SCHOOL CAMP

EMERGENCY MANAGEMENT PLAN

In an emergency

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

2. Notify
   Notify the emergency services and the campsite management
   By the quickest means, immediately notify:
   • The emergency services (Dial 000)
   • The campsite management

3. Assess
   Assess the danger posed by the emergency
   • Use all your senses to build a picture that tells you what is happening and use that information to help decide on a course of action.
   • Use verbal information.
   • Observe what is happening to decide:
     1. Has the danger passed?
     2. Is the danger increasing or decreasing?
     3. Is the danger coming closer or moving further away?
     4. Is the weather or terrain affecting its progress?
   • Decide how much time exists to take alternative actions.

4. Act
   Take action based on the assessment of danger
   • Ensure that injured campers are not exposed to further injury or danger.
   • Contain the emergency if safe to do so.
   • Move people away from the danger area by the safest means, if necessary, move campers indoors, to one end of the building, to the furthest part of the campsite or to a site away from the campsite if time permits.
   • Refer to any specific procedures developed for the emergency.
BUILDING FIRE

Teachers or Staff to handle

1. Evacuate burning building.
2. Dial 000 – request Fire services.
3. Sound siren.
4. Notify Camp Manager or Programme Director.
5. Evacuate all campers in an orderly manner to the oval.
6. Check that all campers are accounted for; if any campers are missing notify Camp Management.
7. Check/assist injured. Camp Management to call ambulance if needed.
8. If required and safe to do so attempt recovery of missing camper.

Camp Staff only to handle the following procedures

1. If safe to do so isolate power/gas supply.
2. Attempt to control fire.
3. When fire is under control move campers to a safe building and make as comfortable as possible.
4. Arrange for camp leader to contact their organisation.

BUSH FIRE

1. At direction of Camp Management assemble campers in evacuation area.
2. Check that all campers are accounted for; if any campers are missing notify Camp Management.
3. Camp will only be evacuated under the direction of the Camp Management after consultation with the CFA.
4. Where applicable and if time allows school principal to be advised of evacuation.
5. On-days of total fire ban all off site activities must be approved by Camp Management.
MISSING CAMPER OFF SITE

1. Do head count.
2. Camp leader to establish time and place of last sighting of missing camper and full description of missing person and clothing.
3. Backtrack to last point seen, call for child whilst backtracking.
4. If camper isn't found one leader to immediately return to camp and notify Camp Management.
5. Campers to return to camp and alternative programme started.
6. Camp management to notify Police and other authorities of possible lost camper.
7. Manager and one leader to check trail by vehicle.
8. If camper not found, notify Police to take control of the situation.
9. Camp leader to contact their organisation.

MISSING CAMPER FROM CAMPSITE

1. Sound siren and bring campers into the hall.
2. Do head count.
3. Establish time and place of last sighting and description of clothing.
4. Inform Police of possible missing camper.
5. Co-ordinate initial search of campsite.
6. If not found after initial search contact Police and other authorities as required.
7. Camp leader to contact their organisation.
8. Run alternative programme for campers.

INJURY/ ILLNESS OFF SITE

1. If safe to do so and required move camper from further danger and make as comfortable as possible.
2. Render 1st Aid assistance.
3. Two adults to stay with injured camper.
4. Campers to return to camp under supervision at own pace.
5. Camp Management to arrange appropriate transport for injured camper.
6. Alternative programme to be arranged for campers.

INJURY/ ILLNESS ON SITE

1. If safe to do so and required move camper from further danger and make as comfortable as possible.
2. Render 1st Aid assistance.
4. Remove other campers from site and organise alternative programme.
5. Depending on the nature of the injury/ illness camper to be transported to Doctor, Hospital or Ambulance called.

**STRANGER/ PROWLER**

1. All campers to be supervised at all times.
2. Camp Management to approach the stranger and ask what their business is on the site (avoid confrontation at all times).
3. Strangers should be asked to leave the campsite, if they refuse call Police immediately.
4. Observe stranger from a distance until they have left the campsite.
5. Camp Management to note description of stranger, registration of vehicle, etc.

**CHILD ABDUCTION OFF SITE**

1. Leader to notify Police immediately by any means possible.
2. Camp Management notified as soon as possible.
3. At Police direction campers to return to camp.
5. Leader to notify their organisation.
6. Police to manage situation.

**CHILD ABDUCTION ON SITE**

1. Police notified immediately by Camp Management.
2. Sound siren to bring campers into the hall.
3. Details and description of events and people taken down.
4. Alternative programme arranged for campers.
5. Leader to notify their organisation.
6. Police to manage situation.

**HOSTAGE SITUATION**

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

**If in Direct Contact with perpetrator:**

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

**If not in Direct Contact with perpetrator:**

1. Should a hostage situation develop at the camp all cliental and staff not involved is to be immediately evacuated to the oval. **NOTE** Evacuation should
only occur if it could be done in a manner that will not inflame the situation. All evacuations should be quiet and if possible out of sight of the perpetrator.
2. Police notified immediately and take control.
3. On advice of police rest of group either held on oval or evacuated to a more suitable location.

NEAR DROWNING/DROWNING OR SERIOUS INJURY

1. If Safe, Remove injured camper from pool
2. Provide appropriate first-aid assistance for the injured person
3. Notify camp management
4. Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list displayed by the phone). Do not delay in the hope that the person will recover.
5. Remove non injured students from site (protect and comfort them)
6. Provide students and supervising adults with first aid for shock (for example, keep warm and provide warm fluids, if possible)
7. Camp leader to contact their organisation
8. Keep detailed notes for a comprehensive report of the injury and incident, which must be retained for purposes of legal liability
9. In the case of a fatality, it is the role of the police, acting for the coroner, to contact the family

MEDIA MANAGEMENT

To prevent any nuisance calls from the media (which tie up valuable personal and telephone lines) all emergency situations will be managed in the following way.

1. Campers shall not have access to telephones
2. Mobile phones shall not be used except in medical emergency.
3. Under no circumstances shall the camp staff leaders contact any media organization except at the direction of the Camp Manager.
4. Refer all media inquiries to police and offer no opinions.
5. Access to the campsite shall be closed to all media.
6. All media access to campers shall be denied.