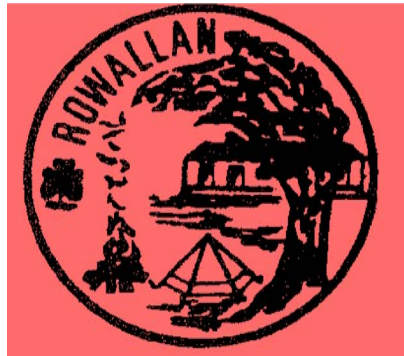


# ROWALLAN GIRL GUIDE CAMP

Rowallan Rotary Sheila Cameron Campsite

# EMERGENCY MANAGEMENT PLAN



#### **Precise Location**

20 Kent Road off Mt Charlie Road,  
off Kilmore Road. Riddells Creek. 3431

To ensure that the correct response is made to any emergency situation that may arise in the camp, all campsite users are requested to make themselves familiar with the details of the Emergency Management Plan.

*We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Rowallan Girl Guide Camp, Riddles Creek is located, and pay our respect to their Elders past, present and emerging.*

It is assumed that all user groups have completed appropriate Risk Management documentation relevant for their activities and their organisation. General Risk is not covered in this document.

# ROWALLAN GIRL GUIDE CAMP

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# ROWALLAN GIRL GUIDE CAMP

## CAMP SITE OVERVIEW

A Campsite Ranger resides on site. **5428 6509 / 0473 577 500**

### Location.

Rowallan Girl Guide Campsite is situated at 20 Kent Road, Riddells Creek. Approximately 63 kms north of Melbourne GPO and 7 kms from Riddells Creek Township.

### Site

The Campsite occupies approximately 10 acres and abuts the Rowallan Scout Campsite, and a large forested area at the base of Mt. Charlie.

The campsite consists of 3 distinct areas:-

1. Minda Killara - Indoor site one U-shaped building with grassed surrounds.
2. Walter Murphy - open grassed areas with equipment storage area and a toilet block/kitchen.
3. Koongoora Ba - includes Campfire Circle and Chapel.

The campsite uses "Potable water", this water is delivered on a regular basis. The water out of all taps on the indoor and outdoor campsites is drinkable. A septic system, LPG and mains electricity.

### Access

Campsite users must be aware that the campsite has only one (1) main access road. Kent Road is a no through Road. There are three gates to access the different campsites. The gates to Minda Killara and Walter Murphy campsites are on either end of the road that runs through the camp. There must be no parking on this or any other road, during camp, to allow access for emergency vehicles.

### Hazards

The cliff face going up behind Minda Killara and the slope to the north are both fenced and out of bounds.

The campsite is on open slightly sloping land and allows for quick access between recreation areas. Please be aware of tripping hazards.

### Communications

There is only one (1) telephone line in, shared by the indoor and outdoor campsite. The telephone is key operated and is located:

1. Minda Killara – Alcove beside the First Aid Room.
2. Walter Murphy – In Aerie (Equipment shed).
3. The Campsite Ranger has a phone in an emergency.

**Limited mobile reception and internet access on site. We recommend you down load all information for the camp you will need before you arrive at the campsite.**

### Fire services

Minda Killara's building is fitted with a Hayes Bushfire Sprinkler system checked every 12 months. Minda Killara has smoke alarms fitted. All areas have fire extinguishers, fire blankets and exit signs. All fire equipment internal and external is tested every six months by the CFA.

# ROWALLAN GIRL GUIDE CAMP

## EMERGENCY TELEPHONE NUMBERS

|  |  |
|--|--|
| <b>Rowallan Guide Camp</b><br>20 Kent Road,<br>Riddells Creek, 3431.<br>Telephone Number – 5428 6194 | <b>Precise Location</b><br>20 Kent Road off Mt Charlie Road<br>off Kilmore Road, Riddells Creek, 3431.<br>CFA Grid Reference – 953/566 |
|--|--|

**CAMPSITE RANGER: 5428 6509 / 0473 577 500**

**POLICE  
FIRE  
AMBULANCE** } **000**

|  |                      |
|--|----------------------|
| <b>NURSE ON CALL - 24 HOURS GENERAL HEALTH ENQUIRIES</b> | <b>1300 60 60 24</b> |
| <b>POISONS INFORMATION</b>                               | <b>13 1126</b>       |
| <b>STATE EMERGENCY SERVICES</b>                          | <b>13 2500</b>       |
| <b>WILDLIFE VICTORIA EMERGENCY PHONE SERVICE</b>         | <b>13 000 94535</b>  |
| <b>COMMITTEE MEMBER</b> Pam Woodhams (not on site)       | <b>0402 048 324</b>  |
| <b>RACV</b> Roadside Assist                              | <b>13 72 28</b>      |

|                 |  |                  |
|-----------------|--|------------------|
| <b>DOCTOR</b>   | <b>Riddells Country Practice</b><br>9 Station Street, Riddells Creek   | <b>5428 7591</b> |
| <b>DOCTOR</b>   | <b>Gisborne Medical Centre</b><br>16 Brantome Street, Gisborne   | <b>5428 3355</b> |
| <b>DOCTOR</b>   | <b>Sunbury Medical Centre</b><br>38-40 Gap Rd. Sunbury   | <b>9744 8999</b> |
| <b>HOSPITAL</b> | <b>Sunshine Hospital</b><br>Nearest public hospital with Emergency Department.<br><b>176 Furlong Rd St Albans.</b> | <b>8345 1333</b> |
| <b>DENTIST</b>  | Royal Dental Hospital (Not open 24 hours)  | <b>9341 1000</b> |

**Note: There is very limited mobile phone coverage at the Rowallan Guide Campsite.**

# ROWALLAN GIRL GUIDE CAMP

## ROLES & RESPONSIBILITIES IN AN EMERGENCY

### **Rowallan Campsite Ranger**

In an Emergency Situation, if the Campsite Ranger is on site and available they will

- Advise campsite users of all emergency situations as they may arise.
- Contact the appropriate Emergency Services and inform them of the situation.
- Liaise with Emergency Services and informing campsite users of changing circumstances.

### **Person In Charge**

- It is the Person in Charge's responsibility to assess situations and make the decision on what action to take and when to call in appropriate emergency services. We suggest this is done in consultation with the Campsite Ranger. The Campsite Ranger MUST be notified as soon as possible to the situation and the action taken. The Campsite Ranger will then assume the co-ordination responsibility for the emergency.
- The Person in Charge must supervise campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by the Campsite Ranger, Emergency Services or they themselves deem it necessary.
- Person in Charge must ensure camper medical forms, medicines and parent contact details are taken with the group to the evacuation assembly areas.
- Regardless of the time of the year, ensure all cars and vehicles are parked in the designated parking areas only. This will allow ready access to all emergency vehicles. Always reverse park.
- Each group using Rowallan, should conduct a fire drill.
- The Person in Charge must familiarise themselves with the following procedures listed. Remembering that in all situations the personal safety of all campers is of paramount importance.

# ROWALLAN GIRL GUIDE CAMP

## ACTION PLAN IN AN EMERGENCY

|                  |  |
|------------------|--|
| <b>1. Verify</b> | <b>Verify the report.</b><br>Confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.   |
| <b>2. Notify</b> | <b>Notify the emergency services and Campsite Ranger.</b><br>By the quickest safest possible means immediately notify: <ul style="list-style-type: none"><li>• Emergency services: 000</li><li>• Campsite Ranger: 5428 6509 / 0473 577 500</li></ul>   |
| <b>3. Assess</b> | <b>Assess the danger posed by the emergency.</b><br>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.<br>Use verbal information.<br>Observe what is happening and decide: <ul style="list-style-type: none"><li>• Has the danger passed?</li><li>• Is the danger increasing or decreasing?</li><li>• Is the danger coming closer or moving further away?</li><li>• Is the weather or terrain affecting its progress?</li></ul> Decide how much time exists to take alternative actions.        |
| <b>4. Act</b>    | <b>Take action based on the assessment of danger.</b> <ul style="list-style-type: none"><li>• Ensure that injured campers are not exposed to further injury or danger. Apply first aid as required.</li><li>• Contain the emergency if it is safe to do so.</li><li>• Move people away from the danger area by the safest means, if necessary move campers indoors, to one end of the building, to the furthestmost part of the campsite or to a site well away from the campsite if time permits.</li><li>• Refer to any specific procedures developed for the emergency.</li></ul> |

# ROWALLAN GIRL GUIDE CAMP

## ELECTRICAL FAILURE

Contact Campsite Ranger on **5428 6509 / 0473 577 500** immediately.

### Emergency Torches

- There are torches in the following places –  
First Aid Room, Lounge Room near switchboard, Kitchen on top of refrigerator near back door and Person in Charge room, on Laundry side.
- There is a torch in the Kitchen of Walter Murphy, Toilet Block and in the Equipment Storage Shed (Aerie).
- If evidence of danger (e.g. exposed/broken wires, foreign objects in power-points) isolate and secure area, contact Campsite Ranger on **5428 6509 / 0473 577 500** immediately.

## GAS FAILURE and GAS LEAK

- Contact Campsite Ranger on **5428 6509 / 0473 577 500** immediately.
- If evidence of **Major gas leak** contact emergency services immediately. Remove all Campers to higher ground, as gas is heavier than air and will flow downhill. If possible when leaving building open any windows or doors.
- WHEN SAFE TO DO SO, assemble all Campers and conduct head count and remain calm, ensure all campers immediate safety.

## WATER FAILURE

- Contact Campsite Ranger on **5428 6509 / 0473 577 500** immediately.
- If there is a water leak or burst pipe, as well as informing Campsite Ranger, you need to shut off the water to your campsite:-  
**Minda Killara**. Water shutoff valve is located outside of the Laundry side hot water system room under a white cap in the ground.  
**Walter Murphy**. Water shutoff valve is located at the back of the Kitchen and Toilet block building.  
**Walter Murphy Garden Taps**. Water shutoff valve is located approximately 10 meters to the left of the Walter Murphy Kitchen and Ablution block building under a white cap in the ground. NOTE: THIS WILL ALSO SHUTOFF MINDA KILLARA WATER SUPPLY.

# ROWALLAN GIRL GUIDE CAMP

## INTRUDER

- If you are worried about an intruder contact Police 000 and Campsite Ranger **5428 6509 / 0473 577 500**.
- If safe to do so assemble all campers, conduct a head count, Remain calm to ensure all campers immediate safety.
- If safe to do so observe stranger from a distance until they have left the campsite.
- While observing the stranger NOTE description of person, vehicles colour, make, registration etc.

## CAMPER ABDUCTION

- Notify Police 000 and Campsite Ranger **5428 6509 / 0473 577 500**
- Establish time and place of abduction and description of camper and clothing. Give this information in writing to Police / Campsite Ranger.
- Police will manage the situation.
- When safe to do so Campers to be assembled in safe area and a head count to be taken ensure campers immediate wellbeing.



# ROWALLAN GIRL GUIDE CAMP

## LOST or MISSING CAMPER

In the event that a Camper is reported missing we suggest the following procedures are followed in an order to suit your situation.

- Assemble all campers, conduct a head count.
  - Inform Campsite Ranger on **5428 6509 / 0473 577 500** of possible missing camper.
  - **Obtain a full description** of the missing person including - name, age, weight, build, hair and eye colouring, distinguishing physical marks and clothing worn.
  - **Organise a search party** comprising adults, not children, to cover and search a number of specified areas. Make a note of these search groups, their numbers and search areas.
  - Co-ordinate watches and agree on the maximum length of this **initial search**. Upon reaching this time, all search groups must reassemble and confirm results.
  - Ensure that someone in a responsible position is left in charge of the remaining under age campers and that they are given a variety of things to do.
  - **Notify the immediate neighbours** and provide a detailed description of the missing camper. Make sure that they know the campsite's phone number.
  - If after this initial quick and thorough search of the immediate area, the individual has not been located **call the POLICE on 000** and provide a detailed description of the missing camper, the estimated last time seen any physical or medical aspects and the actions put into place to date.
- 
- If missing camper is found by you after you have notified the authorities, you must ensure that the Police, Emergency Services Campsite Ranger and neighbours are informed.

# ROWALLAN GIRL GUIDE CAMP

## HOSTAGE SITUATION

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

**Immediately notify Police 000 and Campsite Ranger on 5428 6509 / 0473 577 500.**

**When Police are involved they will manage situation.**

### **If in Direct Contact with Perpetrator We Suggest:**

- Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator.
- Do not take risks or endanger others.
- Be flexible in response, act in a pleasant manner towards the perpetrator and try to observe their behaviour.
- Comply with reasonable requests and negotiate if possible.
- If possible campers to be assembled in safe area to ensure all campers well-being. This should be done quietly and out of sight of the perpetrator if possible.

### **Not In Direct Contact with Perpetrator We Suggest:**

- All campers and staff not involved are to be immediately evacuated as far away as possible from the situation. 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.

# ROWALLAN GIRL GUIDE CAMP

## CAMPSITE BUILDING FIRE

- Do **NOT** endanger yourself or others.
- **IF SAFE TO DO SO**, attempt to contain fire using supplied firefighting apparatus, located as outlined on site-plan.
- **IF SAFE TO DO SO**, close all doors and windows, stay low to the ground.
- If unable to contain fire, contact Emergency Services on **000** immediately.
- Notify Campsite Ranger **5428 6509 / 0473 577 500** as soon as possible of the fire and if you have contacted Emergency Services or not.
- Campers to be assembled in safe area away from the threat to conduct a head count and assess all campers' wellbeing.
- If injury has occurred, follow First Aid procedures and contact ambulance if necessary.
- The Person in Charge or Campsite Ranger will specify the type of evacuation required, whether it be:
  - Within building
  - To another building
  - Within the Campsite
  - Beyond the Campsite

# ROWALLAN GIRL GUIDE CAMP

## FIRE DANGER RATINGS

Every day during the fire season (Nov -May) the Bureau of Meteorology (BOM) forecasts the outlook of the fire danger index (FDI). The FDI is determined by BOM in consultation with fire agencies. Each of the FDIs has recommended actions you should follow.

### **CODE RED (Catastrophic)**

- Should your camp/event fall on a CODE RED day your booking will be cancelled.
- You will not be allowed onto the property.
- If already on site you will evacuate the property. Under the guidance of the Campsite Ranger/ Emergency Services.

### **EXTREME**

- Should your camp/event fall on an EXTREME day your booking will be reviewed 24 hours prior.
- If you are already on site the Campsite Ranger will monitor the situation and keep Person in Charge informed.
- The Campsite Ranger may evacuate the property.

### **SEVERE**

- Should your camp/event fall on a SEVERE day your booking will be reviewed 24 hours prior.
- If you are already on site Campsite Ranger will monitor the situation and keep the Person in Charge informed.
- The Campsite Ranger may evacuate the property.
- Be alert to possible fire hazard changes and possibility of evacuating.

### **VERY HIGH**

- Your camp will be reviewed 24 hours prior to your visit.
- If you are already on site the Campsite Ranger will monitor the situation and keep Person in Charge informed.
- The Campsite Ranger may evacuate the property.
- Be alert to possible fire hazard changes and possibility of evacuating.

### **HIGH**

- Your camp will be reviewed 24 hours prior to your visit.
- If you are already on site the Campsite Ranger will monitor the situation and keep the Person in Charge informed.
- The Campsite Ranger may evacuate the property.

# ROWALLAN GIRL GUIDE CAMP

## BUSHFIRE SITUATION

**BUSHFIRE RESPONSE** Any sign of Bushfire must be reported to the Emergency Services 000 and the Campsite Ranger on **5428 6509 /0473 577 500** immediately.

In the event of a bushfire information will come from the following people

- The Country Fire Authority
- Police
- State Emergency Services
- Campsite Ranger
- You can call the Vic Emergency Hotline on **1800 226 226** (free call).

- ❖ When a bushfire notification comes through and you are told to evacuate by the Authorises you must comply with the order.

If given a choice it is the responsibility of the Person in Charge, in consultation with the Campsite Ranger, to make the decision whether you are going to evacuate or stay on the site. You will be guided by the relevant authorities

**If placed in a situation that you are unable to leave and a bushfire is approaching you must:**

- Assemble all campers in Minda Killara.
- Make sure all cars are removed from near the building they are to be parked in open ground ready to leave, not obstructing any road way.
- Make sure all doors and windows, including the outside drop down covers over the shower windows are closed.
- **DO NOT LOCK ANY DOORS.**
- Close all curtains
- Place wet articles (towels, clothes etc.) at the bottom of the exit doors and skylight area in the bathrooms. Towels are stored in hall cupboards of Minda Killara.
- Fill anything (buckets, dishes etc.) with water and have these ready to use.
- Assemble all Campers in sleeping wing **PASSAGEWAYS**. Head count, ensure that all campers are fully clothed.
- As embers start to fall operate the Hayes Sprinkler system.

**HAYES BUSHFIRE SPRINKLER OPERATION INSTRUCTIONS**

VALVES ARE "ON" WHEN THE HANDLE IS IN LINE WITH THE PIPE.

1. Stay calm! Decide early whether you will evacuate or remain inside the building. You must consider your physical fitness and your preparedness to deal with the heat, smoke and the noise associated with a bushfire.

2. When the first hot embers begin arriving the fire front could be anywhere from 1 to 30 minutes away. These embers are the first threat that the building has to overcome so activate the sprinkler system by opening the **sprinkler valve (red handle)** to the **45 degree position** refer fig.1

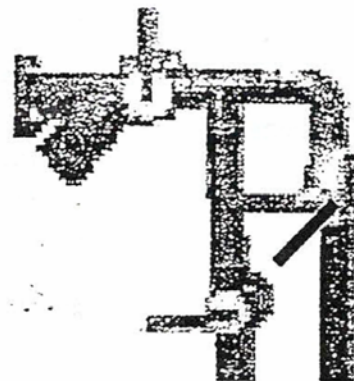


fig. 1

3. As the main fire front approaches open the **sprinkler valve (red handle)** to the **fully open position** refer fig.2. Then while it is still safe to do so proceed inside the building to a safe area away from the windows. All windows should be closed, all curtains drawn and sinks, basins, baths and buckets filled with water as a backup supply. Familiarise yourself with the fire hose and fire extinguisher locations and operation. The main fire front should pass within 10 to 20 minutes.

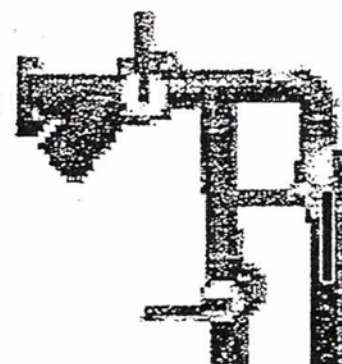


fig. 2

**Note:** This system is designed to provide approximately 1 hour of water with the valve at the fully opened position .

4. When the main fire front has passed and it is safe to do so, proceed outside and move the **sprinkler valve** back to the **45 degree position**. This will help conserve your water supply but still provide protection from any embers that could still ignite the building. If the threat to the house is minimal the sprinkler system can be turned off and a fire hose used to extinguish any hot spots which will further conserve your water supply.

5. If the water supply runs out the pump can then be operated from the two lower tanks. This should be done by someone who is trained in the pump operation and sprinkler operation, ie the camp caretaker.

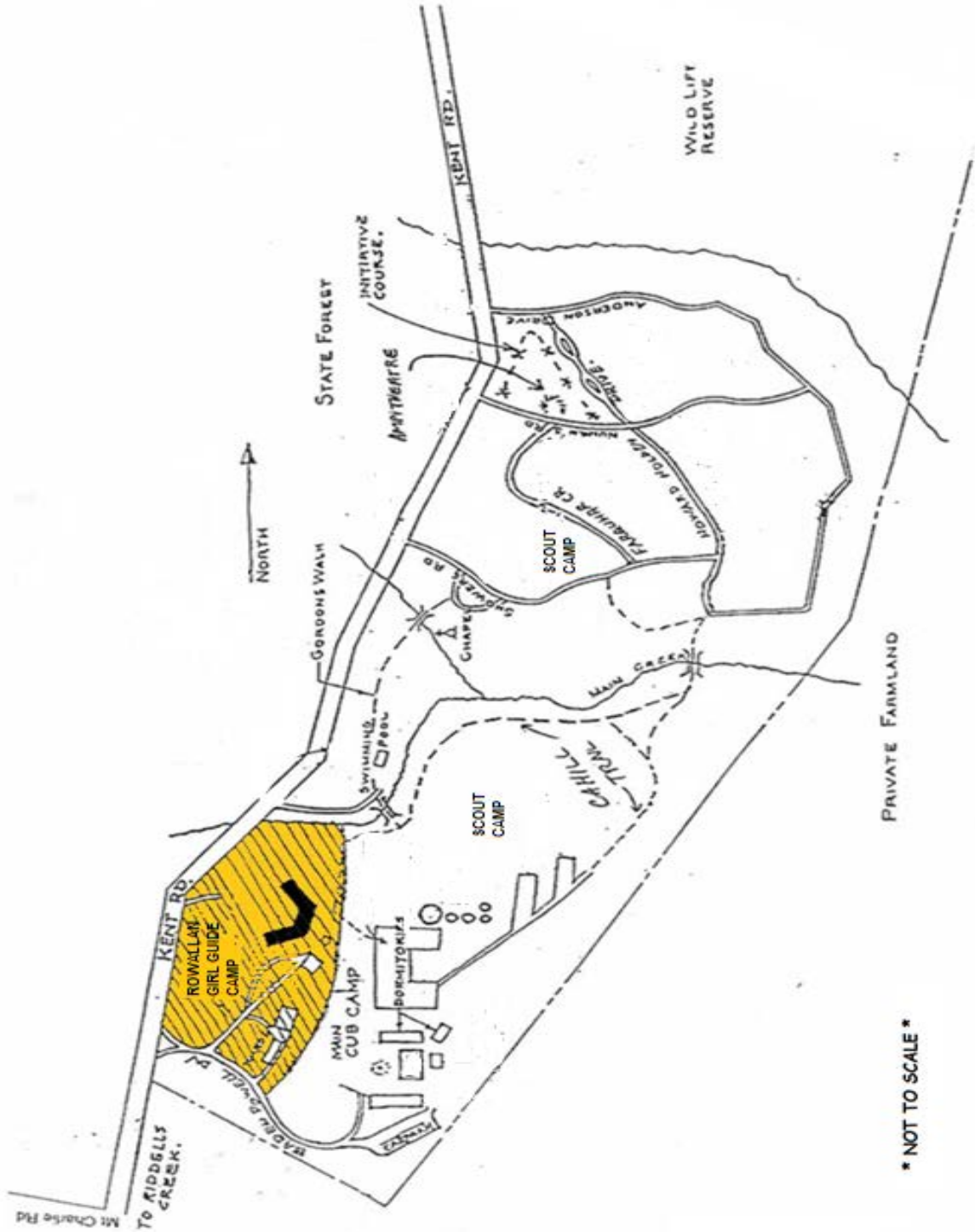
**NOTE:**

- Proper clothing should be worn at all times during a fire to protect you from the effects of radiant heat. These consist of overalls or woollen clothing covering all skin surfaces, safety helmet, work boots or leather shoes, gloves and safety glasses or goggles.
- The C.F.A. and Local Councils can advise householders on fire safety issues. Valves should be closed slowly to avoid damage to pipework and valves due to water hammer.

# ROWALLAN GIRL GUIDE CAMP

## ROWALLAN CAMPSITE BOUNDARIES

(Also showing Scout Property Boundaries.)

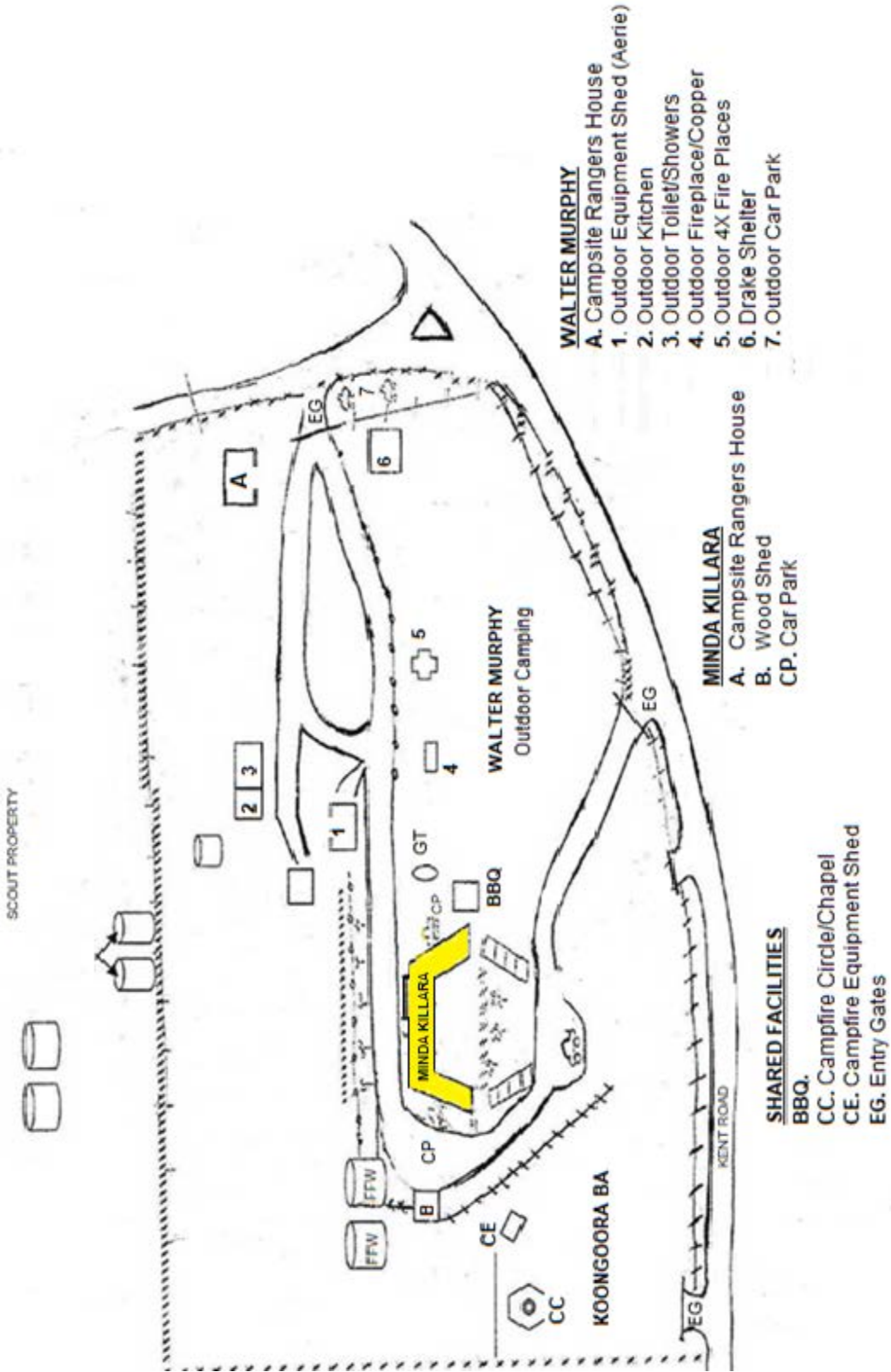




# ROWALLAN GIRL GUIDE CAMP

## MAP OF ROWALLAN GIRL GUIDE CAMP

Not to Scale





# ROWALLAN GIRL GUIDE CAMP

## MINDA KILLARA BUILDING LAYOUT

Not to Scale

