

# WEEKAWAY

## EMERGENCY RESPONSE PLAN

- To ensure the correct response is made to any emergency situation that may arise in the camp, all Weekaway staff and user groups are requested to make themselves familiar with the details of this Emergency Response Plan.
- In the event of any emergency Weekaway management should be informed immediately.
- To prevent confusion, and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, etc. should be handled by Weekaway Management or Group Leaders. This will enable immediate assistance to be provided and an appropriate response planned.
- All contact with Emergency Services should be done by Weekaway Management where time/availability permits.

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# WEEKAWAY

## SITE OVERVIEW

Weekaway is owned and operated by Darren, Charlotte and Diane Burns. It is located on over 70 acres of natural bush at Benloch, approximately 80 kms North of Melbourne. The closest town is Lancefield, 15 kms away.

The buildings are all sited together, close to one side of the land. Originally built in 1979, the main buildings are constructed of Hardi-Plank on a concrete slab base. They have colour-bond roofing and aluminum framed windows. The exception is the recreation building which is constructed of colour-bond, with a wooden floor and wood lined walls. The concert room is located at one end of the Recreation Building, it has a false lowered ceiling and is plaster lined. There is a wooden stage at one end of the concert room. The Cottage is located behind the end of the Recreation Hall and is a steel framed building with Hardi-Plank walls, tin roof and wooden floor.

The campsite is surrounded by farm land. The Northern boundary faces Kitchenhams Road. This road allows exit to the main sealed road in either direction.

Medical aid is available through the clinic at Romsey, approximately 20 minutes by car. There is also a large cleared area available for helicopter landings if evacuation of a patient in this way was deemed necessary.

The Fire Brigade is located 2km away. Bush fire is one of our potential risks, so our fire plan is constantly checked and updated. Our staff are briefed in the fire plan management, and all groups are advised of their roles.

The campsite power is supplied by Origin Energy. Water is both tank and bore. The bore water is checked annually. Gas is bottled gas supplied by Elgas, who fill and service the equipment regularly. The site has six incoming telephone lines. Mobile phones do not work in this area. As there is limited mobile phone service in the area, in the event of cut phone lines Weekaway management will utilise mobile phones in area known to have coverage.

Hard Wired smoke detectors are fitted throughout the buildings, and all fire equipment, extinguishers, hoses and reels are checked bi-annually by the C.F.A.

The owners reside permanently on site. During camps at least one of our activity staff live on site. If the managers and all permanent Weekaway staff are absent, the Group Leader would be required to assume control.

In an emergency we expect Weekaway staff (and ourselves) to take control of the situation.

# WEEKAWAY IN AN EMERGENCY

## 1. Verify

### Verify the report.

- Confirm with school staff, other campers, Emergency Services or other reliable people the accuracy of the information about the emergency.

## 2. Notify

### Notify Weekaway staff and Emergency Services

- By the quickest possible means, immediately notify Weekaway Management (dial 152 on the kitchen phone, or Chanel 6 on UHF radio) who will alert the Emergency Services as necessary.

## 3. Assess

### Assess the danger posed by the emergency

- 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.
- Use verbal information.
- Observe what is happening to decide:
  - has the danger passed?
  - is the danger increasing or decreasing?
  - is the danger coming closer or moving further away?
  - 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 furthestmost part of the campsite or to a site well away from the campsite if time permits.
- Refer to any specific procedures developed for the emergency.

### Assembly Areas:

Dining Room or Main  
Grassed Area

### Emergency Bell @

Kitchen

Your location: Weekaway, 186 Kitchenhams Road, BENLOCH Vic. 3435

Melway map 609 H8. Vic Country Roads Map 60 C5

Office Phone: (03) 5429 1503 Fax: (03) 5429 2196 Gold Phone: (03) 5429 1708

## Emergency Phone Numbers

### Fire - Police - Ambulance - Dial 000

Hospital (Kyneton) 5422 9900	Doctor (Romsey) 5429 5254	Dentist (Kilmore) 5782 1933
Dept. of Ed 24 hour 9589 6266	SES 132 500	Poisons Info 131 126
Plumber 5422 1381	Electrician 0459 166 044	Glazier (Gisborne) 5428 3444
Gas supplier (Kleen Heat) 132 180	Power (Origin) 132 461...P/Code 3435	(NMI 6203 4734 908)

# ROLES AND RESPONSIBILITIES

## Weekaway Staff

Weekaway Management will co-ordinate the emergency and set up a command centre in the kitchen office. In the absence of all Managers, the on-site Weekaway Activity Leader will become the emergency co-ordinator. If that person is also absent, then the previously nominated group emergency leader will take control. (All groups hiring the camp on a self-catered, self-organised basis are made aware of the requirement to nominate an emergency co-ordinator who will be given all necessary information prior to coming to camp. Camp Management will check with this person on arrival.)

## Group Leaders

If Weekaway staff are not available, the Group Leader may contact the Emergency Services and implement the planned response. Weekaway staff **MUST** be notified as soon as practicable. Weekaway staff will then assume the co-ordination responsibility for the emergency. Group Leaders must follow all instructions given by the Co-ordinator, check rolls and notify the Co-ordinator if anyone is missing, as well as organise supervision of campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by Weekaway staff or Emergency Services. Group Leaders must ensure camper medical forms, medicines and parent contact details are taken with the group to the evacuation assembly area.

Weekaway provides the following emergency plan after full consultation with the local Emergency Services.

Regardless of the time of year, ensure all cars and vehicles are parked in the designated areas only. This will allow ready access by all emergency vehicles.

Familiarise yourself with the procedures listed below. However, in all situations - **the personal safety of all campers is of paramount importance.**

## The Co-ordinator will:

- Notify the relevant Emergency Services.
- Control and lead all campers and visitors.
- Provide resources necessary to manage the emergency.
- Liaise with Emergency Services.
- Delegate duties as required.
- Oversee staff and camper welfare and safety.
- Notify Department of Education Office (School Groups)

# WEEKAWAY

## EMERGENCY RESPONSE TO ROUTINE INCIDENTS

### Electrical Failure

Electrical failure will cause a partial blackout. Emergency lights are fitted to the amenities, hallways, and central lounge in the Main Accommodation Building. Battery back up will allow hard wired smoke detectors to still operate. Loss of power will not disrupt use of taps, showers and toilets. Portable battery operated lights are available for campers in the event of an electrical failure after dark.

#### RESPONSE:

1. Notify Weekaway staff who will investigate.
2. If daytime: continue on with camp program.
3. If dark: assemble campers in the Dining Room, conduct a head count, organise torches and outline modified program.
4. If campers in bed: visit each room and organise campers to have torches ready, or provide Weekaway portable lanterns for toilet trips.
5. Meals will still be available.

#### WEEKAWAY STAFF RESPONSE:

1. Check to see if power failure is localised.
2. Check power supply outside camp to determine an area blackout.
3. If area blackout occurs after dark, check & distribute portable Weekaway lanterns.
4. Check fuse boxes in each building, including the main box in the dining room.
5. Check power point/light fitting in building/s.
6. Call Powercor to check fault and delay.
7. If fuse tripped or fault undetectable call camp electrician.
8. Inform Group Leader of action.
9. Contact Weekaway kitchen staff re menu etc.
10. Do not allow use of candles in accommodation areas.

### Water Loss

Water loss is not an issue. If it does occur campers should refrain from using the toilets with gentlemen directed to the bush. Group Leaders need to be aware of hygiene problems and direct the group members on which toilet to use. Tank storages will allow for continued use of water for drinking and cooking purposes.

## Water Loss (cont'd)

### RESPONSE:

1. Notify Weekaway staff who will investigate.
2. Continue on with camp program.

### WEEKAWAY STAFF RESPONSE:

Check marker on tank

#### A. IF THERE IS NO WATER IN THE TANK:

1. Check that switches in recreation room are turned on.
2. Check that switch panel in dining room is turned on (Number 11).
3. Check bore pump is working (get key, go to shed, listen).
4. IF **NOT WORKING CALL CAMP PLUMBER.**
5. Inform Group Leader and Weekaway kitchen staff of likely delay.

#### B. IF THERE IS WATER IN THE TANK:

1. Investigate: check water cut-off points (see chart in Staff Kit).
2. Contact camp plumber.
3. Inform Group Leader and Weekaway kitchen staff of likely delay.

## Gas Failure

No hot water will indicate trouble with gas supplies or excessive hot water use.

### RESPONSE

1. Notify Weekaway staff who will investigate.
2. Continue on with camp program.

### WEEKAWAY STAFF RESPONSE:

1. Check gauge on main tank.
2. If tank is empty phone Kleen Heat.
3. If there IS gas in the tank, check the tap on the tank:
  - a. If it is NOT open, turn it on (anti-clockwise)
  - b. If it IS open, check taps as follows:
    1. Tap at rear of laundry;
    2. Tap at front of kitchen;
    3. Taps on stove; and
    4. Taps on window wall of concert room.
4. If a tap HAS been turned off, you will need to re-light the hot water services, stove pilot lights and the dining room heater pilot light.
5. If you cannot locate the problem call camp plumber.
6. Inform Group Leader of action and kitchen staff if cooking will be disrupted.

## **WATER, GAS, POWER CUT OFF POINTS:**

Diagrams for these are to be found in the Weekaway Staff Manual. Weekaway management is to be contacted prior to any water, gas or power being turned off. Weekaway management are onsite whilst groups are occupying the campsite.

## **EVACUATION ASSEMBLY AREAS:**

The Dining Room has been nominated as the Fire Safe Refuge area for the campsite. For internal building fires, campers will be evacuated to a considered safe distance. (Our buildings are surrounded by concrete and short grass with no overhanging trees, so the fire should be contained and not spread.) Food, water and shelter are available within the refuge building. Temporary toilet facilities would be arranged.

## **LOCATION OF FIRE FIGHTING APPLIANCES:**

Fire extinguishers are located throughout the camp buildings:

- Accommodation Building - outside the rear of the "boys" end;
- Accommodation Building - near the exit door inside the "boys" end;
- Accommodation Building - near the exit door inside the "girls" end;
- Dining Hall - near the double entrance doors;
- Kitchen - near the chest freezer (x3);
- Recreation Hall - inside the sliding door;
- Concert Room - inside the door; and
- Cottage - inside, at the end of the bench.

Fire Hydrants and Hose Reels are also located in each building, including:

- Main Accommodation Building - in the Central Lounge;
- Main Accommodation Building - outside the front doors;
- Dining Hall - near the door to the Kitchen; and
- Recreation Hall - around the back of the outside, and inside.

## **LOCATION OF FIRST AID KITS:**

**It is the responsibility of the group attending camp to provide both their own comprehensive first aid kit, as well as at least one person with first aid qualifications.** Weekaway first aid kits are checked and stocked regularly, and are to be found in the following locations:

- Kitchen pantry;
- Kitchen cupboards (under the mixers);
- Bike Shed;
- Canoe Shed; and
- Flying Fox bag.

Any first aid administered **MUST** be reported to Weekaway staff and noted in the Incident Folder, kept in the camp kitchen.

# WEEKAWAY

## EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

EACH WEEKAWAY MANAGER AND ACTIVITY CO-ORDINATOR HAS A 2-WAY UHF RADIO (channel 4) TO NOTIFY OTHER MANAGERS AND STAFF OF ANY INCIDENT OR EMERGENCY.

The following procedures are drawn up on the premise that it is safer to remain at the camp than attempt to move in the face of a fire. If evacuation is necessary, Organ's Bus Service will be advised, and the children will be collected from a nominated place.

Evacuation Triggers:

There may be several reasons for an evacuation of the camp, these may include but are not limited to:

- predicted extreme fire danger, ie. Code Red Day;
- Direct orders from relevant authorities;
- Where a fire may have the potential to directly impact the property.

Each group using Weekaway during the fire danger season, November to March, will be required to conduct a fire drill under the direction of the Weekaway staff when a Total Fire Ban day is declared. Weekaway will have buses on standby for relocation if required.

### "Code Red – Catastrophic" Day

In the event of the Bureau of Meteorology declaring a Code Red day for our area (the Central Fire District), the following steps will be taken:

1. When a Code Red is declared Weekaway management will contact Organs Bus Company to arrange for transport of the group to an alternate location.
2. In full consultation with the Group Leader, emergency services and (if applicable) the school, an alternate location will be organised within a lower fire risk area.
3. Organs Bus Company will be recontacted and arrangements confirmed for the time and site of the relocation, and possible return.
4. Groups will then organise their bags ready to be packed on buses. Groups may be returned to the campsite if and when the risk decreases, or may be sent home/to school.
5. Departure will occur after an early breakfast, unless otherwise advised.

### Bushfire: Group At the Campsite

1. In the event of a fire emergency in the area the campsite will be evacuated **only on the advice of the Emergency Services** and in consultation with the relevant authorities.
2. The **camp kitchen office will be the command centre** and all communication with the Emergency Services will occur here.
3. Weekaway staff, or in their absence the Group Leader, will **sound the siren in the camp kitchen**. In the event of a power failure, a hand held siren will be used. This places all campers on alert and they should quietly and slowly move to the outside of the Dining Room if safe to do so. A nominated "runner" will advise campers in the Accommodation and toilet areas.



## Bushfire: Group At the Campsite (cont'd)

N.B. All groups utilizing Weekaway are informed the designated meeting point is the Dining Area, and the signal to assemble at the Dining Area is the sounding of the camp siren.

4. A **roll call and head count of campers** is to be conducted by Group Leader and campers moved inside the Dining Room. A list of campers names is kept in the Kitchen Office for this purpose. Weekaway staff, or in their absence one or two Group Leaders, are then to **check all campsite buildings** for campers, closing all doors and windows.
5. If a **camper is missing** Weekaway staff, or in their absence the Group Leader, will:
  - a. Check last known sighting;
  - b. Check toilets and rooms;
  - c. Notify Police (you must stay).
6. Blankets will be made available to campers.
7. Fill as many kitchen containers as possible with water.
8. Maintain calm.
9. **Gas and power** should remain on unless the fire is close by.
10. Weekaway staff:
  - appoint staff to designated areas;
  - fill spouting of both dining room and accommodation buildings with water;
  - prepare fire hoses;
  - remove combustible material from verandas;
  - if more water is needed, and it is safe to do so, start pump on lower dam;
  - distribute knapsacks sprays and fire rakes around campsite; and
  - once fire front has passed check for spot fires

## Bushfire: Group Off Site

(On days of total fire ban campers may be advised to remain at Weekaway)

1. If smoke or flames are seen away from the campsite no attempt should be made to return to the campsite. If there is a danger of being threatened by the fire retreat to a safe area, ie. river, broad track, rock or cleared area. Campers should drink plenty of water.
2. All exposed areas of skin should be covered with clothing to avoid radiant heat.
3. Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.

## Building Fire:

All sleeping areas are fitted with hard wired smoke detectors. In the event of an emergency signal sounding the following steps are to be undertaken:

6. In the event of a smoke alarm sounding, all smoke alarms in the building will sound. Contact an adult or Group Leader who should ask occupants to move out of the area immediately in a quiet and orderly manner to the Dining Room where a head count will be undertaken.
7. **Weekaway staff or a responsible adult or Group Leader** is to check the area being indicated by the alarm.
8. **If smoke is present** in the area the **designated** Group Leader or Weekaway staff member is to undertake individual room checks to ensure that all areas are empty.
9. **If there is no evidence of smoke** Weekaway staff or a Group Leader should investigate the area to ascertain whether or not it is a false alarm.
10. **If Weekaway staff are not present they are to be immediately notified.**
11. Except where the fire is strictly confined **no attempt should be made to fight the fire.** All doors should be closed and the building evacuated.  
**Gas & electricity** should be turned off.

## Lost or Missing Camper:

In the event that a camper is reported missing the procedures noted below need to be followed: (please fill out a 'LOST OR MISSING PERSON REPORT')

1. **Obtain a full description** of the missing person from the Group Leader including - name, age, weight, height, build, hair and eye colouring, distinguishing physical marks and clothing worn. Check where and when the person was last sighted.
2. **Organise a search party** comprising both Weekaway Management and Group Leaders to cover and search a number of specified areas. Weekaway Management will be equipped with a 2-Way radio (channel 5). Make a note of the search group, their members and search areas. Campers should not be used in this capacity.
3. School staff will be left in charge of the **remaining campers** and these campers need to be given a variety of things to do. The Group Leader will be able to access the 2-Way radio (channel 5). A member of Weekaway staff will be available on the 2-Way radio (channel 5), and will be stationed near a telephone in the event of an emergency.
4. Coordinate watches and agree upon the maximum length of this **initial search** (30 mins). Upon reaching this time, the search group must reassemble and confirm results.
5. 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 time last seen, any physical or medical aspects, and the actions put in place to date.
6. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:
  - Ambulance..... 000
  - Hospital (Kyneton)..... 5422 9900
7. **Notify the immediate neighbours** and provide detailed description of the missing camper. Make sure that they know the campsite's phone number:
  - Weekaway .....5429 1503

Note: contact telephone numbers for immediate neighbours are found in the pink "Missing Person's" folder in the camp Kitchen Office.
8. In the event that the Emergency Services and Police have been introduced into the search, the Group Leader should consider **notifying the person in charge of their organisation** or school, so that the parents can be notified.
9. Upon **locating the missing camper**:
  - ensure that the Police, Emergency Services and neighbours are informed;
  - determine whether medical attention is required; and
  - notify your organisation and parents.

# WEEKAWAY

## LOST OR MISSING PERSON REPORT

DETAILS OF MISSING PERSON:

DATE: \_\_\_\_\_

Name: ..... Age: .....

Weight: ..... Height: .....

Build: .....

Hair colour: ..... Eye colour: .....

Distinguishing physical marks: .....

Clothing worn: .....

Underlying medical concern/s: .....

Last sighted (place): ..... (time): ..... am/pm

Additional notes: .....

.....

.....

SEARCH PARTY DETAILS:

Group staff: .....

Weekaway staff: .....

Area/s to search: .....

.....

Search started at: (time): ..... am/pm

Search to return at: (time): ..... am/pm (30 mins later)

RESULTS OF INITIAL SEARCH:☐ Person found☐ Person not found

If the person is not found after the initial search, **call the Police on 000**, and provide the details as listed above. In the event of an underlying medical condition, **call an ambulance on 000** and the **Kyneton Hospital on 5422 9900**. Also notify the immediate neighbours.

ACTION TAKEN:☐ Police contacted☐ Ambulance/Hospital contacted☐ Neighbours contacted☐ School/Organisation/Parents contactedUPON LOCATING THE MISSING PERSON:☐ Police informed☐ Ambulance/Hospital informed☐ Neighbours informed☐ School/Organisation/Parents informed

PLEASE NOTE TIME WHICH CAMPER FOUND/RETURNED: \_\_\_\_\_ am/pm

## Intruder

1. Notify Weekaway Manager immediately.
2. Remove Campers from the area.
3. Manager will approach person and request reason for being onsite (avoid confrontation).
4. Person will be asked to leave the site.
5. If intruder refuses, Management will call Police immediately (000 or 5429 2000).
6. Observe stranger from a distance, noting features, registration number of vehicle etc.
7. Follow Police instruction.

## Camper Abduction Or Assault [NB No Private Access To Telephones]

### Off Site

1. Gather witnesses and contact Police immediately by any available means.
2. Return group to camp to continue with program. **Immediately notify Weekaway staff.**
3. Police manage situation.
4. Group Leader contacts organisation/school.

### On Site

1. Obtain details from witnesses and notify Police immediately.
2. Rest of group to carry on with program.
3. Hold witnesses in office subject to Police arrival.
4. Group Leader contacts organisation/school.
5. Police 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:

Principles to observe when confronted by situation:-

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. Notify Police immediately and take control.
2. Should a hostage situation develop at the camp, all campers and staff not involved are to be immediately evacuated to the grassed area, or an alternative safe area. **NOTE:** 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.
3. On advice from Police, campers will remain at the assembly area or will be evacuated back to school.

## Serious Injury/Illness/Near Drowning/Suspected Bites (Snake/Spider)

### Off Site

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required, to be carried out by the group's designated First Aider.
3. Contact Weekaway by any means possible.
4. Two adults stay with person, rest of group returns to camp.
5. Weekaway staff and Group Leader contacted to call Ambulance or arrange transport of person to medical aid.

### On Site

1. If safe to do so, Activity Leader removes person from further danger and makes comfortable.
2. The group's designated First Aider, or, in their absence, the Weekaway Activity Leader gives First Aid and/or CPR as required.
3. Activity Leader sends runner to notify Weekaway staff and Group Leader immediately.
4. Two adults with 1st aid training stay with injured/ill camper.
5. Weekaway staff call ambulance or arrange transport to medical aid.
6. Group Leader notifies organisation/school and parents of injured/ill camper.
7. Group removed from immediate vicinity of injured and continue program activity.

## LPG Gas Leak

1. Weekaway staff and Group Leader to be notified **immediately**.
2. Turn off gas at main supply point (main tank) if practical to do so.
3. **If the leak is minor** eg. strong smell of gas from appliance. Turn off appliance or at supply. - **No evacuation of camp required**. Isolate area from campers and ventilate area. Contact camp plumber.
4. **If a major leak** ie. a very strong smell or visual plume of gas either indoor or outdoor then **evacuation must be considered**. Remember - Gas is heavier than air and will flow downhill. Do not use vehicles to evacuate. The Sailing Shed provides the best assembly area.
5. Notify the following organisations:
  - Fire Brigade (000)
  - Police (000)
  - Gas supplier (Elgas: 132 161)

## Lightning

If thunder happens within 30 seconds of lightning, then the storm is within 10 kilometres of your location. Lightning safety experts consider this the strike danger zone. In this instance we will assess the situation and may follow the 30/30 rule:

### The 30/30 rule

Follow the precautions outlined below when thunder is heard within 30 seconds of a lightning flash and wait for 30 minutes after the last thunder is heard to resume your activity. If you are offsite and unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

### General Precautions

1. Do not use the telephone - 80% of injuries result in shock, hearing damage or burns through phone lines.
2. Stay away from metal poles, fences, clothes lines etc.
3. If swimming, or undertaking a water sport, leave the water immediately. If onsite, participants will be directed by Weekaway staff to safely leave the water and take shelter inside.

### If shelter is near-by:

1. Use a solid building for shelter, not a tent or outdoor umbrella.
2. Keep clear of windows

### If shelter is not available:

1. Crouch (alone, feet together), preferably in a hollow. Make yourself a small target.
2. Remove metal objects from head/body and discard a distance from yourself & others.
3. Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning) but avoid being highest object.
4. If your hair stands on end, or you hear 'buzzing' on nearby rocks, fences, etc. move immediately. At night, a blue glow may show if an object is about to be struck. Any outdoor night activities led by Weekaway staff will be abandoned in the event of an electrical storm.
5. Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves.
6. Keep out of, and well away from, water bodies or watercourses.
7. Make sure the group is aware of the lightning Safe Position. This involves:
  - a. Squatting or crouching with knees drawn up and feet together, preferably on dry insulating material
  - b. Keeping hands off the ground
8. Spread group members out - about ten metres apart, but within calling distance.
9. Never shelter under tree/s

### First Aid

In the event of an injury resulting from lightning:

~ Ensure the safety of self and group

~ Treat victim as for the steps of accident management: Danger, Response, Airway, Breathing, CPR. (You won't receive a shock from the victim.)

# WEEKAWAY

## MEDIA MANAGEMENT

**NOTE:** To prevent nuisance calls by media - which tie up valuable staff and phone resources, all emergency situations will be managed in the following manner:

1. No private phone access will be allowed during emergency situations.
2. Mobile phones shall not be used except in isolated locations or in medical or other extreme emergencies. (Note: there is limited Mobile phone service at Weekaway).
3. Under no circumstances shall campers contact outside agencies except at the direction of the Weekaway staff or the Group Leader(s), and then only to assist in the combating of the emergency.
4. Refer all media inquiries to Police and offer no opinions.
5. Media access to the site and to clients is banned except where Police and parents dictate otherwise

If the media arrive at the site by helicopter they will land on the grassed area between the buildings and the canoe dam. They could arrive before the Emergency Services and should be met on arrival by either Weekaway staff or the Group Leader. Request that they remain away from the main camp and do not allow them access to the campers. Offer no comment on the emergency and refer them to the Police or Emergency Services when they arrive.

## POST EMERGENCY DEBRIEF

In the event that the Emergency Response Plan is enacted a post response debrief will occur as soon as practicable after the situation has been normalised. The level of this debrief will be determined by the seriousness of the incident.

**Minor incidents** - Where the matter has been handled internally and no injuries or apparent exposure to potential trauma has occurred:

A discussion between those involved in the incident and Weekaway staff will occur. Diary notes of the incident and the response will be made. Any problems with the response and lessons that can be learned will be noted and adopted.

**Major Incidents** - Where injury or trauma has occurred, or Emergency Services have been involved:

A full debrief with all parties involved and formal recommendations as to any adjustments to the response will be sought from all interested parties. A report shall be written and lodged with the camp. The co-ordinator will organise trauma support if necessary. Available local supports include:

- Romsey Medical Centre;
- C.F.A. counselling;
- Department of Education Regional Office.

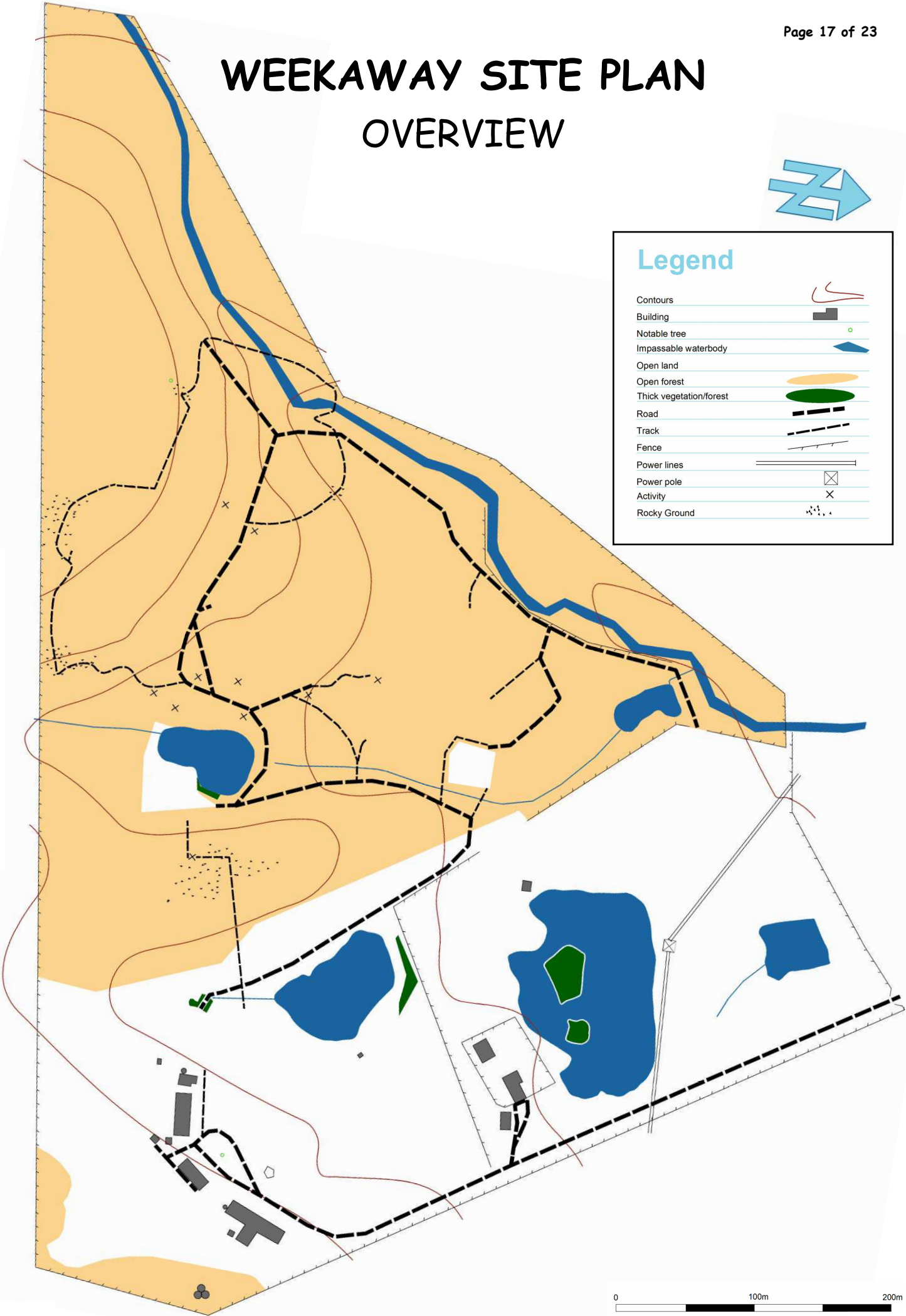


# WEEKAWAY SITE PLAN OVERVIEW



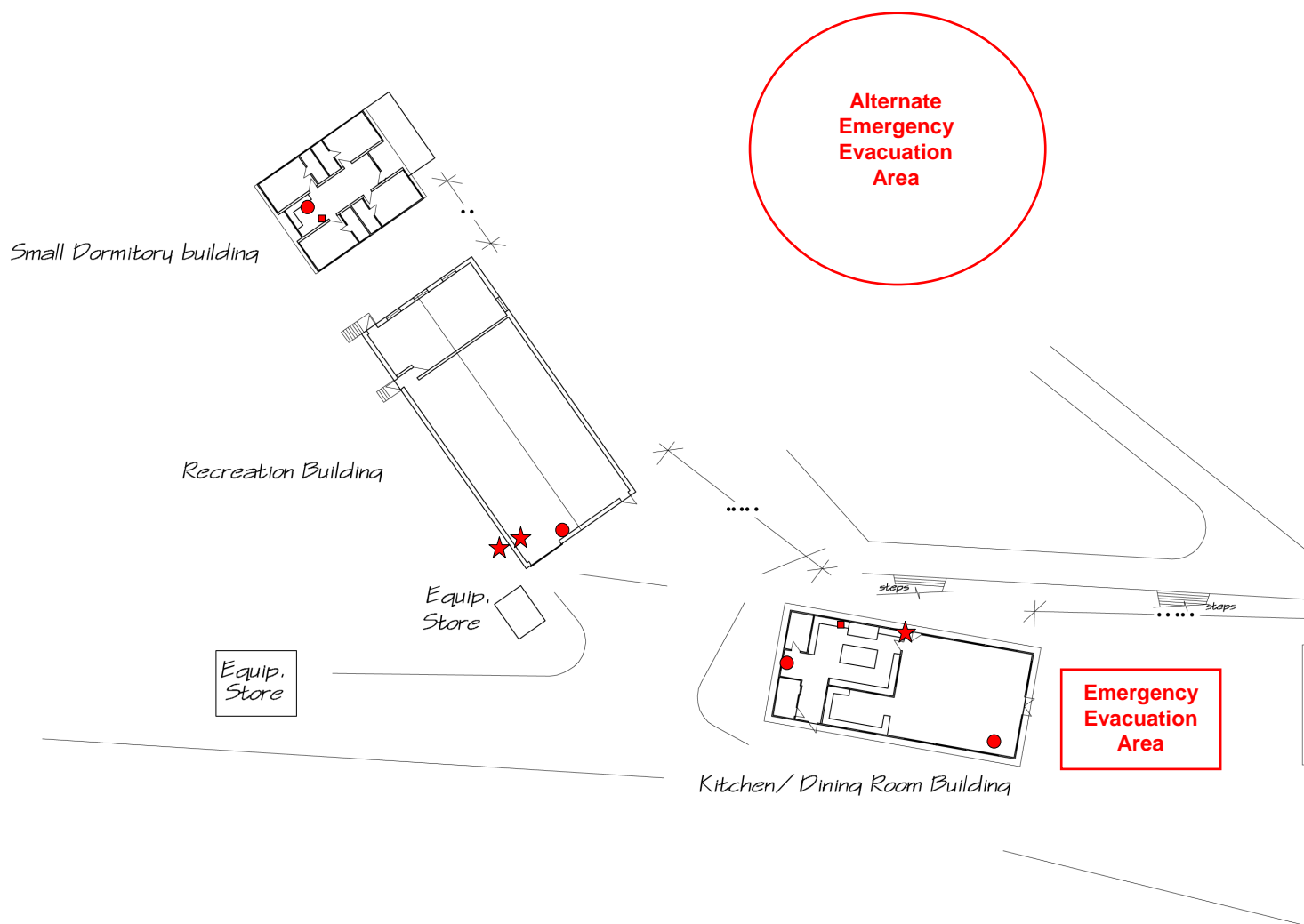
Legend

Contours	
Building	
Notable tree	
Impassable waterbody	
Open land	
Open forest	
Thick vegetation/forest	
Road	
Track	
Fence	
Power lines	
Power pole	
Activity	
Rocky Ground	



# WEEKAWAY SITE PLAN

## BUILDING LAYOUTS



# WEEKAWAY STAFF EMERGENCY TRAINING PROGRAM/REVIEWING PLAN

## **Weekaway staff**

- \* New Weekaway staff will be briefed on the Emergency Management Plan as part of the induction process on commencing employment.
- \* Each Weekaway staff member is provided with a copy of the plan and are to acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points.
- \* The Emergency Management Plan is tested every 12 months to simulate different emergencies.
- \* Weekaway staff will be trained annually on the use of fire extinguishers.

# WEEKAWAY

## EMERGENCY PHONE NUMBERS

FIRST CONTACT A WEEKAWAY STAFF MEMBER.

FOR THE MANAGERS HOUSE:  
DARREN OR CHARLOTTE BURNS

DIAL 152 (ON THE KITCHEN PHONE)

POLICE:	000
FIRE:	000
AMBULANCE:	000
DOCTOR:	5429 5254 (Romsey)

### **DIRECTIONS FOR EMERGENCY SERVICES -**

CAMP PHONE NUMBER: 03 5429 1503 / 03 5429 2537

### LOCATION OF CAMP:

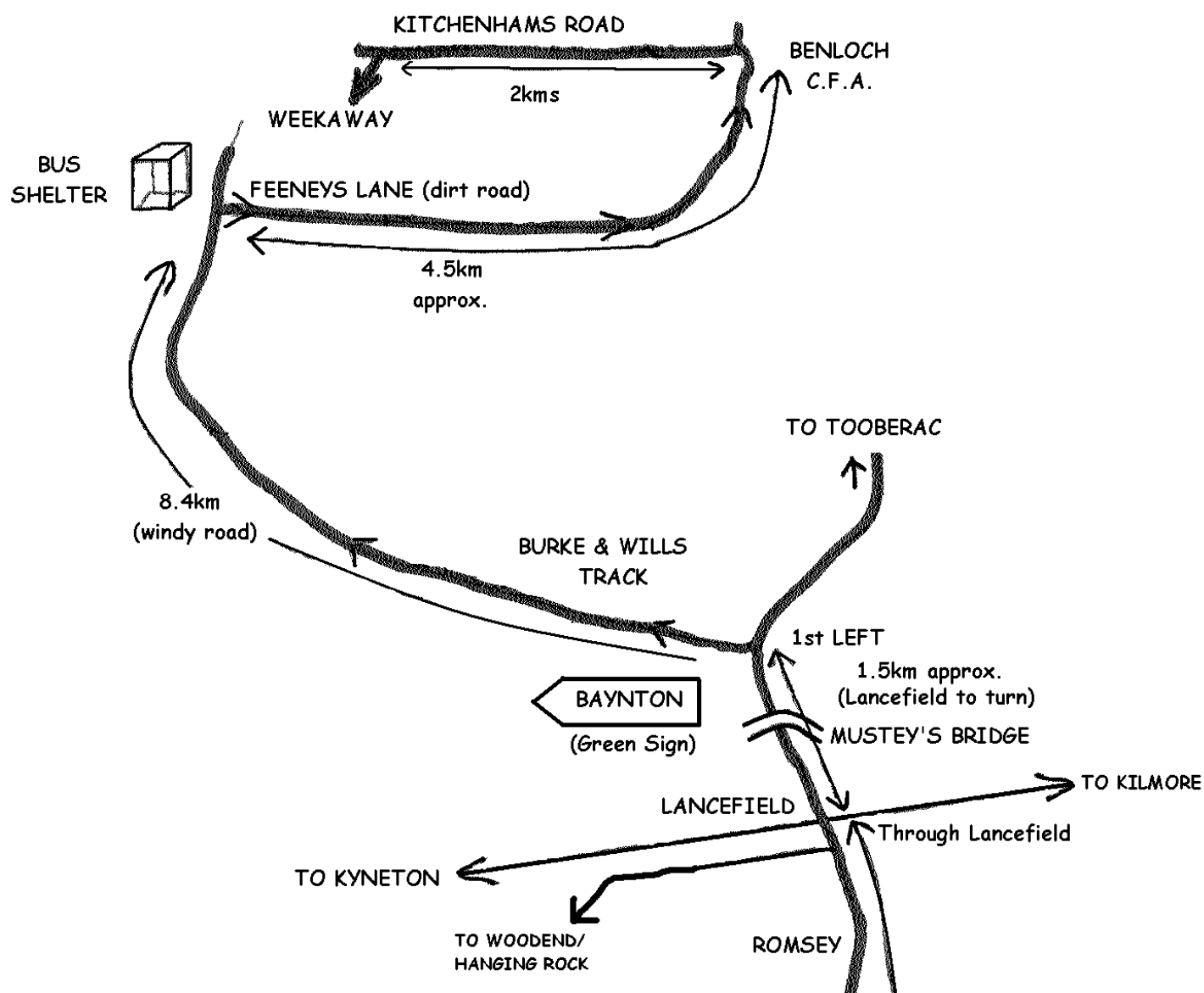
WEEKAWAY RECREATION CAMP  
186 KITCHENHAMS ROAD BENLOCH  
CFA MAP REFERENCE  
SPATIAL VISION'S VICMAP BOOK  
(CENTRAL REGION)  
MAP 6192  
REF: 948 808

# WEEKAWAY

## MAP: LANCEFIELD TO WEEKAWAY:

MELWAY REF 609 H8

VIC ROADS REF 60 C5



# WEEKAWAY

## GUIDE TO LOCAL MEDICAL SERVICES

### Romsey

Romsey Medical Centre  
99 Main Street, Romsey  
(behind ANZ bank)  
Phone: (03) 5429 5254  
Hours of operation:

	Times:
Monday	8am - 8pm
Tuesday	8am - 8pm
Wednesday	8am - 8pm
Thursday	8am - 8pm
Friday	8am - 6pm
Saturday	8:30am - 1pm
Sunday	CLOSED

A.H. Phone: 1300 557 512

Romsey Pharmacy  
101 Main Street, Romsey

Phone: (03) 5429 5353  
Hours of operation:

	Times:
Monday	9am - 7pm
Tuesday	9am - 7pm
Wednesday	9am - 7pm
Thursday	9am - 7pm
Friday	9am - 7pm
Saturday	9am - 1pm
Sunday	10am - 1pm

### Kyneton:

Kyneton Hospital  
Caroline Chisholm Drive, Kyneton  
Phone: (03) 5422 9900

### Kilmore:

Kilmore Hospital  
Rutledge Street, Kilmore  
Phone: (03) 5734 2000

# WEEKAWAY

## MAP: WEEKAWAY TO KYNETON HOSPITAL:

VIC ROADS REF J11

