



Department of  
**Local Government, Sport  
and Cultural Industries**

# *Bickley Outdoor Recreation Camp*

# **Emergency Response Procedures**



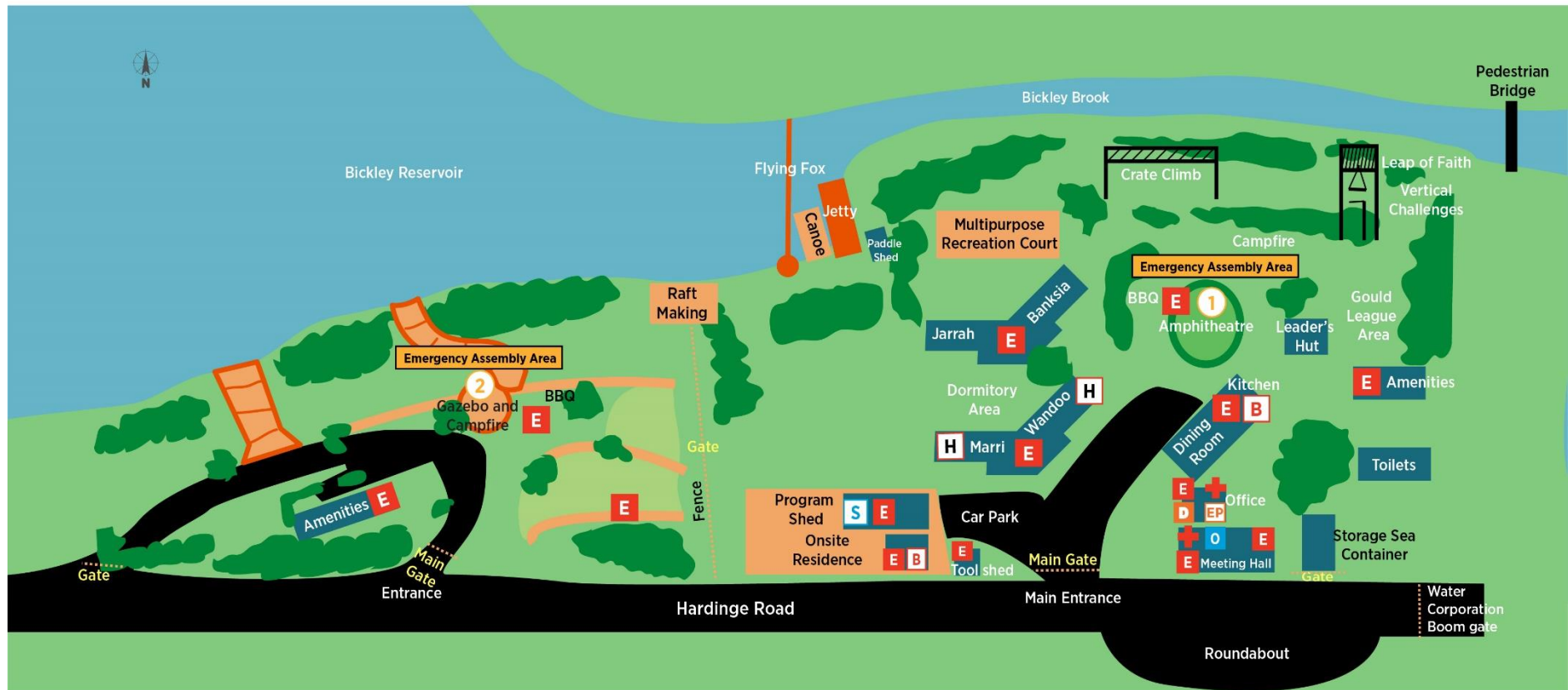


# Contents

Contents .....	- 3 -
Emergency Response Equipment.....	- 4 -
HAZMAT MAP .....	- 5 -
Overview .....	- 6 -
Purpose of the Procedures .....	- 6 -
Emergency Contact Numbers .....	- 8 -
Map – Emergency Equipment and Lay Out.....	- 9 -
Types of Emergencies .....	- 10 -
Emergency Control Organisation .....	- 10 -
Emergency Control Organisation Responsibilities.....	- 11 -
Warden Identification .....	- 12 -
Communications .....	- 12 -
Phase 1 Standard Emergency Order .....	- 13 -
Phase 2 Fire Response 1/2 .....	- 14 -
Phase 2 Fire Response 2/2 .....	- 15 -
Phase 1 Earthquake Response .....	- 16 -
Phase 2 Earthquake Response .....	- 17 -
Phase 1 Bomb Threat Response .....	- 18 -
Phase 2 Bomb Threat Response .....	- 19 -
Phase 1 Suspicious Package Response.....	- 20 -
Phase 2 Suspicious Package Response.....	- 20 -
Phase 2 Medical Emergency Response .....	- 21 -
Phase 1 Armed Intrusion Response.....	- 23 -
Phase 2 Armed Intrusion Response.....	- 23 -
Phase 2 Flood / Landslide Response.....	- 29 -
Phase 2 Missing Person(s) Response 1/2 .....	- 30 -
Phase 2 Missing Person(s) Response 2/2 .....	- 31 -
Phase 2 Unforeseen Emergency Response .....	- 32 -
Phase 2 Specific Activity Response .....	- 33 -
Map - Evacuation Plan - Orange Grove Primary School .....	- 34 -
Map - Evacuation Plan – Maddington Community Centre .....	- 35 -
Map - Armadale Kelmscott Memorial Hospital .....	- 36 -
Map – Perth Children’s Hospital.....	- 37 -
Map – Fiona Stanley Hospital .....	- 38 -
Map - Maddington Village General Practice .....	- 39 -
Map - Burslem Medical Centre.....	- 40 -
Map - Granada Medical Centre.....	- 41 -
Map - Cannington Medical Centre .....	- 42 -
Phase 3 – Standard Emergency Response .....	- 43 -
On Site Emergency Resources.....	- 44 -
Map - Bickley Valley .....	- 45 -

# Emergency Response Equipment

## Map - Emergency Equipment and Layout



### Emergency Equipment

**D** Defibrillator  
**+** First Aid Kit  
**EP** Epi Pen

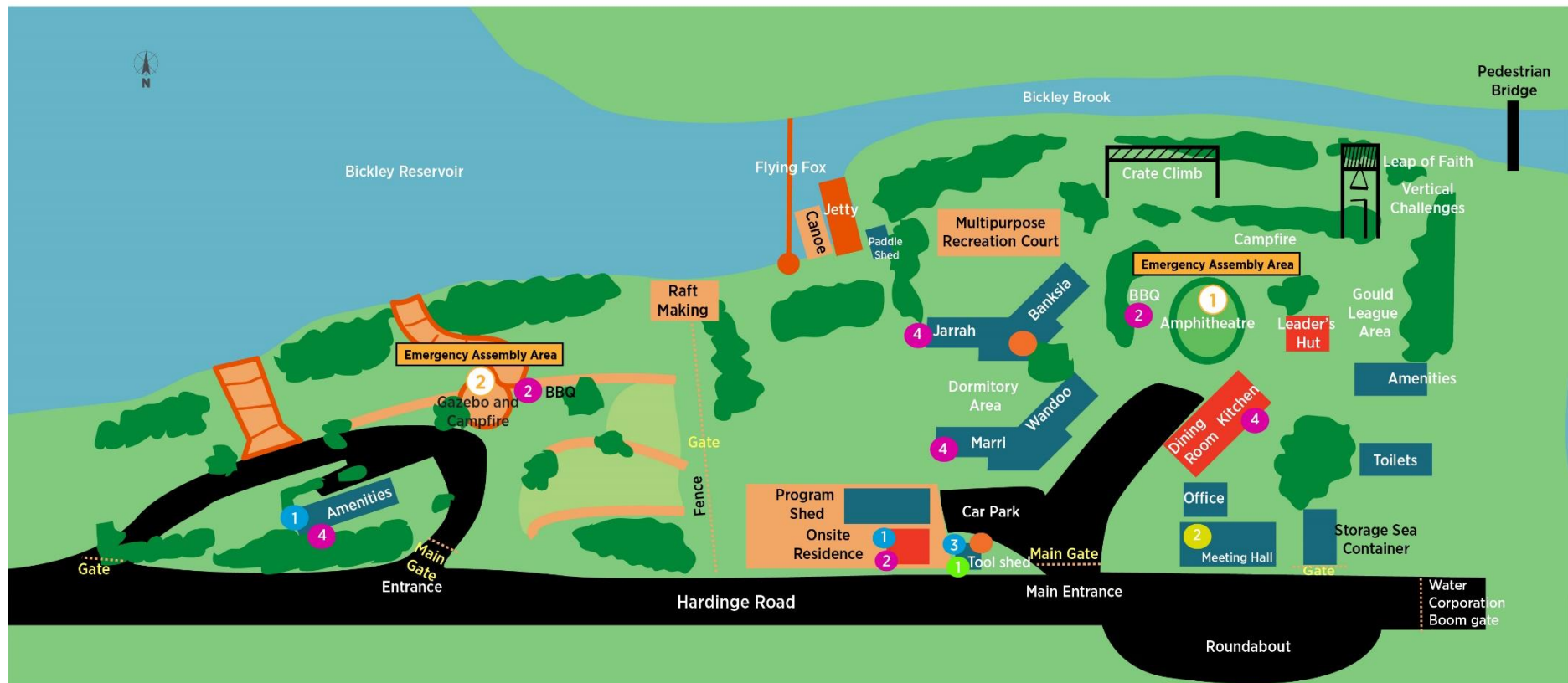
**E** Fire Extinguisher  
**H** Fire Hose  
**B** Fire Blanket

**S** Fire /Emergency Survival Kit  
**O** Medical Oxygen

**1** Emergency Assembly Area - Amphitheatre  
**2** Emergency Assembly Area - Gazebo

# HAZMAT MAP

## Bickley Outdoor Recreation Camp - HAZMAT MAP



### Emergency Equipment

- Asbestos Material Present
- = 9 Kg LPG Cylinder
- = 45 Kg LPG Cylinder

- = Size C Medical Oxygen
- = 45 Kg Liquid Withdrawal Cylinder
- = Chemical and Fuel Storage

- 1 Emergency Assembly Area - Amphitheatre
- 2 Emergency Assembly Area - Gazebo

NB: Number in circle shows number of cylinders

# Overview

These procedures were formulated to meet the requirements of Australian Standard **AS3745-2010** Planning for emergencies in facilities and the National Competency Standard – Fire Emergency Response.

- All full-time staff of the Bickley Outdoor Recreation Camp are required to participate in regular emergency training and evacuation exercises. These should be conducted every 6 months. Other Department of Local Government, Sport and Cultural Industries (DLGSC) employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation / Bickley Full Time Staff) in emergency situations.

The Critical Incident Management Planning and Learning (CIMPL) plan covers the overarching responses and chain of communications for DLGSC camps. The specific responses and procedures mentioned in this document are to be used in conjunction with the CIMPL plan to help enable the best emergency response possible.

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

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

**Phase 2** – Starts as soon as communications commence to anyone not directly responding to the incident. Will generally start with radio contact to the office and includes the responses then 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 clean-up of incidents and follow up needed. Restocking first aid kits and other resources used, putting into effect counselling and debriefs while assessing staff and resources for return-to-work plan.

## Purpose of the Procedures

This emergency response plan (ERP) has been produced to fulfil the responsibilities of Person Conducting a Business or Undertaking (PCBU) as per Work Health and Safety legislation where the provision of services includes providing emergency response strategies to emergencies. 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.

An ERP establishes an organisational structure, outlines actions and procedures and identifies available resources to enable Bickley Outdoor Recreation Camp and the emergency services to manage the emergency by providing safe and effective response measures. This document also outlines the procedures required to notify and communicate with neighbouring facilities. Emergency services and the community if the emergency has the potential of involving or affecting these establishments.

This document covers emergencies within and adjacent to Bickley Outdoor Recreation Camp. The ERP core objectives are to:

- Preserve life and ensure the safety of people;
- Minimise damage to the property;
- Minimise the impact to the environment;
- Minimise the impact on business continuity and reputation; and
- Minimise the impact on neighbouring industry and the community

***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	08/07/2010	Original Version	B Lewis, A Bertram, D Hall, P Myers
1.1	29/03/2011	Revised Version	A Bertram
1.2	05/10/2011	Revised Version – Added Team First Aid Procedure	A Bertram
1.3	16/05/2013	Revised Version	A Bertram, B Lewis
1.4	13/06/2013	Revised Version – Updated maps, minor text changes	A Bertram, B Lewis
1.5	12/11/2015	Revised Version – Updated Maps	A Bertram, B Lewis
2.0	03/08/2016	Updated maps, medical contacts	B Bennett, Aaron Bertram
3.0	11/05/2018	Revised Version – Updated maps, minor text changes	Aaron Bertram, Suzanne Andrews, Brad Lewis
3.1	30/06/2019	Revised Version – minor text changes	Aaron Bertram
3.2	16/07/2021	Revised Version – minor text changes	Aaron Bertram
4.0	14/02/2023	Revised Version – change of formatting, addition of locking open automatic gate for emergency vehicles	Aaron Bertram
4.1	06/11/2024	Minor text changes, replaced orienteering map, updated contact list, updated EAP details and emergency equipment details	Aaron Bertram, Michelle Watson, Kayla Adam



# Emergency Contact Numbers

## Bickley Outdoor Recreation Camp

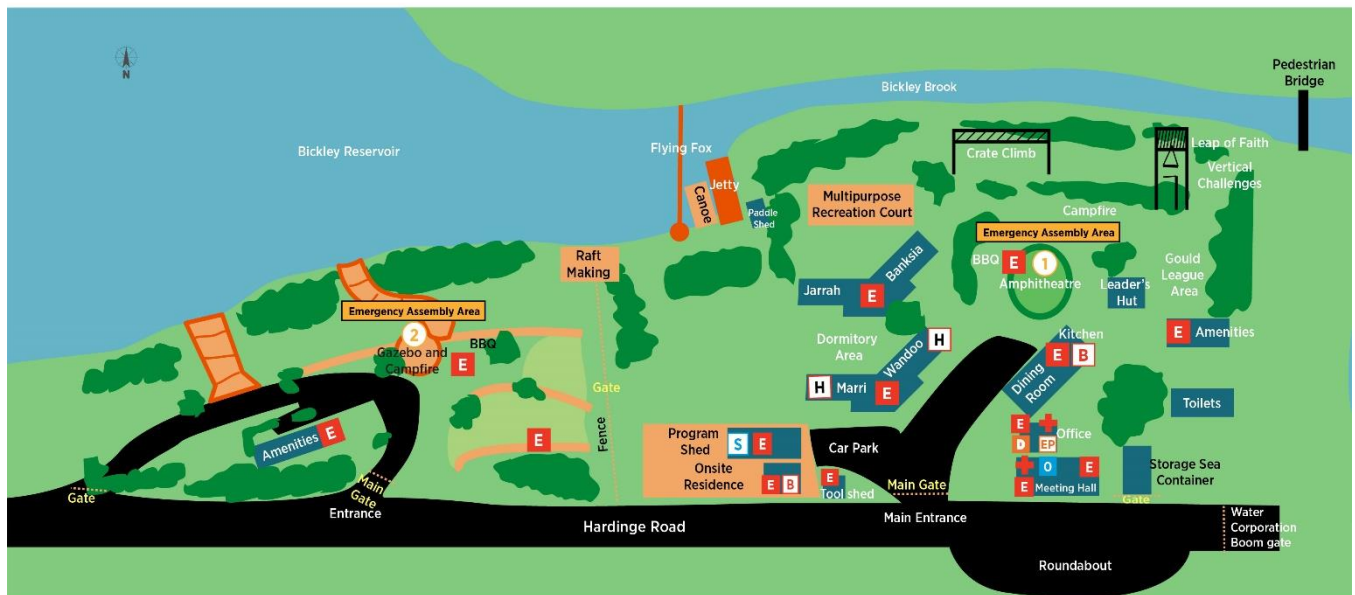
End of Hardinge Rd, Orange Grove, WA (Nearest intersection - White Rd)

<b>BICKLEY CAMP</b>	Office On call staff member Manager - Aaron Bertram	9492 9781 0429 115 723 0427 477 955
<b>EMERGENCY</b>	Emergency services Speech or hearing-impaired TTY	000 106
<b>Non urgent POLICE</b>	Central (non-emergencies) Gosnells Forrestfield	131 444 9398 0000 9359 1033
<b>FIRE</b>	DFES recorded information line Regular fire reports - ABC local radio	13 33 37 720 am radio
<b>HOSPITALS</b> <i>See Maps for hours and directions</i>	Armadale Kelmscott Memorial Hospital Perth Children's Hospital Fiona Stanley Hospital	9391 2000 6456 2222 6152 2222
<b>MEDICAL CENTRES</b> <i>See Maps for hours and directions</i>	Maddington Village General Practice Maddington, Burslem Drive Medical Centre Granada Medical Practice Cannington Medical Centre	9459 9822 9452 0300 9459 4414 6298 9999
<b>HEALTH INFORMATION &amp; HELP LINES</b>	Poisons Information Centre Health Direct – (For health advice) Mental Health Emergency Response Line Kids Help Line	13 11 26 1800 022 222 1300 555 788 1800 551 800
<b>SES</b>	Emergency assistance	13 25 00
<b>RANGERS</b>	City of Gosnells	9397 3000
<b>WESTERN POWER</b>	Report and enquire about faults and emergencies	13 13 51
<b>WATER CORPORATION</b>	Faults, emergencies, and water security	13 13 75
<b>BUS COMPANIES</b>	Buswest	9395 4444
	Buswest (24hr)	9395 4422
	Horizons West	9351 8980
	A/H Greg Steve	0419 832 028 0413 138 190
	Kalamunda Bus Service	0417 188 434
	Thomson Coachlines	9493 6199
<b>MAIN ROADS WA</b>		13 81 38
<b>EMPLOYEE ASSISTANCE</b>	Converge	1300 687 327



# Map – Emergency Equipment and Lay Out

Map - Emergency Equipment and Layout



## Emergency Equipment

**D** Defibrillator  
**+** First Aid Kit  
**EP** Epi Pen

**E** Fire Extinguisher  
**H** Fire Hose  
**B** Fire Blanket

**S** Fire /Emergency Survival Kit  
**O** Medical Oxygen

**1** Emergency Assembly Area - Amphi theatre  
**2** Emergency Assembly Area - Gazebo

- Emergency Assembly Area at the Amphi theatre (1)
- Emergency Assembly Area at the Gazebo (2)
- Emergency evacuation points will be via main entrance gates
- Fire hoses located on the ends of the southern dormitory
- Fire extinguishers are in or at the kitchen, meeting room, office, program shed, cleaning / tool shed, dormitories, on-site residence, and Gould League amenities. Three extinguishers are in the Billabong area in red cabinets.
- Emergency survival cabinet which includes AM / FM radio, fire fighting attire and other fire fighting equipment.
- Defibrillator is located on the office deck
- Epi Pens located on the office deck in a refrigerated cabinet
- First aid kits are in the Program Control Room and office
- Trauma kit is in the Program Control Room
- Severe bleed kit is in the Program Control Room
- Medical oxygen is in the Program Control Room

**In an emergency, contact 000 immediately. Then contact the camp staff on 0429 115 723.**

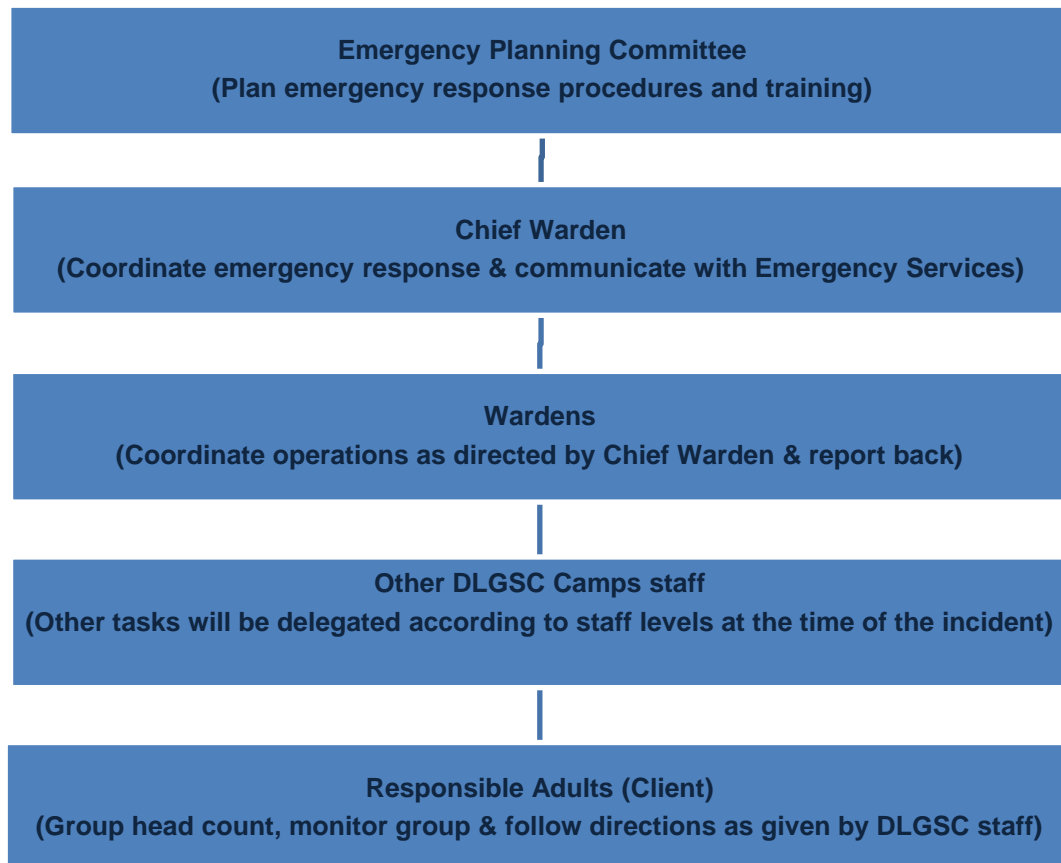
# Types of Emergencies

An emergency may arise because of any of the following:

- Fire
- Bomb Threat
- Earthquake / Structural Instability
- Medical Emergency
- Armed Intrusion / Hold Up
- Flood / Landslide / Severe Weather
- Hazardous Materials
- Another Unforeseen Emergency

## Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located with the facility and the adjacent environment.



# Emergency Control Organisation Responsibilities

Staff forming part of the Emergency Control Organisation (ECO) who have received the required training as specified in AS 3745-2010 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 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**

Facility owners, managers, occupiers, and employers should obtain professional advice on the level of indemnity provided to the Emergency Planning Committee (EPC) members. The EPC members should be advised of the level of indemnity provided.

# Warden Identification

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

All Wardens will be identified by wearing a helmet and yellow high visibility vest as follows during an emergency:

White Helmet – Chief Warden

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

Red Helmet – Warden

Green Helmet – First Aid Warden

# Communications

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

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

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

The on-site residence and the office have land line telephones and internet connections.

If emergency assembly is required sound the emergency siren. Between dormitories to target people in the camp environment, turning / front gate to advise people to the south of the camp. Repeat this procedure until all persons are accounted for.

# Phase 1 Standard Emergency Order

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

1. Care for their own safety
2. Provide direction to and care for bystander's safety
3. Apply first aid treatment and care for casualties,
  - Danger
  - Response
  - Send
  - Airway
  - Breathing
  - Cardiopulmonary Resuscitation
  - Defibrillation
4. Notify office or next Camps Chain Safety Group (CCSG) contact on CIMPL plan as soon as practicable to enable Phase 2 to commence
5. If emergency siren sounded, head to an assembly point (preferably as a group), follow instructions from Wardens

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

# Phase 2 Fire Response 1/2

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

☐ Assign Roles; Chief Warden, Wardens, First Aid, Group Supervisor

☐ Assess the fire

Location \_\_\_\_\_

Speed and direction \_\_\_\_\_

Size / Appearance \_\_\_\_\_

Fuel \_\_\_\_\_

☐ Numbers on site;

Groups	Staff	Onsite Res.	Visitors	Total

☐ If safe, attempt to put out small fires without personal protective equipment (PPE). Note: Another responsible adult is to be present to monitor welfare

☐ Emergency **siren** needs to be sounded

☐ Assemble at Amphitheatre / Billabong Gazebo

☐ Ensure all staff are aware of the situation and their expected roles

☐ Contact ALL groups outside camp via two-way radio or mobile phone and provide information and direction

☐ **Call '000'** using the 'Emergency Plus' app on mobile. This will assist with pin pointing your location.

Time of call \_\_\_\_\_ am / pm

☐ Is it best to **stay or evacuate**? \_\_\_\_\_

☐ Advice from the Department of Fire and Emergency Services (DFES)? \_\_\_\_\_

☐ If evacuating this needs to be done prior to the fire getting out of control, Leave Early!

☐ Follow instructions from DFES

☐ Open gates. Lock the main automatic entrance gate in the open position

☐ **Inform Groups** of situation and response

Is **everyone accounted** for?

☐ Clients and visitors

☐ DLGSC Camps staff (Office, Instructors, Maintenance, see sign in board)

☐ Onsite residence

☐ Kitchen staff

## Phase 2 Fire Response 2/2

- ☐ Follow CIMPL plan flow chart
  - ☐ If safe, and if directed by DFES, search camp **in pairs** with two-way radios for any more people, closing doors and windows, including:
    - ☐ Onsite residence
    - ☐ Tool / cleaning shed
    - ☐ Program sheds
    - ☐ Dormitories x 2
    - ☐ Kookaburra basketball court
    - ☐ Kookaburra kitchen and dining hall
    - ☐ Leaders' quarters
    - ☐ Gould League amenities and Gould League area
    - ☐ Laundry and male ablutions
    - ☐ Kookaburra brick toilets and sea container
    - ☐ Kookaburra meeting room
    - ☐ Office
    - ☐ Billabong amenities
    - ☐ All boundary fences and water edges
  - ☐ **Turn off Gas bottles** - 2 x dormitories, kitchen, Billabong ablutions, onsite residence and BBQ's. (Gate and Gas (GG) pink insert key needed). Key is located in office or Program Control room.
  - ☐ **Turn off Power (49962 key needed)**. Keys located in office and Program Control room.
  - ☐ Designate fire attendants. Put on protective gear from survival kit (located in Program Shed). If safe, attempt to put out fire.
    - ☐ If safe to do so, hose down buildings
- If DFES advises **evacuation**;
- ☐ DFES may recommend group evacuation to a safe location. Usually the camp / client will need to arrange the buses. Some bus contacts are listed in Contacts page.
  - ☐ Responsible Adult (Client) is to ensure all persons associated with their group are accounted for when leaving the site
  - ☐ Chief Warden is to ensure that all staff, onsite residents and visitors are accounted for when leaving the site
- If **unable** to evacuate the site, move the group to a position opposite the fire direction and smoke where possible
- Continue to re assess and adjust as needed
- ☐ **Complete reports** and ensure relevant people are notified



# Phase 1 Earthquake Response

**First Seconds; Stay where you are and look for a close safe space to shelter.**

**If inside;**

- Get under a heavy piece of furniture or a doorway
- Hold on to whatever you are under
- If no sturdy pieces of furniture are available, sit into a corner and face out bringing your hands and knees up to protect yourself
- Stay away from windows or things that can shatter or fall
- Stay low alongside an internal wall where possible
- Stay under cover for at least 10 seconds after the shaking has stopped
- Make sure it is not dangerous for you to come out from under cover (electric wires, broken glass etc.)

If people with special needs are present assist them where possible to get to an appropriate safe space

**If outside;**

- Remain outside
- Ensure you are away from power lines, trees and buildings

# Phase 2 Earthquake Response

**After the initial tremor has subsided the Chief Warden / Senior Staff member should:**

- ☐ Assign Roles; Chief Warden, Wardens, First Aider, Group Supervisor
- ☐ If safe, have Wardens / Staff check paths and access for evacuation
- ☐ If safe, lock open main automatic entrance gate
- ☐ **Turn off Power (49962 key needed).** Keys located in office and Program Control room.
- ☐ Call 000
- ☐ Follow CIMPL plan flow chart
- ☐ Emergency **siren** to be sounded if appropriate
  - ☐ Assemble at Amphitheatre / Billabong Gazebo
- ☐ **If safe**, search camp **in pairs** with two-way radios for any more persons and identify damage;
  - ☐ Onsite residence
  - ☐ Tool and cleaning shed
  - ☐ Program sheds
  - ☐ Dormitories x 2
  - ☐ Kookaburra basketball court
  - ☐ Kookaburra kitchen and dining hall
  - ☐ Leaders' quarters
  - ☐ Gould League amenities and Gould League area
  - ☐ Laundry and male ablutions
  - ☐ Kookaburra brick toilets and sea container
  - ☐ Kookaburra meeting room
  - ☐ Office
  - ☐ Billabong amenities
  - ☐ All boundary fences and water edges.

☐ Numbers on site;

Groups	Staff	Onsite Res.	Visitors	Total

☐ Is it best to **stay or evacuate**? \_\_\_\_\_

☐ Follow instructions from DFES. \_\_\_\_\_

☐ **Inform Group** of situation and response.

Is **everyone accounted** for?

- ☐ Clients and visitors
- ☐ DLGSC Camps staff (Office, Instructors, Maintenance, see sign in board).
- ☐ Onsite residence
- ☐ Kitchen staff

☐ **Complete reports** and ensure relevant persons are notified

# Phase 1 Bomb Threat Response

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

# Phase 2 Bomb Threat Response

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

☐ Assign Roles; Chief Warden, Wardens, First Aider, Group Supervisor

☐ **Call 000**

Time of call \_\_\_\_\_ am / pm

☐ Follow instructions from Police \_\_\_\_\_  
\_\_\_\_\_

☐ Follow CIMPL plan flow chart

☐ **If safe** and advised by the police have Wardens / Staff check their area and surrounds for anything suspicious. Leave doors open.

☐ **If safe** and advised by the police have Wardens / Staff check the assembly area (not default) for anything suspicious

☐ Emergency **siren** to be sounded if appropriate

☐ Assemble at the location as directed by the Chief Warden

☐ Numbers on site;

Groups	Staff	Onsite Res.	Visitors	Total

☐ Is it best to **stay or evacuate?** \_\_\_\_\_

☐ **Inform Group** of situation and response

Is **everyone accounted** for?

☐ Clients and visitors

☐ DLGSC Camps staff (Office, Instructors, Maintenance, see sign in board)

☐ Onsite residence

☐ Kitchen staff

☐ **Complete reports** and ensure relevant persons are notified

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

# Phase 1 Suspicious Package Response

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

**YOU HAVE NOT OPENED IT**

- ☐ Carefully place the item on the nearest level surface
- ☐ Alert Chief Warden / Senior Staff
- ☐ Do not cover the item
- ☐ Do not handle any further
- ☐ Evacuate the immediate vicinity

---

**YOU HAVE OPENED IT.**

- ☐ Alert Chief Warden / Senior Staff
- ☐ If signs of powder or residue, do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not 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
- ☐ Segregate all people who have come into contact with the item

# Phase 2 Suspicious Package Response

- ☐ Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. **Call '000'** and provide information on numbers at site.

Time of call \_\_\_\_\_ am / pm Approximate Numbers \_\_\_\_\_

- ☐ Follow CIMPL plan flow chart
- ☐ **Complete reports** and ensure relevant persons are notified

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

Without leaving your work area if possible, wash your hands

# Phase 2 Medical Emergency Response

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

- ☐ Assign **Roles**; Chief Warden, Wardens, First Aid, Responsible Adult (Client)
- ☐ Assess access to and condition of casualty
  - ☐ If no vehicle access, will DFES be required for transportation?
- ☐ If required **Call '000'** and provide information on injury or condition. Time of call \_\_\_\_\_am / pm
- ☐ If casualty located in camp, lock open automatic main entrance gate
- ☐ Follow CIMPL plan flow chart
- ☐ On site resources available;  
Oxygen, trauma first aid kit, defibrillator, severe bleed kit, Epi -pens, survival kit and spinal board
- ☐ First Aider 1 to remain with the injured person(s) until help arrives
- ☐ Use Team First Aid Procedure where possible (see below)
- ☐ If ambulance not required, arrange for the group to transport injured or sick person(s) for further medical assistance. Provide maps and contact details.
- ☐ **Complete reports** and ensure relevant persons are notified

## Team First Aid Procedure

### Minor Emergencies

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

### Major Emergencies

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

### 3 FIRST AIDER SYSTEM

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



# Phase 1 Armed Intrusion Response

## During an armed intrusion / hold up:

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

# Phase 2 Armed Intrusion Response

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

☐ **Call '000'** and provide information on numbers at site

Time of call \_\_\_\_\_ am / pm    Approximate Numbers \_\_\_\_\_

☐ As soon as possible, lock open the main security gate to allow ease of access for emergency services

☐ Have Wardens / Staff close off the area to others until the police have assessed the area

☐ Follow CIMPL plan flow chart

☐ Have Wardens / Staff try to get the names and addresses of witnesses

☐ Have Wardens / Staff get witnesses to complete the intruder description without consultation with each other

☐ Make no statement to anyone except the police or management

☐ Repeat for the police the actual words spoken by the intruder(s)

☐ On site resources available;

Survival kit, oxygen, spinal board, severe bleed kit, Epi-pens, defibrillator, trauma first aid kit

☐ **Complete reports** and ensure relevant persons are notified

# ARMED HOLD UP CHECKLIST

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 Aboriginal Indian African American Pacific Islander
<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 (cms)</b>	120 137 152 68 173 178 183 188 192 Not known
<b>WEIGHT (kgs)</b>	51 53 57 61 64 70 74 76 80 83 89 94 97 100 100+
<b>BUILD</b>	Thin Slim Medium Heavy Muscular Fat Stout Obese
<b>HAIR</b>	Black Brown Blonde Dirty Blonde Grey White Silver Dyed ..... Other ..... 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 Dark Skinned 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 Daihatsu 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) Tow ball 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 Upholstery 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**

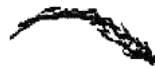
### EYEBROWS



**BUSHY**



**ARCHED**



**APPROACHING**



### EYES



**WIDE**



**NARROW**



**SLEEPY**



**DEEP SET**

### NOSE



**CONCAVE**



**STRAIGHT**



**HOOK**



**BROKEN**



**FLAT**



**UPTURNED**

### EARS



**BIG**



**CAULIFLOWER**



**LONG**



**DROOPING LOBE**



**NO LOBE**

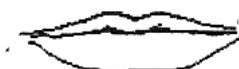
### LIPS



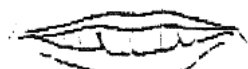
**THIN**



**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**

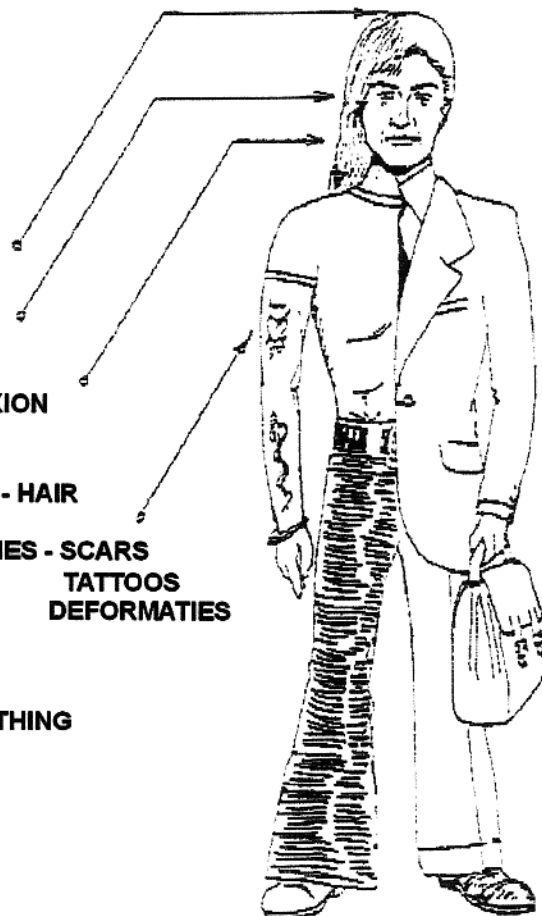
**EYES**

**COMPLEXION**

**THATCH - HAIR**

**ODDITIES - SCARS  
TATTOOS  
DEFORMITIES**

**RIG - CLOTHING**



# Phase 2 Flood / Landslide Response

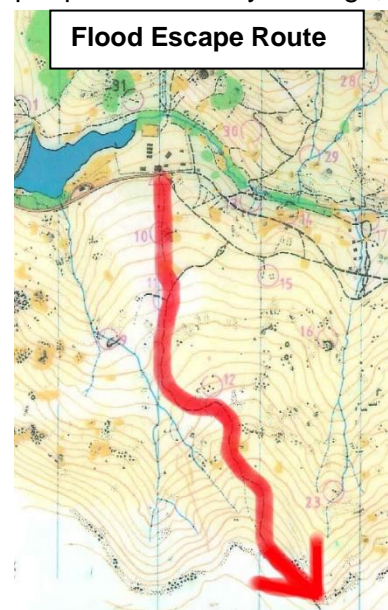
## The Chief Warden / Senior Staff member should:

- ☐ Assign **Roles**; Chief Warden, Wardens, First Aider, Responsible Adult (Client)
- ☐ If safe, have Wardens / Staff check paths and access for evacuation
- ☐ **Call '000'** and provide information on numbers at and around site
- ☐ Follow CIMPL plan flow chart
- ☐ Emergency **siren** to be sounded if appropriate

○ Assemble at Amphitheatre / Billabong Gazebo

- ☐ **If safe**, search camp **in pairs** with two-way radios, for any more people and identify damage;

- ☐ Onsite residence
- ☐ Tool and cleaning shed
- ☐ Program sheds
- ☐ Kookaburra dormitories x 2
- ☐ Kookaburra basketball court
- ☐ Kookaburra kitchen and dining hall
- ☐ Leaders' quarters
- ☐ Gould League amenities and area
- ☐ Laundry and male ablutions
- ☐ Kookaburra brick toilets and sea container
- ☐ Kookaburra meeting room
- ☐ Office
- ☐ Billabong amenities
- ☐ All boundary fences and water edges



- ☐ Numbers on site;

Groups	Staff	Onsite Res.	Visitors	Total

Is it best to **stay or evacuate?** \_\_\_\_\_

- ☐ Follow instructions from DFES \_\_\_\_\_

- ☐ If evacuating, turn off main power feeds to camp

- ☐ **Inform Group** of situation and response

Is **everyone accounted** for?

- ☐ Clients and visitors
- ☐ DLGSC camps staff (Office, Instructors, Maintenance, see sign in board)
- ☐ Onsite residence
- ☐ Kitchen staff

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



# Phase 2 Missing Person(s) Response 1/2

## Primary Search

Coordinate a brief search **in pairs** where possible, with two-way radios, for any sign of the missing person(s) at:

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

☐ Assign **Roles**; Chief Warden, Wardens, First Aider, Responsible Adult (Client)

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

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

OR

- ☐ Radio or phone all groups to confirm numbers

☐ Numbers on site;

Groups	Staff	Onsite Res.	Visitors	Total

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

☐ Number of missing person(s) \_\_\_\_\_

☐ Name(s) \_\_\_\_\_

\_\_\_\_\_

☐ Last known whereabouts and intentions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Medical Condition(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Potential reasons for their disappearance \_\_\_\_\_

\_\_\_\_\_

# Phase 2 Missing Person(s) Response 2/2

## Secondary Search

Search the camp **in pairs** with two-way radios, calling out the missing person(s) name(s). Look out for tracks or clues as to whereabouts;

- ☐ Reservoir and southern edges
- ☐ Kookaburra dormitories x 2
- ☐ Kookaburra kitchen and dining room
- ☐ Leaders' quarters
- ☐ Gould League amenities and Gould League area
- ☐ Kookaburra laundry and male end ablutions
- ☐ Kookaburra brick toilet block
- ☐ Kookaburra sea container
- ☐ Kookaburra amphitheatre and BBQ area
- ☐ Kookaburra meeting room
- ☐ Office
- ☐ Tool and equipment sheds
- ☐ Vertical Challenge, Crate Climb and Flying Fox areas within the camp
- ☐ Onsite residence
- ☐ Billabong ablutions
- ☐ Catapult, canoe and rafting areas
- ☐ All boundary fences and water edges
- ☐ Follow CIMPL plan flow chart.
- ☐ On site resources available - Survival kit, oxygen, spinal board, defibrillator, Epi Pens and trauma first aid kit.

## Wider Search

If conditions and resources permit;

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

Search outside of camp boundaries **in pairs** with two-way radios, calling out person(s) name(s), for any sign of person(s) including;

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

- ☐ Flying fox dismount and abseil sites
- ☐ Bickley Brook upstream to the east of the camp
- ☐ Blue metal track to wooden bridge
- ☐ Southern tracks heading up hill
- ☐ Brown sealed road to Hardinge Park

# Phase 2 Unforeseen Emergency Response

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

- ☐ Assign **Roles**; Chief Warden, Wardens, First Aider, Group Supervisor
- ☐ If required **Call '000'** and provide information on numbers at site. Time of call \_\_\_\_\_ am / pm
- ☐ Follow CIMPL plan flow chart
- ☐ Have First Aider 1 remain with any injured person until help arrives
- ☐ Emergency **siren** to be sounded if appropriate

☐ Assemble at Amphitheatre / Billabong Gazebo

- ☐ If **safe**, search camp **in pairs** with radios, for any more persons and identify damage;

- ☐ Onsite residence
- ☐ Tool and cleaning shed
- ☐ Program sheds
- ☐ Kookaburra dormitories x 2
- ☐ Kookaburra basketball court
- ☐ Kookaburra kitchen and dining hall
- ☐ Leaders' quarters
- ☐ Gould League area amenities and Gould League area
- ☐ Laundry and male ablutions
- ☐ Kookaburra brick toilets and sea container
- ☐ Kookaburra meeting room
- ☐ Office
- ☐ Billabong amenities
- ☐ All boundary fences and water edges

- ☐ Numbers on site;

Groups	Staff	Onsite Res.	Visitors	Total

- ☐ Is it best to **stay or evacuate?** \_\_\_\_\_

- ☐ Follow instructions from DFES \_\_\_\_\_

- ☐ **Inform Group** of situation and response

Is **everyone accounted** for?

- ☐ Clients and visitors
- ☐ DLGSC Camps staff (Office, Instructors, Maintenance, see sign in board)
- ☐ Onsite residence
- ☐ Kitchen staff

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

# Phase 2 Specific Activity Response

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

## **Abseiling 5m and 10m**

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

Cross at bridge

*Extraction* - If ambulance services are required, DFES should be notified to assist

## **Vertical Challenge Area / Basketball Court**

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

*Extraction* - DFES may be required for extraction if suitable vehicles aren't available

## **Water Activities on Reservoir**

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

*Extraction* - Billabong boat ramp is best extraction point

*Note* - Be aware of early onset of hypothermia

## **Out of camp precinct (Mountain Biking / Orienteering / Search & Rescue / Hut Building ....)**

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

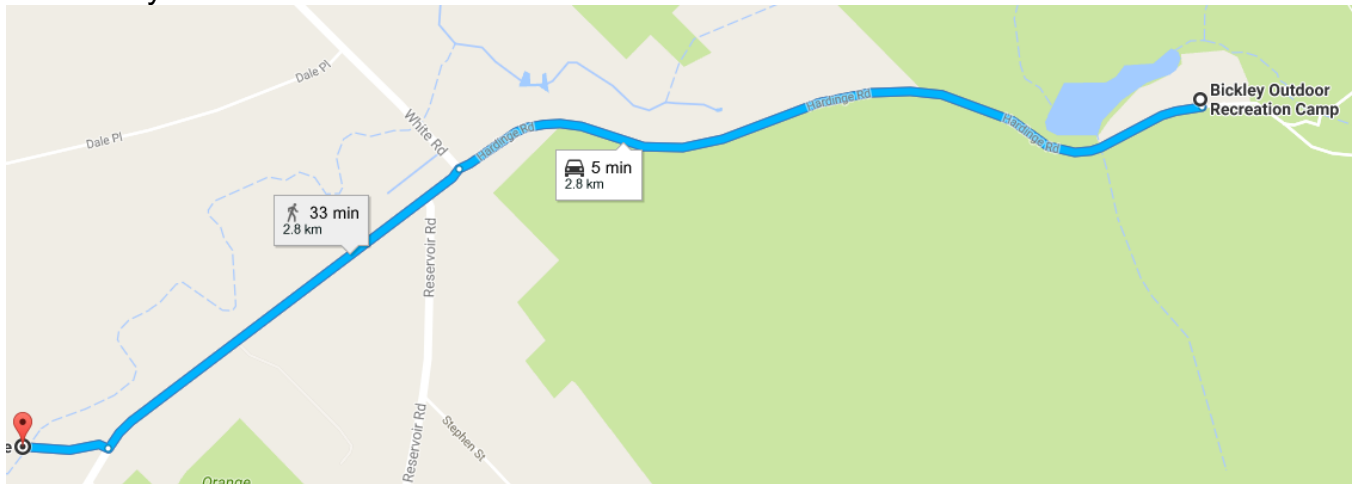
*Extraction* - DFES may be required if extraction requires stretcher carries, depending on location and distance from fire breaks and Hardinge Road

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

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

# Map - Evacuation Plan - Orange Grove Primary School

Boyle Lane ORANGE GROVE WA 6109 - **9459 3601** – 2.8 km about 5 min



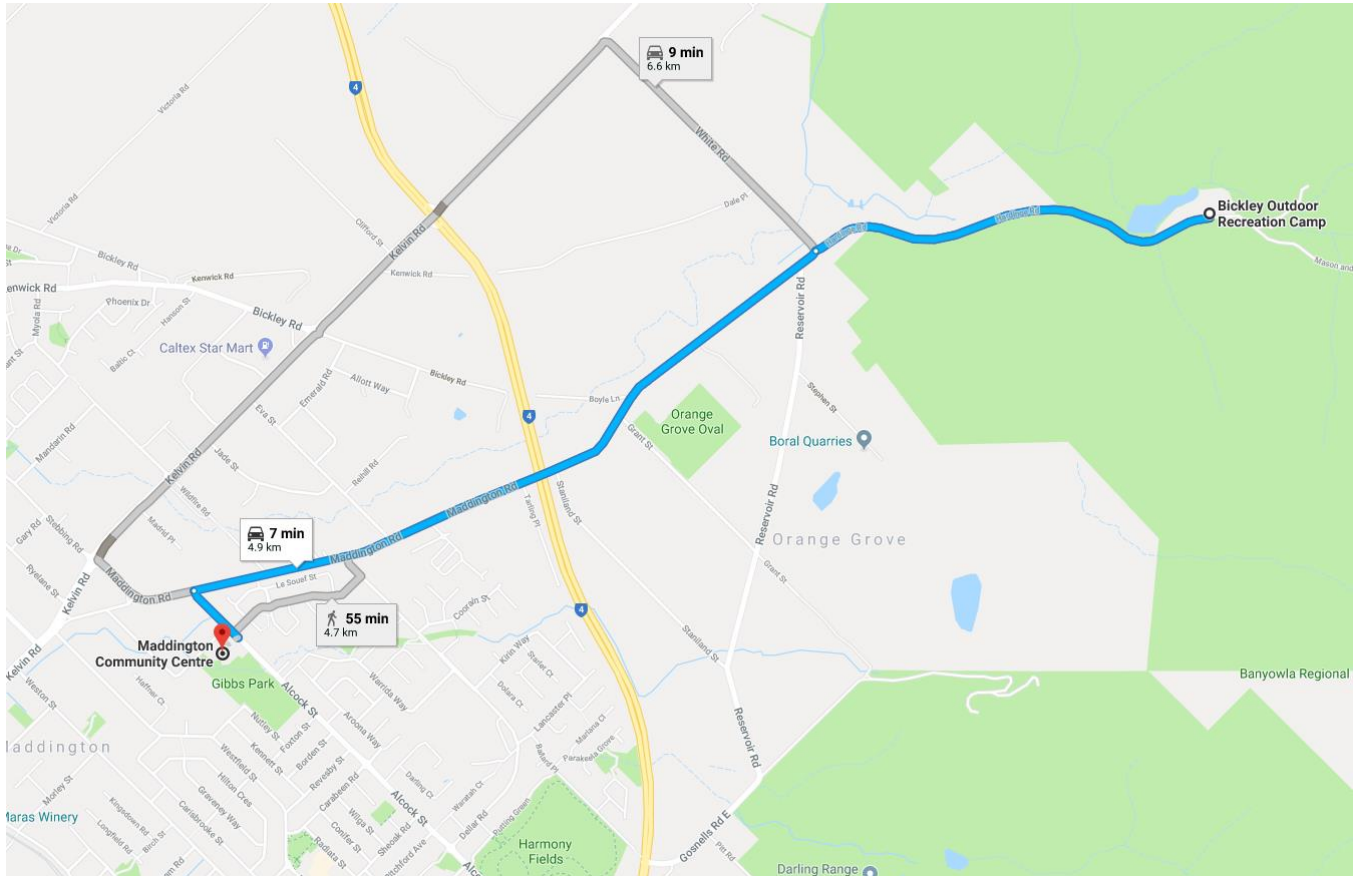
## **If possible call the school first**

- |  |        |        |
|--|--------|--------|
| Turn RIGHT out of the camp and head down Hardinge Road | 1.7 km | 2 min  |
| At the Stop sign go STRAIGHT onto Maddington Road      | 1.3 km | 2 min  |
| Turn RIGHT onto Boyle Lane                             | 900 m  | 30 sec |
| Turn RIGHT into school at end of Boyle Lane            |        |        |
| Assemble as directed by administrative staff           |        |        |

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

# Map - Evacuation Plan – Maddington Community Centre

19 Alcock St, Maddington WA 6109 – **9397 3244** – 4.9kms about 7 min



- Turn RIGHT out of the camp and head down Hardinge Road      1.7 km      2 min
- At the Stop sign go STRAIGHT onto Maddington Road      2.9 km      4 min
- Turn LEFT onto Alcock street      260 m      15 sec
- Turn RIGHT into Maddington Community Centre

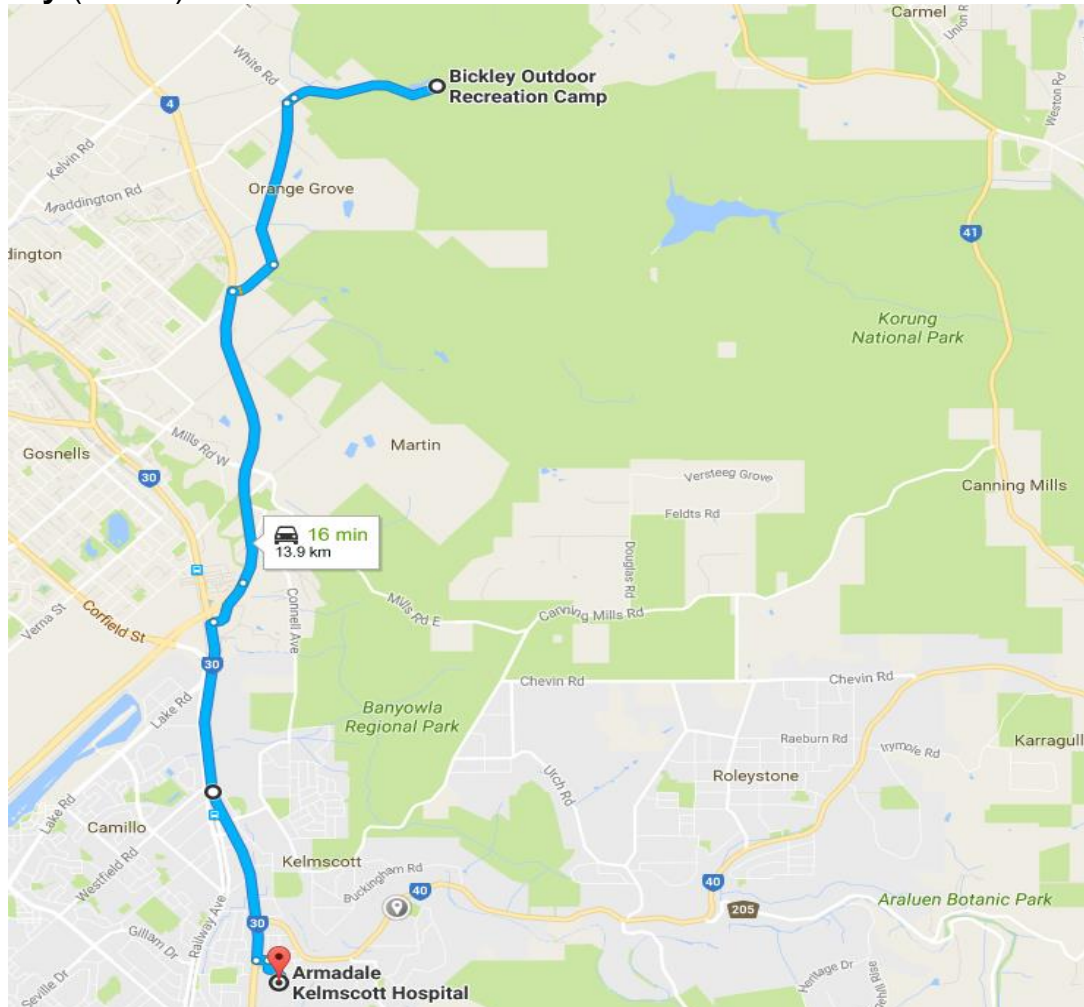
Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723

# Map - Armadale Kelmscott Memorial Hospital

3056 Albany Hwy, Mt Nasura, WA 6112 – 13.9 km about 16 mins

**Emergency (24Hrs):**PH:9391 2175

**Armadale Health Service:**PH:9391 2000



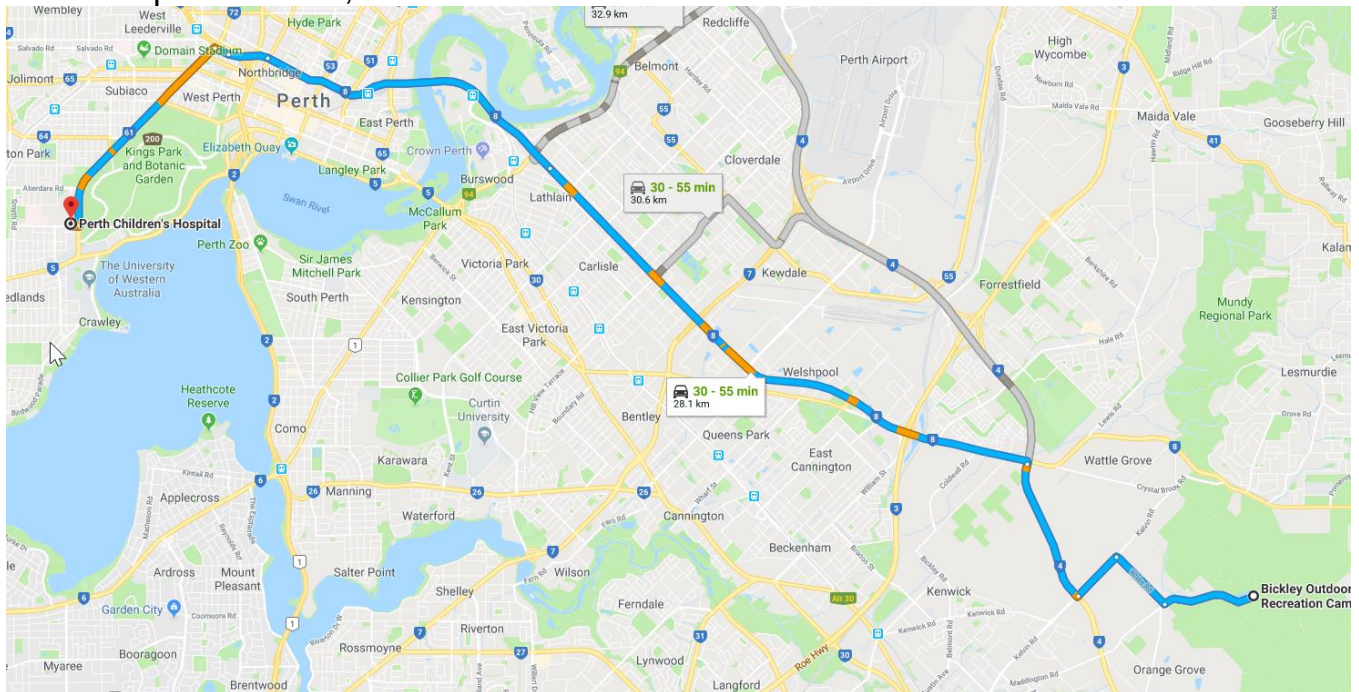
Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	3 min
At the Stop sign turn LEFT onto Maddington Road	0.1 km	10sec
Turn LEFT onto Reservoir Road	2.1 km	3 min
Turn RIGHT onto Gosnells Road East	0.6 km	1 min
Turn LEFT onto Tonkin Hwy	4.5 km	3 min
Turn LEFT onto Albany Hwy Exit	4.9 km	6 min
Turn LEFT into Hospital after Brookton Hwy		

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



# Map – Perth Children’s Hospital

15 Hospital Avenue, Nedlands WA 6009 – **6456 2222** – 28.1 km about 30 to 35min

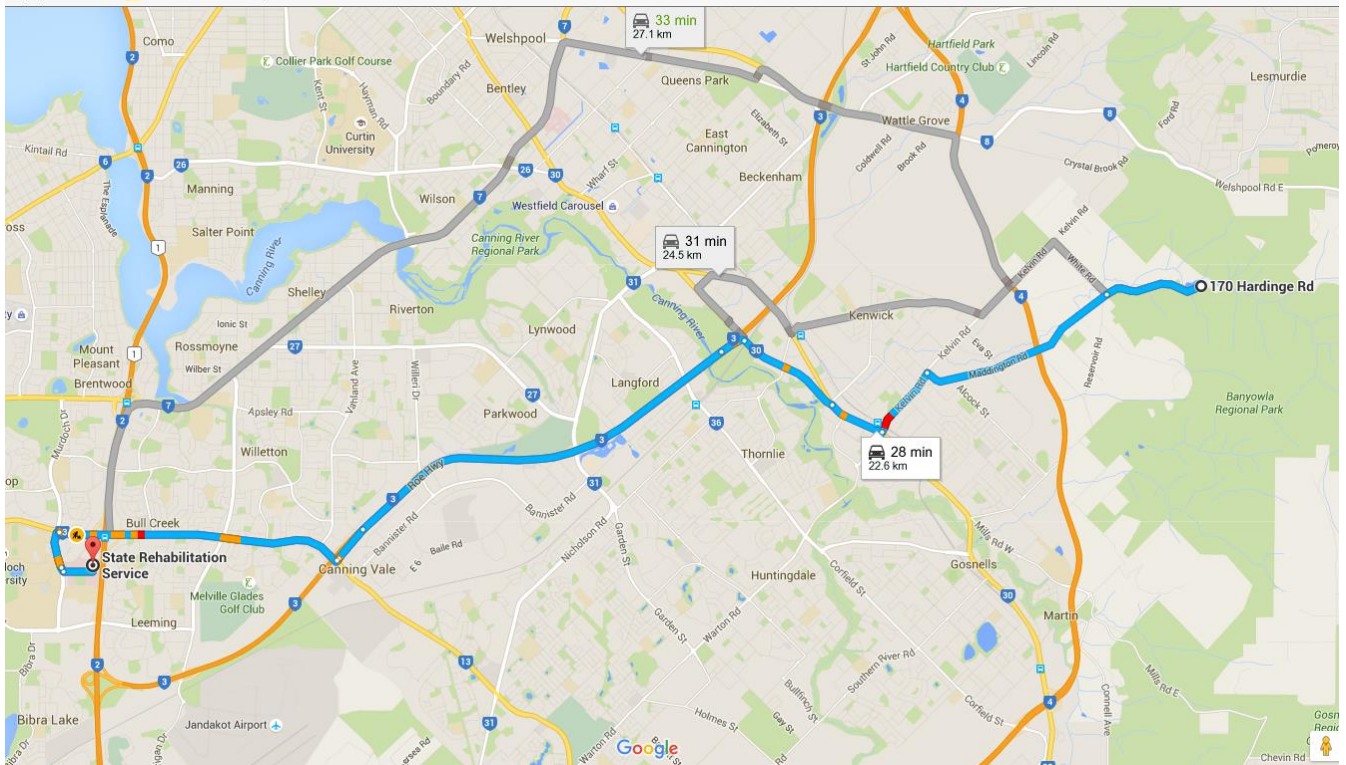


Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	2 min
At the Stop sign turn RIGHT onto White Road	1.3 km	2 min
At the roundabout turn LEFT onto Kelvin Road	1.0 km	2 min
Turn RIGHT onto Tonkin Hwy	2.6 km	3 min
Turn LEFT onto Welshpool Road East	2.1 km	4 min
Continue STRAIGHT along Orrong Road	3.8 km	8 min
Continue STRAIGHT along Graham Farmer Fwy	6.1 km	6 min
Turn LEFT onto Loftus Street after the Graham Farmer tunnel	4.1 km	4 min
Turn RIGHT onto Monash Ave	0.1 km	10 sec
Turn RIGHT at roundabout onto Hospital Ave	0.1 km	10 sec

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

# Map – Fiona Stanley Hospital

11 Robin Warren Drive, Murdoch Western Australia 6150 - **6152 2222** – 22.6 km 28 min



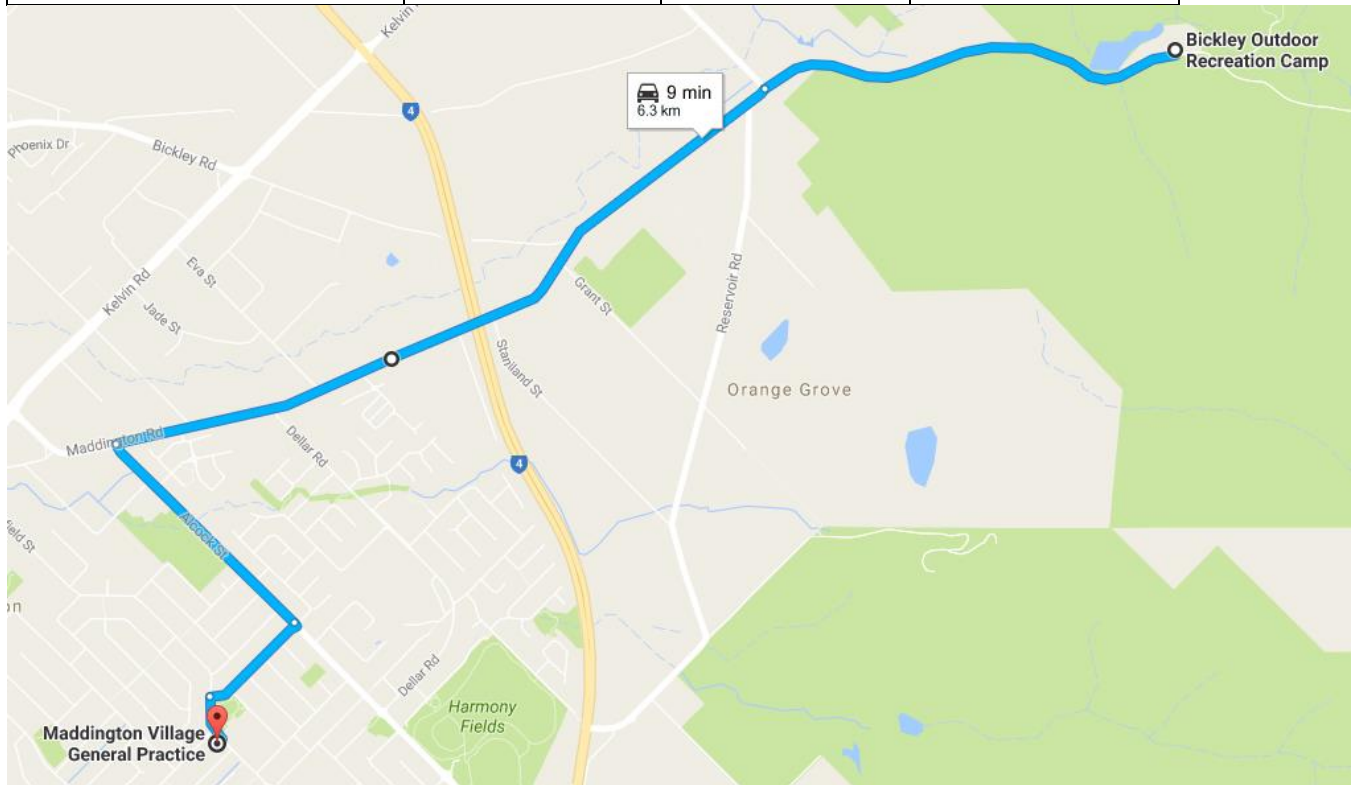
Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	2 min
At the Stop sign continue straight onto Maddington Road	3.4 km	2 min
At the roundabout turn LEFT onto Kelvin Road	1.2 km	2 min
Turn RIGHT onto Albany Hwy	1.0 km	3 min
Veer LEFT onto Kenwick Link	1.8 km	4 min
Turn LEFT onto Roe Hwy entrance ramp	0.4 km	1 min
Continue along Roe Hwy	6.8km	8 min
Veer LEFT onto South Street exit ramp	0.6km	1 min
Turn RIGHT onto South Street	4.6km	4 min
Turn LEFT onto Murdoch Drive	1.2km	1 min
Turn LEFT onto Robin Warren Drive	0.3 km	1 min

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

# Map - Maddington Village General Practice

141 Westfield St Maddington WA 6109 – **9459 9822** – 6.3 km about 9 min

Bulk Bill?	Monday to Friday	Saturday	Sunday
Mixed Bill Bulk Bill – U16's, Concession Holders	8am to 4pm 4pm to 6pm – Walk In	9:30am to 1pm	CLOSED



Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	2 min
At the Stop sign go STRAIGHT onto Maddington Road	1.3 km	2 min
Turn LEFT onto Alcock Street	2.9 km	3 min
At the roundabout turn RIGHT onto Carabeen Road	1.0 km	1 min
Turn LEFT onto Westfield Street	0.5 km	1 min
Turn RIGHT into Maddington Village General Practice		

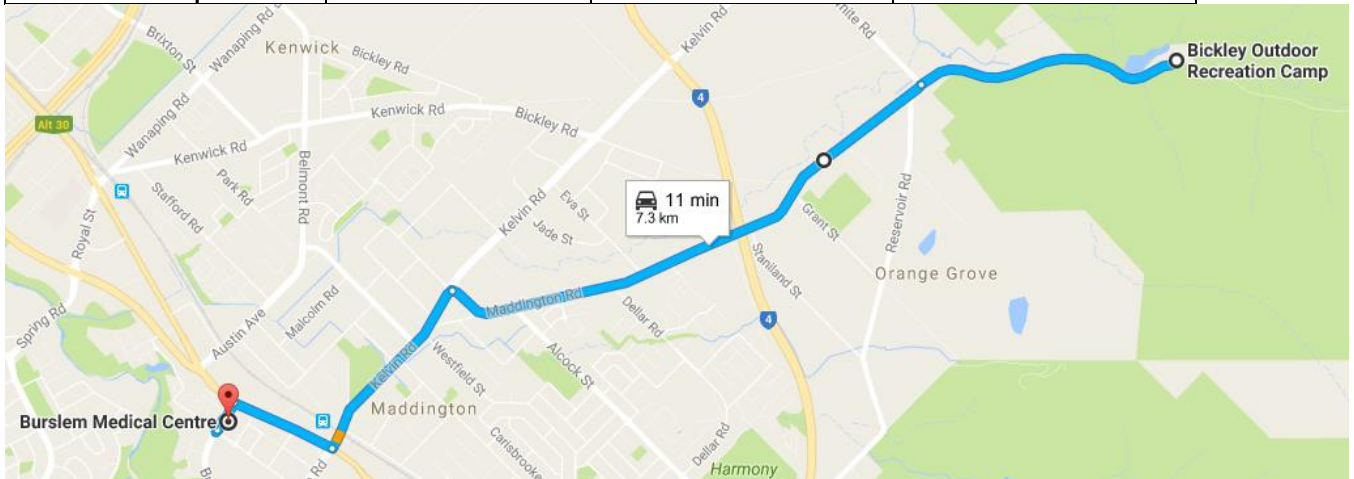
Bickley Camp Phone 9492 9781 / On Call Mobile 0429 115 723



# Map - Burslem Medical Centre

1/201 Burslem Dr, Maddington WA 6109 – **9452 0300** - 7.3 km about 11 mins

Bulk Bill?	Monday to Friday	Saturday	Sunday
Yes – Medicare Card Required	8am to 6.00pm	8am to 2pm	9am to 1pm



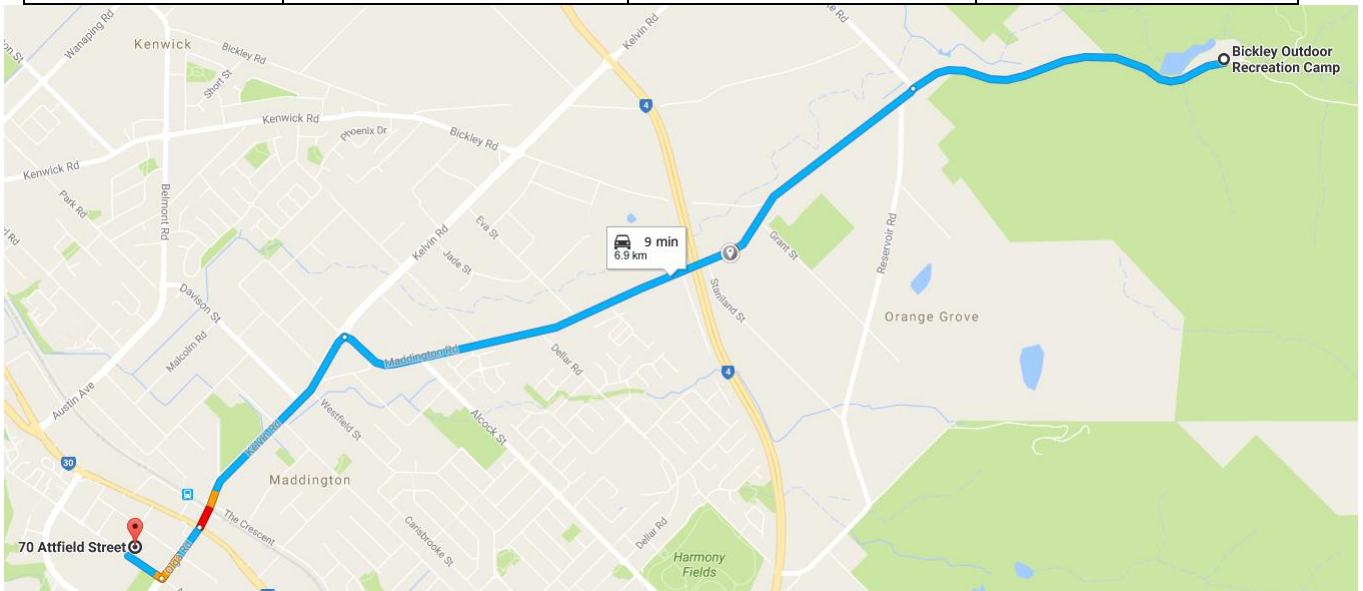
Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	2 min
At the Stop sign go STRAIGHT onto Maddington Road	3.4 km	5 min
At roundabout turn LEFT onto Kelvin Road	1.2 km	2 min
Turn RIGHT onto Albany Hwy	0.7 km	2 min
Turn LEFT onto Burslem Drive	0.1 km	20 sec
Turn LEFT into Burslem Medical Centre		

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

# Map - Granada Medical Centre

70 Attfield Street, Maddington WA 6109 – 9459 4414 – 6.9 km about 9 min

Bulk Bill?	Monday to Friday	Saturday	Sunday
Mixed Bulk Bill – U16's, Concession Holders	8:00am to 6.00pm	9am to 4:00pm	9:30am to 4pm



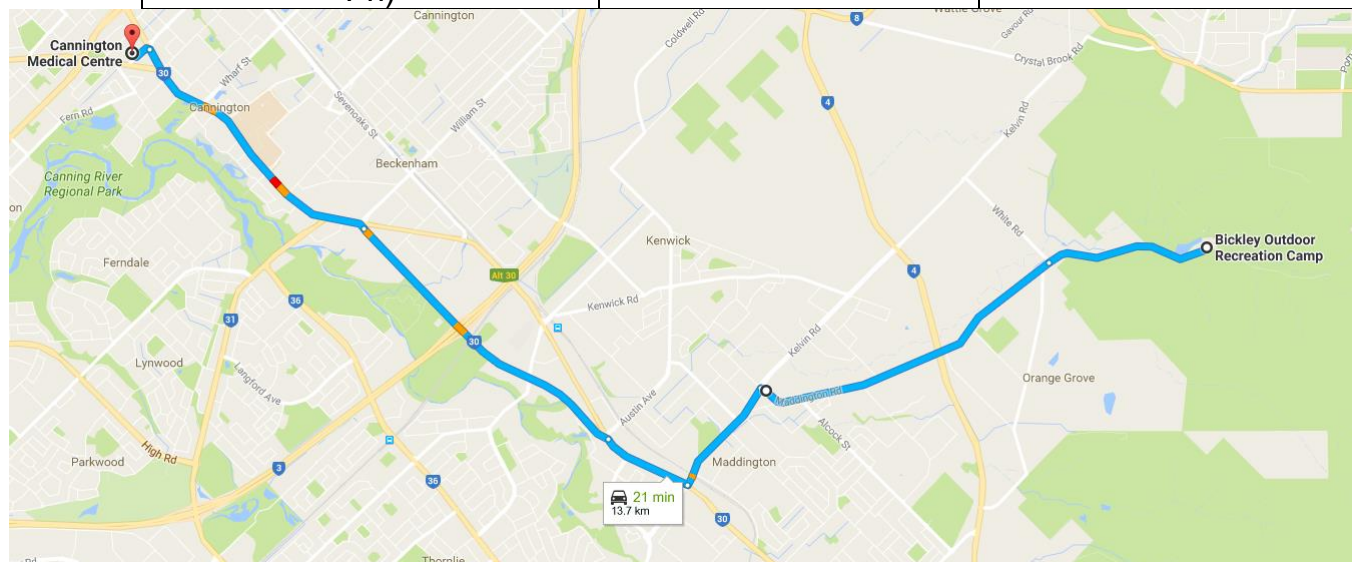
Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	2 min
At the Stop sign go STRAIGHT onto Maddington Road	3.4 km	5 min
At roundabout turn LEFT onto Kelvin Road	1.2 km	2 min
Continue onto Olga Road	0.3 km	15 sec
Turn RIGHT onto Attfield Street	0.2 km	15 sec
Turn RIGHT into Granada Medical Centre		

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

# Map - Cannington Medical and Dental Centre

8-10 Hamilton St, Cannington WA – **6298 9999** – 13.7 km about 21 mins

Bulk Bill?	Monday to Friday	Saturday and Sunday
YES – With an appointment (8.00am to 6.00pm Mon – Fri)	7:00am to 8.00pm	8.00am to 8.00pm



Turn RIGHT out of the camp and head down Hardinge Road	1.7 km	2 min
At the Stop sign go STRAIGHT onto Maddington Road	3.4 km	5 min
At roundabout turn LEFT onto Kelvin Road	1.2 km	2 min
Turn RIGHT onto Albany Hwy	1 km	2 min
Turn LEFT onto Kenwick Link	3.3 km	4 min
Turn LEFT onto Albany Hwy	2.9 km	4 min
Turn LEFT onto Hamilton St	0.2 km	20 sec
Turn RIGHT into Cannington Medical Centre		

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

# Phase 3 – Standard Emergency Response

## Major Medical Emergencies

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

If an accident occurs on one of our programs;

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

## Severe Fire Emergencies

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

## Earthquake Emergencies

- ☐ Counseling is to be made available to any parties affected as per CIMPL plan
- ☐ Do not enter buildings or facilities that appear structurally unsound
- ☐ Assess and repair as required

## Armed Hold Up Emergencies

- ☐ Counseling is to be made available to any parties affected as per CIMPL plan
- ☐ Affected staff may be directed to take leave as per recommendations from the counselor
- ☐ Ensure Risk Cover (Government insurance) is notified



# On Site Emergency Resources













## Survival Kit Contents (Metal Cabinet in Program Shed)

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

## Oxygen flow rates

	Therapy	Resuscitation
Adult	8L/min	15L/min
Child	8L/min	15L/min

## Types of extinguishers

<div>FESA</div> <div>Fire &amp; Emergency Services Authority of Western Australia</div>		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>	
Two colour schemes for fire extinguishers exist.		EXTINGUISHANT	CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	CLASS D
PRE 1999	FROM 1999		Wood Paper Plastics	Flammable & combustible liquids	Flammable gases	Electrically energised equipment	Cooking oils and fats	For fire involving combustible metals use special purpose extinguisher.
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equip- ment and cooking oils/fat fires.
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment.
		POWDER	<div>YES (ABE) NO (BE)</div>	<div>YES (ABE) YES (BE)</div>	<div>YES (ABE) YES (BE)</div>	<div>YES (ABE) YES (BE)</div>	<div>NO (ABE) LIMITED (BE)</div>	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.

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

## Keys

Ute keys should be located in the office and Program Control room. Water Corporation Gate, City of Gosnells Gate, automatic gate keys, Program and Electrical Mains keys should be located in the Program Control Room.

## Spinal rescue board and trauma first aid kit (red)

Spinal board located in program shed. Trauma kit is located in the Program Control room.  
The spinal board (Program shed) should only be used by qualified persons.

## Other equipment and resources

Survival kit resources (Program shed), fire extinguishers, fire hose reels, garden hoses, fire blankets, oxygen (Program Control room), defibrillator (office deck), Epi Pens (office deck), severe bleed kit (Program Control room).



# Map - Bickley Brook / Camp Area

