM 1999							
		WATER	YES	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equip- ment and cooking oils/fat fires.	
		FOAM	YES	YES	NO	LIMITED	Dangerous if used on energised electrical equipment.	
		POWDER	YES (ABE) NO (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	YES (ABE) NO (ABE) LIMITED (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.	
		CARBON DIOXIDE	LIMITED	LIMITED	LIMITED	YES	LIMITED	Limited outdoor use.
		VAPORISING LIQUID	YES	LIMITED	LIMITED	YES	LIMITED	Check the characteristics of the specific extinguishing agent.
		WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment.

LIMITED indicates that the extinguishant is not the agent choice for the class of fire, but that it may have a limited extinguishing capability.
Solvents and alcohol mix with water and therefore require special foam.

Keys

Ute, Water Corp Gate, Program and 42886 keys should be located in the office under first aid and oxygen shelf

Spinal rescue board and trauma first aid kit (red)

Spinal board located in recreation shed. Trauma kit is located in the office.

The spinal board should only be used on spinal injuries by qualified persons.

