



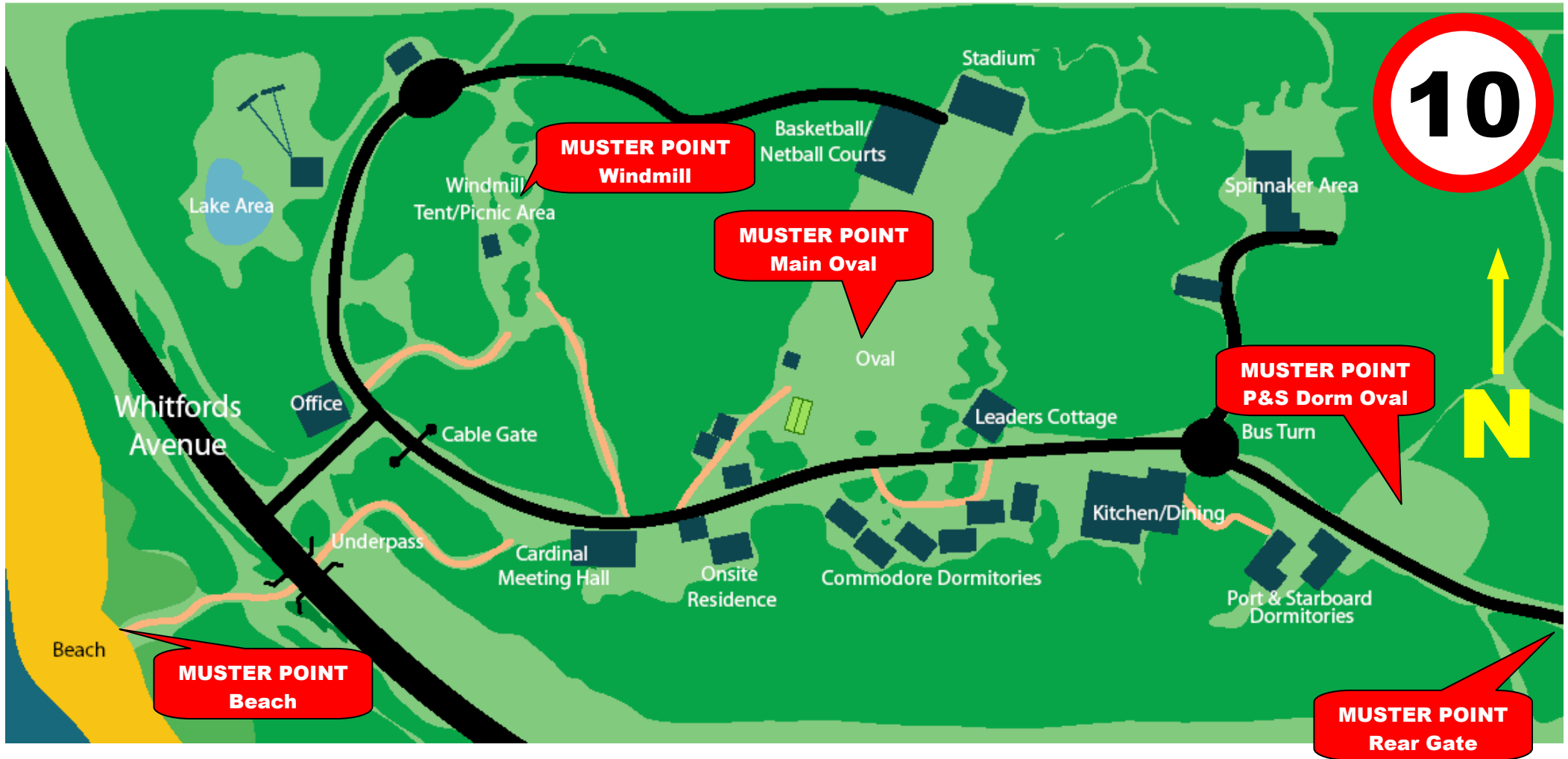
Government of **Western Australia**  
Department of **Sport and Recreation**

# **ERN HALLIDAY RECREATION CAMP**

# **Emergency Response Plan**



# Ern Halliday Recreation Camp



# Contents Page

Contents Page.....	- 3 -
Summary .....	- 4 -
Purpose of the Manual .....	- 4 -
Emergency Contact Numbers .....	- 5 -
Map – Emergency Equipment and Lay Out.....	- 6 -
Types of Emergencies.....	- 8 -
Emergency Control Organisation .....	- 8 -
Emergency Control Organisation .....	- 9 -
Responsibility .....	- 9 -
Communications.....	- 10 -
Warden Identification.....	- 11 -
Phase 1 – Standard Emergency Order .....	- 12 -
Phase 2 – Fire Response 1/2 .....	- 13 -
Phase 2 - Fire Response 2/2.....	- 14 -
Phase 2 - Earthquake Response 1/1.....	- 15 -
Phase 2 - Bomb Threat Response 1/2 .....	- 16 -
Phase 2 - Bomb Threat Response 2/2 .....	- 17 -
Phase 1&2 - Suspicious Package Response .....	- 18 -
Phase 2 - Medical Emergency Response.....	- 19 -
Phase 1&2 - Armed Intrusion Response .....	- 20 -
Phase 2 - Flood / Tsunami Response .....	- 26 -
Phase 2 Unforeseen Emergency Response.....	- 27 -
Phase 3 – Standard Emergency Orders 1/1 .....	- 29 -
On Site Emergency Resources .....	- 30 -

## Summary

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 Ern Halliday Recreation Camp are required to participate in regular emergency training and evacuation exercises. These should be conducted every 12 months. Other DSR employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation / Ern Halliday Full Time Staff) in emergency situations.

Incidents and Emergency situations that arise at Ern Halliday 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 etc

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 conducted by other support staff. Including communications with emergency services, line managers, public affairs, coordinating evacuations and general bigger picture tasks.

Phase 3 – Relates to the cleanup of incidents and follow up needed. Re stocking first aid kits and other resources used, putting into effect counseling and debriefs while assessing staff and resources for return to work plan.

## 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.

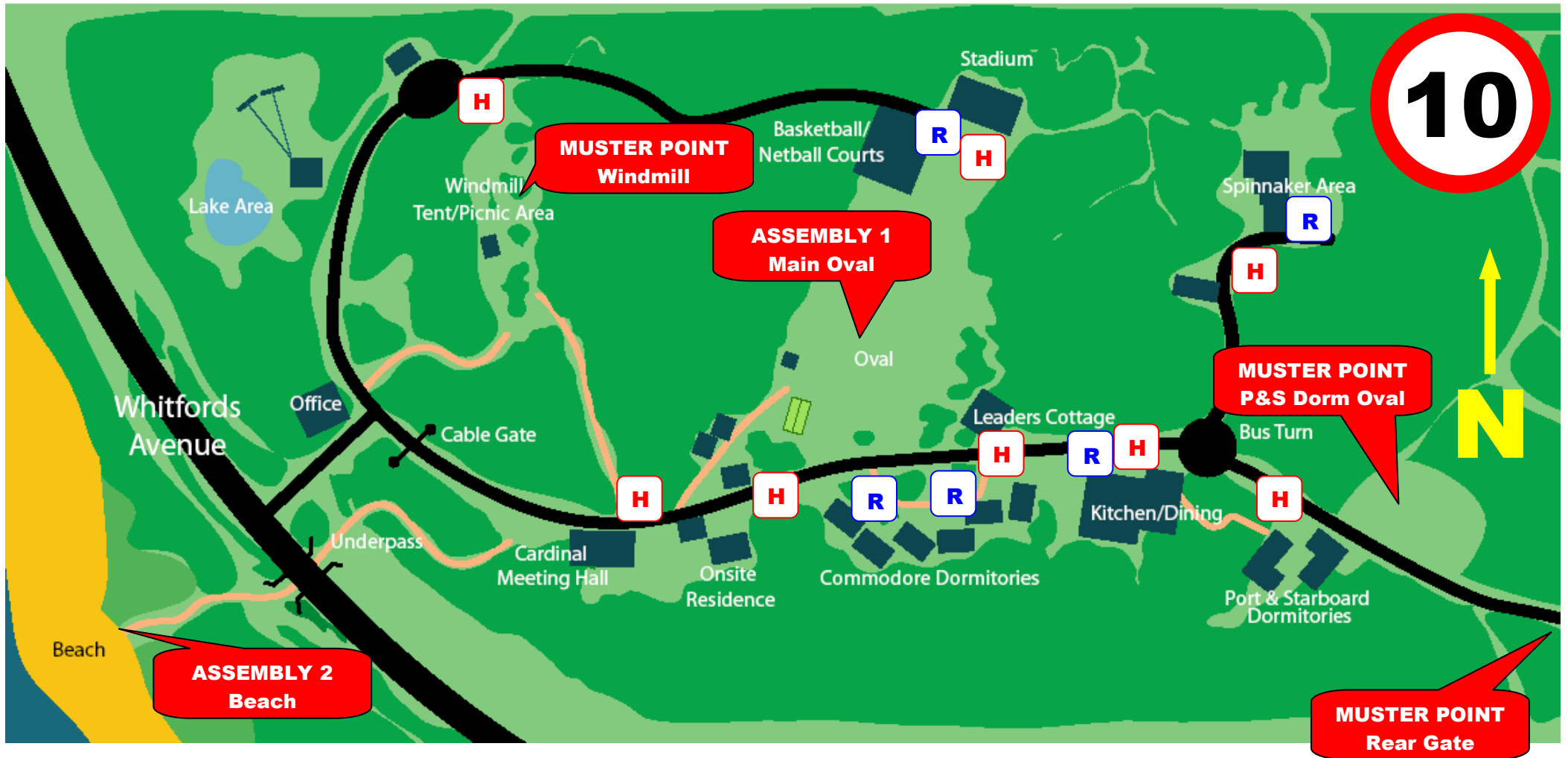
Version	Date	Revision Description (Section, content etc)	Completed by
1.0	9/4/10	Original Version	EHSG
1.1	30/5/10	Revision to DSR Camps Standard template	Ian Sprigg
1.2	23/6/10	Update	Ian Sprigg
1.3	3/3/11	Update	Brett Poole
1.4	3/10/11	Updated to include EH Emergency Planning Committee and EH Emergency Control Organisation	Ian Sprigg

# Emergency Contact Numbers

## Ern Halliday Recreation Camp Whitfords Avenue, Hillarys (Nearest intersection – Flinders Avenue)

<b>ERN HALLIDAY CAMP</b>	Office	9492 9788
	On call staff member	0417 948 816
	Manager	0401 695 798
<b>EMERGENCY</b>	Emergency services	000
	(If 000 is not working from mobile try)	112
<b>POLICE</b>	Police Assistance (non emergencies)	131 444
	Hillarys Police Station	9403 1000
<b>FIRE</b>	Duncraig Fire Station (non emergencies)	9448 9544
	FESA recorded information line	1300 657 209
	Regular fire reports - ABC local radio	720 am radio
<b>HOSPITALS</b>	Joondalup Health Campus	9400 9400
	Princess Margaret Hospital for Kids	9340 8222
<b>MEDICAL CENTRES</b>	Whitfords Avenue Medical Group	9307 4222
	Hillarys Medical Centre	9403 2399
<b>SES</b>	General assistance	132 500
	Wanneroo/Joondalup SES	9300 1666
<b>RANGERS</b>	City of Joondalup	9400 4960
	City Watch Community Patrol	1300 655 860
<b>WESTERN POWER</b>	Report and enquire faults and emergencies	13 13 51
<b>WATER CORPORATION</b>	Faults, emergencies and security	13 13 75
<b>ALINTA GAS</b>	Faults & emergencies	13 13 52

# Map – Emergency Equipment and Lay Out



**H** Location of Fire Hydrant Stand

**R** Location of Fire Hose Reel

- Fire hoses reels **R** located at; Stadium, Commodore Dorms 2 & 5, Foyer to Main Dining Area, Spinnaker undercover area. Total of 5 onsite.
- Fire hydrants **H** located at; Stadium, Windmill Car Park, Opposite Cardinal Meeting Hall, Opposite onsite residence, Leaders Cottage, Main Dining Area, Between Spinnaker Dining & Dorm, Port & Starboard Dorms. Total of 8 onsite.
- Fire extinguishers/blankets are located in or at the kitchen areas, meeting hall, office, program shed, tool shed and storage shed.
- First aid kits are located in the program HQ, office and camp ute.
- Medical oxygen is located in the office.
- Stiff Neck Collar is located in the office.

**In an emergency please contact management immediately**

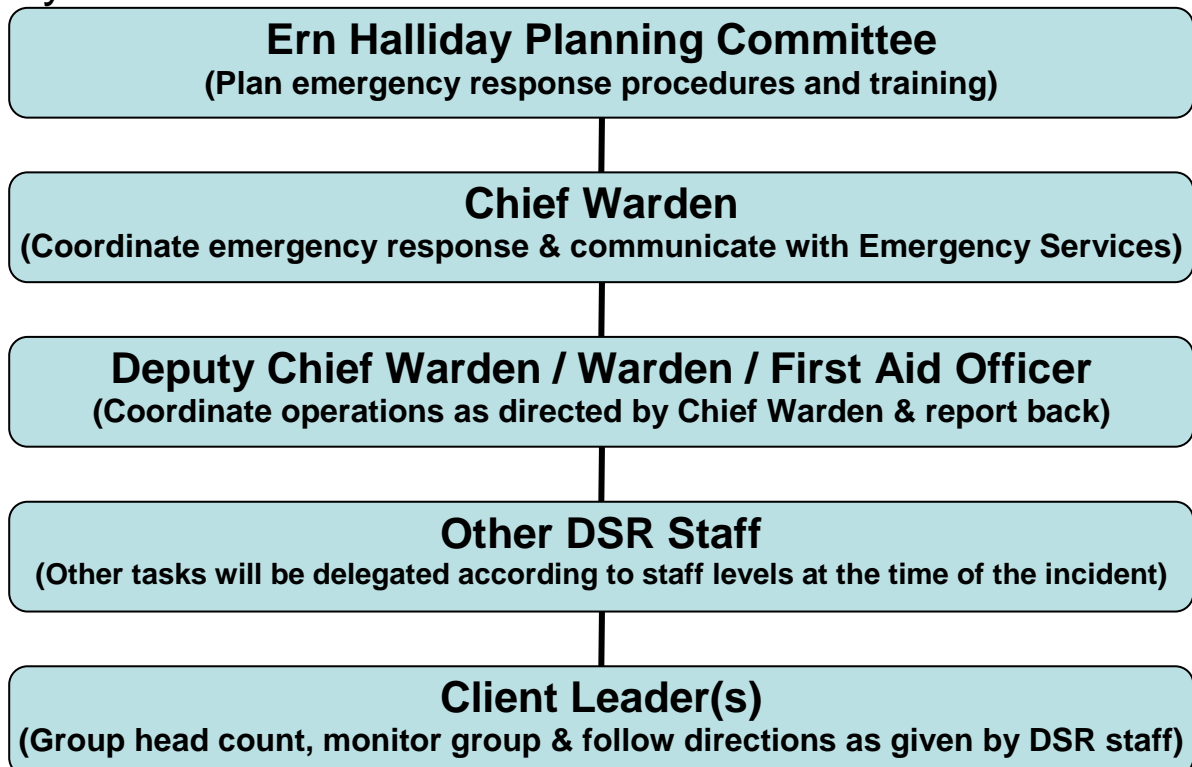
# Types of Emergencies

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

- Fire.
- Bomb Threat.
- Earth Quake.
- 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 environments.



## **Emergency Control Organisation responsibility**

Any staff forming part of the Emergency Control Organisation who have received the required training as specified 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

# Communications

Where possible ECO members should be contactable via two way radio on channel 16.

Channel 15 should be used for any conversations not suitable for transmission to all personnel.

The office have land line telephones (phone (08) 9492 9788) and the internet.

The onsite residence has a land line telephone (phone (08) 9401 2220).

If emergency assembly is required use the blast horn (located within the office or program HQ) for 30 seconds at 30 second intervals or as required. A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

Groups leaders are to be contacted by mobile phone where possible.

Accolade Catering staff to be notified by mobile phone (0408 098 444).

Wardens will travel along the camp sealed road from the Office to all Dormitory Areas on foot or via camp vehicle with the blast siren to alert all people onsite and give directions to the Assembly Area as required.

On a weekend where the site may not be attended by a staff member, mobile phone will be the primary means of contact until a staff member is onsite.

# Warden Identification

**The Chief Warden / Senior Staff member must be contactable at all times.**

Where possible all Wardens will be identified by wearing a safety 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

## **Phase 1 – Standard Emergency Order**

In the event of an incident or accident it is expected staff on site will in accordance with the CIMPL plan;

1. Ensure their own safety
2. Provide direction to ensure bystanders safety
3. Care for casualties according to training
  - DRSABCD should be followed
4. Notify office or other parties as soon as practicable to enable Phase 2 to commence
5. If emergency siren sounded and/or call given by radio communication, head to assembly point as a group, follow instructions from Wardens.

## Phase 2 – Fire Response 1/2

### Senior staff to use this list to help respond to the incident

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
  - Asses the fire
    - Location \_\_\_\_\_
    - Speed and direction \_\_\_\_\_
    - Size \_\_\_\_\_
    - Fuel \_\_\_\_\_
  - Numbers on site Groups \_\_\_\_ DSR \_\_\_\_ Visitors \_\_\_\_ Total \_\_\_\_
  - If safe attempt to put out small instantaneous fires without PPE
  - Emergency **horn** needs to be sounded. Assemble at Main Oval, Beach Area or other designated safe zone
  - Activate fire alarm via break glass panel on Office or Program HQ fire monitoring system
  - Ensure all staff are aware of the situation and their expected roles. Contact ALL groups outside camp via two way radio or mobile and provide direction
  - Call '000'**, if no response 112 from a mobile, provide information on numbers at site Time of call \_\_\_\_\_ am / pm
  - Is it best to **stay or evacuate?** \_\_\_\_\_
    - Advice from FESA?
    - 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 staff board and program diary)
  - Onsite Residence
  - Kitchen/catering staff

## Phase 2 - Fire Response 2/2

- Follow CIMPL plan flow chart
- If safe, search camp IN PAIRS with radios, for any more persons, closing doors and windows, including;
  - On site residence
  - Commodore Dorms & Leaders Cottage
  - Main Dining areas and Main Kitchen
  - Port & Starboard Dorms
  - Spinnaker Dorm, Kitchen and Ablutions
  - Windmill Toilet Block and Tent Area
  - Cardinal Meeting Hall
  - Gumbooya Hall & Sheds
  - Office
  - Program HQ including all sheds
  - Stadium building
  - Program Areas onsite
  - Immediate beach area
  - Boundary Fences
- Turn off Gas (main valve** inside near back gate, SE side. Day toilet gas valve located at fence line near 'The Boardwalk' Street.)
- Turn off Gas bottles**, Program HQ BBQ, Windmill BBQ and Main Kitchen BBQ's.
- Designate fire attendants, put on protective gear. If safe, attempt to put out fire
  - If safe to do so, hose down buildings (note reticulation system cannot be used with electricity turned off).
- If FESA advises **evacuation** to safe location:
  - Client Group Leader to ensure all persons accounted for when leaving site.
  - Chief Warden to ensure all Staff and Visitors are accounted for when leaving site.
- If unable to Evacuate site move group to a position opposite the fire direction and smoke
  - If radiant heat or smoke fumes present move inside a safe building
  - Fill door gaps to prevent smoke entering,
- Continue to re assess and adjust as needed
- Complete reports**, ensure relevant persons are notified

## Phase 2 - Earthquake Response 1/1

### When the tremor has subsided the Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
  - If safe have Assembly Manager/Staff check paths and access for evacuation
  - Emergency **horn** to be sounded if appropriate.  
Assemble at Main Oval, Beach or alternate
  - If safe**, search camp IN PAIRS with radios, for any more persons and damage report including;
    - On site residence
    - Commodore Dorms & Leaders Cottage
    - Main Dining areas and Main Kitchen
    - Port & Starboard Dorms
    - Spinnaker Dorm, Kitchen and Ablutions
    - Windmill Toilet Block and Tent Area
    - Cardinal Meeting Hall
    - Gumbooya Hall & Sheds
    - Office
    - Program HQ including all sheds
    - Stadium building
    - Program Areas onsite
    - Immediate beach area
    - Boundary Fences
  - Confirm numbers on site;
  - Groups \_\_\_ DSR \_\_\_ Visitors \_\_\_ Total \_\_\_\_\_
  - Follow instructions from FESA \_\_\_\_\_
  - Inform Group** of situation and response
- Is **everyone accounted** for?
- Clients and Visitors
  - DSR staff (see staff board and program diary)
  - Onsite Residence
  - Kitchen/catering staff
- Complete reports**, ensure relevant persons are notified

## Phase 2 - Bomb Threat Response 1/2

### When notified of a bomb threat the Senior Staff member should:

- If notified by phone complete the Bomb Threat Checklist on the following page
  - Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
  - Call '000'**, if no response 112 from a mobile, provide information on numbers at site Time of call \_\_\_\_\_am / pm
  - Follow CIMPL plan flow chart
  - If safe have Staff check their area and surrounds for anything suspicious
  - If safe have Staff check the assembly area for anything suspicious
  - Emergency **siren** to be sounded if appropriate.  
Assemble at Main Oval, Beach area or alternative
  - Confirm numbers on site;  
Groups \_\_\_\_ 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 staff board and program diary)
  - Onsite Residence
  - Kitchen/catering staff
- Complete reports**, ensure relevant persons are notified

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

# Phase 2 - Bomb Threat Response 2/2

## BOMB THREAT CHECK LIST (PHONE)

Officer Name (print):  
Phone:  
Signature:

### 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?

### 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:

### CALLER'S VOICE:

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:

### CALL TAKEN:

Date:                      Time:  
Duration of call:  
Number called:

### ACTION:

Call reported to:

## Phase 1&2 - 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.

---

**Then in Both Situations**

- 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 CIMPL plan flow chart
- Call '000'**, if no response 112 from a mobile, provide information on numbers at site Time of call \_\_\_\_\_am / pm
- Complete reports**, 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 Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
- If required **Call '000'**, if no response 112 from a mobile, provide information on numbers at site Time of call \_\_\_\_\_am / pm
- Follow CIMPL plan flow chart
- On site resources available  
Medical Oxygen, First Aid Kits, Stiff Neck Collar
- Have someone remain with the injured person until help arrives
- If ambulance not required arrange for group to transport to further medical assistance. Provide Maps and contact details
- Complete reports**, ensure relevant persons are notified

## **Phase 1&2 - 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)

### **When notified of an armed intrusion / hold up: the Emergency Manager/ Senior Staff member should:**

- Call '000' for Police**, if no response 112 from a mobile, provide information on numbers at site Time of call \_\_\_\_\_am / pm
- Have Staff close off the area to others until the Police have assessed the area
- Follow CIMPL plan flow chart
- Have Staff try to get the names and addresses of witnesses
- Have 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, First Aid Kits, Stiff Neck Collar
- Complete reports**, 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

<b>RACE</b>	Caucasian Asian European (N or S) Aboriginal Indian Negro Islander Maori
<b>AGE</b>	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
<b>HEIGHT</b>	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
<b>WEIGHT</b>	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
<b>BUILD</b>	Thin Slim Medium Heavy Husky Muscular Fat Stout Obese
<b>HAIR</b>	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 .....
<b>EYES</b>	Black Brown Hazel Blue Green Grey Not known
<b>GLASSES</b>	Sunglasses Prescription Wire Frame Plastic Frame Rimless Clear Bi Focal
<b>COMPLEXION</b>	Pale Fair Medium Swarthy Ruddy Tanned Brown Black Acne Freckled Scarred Fresh Not Known Specific .....
<b>FACIAL HAIR</b>	Moustache Beard Sideburns Unkempt Goatee Full Stubble Colour ..... Specific .....
<b>SPEECH</b>	Normal Foreign Impediment Uneducated Swearing Husky Deep High Squeaky Quiet Loud
<b>HANDS</b>	Gloves Cotton / Leather / Rubber / Motorbike / Garden / Work / Washing Colour ..... Type ..... Specific .....

## ARMED HOLD UP CHECK LIST

<b>Weapon</b>	<b>HAND GUN</b>	Long / Short barrel Blue / Chrome Revolver / Automatic Specific .....
	<b>RIFLE</b>	Bolt/ Auto / Pump / Lever Actions Short / Long Barrel Full Length Sawn Off Telescopic Sight Magazine Specific .....
	<b>SHOT GUN</b>	Pump / Automatic / Double Barrel / Single Barrel OR Under and Over Full Length Sawn Off Specific .....
	<b>KNIFE</b>	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
<b>Vehicle</b>	<b>BODY</b>	Sedan Station Wagon Panel Van Coupe Van Ute Tray Back Commercial Sports 4x4 Motorcycle Moped Specific .....
	<b>MAKE</b>	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 .....
	<b>MODEL</b>	Commodore Falcon Hilux Corolla Specific .....
	<b>COLOUR</b>	..... Top Vinyl / Colour ..... Metallic Two Tone Eclipse
	<b>DAMAGE /FITTINGS</b>	Nearside Farside Front Rear Rust Specific .....
	<b>ACCESSORIES</b>	Aerial (CB) Towball Bullbar Roof Rack Alloy Wheels Spot Lights Sun Roof Car Phone Specific .....
	<b>INTERIOR</b>	Bucket / Bench Seats Seat Covers Auto / Manual Column / Area Shift Electric Windows Upholestery Colour ..... Specific .....
	<b>STEREO</b>	Standard Fitted Equaliser Specific .....
	<b>REGISTRATION</b>	VIC NSW SA QLD WA TAS NT ACT

# ARMED HOLD UP CHECK LIST

**PECULIARITIES** .....

.....

.....

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

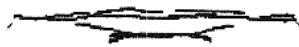


**DROOPING LOBE**



**NO LOBE**

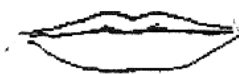
**LIPS**



**THIN**



**FULL**



**FULL LOWER LIP**



**TEETH SHOWING**



**Receding**



**Prominent**



**Double**



**Pointed**

**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**

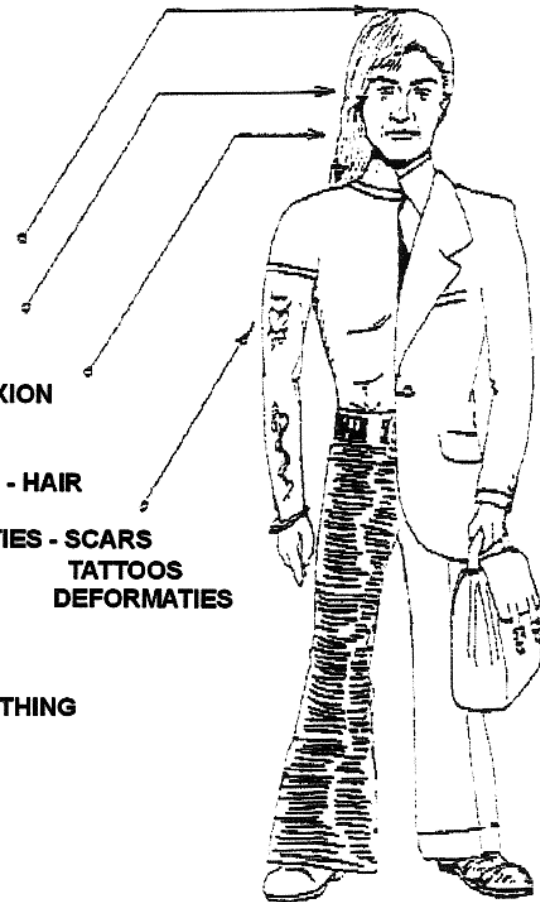
**THATCH - HAIR**

**ODDITIES - SCARS**

**TATTOOS**

**DEFORMITIES**

**RIG - CLOTHING**



## Phase 2 - Flood / Tsunami Response

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

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

If safe have Wardens check paths and access for evacuation

Emergency **horn** to be sounded if appropriate

Assemble at Main Oval or alternate (the buildings located at the Main Kitchen and Spinnaker Area are at highest elevation).

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

On site residence

Commodore Dorms & Leaders Cottage

Main Dining areas and Main Kitchen

Port & Starboard Dorms

Spinnaker Dorm, Kitchen and Ablutions

Windmill Toilet Block and Tent Area

Cardinal Meeting Hall

Gumbooya Hall & Sheds

Office

Program HQ including all sheds

Stadium building

Program Areas onsite

Immediate beach area – **CONSIDER WAVES/FLOODING -**

Boundary Fences

Confirm numbers on site;

Groups \_\_\_ 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 staff board and program diary)

○ Onsite Residence

○ Kitchen/catering staff

**Complete reports**, ensure relevant persons are notified

## Phase 2 Unforeseen Emergency Response

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

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
- If required **Call '000'**, if no response 112 from a mobile, provide information on numbers at site Time of call \_\_\_\_\_ am / pm
- Follow CIMPL plan flow chart
- On site resources available (Medical Oxygen, First Aid kits)
- Have someone remain with any injured person until help arrives
- Emergency **siren** to be sounded if appropriate.  
Assemble at Main Oval, Beach or alternate
- If safe**, search camp IN PAIRS with radios, for any more persons and damage report including;
  - On site residence
  - Commodore Dorms & Leaders Cottage
  - Main Dining areas and Main Kitchen
  - Port & Starboard Dorms
  - Spinnaker Dorm, Kitchen and Ablutions
  - Windmill Toilet Block and Tent Area
  - Cardinal Meeting Hall
  - Gumbooya Hall & Sheds
  - Office
  - Program HQ including all sheds
  - Stadium building
  - Program Areas onsite
  - Immediate beach area
  - Boundary Fences
- Confirm numbers on site;  
Groups \_\_\_ 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 staff board and program diary)
- Onsite Residence
- Kitchen/catering staff

**Complete reports**, ensure relevant persons are notified

# Phase 3 – Standard Emergency Orders 1/1

## Major Medical Emergencies

- Counseling services are arranged as needed for the participant, participant's family, staff involved and other group members as per CIMPL plan
- Ensure first aid kits are re stocked
- Site is cleaned and disinfected as needed
- If possible avoid debriefing the incident instead get trained professionals to conduct debriefing along with a member of staff who has a good understanding of operations and responses (manager)
- Review response process and document any learning's, adjusting plans as necessary
- Designate who will conduct follow up with the group leaders, guardians and participants
- Complete insurance reports

If accident occurred on one of our programs

- Ensure staff immediately involved are removed from following activity sessions if needed including other camps later in the week or longer
- Activity where accident occurred to be assessed for suitability to run in terms of practical (everything's still working) and Social (will the group be concerned plus general public concern)

## Severe Fire Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Ensure first aid kits are re stocked
- Building inspections should be carried out on affected buildings before entering
- Liaise with Western Power and Water Corporation if services are disrupted or should be turned off
- Insurance reports to be completed
- Clean up and repairs to commence

## Earthquake Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Buildings and facilities should be assessed prior to use including activity sites

## Armed Hold Up Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Affected staff to be provided with time off as per consultation with counseling services
- Insurance reports to be completed

# On Site Emergency Resources


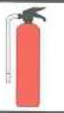











## Medical Oxygen flow rates

Oxygen located in Office.

Therapy and resuscitation rates should be 8L/min

Can be increased to 15L/min for resuscitation if ample oxygen

## Types of extinguishers

		Portable Fire Extinguisher Guide					Fire & Emergency Services Authority of Western Australia website: <a href="http://www.fesa.wa.gov.au">www.fesa.wa.gov.au</a>	
		Blue text indicates the class or classes in which agent is most effective.						
Two colour schemes for fire extinguishers exist.		EXTINGUISHANT	CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	<b>CLASS D</b> For fire involving combustible metals use special purpose extinguisher.
PRE 1999	FROM 1999		Wood Paper Plastics	Flammable & combustible liquids	Flammable gases	Electrically energised equipment	Cooking oils and fats	
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires.
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment.
		POWDER	YES <small>(ABE)</small> NO <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>	YES <small>(ABE)</small> YES <small>(BE)</small>	NO <small>(ABE)</small> LIMITED <small>(BE)</small>	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.

## Fire hydrant hoses

These hoses and branches are located in the Tool Shed.