



Department of  
**Creative Industries,  
Tourism and Sport**

# **Emergency response procedures**

**Bickley Outdoor Recreation Camp**

# Contents

Overview .....	5
Scope .....	6
Emergency contact numbers .....	7
Key emergency locations.....	10
Types of emergencies .....	11
On site emergency resources .....	11
Survival kit contents .....	11
Types of extinguishers .....	12
Medical oxygen .....	12
Oxygen flow rate .....	12
Automatic electronic defibrillator (AED) .....	12
EpiPens and Anapens.....	13
Additional resources .....	13
Emergency control organisation .....	14
Emergency control organisation responsibilities .....	14
Indemnity .....	15
Warden identification .....	15
Communications .....	15
Emergency+ app .....	16
Initial response – standard emergency order (phase 1).....	17
Initial response – standard emergency response (phase 1) for CITS staff .....	18
Evacuation .....	19
Earthquake response, structural instability (phase 2).....	20
Earthquake, structural instability, flood, landslide, severe weather .....	21
Earthquake response – For CITS staff (phase 2) .....	22
Flood / landslide response – For CITS staff (phase 2) .....	23
General medical emergency .....	24
Team first aid procedures .....	24
Gastroenteritis.....	25
Gastroenteritis outbreak kit.....	25
Control of gastroenteritis outbreaks in camp facilities.....	26
COVID 19 .....	27
Medical emergency – for CITS staff (phase 2).....	28
Fire / smoke response.....	29
Fire / smoke response 1/2 – for CITS staff (phase 2) .....	30

Fire / smoke response 2/2– for CITS staff (phase 2) .....	31
<b>Intrusion / armed holdup (phase 1) .....</b>	<b>32</b>
<b>Intrusion / armed holdup (phase 2) .....</b>	<b>32</b>
Armed hold up checklist .....	33
Armed hold up – guide to features .....	36
<b>Missing person(s) .....</b>	<b>38</b>
Definitions .....	38
Procedure .....	38
Information gathering.....	38
Missing person(s) – response 1/2 – for CITS staff (phase 2) .....	39
Missing person(s) – response 2/2 – for CITS staff (phase 2) .....	40
<b>Unforeseen emergency .....</b>	<b>41</b>
Unforeseen emergency response – for CITS staff (phase 2).....	42
<b>Bomb threat response – general (phase 1) .....</b>	<b>43</b>
Bomb threat response – for CITS staff (phase 2) .....	44
<b>Suspicious package response (phase 1).....</b>	<b>45</b>
<b>Suspicious package response (phase 2).....</b>	<b>45</b>
<b>Specific activity response (phase 2) .....</b>	<b>46</b>
<b>Locality maps – Bickley Outdoor Recreation Camp.....</b>	<b>47</b>
<b>Evacuation plan .....</b>	<b>48</b>
Evacuation map – Orange Grove Primary School .....	48
Evacuation plan – Maddington Community Centre .....	49
<b>Hospital and medical centre directions.....</b>	<b>50</b>
Map – Armadale Hospital / Armadale Health Service.....	50
Map – Perth Children’s Hospital .....	51
Map – Fiona Stanley Hospital .....	52
Map – Maddington Village General Practice.....	53
Map – Burslem Drive Medical Centre .....	54
Map – Granada Medical Centre .....	55
Map – Cannington Medical and Dental Centre.....	56
Map – St John Urgent Care Cannington .....	57
<b>Standard emergency response (phase 3).....</b>	<b>58</b>
<b>Bites and strings – information .....</b>	<b>59</b>
<b>Evacuation map .....</b>	<b>61</b>
Kookaburra Dormitory Area.....	61
Banksia Dormitory .....	61

Jarrah Dormitory .....	63
Wandoo Dormitory .....	64
Marri Dormitory .....	66
Leaders Hut .....	68
Dining Room .....	69
Kitchen .....	70
Meeting Room .....	71
Billabong Camp Area .....	74
Billabong Ablutions.....	74
Office .....	78
Onsite Residence.....	79
<b>Bickley Outdoor Recreation Camp –map.....</b>	<b>80</b>
<b>Bickley Brook / camp area – map.....</b>	<b>81</b>
<b>Version history .....</b>	<b>82</b>

## Overview

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

Full-time staff of the Bickley Outdoor Recreation Camp are required to participate in regular emergency training and evacuation exercises every 6 months. Other Department of Creative Industries, Tourism and Sport (CITS) employees acknowledge the authority of the appointed wardens, emergency services, Bickley full-time staff) in emergency situations.

The Camps Incident Management Protocol Leadership (CIMPL) plan covers overarching responses and chain of communications for CITS camps. The responses and procedures mentioned in this document are to be used with the CIMPL plan to support the best emergency response possible.

Incidents and emergency situations at Bickley Outdoor Recreation Camp are handled in 3 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. This generally starts with radio contact to the office and includes responses by other support staff including communications with emergency services, line managers, public affairs and coordinating evacuations.

**Phase 3** relates to clean-up of incidents and follow ups. Restocking first aid kits and other resources used, putting into effect counselling and debriefs while assessing staff and resources for return-to-work plan.

## Scope

This emergency response plan (ERP) covers the responsibilities of Person Conducting a Business or Undertaking (PCBU) as per work health and safety legislation where provision of services includes providing emergency response strategies. The workplace emergency program helps ensure effective utilisation of life safety features in a workplace to protect people from fire, bomb threats and other emergency situations.

An ERP sets organisational structure, outlines actions, procedures and available resources to enable Bickley Outdoor Recreation Camp and emergency services to manage the emergency. This document also outlines procedures to notify and communicate with neighbouring facilities, emergency services and the community if the emergency has the potential of involving these establishments.

This document covers emergencies within and adjacent to Bickley Outdoor Recreation Camp. The core objectives of the ERP 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
- minimise the impact on neighbouring industry and the community.

*The following procedures provide a basis for handling various types of workplace emergencies. They should not be regarded as rigid but flexible guidelines to be adapted to cope with unanticipated situations.*

## Emergency contact numbers

Bickley Outdoor Recreation Camp  
End of Hardinge Rd, Orange Grove, WA (nearest intersection – White Rd)

<b>Emergency</b>	Emergency services	000
	Speech or hearing-impaired TTY	106
<b>Bickley Outdoor Recreation Camp</b>	Camp office	9492 9781
	Emergency / Duty Officer	0429 115 723
<b>Police</b>	Police assistance (non-emergencies)	131 444
	Gosnells Police	9398 0000
	Forrestfield Police	9359 1033
<b>Fire</b>	Department of Fire and Emergency Services, recorded information line	13 33 37
	Regular fire reports – ABC local radio	720 am radio
<b>Hospitals</b>	Armadale Hospital / Armadale Health Service	9391 2000
	Perth Children's Hospital	6456 2222
	Fiona Stanley Hospital	6152 2222
<b>Medical centres</b>	Maddington Village General Practice	9459 9822
	Maddington, Burslem Drive Medical Centre	9452 0300
	Granada Medical Practice	9459 4414
	Cannington Medical Centre	6298 9999
	St John Urgent Care – Cannington	9350 8000
<b>Health Information and help lines</b>	24hr Poisons and Bites/Stings Information Line	13 11 26
	Health Direct (for health advice)	1800 022 222
	Mental Health Emergency Response Line	1300 555 788
	Kids Help Line	1800 551 800
<b>State Emergency Service</b>	General assistance	132 500
<b>Rangers/security</b>	City of Gosnells	9397 3000
<b>Western Power</b>	Report and enquire faults and emergencies	13 13 51
<b>Water Corporation</b>	Faults, emergencies and security	13 13 75
<b>Covid-19 Helpline</b>	National COVID-19 Hotline (24/7)	1800 020 080
<b>Main Roads WA</b>		13 81 38
<b>Employee assistance</b>	Converge	1300 687 327
<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 Services	0417 188 434
	Thomson Coachlines	9493 6199

# Map - Emergency Equipment and Layout



## Emergency Equipment

- D** Defibrillator
- +** First Aid Kit
- EP** Epi Pen
- E** Fire Extinguisher
- H** Fire Hose
- B** Fire Blanket

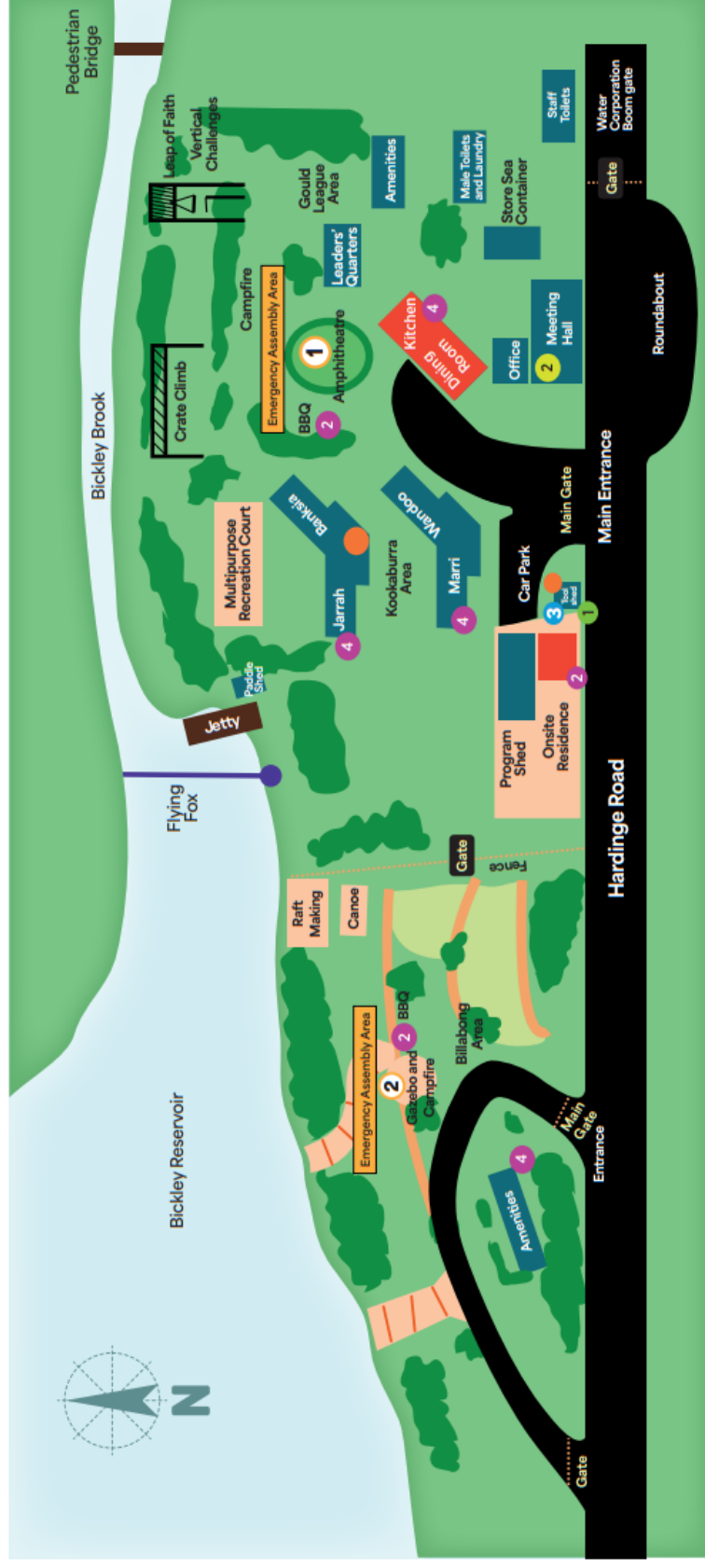
- S** Fire/Emergency Survival Kit
- O** Medical Oxygen

- 1**
- 2**

- Emergency Assembly Area - Amphitheatre
- Emergency Assembly Area - Gazabo



# 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

## Key emergency locations

- **Emergency assembly area** is located at the Kookaburra amphitheatre (1).
- **Emergency assembly area** is located at the Billabong gazebo (2).
- **Emergency evacuation points** are via main entrance gates.
- **Fire hoses** are located at west end Marri dormitory and East side of Wandoo dormitory.
- **Fire extinguishers** are in or at the kitchen, meeting room, office, program shed, cleaning / tool shed, dormitories, onsite caretaker residence, and Gould league amenities. Additionally, 3 extinguishers are located in red cabinets at the Billabong area.
- **Emergency survival cabinet** which includes AM / FM radio, firefighting attire and other firefighting equipment.
- **Defibrillator** is located on the office deck.
- **EpiPens** are on the office deck in a refrigerator.
- **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 Duty Officer on 0429 115 723.**

**(If life threatening, always call 000 before alerting camp staff).**

## Types of emergencies

Type of emergency	Code	Sub-type	Page
<b>Evacuation</b>	<b>ORANGE</b>	Evacuation procedures	11
<b>External emergency</b>	<b>BROWN</b>	Earthquake/structural instability	12
		Flood/landslide/severe weather	12
<b>Medical emergency</b>	<b>BLUE</b>	General	13
		Gastroenteritis	14
		COVID-19	14
<b>Fire</b>	<b>RED</b>	Fire/smoke	15
<b>Personal threat</b>	<b>BLACK</b>	Intrusion/hold-up	16
<b>Internal emergency</b>	<b>YELLOW</b>	Missing person	17
		Unforeseen emergency	18
<b>Bomb/substance</b>	<b>PURPLE</b>	Hazardous materials	N/A
		Bomb threat/package	38

## On site emergency resources

### Survival kit contents

- battery operated AM/FM radio
- waterproof torches
- new batteries
- emergency response action plans and contact numbers
- wide brim hard hat (fire helmet)
- combination pocketknife
- full body coveralls
- gloves / boots
- goggles
- face masks
- drinking water 40L
- 10 buckets.

## Types of extinguishers

### FIRE EXTINGUISHER SELECTION CHART

Class & Type of Fire		A	B	C	D	(E)	F	
Type of Extinguisher	Colours	Wood, Paper, Plastic	Flammable & Combustible Liquids	Flammable Gases	Combustible Metals	Electrically Energised Equipment	Cooking Oils and Fats	
Water		✓	✗	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
Carbon Dioxide (CO2)		LIMITED	LIMITED	✗	✗	✓	✗	Not suitable for outdoor use or large class A fires.
Dry Chemical Powder (ABE/BE)		✓ AB(E) ✗ B(E)	✓	✓	✗	✓	✗ AB(E) ✓ B(E)	Look carefully at the extinguisher to determine if it is a BE or ABE unit.
Foam		✓	✓	✗	✗	✗	LIMITED	Dangerous if used on energised electrical equipment.
Wet Chemical		✓	✗	✗	✗	✗	✓	Dangerous if used on energised electrical equipment.
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓	Fire Blankets effective for oil and fat fires within saucepans and are effective for extinguishing clothes that catch on fire. (Ensure you replace after every use).

FIRE & SAFETY AUSTRALIA

[www.fsaus.com.au](http://www.fsaus.com.au) | 1300 88 55 30

This information comes from Australian Standards AS 2444 & AS3745 – This standard requires that personnel who are trained in the use of portable fire extinguishers must refresh this training within a 2 year period

## Medical oxygen

- available by contacting camp staff (emergency on-call mobile 0429 115 723)
- can only be provided by qualified staff.

## Oxygen flow rate

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

## Automatic electronic defibrillator (AED)

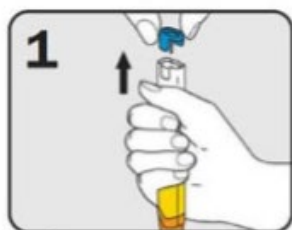
- located in white cabinet on office deck
- open red zippered case, push green power button and follow verbal instructions
- contact camp staff to advise the use of AED after the incident is resolved.

## EpiPens and Anapens

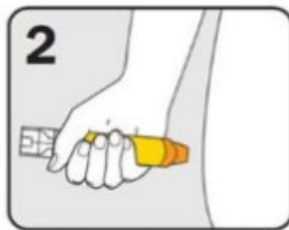
- located in small black fridge under AED cabinet on office deck

### How to give EpiPen®

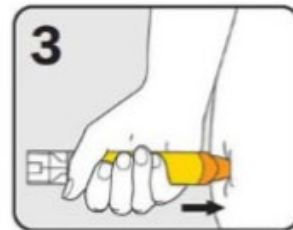
adrenaline (epinephrine) autoinjectors



**1. Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE**



**2. Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)**



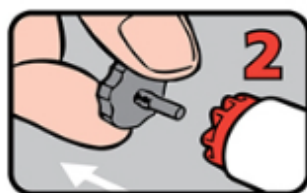
**3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds REMOVE EpiPen®**

### How to give Anapen®

adrenaline (epinephrine) autoinjectors



**1 PULL OFF BLACK NEEDLE SHIELD**



**2 PULL OFF GREY SAFETY CAP from red button**



**3 PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)**



**4 PRESS RED BUTTON so it clicks and hold for 10 seconds. REMOVE Anapen®**

## Additional resources

### 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

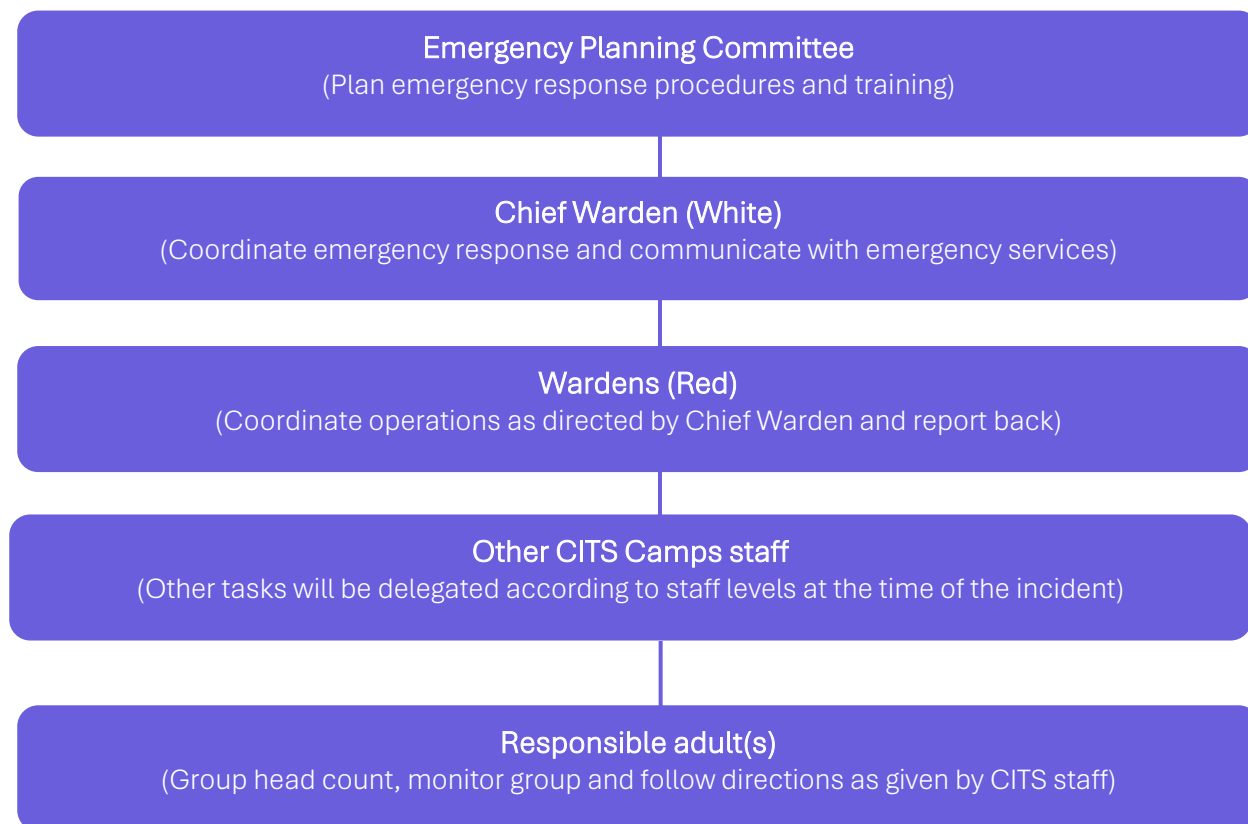
The trauma kit is located in the program control room. The spinal board is located in the program shed and should only be used by qualified persons.

### 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), EpiPens (office deck), severe bleed kit (program control room), backpack water pump (program shed).

## Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located within 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.

The primary duty of the Chief Warden and wardens is not to combat emergencies but to ensure, as far as practical 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 ECO should:**

- be aware of their responsibilities in this area
- be capable of undertaking such duties
- have leadership qualities
- have clear diction and be able to communicate with people in the workplace
- have maturity of judgment, good decision-making skills and be capable of remaining calm.

## **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 must always be contactable.**

All wardens will be identified by wearing a helmet/cap as follows during an emergency:

White Helmet/Cap – Chief Warden

Red Helmet/Cap – Warden

Green Helmet/Cap – First Aid Warden.

**In an emergency, the person in charge must be identifiable.**

## **Communications**

Where possible ECO members should be contactable via two-way radio on channel 29 and or by the on-call duty officer mobile (0429 115 723).

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

The office has land line telephones (08 9492 9781) and internet connections.

Mobile reception may be poor in some areas of the camp. You may gain improved reception by standing adjacent to the front gate.

CITS public Wi-Fi is also available around the site and is free to use.

**If emergency assembly is required a megaphone siren will be sounded repeatedly.**

Sound the siren between dormitories to target people in the camp environment, make sure to sound the siren in all directions to advise all people at the camp.

Repeat this procedure until all persons are accounted for.

Wardens will travel on foot or camp vehicles with the siren on to alert all people onsite and give directions to the emergency assembly area point as required.

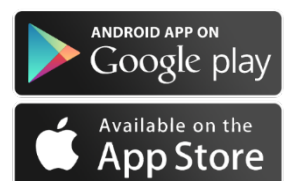
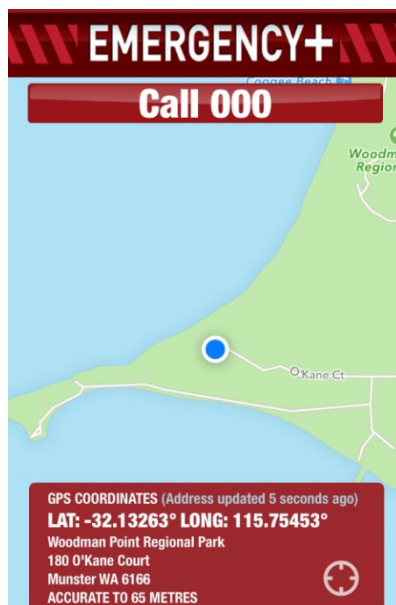
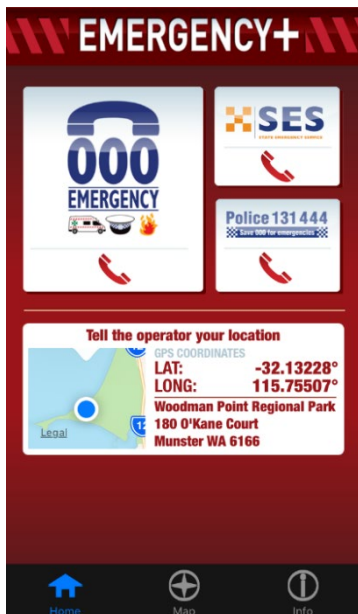
A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

**Refer to emergency evacuation signage located in each building for more information.**

## Emergency+ app

Client event leaders may also want to consider downloading the free mobile app on Apple and Android devices – ‘Emergency +’.

This app helps to locate your position in an emergency and provides a range of non-critical phone numbers in Australia that may assist in an emergency or incident.





## **Initial response – standard emergency order (phase 1)**

In the event of an incident or accident it is expected staff on site will, in accordance with the CITS Camps Incident Management Protocol Leadership (CIMPL) plan:

1. **ensure their own safety**
2. **provide direction** to and care for bystander's safety
3. **care for casualties** according to first aid training – DRSABCD should be followed:
  - i. Danger
  - ii. Response
  - iii. Send for help
  - iv. Airway
  - v. Breathing
  - vi. Compressions
  - vii. Defibrillation
4. **notify “000” and CITS staff** as soon as practical to enable secondary actions to start
5. **if emergency siren sounded** and/or call given via radio or mobile communications, head to an assembly point (preferably as a group) and follow instructions from Wardens
6. **check everyone in your group is accounted for** and provide this information to the wardens.

**In the event of a critical incident or accident,  
all steps above should be completed.**

## Initial response – standard emergency response (phase 1) for CITS staff

Chief Warden / senior staff - use this list to respond to the incident:

- ☐ **assign roles:** Chief Warden, wardens, first aid, group supervisor
- ☐ **assess the emergency** (location, nature of emergency, casualties injured, etc.)
- ☐ **call '000'** as required and provide information on numbers at site
- ☐ **follow CIMPL plan flow chart**
- ☐ **on site resources available** (oxygen, first aid kit, defibrillator, and stretcher)
- ☐ **remain with any injured person until help arrives**
- ☐ **sound emergency siren** on megaphone if appropriate
- ☐ **assemble** at emergency assembly areas (amphitheatre / Billabong gazebo).

In the event of a critical incident or accident, staff on site are to act in accordance with the Camps Incident Management Protocol Leadership (CIMPL) plan.

If safe, search camp IN PAIRS with radios for any people and to identify damage.

### Numbers on site

client groups	_____
CITS staff	_____
visitors	_____
onsite caretaker residents	_____
kitchen staff	_____
<b>Total</b>	_____

### Is it best to stay or evacuate?

- ☐ **follow instructions from emergency services**
- ☐ **inform group leaders of situation and response**
- ☐ **is everyone accounted for?**
  - clients and visitors (check accommodation diary and visitors log)
  - CITS staff (check program diary)
  - onsite caretakers.

Complete reports and ensure relevant people are notified.

# Evacuation

## Personal evacuation

- remain calm
- collect immediate belongings, for example: wallet, keys, phone
- turn off any plant or machinery in your immediate area, if applicable
- if you see danger, evacuate immediately and advise staff and/or emergency services
- do not re-enter buildings until emergency services or the Chief Warden (CITS staff) advise it is safe to do so.

## Group evacuation

When you hear an evacuation siren, or are directed to evacuate by emergency services or a warden (CITS staff):

- proceed to nearest exit
- calmly move to the evacuation point at the Kookaburra amphitheatre or Billabong gazebo
- if the evacuation point is not safe, move to a safer location as a group (like the grass area between Kookaburra dormitories, Hardinge Road, etc)
- **do not re-enter buildings until emergency services or the Chief Warden (CITS staff) advise it is safe to do so.**

## Smoke detector

- if you hear a smoke detector, wait to receive instructions from a warden / CITS staff
- refer to **CODE RED** procedures for fire response
- if you see danger, evacuate immediately and advise staff and/or emergency services.

A smoke detector siren does not necessarily mean there is a fire as it could be a false alarm. However, there could be an actual fire in a roof space or another room/building that is not immediately obvious.

## Earthquake response, structural instability (phase 2)

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 in 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.).

Where possible, assist people with disability to get to an appropriate safe space.

### IF OUTSIDE:

- remain outside
- ensure you are away from power lines, trees and buildings.

## Earthquake, structural instability, flood, landslide, severe weather

- ☐ follow directions of wardens
- ☐ sound emergency **siren** if appropriate
- ☐ assemble at the evacuation point at the Amphitheatre or Billabong gazebo.
- ☐ account for all group members and ensure their immediate safety:
  - Adults      \_\_\_\_\_
  - Children    \_\_\_\_\_
  - Total        \_\_\_\_\_
- ☐ follow instructions from emergency services or CITS staff \_\_\_\_\_
- ☐ is it best to **stay or evacuate**? \_\_\_\_\_
- ☐ **earthquake / structural instability** threat — if you are **INDOORS**
  1. DROP to the ground
  2. COVER your head and neck with your arms and shelter under desk or table
  3. HOLD ON to your shelter and be prepared to move when shaking stops
  - immediately move **OUTDOORS** if possible
  - prepare for aftershocks after the initial earthquake.
- ☐ **flood** threat — move group to higher/safer ground, if possible, exit camp south and head south up the valley
- ☐ **landslide** threat — move group to higher/safer ground, if possible, take group to opposite side of valley and travel to its highest point
- ☐ **severe weather** threat — move indoors where it is safe, follow warden / CITS staff members instructions
- ☐ **inform group** of situation and response and monitor radio and media for updates
- ☐ is **everyone accounted** for?
- ☐ **complete reports**, ensure Emergency Services or CITS staff are notified.

*Flood escape route -----*



## Earthquake response – For CITS staff (phase 2)

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 people and identify damage:
  - onsite caretakers 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 onsite:
  - groups:
  - staff:
  - onsite residents:
  - visitors:
  - total:
- ☐ is it best to **stay or evacuate?** \_\_\_\_\_
- ☐ follow instructions from emergency services \_\_\_\_\_
- ☐ **inform the group** of situation and response
- ☐ is **everyone accounted** for?
  - clients and visitors
  - CITS Camps staff (office, instructors, cleaners, see sign-in board)
  - onsite caretakers residents
  - kitchen staff.
- ☐ **complete reports** and ensure relevant people are notified.

## Flood / landslide response – for CITS staff (phase 2)

The Chief Warden / senior staff member should:

- ☐ assign roles; Chief Warden, wardens, first aider, responsible adult(s)
- ☐ if safe, have wardens / staff check paths and access for evacuation
- ☐ call '000' and provide information on numbers at and around site.
- ☐ follow the CIMPL plan flow chart
- ☐ sound emergency siren 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 caretaker 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 residents: \_\_\_\_\_ Visitors: \_\_\_\_\_
  - Total: \_\_\_\_\_
- ☐ is it best to **stay or evacuate**? \_\_\_\_\_
- ☐ follow instructions from emergency services \_\_\_\_\_
- ☐ **inform the group** of situation and response
- ☐ is **everyone accounted** for?
  - clients and visitors
  - CITS Camps staff (office, instructors, cleaners, see sign-in board)
  - onsite caretaker residents
  - kitchen staff.
- ☐ **complete reports** and ensure relevant people are notified.



## General medical emergency

- ☐ **assess** the condition of casualty and **apply first aid** as required
- ☐ **call “000”** as required to request ambulance or emergency services
- ☐ **provide information** for site location **Bickley Outdoor Recreation Camp – 170 Hardinge Road, Orange Grove, 6164:**
  - nearest road/intersection is the junction between Hardinge Rd, White Rd and Maddington Rd  
(Time of call \_\_\_\_\_ am/pm)
- ☐ **consider vehicle access** to site for ambulance or emergency services:
  - Provide automatic gate code to emergency services or send person to automatic gate
- ☐ have someone remain with the injured person until help arrives (First Aider 1)
- ☐ if an ambulance is not required, arrange to transport casualty to further medical assistance.
- ☐ **complete reports**, ensure CITS staff are notified.

## Team first aid procedures

### 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.

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>• transport medical equipment to First Aider 1 and 2</li> <li>• crowd control (looking after other participants)</li> <li>• witnesses/information/use bystanders.</li> </ul>



## Gastroenteritis

Contact Bickley Camp on-call staff on 0429 115 723 for advice and instruction.

Locate the cleaning trolley in the cleaning closet in Jarrah - Kookaburra dorm (bottom dorm).

Refer to and follow the information contained within the document Prevention and Management Procedures: Gastroenteritis Outbreaks at Camp Facilities located on trolley.

## Gastroenteritis outbreak kit

Each camp facility should have a gastroenteritis outbreak kit, which should be used in the event of a gastroenteritis outbreak.

- ☐ gastroenteritis outbreaks in recreation camp facilities
- ☐ gastroenteritis initial outbreak notification form
- ☐ faecal collection kit
- ☐ roll of garbage bags, e.g. to store clothing soiled with vomit / faeces
- ☐ plastic aprons and disposable masks for use when cleaning up
- ☐ disposable gloves for self-protection
- ☐ disinfectants (bleach) with instructions for use
- ☐ paper towels, disposable cleaning cloths
- ☐ sticky labels for labelling garbage bags, pen / markers specimen jar, etc.
- ☐ disposable cooler and icepacks
- ☐ contact list
  - Communicable Disease Control Public Health Units
  - local Environmental Health Officers.

Faecal and food samples can be kept in a cooler with icepacks, or in a refrigerator (away from food for consumption and put the sample container in a plastic bag), but not in the freezer. Ensure specimens are clearly labelled with person's name, date of birth, gender and collection date and time.

## Control of gastroenteritis outbreaks in camp facilities

In the event of a gastroenteritis outbreak, check you have completed these steps:

- ☐ identified all people experiencing vomiting and /or diarrhoea by doing a roll call and asking for symptoms each day
- ☐ immediately isolate people experiencing these symptoms
- ☐ collected samples of diarrhoea from each person with symptoms and refrigerated these samples
- ☐ seek medical attention
- ☐ collected samples of food which may have been eaten in the past 3 days and kept clearly labelled and separated from other food in the refrigerator
- ☐ notified the nearest Department of Health Communicable Disease Control Officer and / or local Environmental Health Officer
- ☐ cleaned rooms / dormitories / tents of well people, followed by cleaning of all potentially contaminated areas
- ☐ arranged transportation for ill people, continuing to isolate people with symptoms from the remainder of the group
- ☐ distributed advisory letters to staff, students and visitors / volunteers
- ☐ implemented Camps Incident Management Protocol Leadership (CIMPL) plan – seek assistance in managing incident.

Isolation of unwell people, immediate cleaning and disinfection of faecal / vomit contaminated areas and good personal hygiene are important.

## Suspected or confirmed case of COVID-19 at work

### If the suspected or confirmed case of COVID-19 is at work



#### 1. ISOLATE

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



#### 2. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.



#### 3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



#### 4. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



#### 5. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



#### 6. CLEAN

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



#### 7. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

### If the suspected or confirmed case of COVID-19 is not at work when diagnosed



#### 1. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.



#### 2. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



#### 3. CLEAN

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



#### 4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

#### Remember:

- > From a WHS perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- > Consider whether you have to notify your [WHS regulator](#) – see our [Incident Notification fact sheet](#).
- > Be aware of privacy obligations.
- > Follow the advice of health officials at all times.

## Medical emergency – for CITS staff (phase 2)

When notified of a medical emergency the Chief Warden / senior staff member should

- ☐ assign **roles**; Chief Warden, wardens, first aiders, responsible adult(s)
- ☐ assess access to and condition of casualty

1. If no vehicle access, will emergency services 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 the CIMPL plan flow chart
- ☐ on site resources available

1. 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 an ambulance is 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 people are notified.

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>transport medical equipment to First Aider 1 and 2</li> <li>crowd control (looking after other participants)</li> <li>witnesses/information/use bystanders.</li> </ul>

## Fire / smoke response

- ☐ CALL 000, provide information on location and numbers of people on site.  
     **Bickley Outdoor Recreation Camp, Hardinge Rd, Orange Grove**
- ☐ nearest road/intersection is corner of White Rd and Maddington Rd, ORANGE GROVE  
     (Time of call \_\_\_\_\_am/pm)
- ☐ consider **vehicle access** to site for ambulance or emergency services.
  - automatic gate code provided to emergency services or send person to automatic gate
- ☐ contact Bickley Camp Office (08 9492 9781) or the on-call mobile (0429 115 723) to alert of situation
- ☐ **account** for all group members and ensure their immediate safety  
     Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_
- ☐ **move group members** by foot to the emergency assembly area designated by the Chief Warden
- ☐ **alert** other client groups onsite if after office hours
- ☐ is it best to **stay or evacuate?** \_\_\_\_\_
- ☐ advice from emergency services
- ☐ if evacuating, this needs to be done prior to the fire getting out of control, leave early
- ☐ follow instructions from camp staff and emergency services
- ☐ if camp staff or emergency services advises **evacuation** to safe location:
  - Client Event Leader to ensure all people are accounted for when leaving site
- ☐ if unable to evacuate the site move group to a position opposite the fire direction and smoke
  - if radiant heat or smoke fumes are present, move inside a building(s)
  - fill door gaps to prevent smoke entering
  - continue to re-assess and adjust as needed.

## Fire / smoke response 1/2 – for CITS staff (phase 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 Residents: \_\_\_\_\_ Visitors: \_\_\_\_\_
  - Total: \_\_\_\_\_
- ☐ if safe, attempt to put small fires out without personal protective equipment (PPE)  
Note: another responsible adult(s) is to be present to monitor welfare
- ☐ emergency siren needs to be sounded
  - Assemble at Kookaburra 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 and provide information and direction
- ☐ CALL 000 using the 'Emergency Plus' app on mobile. This will assist with pinpointing your location
  - Time of call \_\_\_\_\_ am / pm
- ☐ is it best to stay or evacuate?
  - Advice from the emergency services?
- ☐ follow instructions from emergency services
- ☐ open gates. Lock the main automatic entrance gate in the open position
- ☐ inform groups of the situation and response. Is everyone accounted for:
  - clients and visitors
  - CITS camp staff (office, instructors, contractors, see sign in board)
  - onsite caretakers
  - kitchen staff.

## Fire / smoke response 2/2– for CITS staff (phase 2)

- ☐ follow the CIMPL plan flow chart
- ☐ if safe, and if directed by emergency services, search camp in pairs with two-way radios for any more people, closing doors and windows, including:
  - onsite caretakers 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
  - staff 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 BBQs. (Gate and Gas (GG) pink insert key needed). Key is located in the office or program control room
- ☐ **turn off power** (49962 key needed). Keys located in the office and program control room.
- ☐ designated 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 emergency services advises evacuation:
  1. emergency services may recommend group evacuation to a safe location.  
The camp / client will need to arrange the buses. Some bus contacts are listed in the contacts page
  2. responsible adult (s) is to ensure all persons associated with their group are accounted for when leaving the site
  3. Chief Warden to ensure all staff, onsite caretakers' residents and visitors are accounted for when leaving the site.

## Intrusion / armed holdup (phase 1)

- 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)

## Intrusion / armed holdup (phase 2)

When notified of an armed intrusion / holdup: the Chief Warden / senior staff / Group Leader should:

- ☐ **CALL 000**, provide information on location and numbers of people on site.  
**Bickley Outdoor Recreation Camp, Hardinge Rd, Orange Grove.**
  - nearest road/intersection is corner of White Rd and Maddington Rd, ORANGE GROVE  
 (Time of call \_\_\_\_\_am/pm)
- ☐ **consider vehicle access** to site for police, ambulance or emergency services
  - automatic gate code provided to emergency services or send person to automatic gate
- ☐ **wardens/staff** close off the area to others until the police have assessed the area
- ☐ **camp staff** to follow CIMPL Plan
- ☐ wardens/staff try to get the names and addresses of witnesses
- ☐ wardens/staff get witnesses to complete the intruder description without consultation with each other
- ☐ repeat for police the actual words spoken by the intruder(s)
- ☐ **complete incident reports**, 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>	120 137 152 168 173 178 183 188 192 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 Flattop 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 checklist

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

## Armed hold up checklist

### 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 .....

## Armed hold up – guide to features

### GUIDE TO FEATURES

#### HAIR



STRAIGHT

CURLY

WAVY

RECEDING

CREW CUT

#### EYEBROWS



BUSHY

ARCHED

APPROACHING

#### EYES



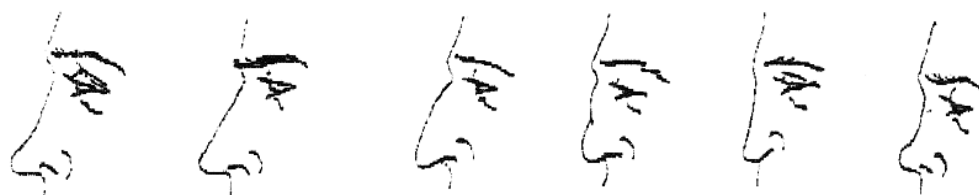
WIDE

NARROW

SLEEPY

DEEP SET

#### NOSE



CONCAVE

STRAIGHT

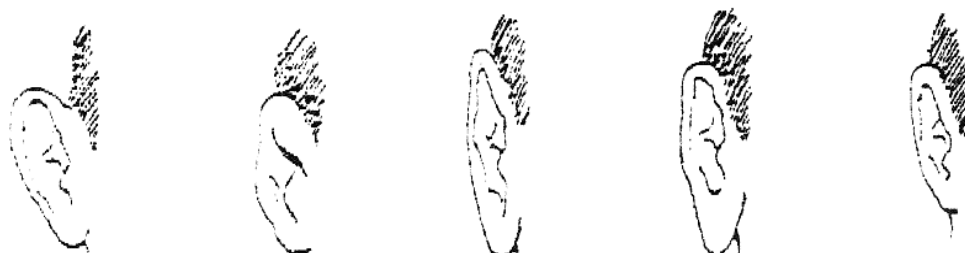
HOOK

BROKEN

FLAT

UPTURNED

#### EARS



BIG

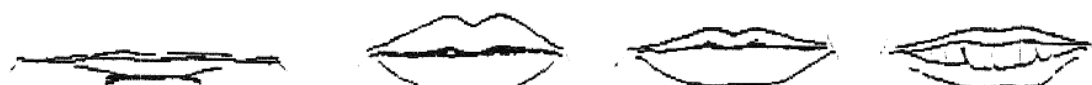
CAULIFLOWER

LONG

DROOPING LOBE

NO LOSE

#### LIPS



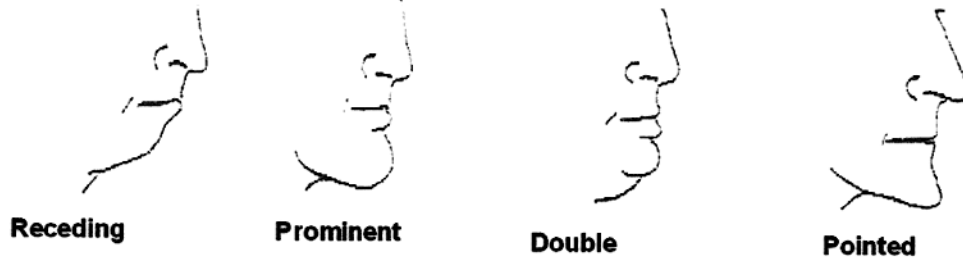
THIN

FULL

FULL LOWER LIP

TEETH SHOWING

## Armed hold up – guide to features

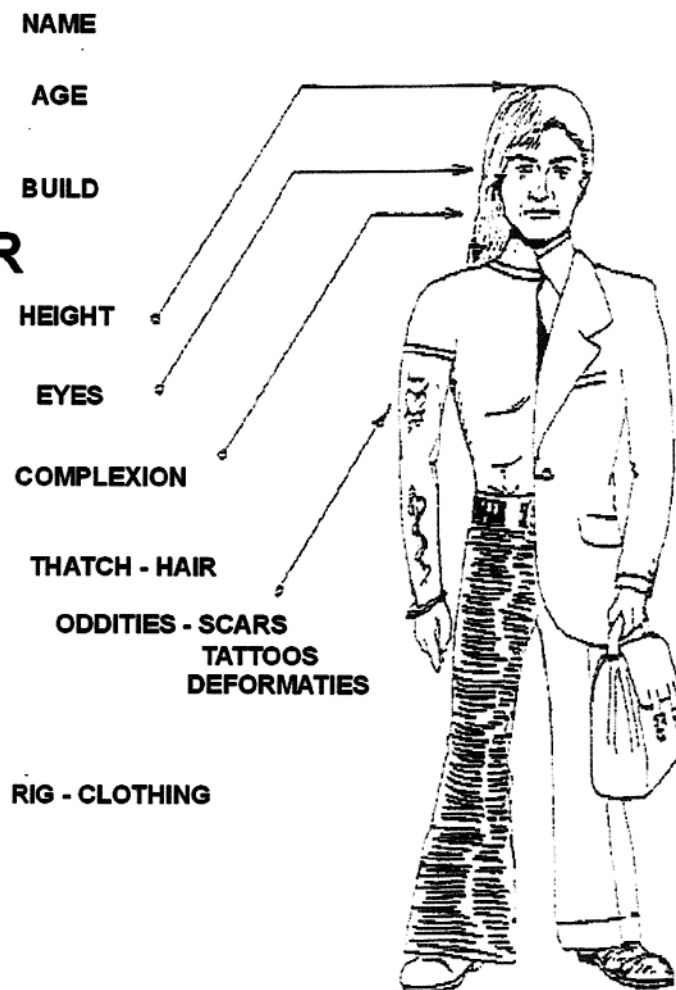


The features to be observed are many.....

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



## Missing person(s)

### Definitions

A missing person is where a client notifies either the on-call staff member, duty officer or instructor advising them of a missing person.

### Procedure

The responding staff members should make 'information gathering' the priority, before declaring the type of response required. The camp should follow a series of escalating procedures to handle lost and found persons.

#	Action	Details
1	Information gathering	0 - 2 minutes
2	Type of search declared	Water/land
3	Assistance requested	Radio or mobile phone
4	Initial search conducted	Onsite assets
5	Coordinated search	WA Police

### Information gathering

In all search incidents, it is imperative that the following information is collected and recorded on paper.

• Name	• Location last seen
• Age	• Activity undertaken
• Sex	• Floatation device
• Clothing	• Likelihood of in water
• General description	• Swimming ability

It is imperative that a solo search is not conducted, assistance should always be sought through the on-call mobile or radio.

Response:

- details collected
- informant retained (for questioning if required)
- observers at last seen location
- use of camp vehicles (including private vehicles)
- general locality search
- if a water search is required, only utilise appropriately qualified staff
- other services including WA Police - 000 requested.

## Missing person(s) – response 1/2 – for CITS staff (phase 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 (s)

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

- If appropriate, sound the emergency siren and assemble at Kookaburra amphitheatre / Billabong Gazebo

OR

- Radio or phone all groups to confirm numbers

☐ numbers on site:

- Groups: \_\_\_\_\_ Staff: \_\_\_\_\_ Onsite residents: \_\_\_\_\_ 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 \_\_\_\_\_

## Missing person(s) – response 2/2 – for CITS staff (phase 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 caretakers residence
- ☐ Billabong ablutions
- ☐ catapult, canoe and rafting areas
- ☐ all boundary fences and water edges.
- follow CIMPL plan
- on site resources available - Survival kit, oxygen, spinal board, defibrillator, EpiPens 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.



## Unforeseen emergency

- ☐ follow directions of wardens
- ☐ emergency **siren** to be sounded if appropriate
  - Assemble at the designated emergency assembly area
- ☐ account for all group members and ensure their immediate safety
  - Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_
- ☐ follow instructions from CITS staff, emergency services or police  
\_\_\_\_\_
- ☐ is it best to **stay or evacuate**? \_\_\_\_\_
- ☐ **inform group** of situation and response
  - Is **everyone accounted** for? \_\_\_\_\_
- ☐ **complete incident reports**, ensure relevant persons are notified.

## Post incident

This phase is handled by camp staff post incident.

Client event leaders may be contacted to assist in the completion of any paperwork.

Client event leaders and participants may be contacted to take part in a post incident debrief facilitated by either CITS staff or external agencies.

## Considerations

- ☐ counselling services are arranged as needed for the participant, participant's family, staff involved and other group members
- ☐ ensure first aid kits are re-stocked
- ☐ the site is cleaned and disinfected as needed
- ☐ review response process and document any learnings, adjusting plans as necessary
- ☐ consider if staff members involved should be removed from the camp/program
- ☐ ensure all staff involved are in a state of mind to be able to operate a motor vehicle to drive home. If not, arrange an alternate mode of transport for these staff
- ☐ if major structural damage has occurred, building inspections should be carried out on affected buildings before entering
- ☐ liaise with Western Power and Water Corporation if services are disrupted or should be turned off.

## Unforeseen emergency response – for CITS staff (phase 2)

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 the CIMPL plan
- ☐ have First Aider 1 remain with any injured person until help arrives
- ☐ emergency **siren** to be sounded if appropriate
  - assemble at Kookaburra amphitheatre / Billabong gazebo
- ☐ if safe, search camp in pairs with radios, for any more persons and identify damage
  - onsite caretakers 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 residents: \_\_\_\_\_ Visitors: \_\_\_\_\_
  - Total: \_\_\_\_\_
- ☐ is it best to **stay or evacuate?** \_\_\_\_\_
- ☐ follow instructions from emergency services \_\_\_\_\_
- ☐ **inform the group** of the situation and response
- ☐ is **everyone accounted** for?
  - clients and visitors
  - CITS Camps staff (office, instructors, contractors, see sign in board)
  - onsite caretaker residents
  - kitchen staff
- ☐ **complete reports** and ensure relevant persons are notified.

## Bomb threat response – general (phase 1)

<p>Officer Name (print):</p> <p>Phone:</p> <p>Signature:</p> <p><b>GENERAL QUESTIONS TO ASK:</b></p> <ol style="list-style-type: none"> <li>1. What is it?</li> <li>2. When is the bomb going to explode? OR When will the substance be released?</li> <li>3. Where did you put it?</li> <li>4. What does it look like?</li> <li>5. When did you put it there?</li> <li>6. How will the bomb explode? OR How will the substance be released?</li> <li>7. Did you put it there?</li> <li>8. Why did you put it there?</li> </ol> <p><b>CHEMICAL / BIOLOGICAL THREAT QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>1. What kind of substance is in it?</li> <li>2. How much of the substance is there?</li> <li>3. How will the substance be released?</li> <li>4. Is the substance a liquid, powder or gas?</li> </ol> <p><b>BOMB THREAT QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>1. What type of bomb is it?</li> <li>2. What is in the bomb?</li> <li>3. What will make the bomb explode?</li> </ol> <p><b>EXACT WORDING OF THREAT:</b></p>	<p><b>CALLER'S VOICE:</b></p> <p>Male / Female:</p> <p>Estimated age:</p> <p>Accent (specify):</p> <p>Voice (loud, soft, etc.):</p> <p>Speech (fast, slow, etc.):</p> <p>Diction (clear, muffled, etc.):</p> <p>Manner (calm, emotional, etc.):</p> <p>Did you recognise the caller?</p> <p>If so, who do you think it was?</p> <p>Was the caller familiar with the area?</p> <p><b>THREAT LANGUAGE:</b></p> <p>Well-spoken:</p> <p>Incoherent:</p> <p>Irrational:</p> <p>Taped:</p> <p>Message read by caller:</p> <p>Abusive:</p> <p>Other:</p> <p><b>BACKGROUND NOISES:</b></p> <p>Street noises:</p> <p>House noises:</p> <p>Aircraft:</p> <p>Voices:</p> <p>Music:</p> <p>Machinery:</p> <p>Other:</p> <p>Local call:</p> <p>Non-Local call:</p> <p><b>CALL TAKEN:</b></p> <p>Date:                      Time:</p> <p>Duration of call:</p> <p>Number called:</p> <p><b>ACTION:</b></p> <p>Call reported to:</p>
---	---

## Bomb threat response – for CITS staff (phase 2)

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 onsite
  - Groups: \_\_\_\_\_ Staff: \_\_\_\_\_ Onsite Residents: \_\_\_\_\_ Visitors: \_\_\_\_\_
  - Total: \_\_\_\_\_
- ☐ is it best to **stay or evacuate**? \_\_\_\_\_
- ☐ follow instructions from emergency services \_\_\_\_\_
- ☐ **inform group** of situation and response
- ☐ is **everyone accounted** for?
  - clients and visitors
  - CITS Camps staff (office, instructors, contractors, see sign in board).
  - onsite caretakers residence
  - kitchen staff
- ☐ **complete reports** and ensure relevant persons are notified.

## Suspicious package response (phase 1)

If you suspect 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.

## Suspicious package response (phase 2)

- ☐ 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 the 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.

## **Specific activity response (phase 2)**

In the event and accident 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, emergency services should be notified to assist.

### **Vertical challenge area / basketball court**

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

*Extraction* - emergency services 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 and rescue / hut building ....)**

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

*Extraction* – emergency services 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

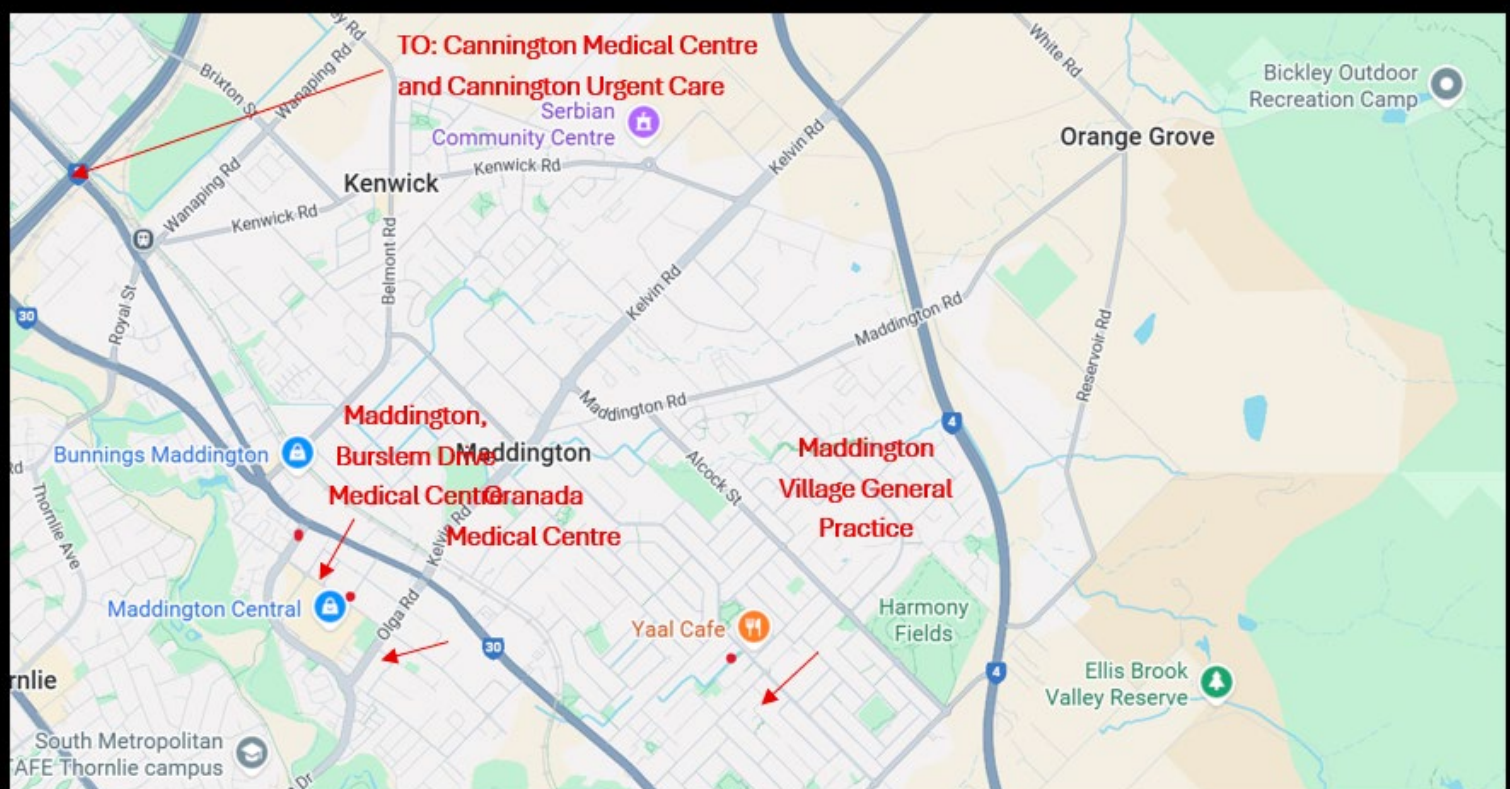
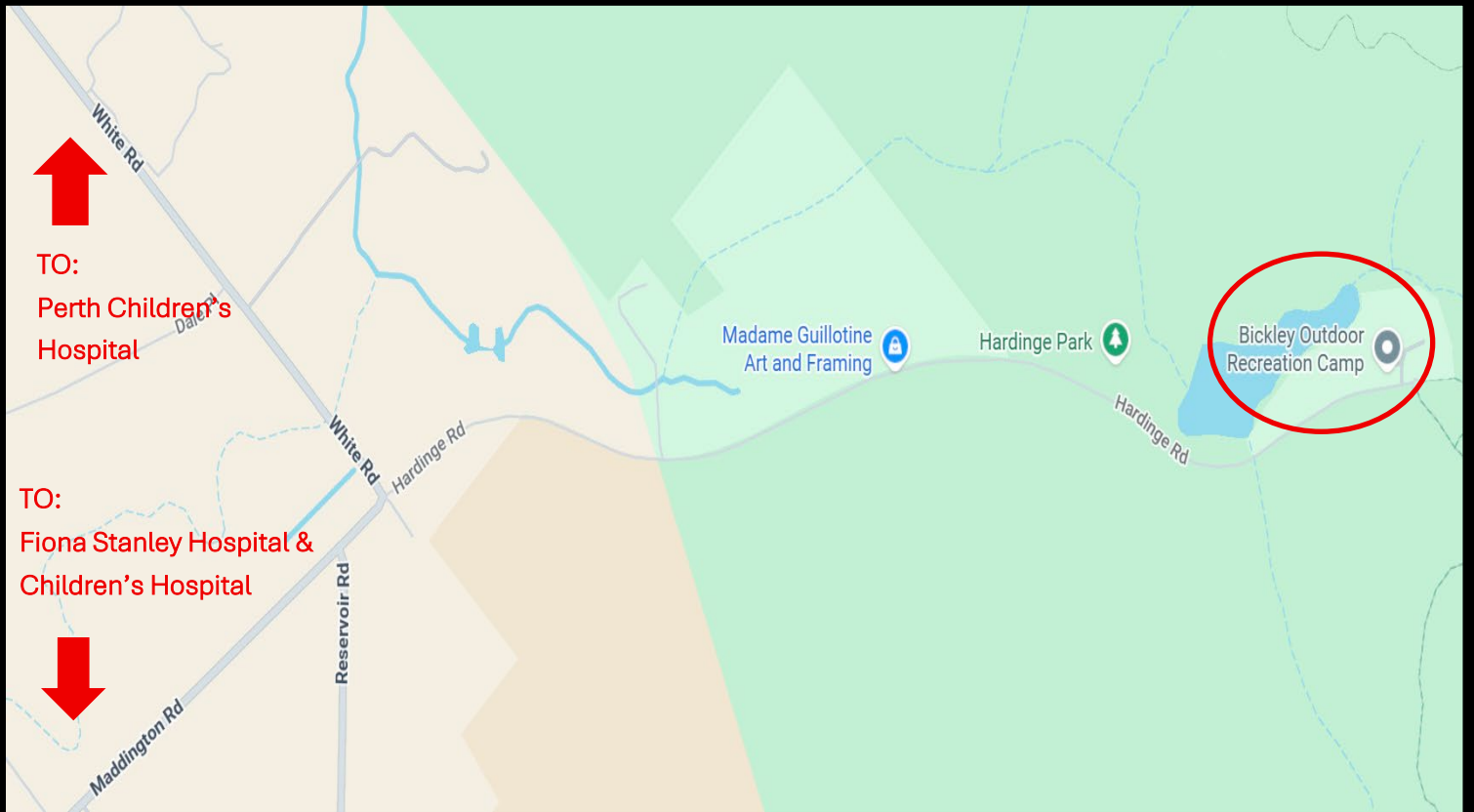
*Note* - Missing persons will generally walk downhill towards the creek and blue metal road. Check these areas first.

## Locality maps – Bickley Outdoor Recreation Camp

Hardinge Rd, Orange Park, 6109

Phone: 9492 9781

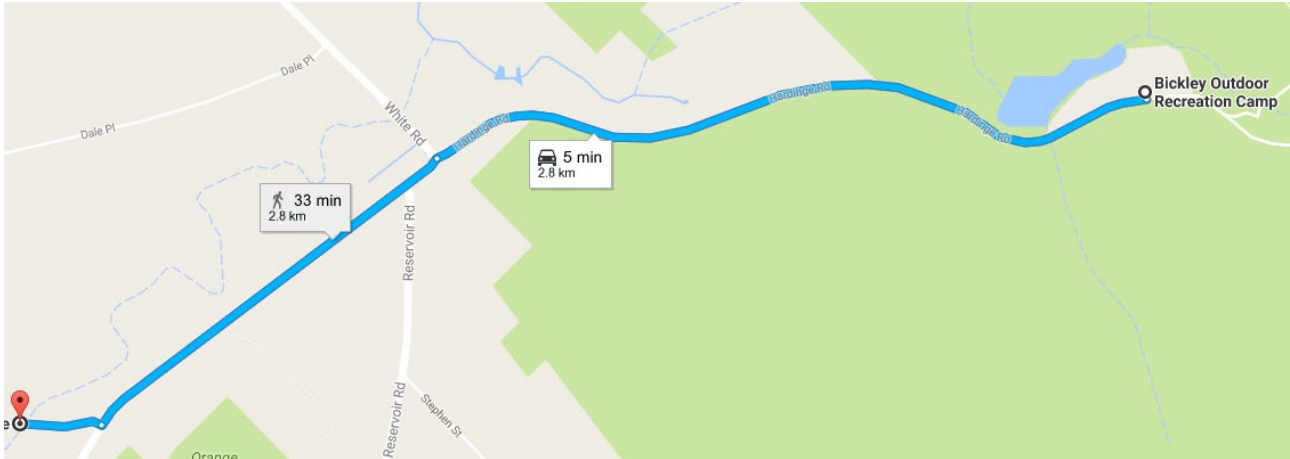
Mobile: 0429 115 723



# Evacuation plan

## Evacuation map – Orange Grove Primary School

Boyle Lane Orange Grove WA 6109 – 9459 3601 – 2.8 km about 5 minutes' drive



If possible, call the school first

### DIRECTIONS:

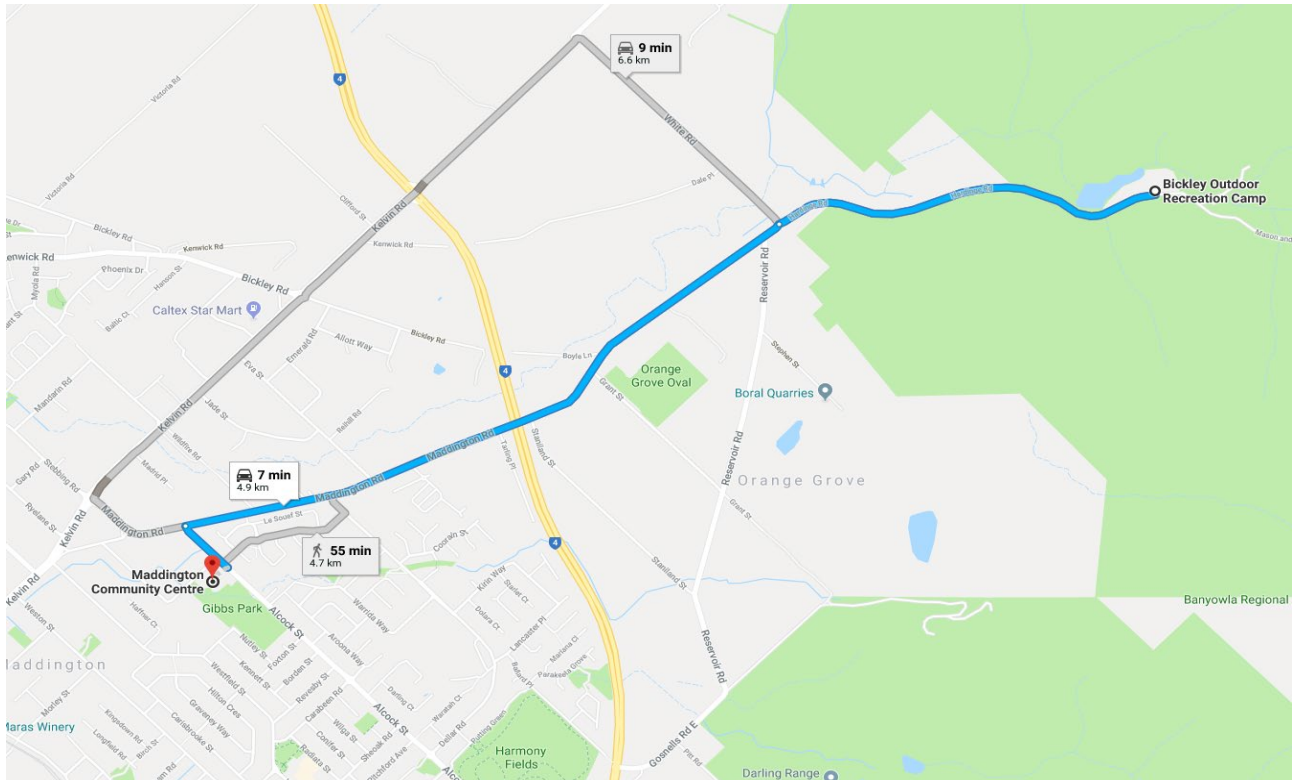
- turn RIGHT out of the camp and head down Hardinge Road 1.7 km 2 min
- at the stop sign go STRAIGHT onto Maddington Road 1.3 km 2 min
- turn RIGHT onto Boyle Lane 900 m 30sec
- turn RIGHT into school at end of Boyle Lane
- Assemble as directed by administrative staff.



# Evacuation plan

## Evacuation plan – Maddington Community Centre

19 Alcock St, Maddington WA 6109 – 9397 3244 – 4.9 kms about 7 minutes' drive



If possible, call the Community Centre first

### DIRECTIONS:

- |  |        |        |
|--|--------|--------|
| • 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.           |        |        |

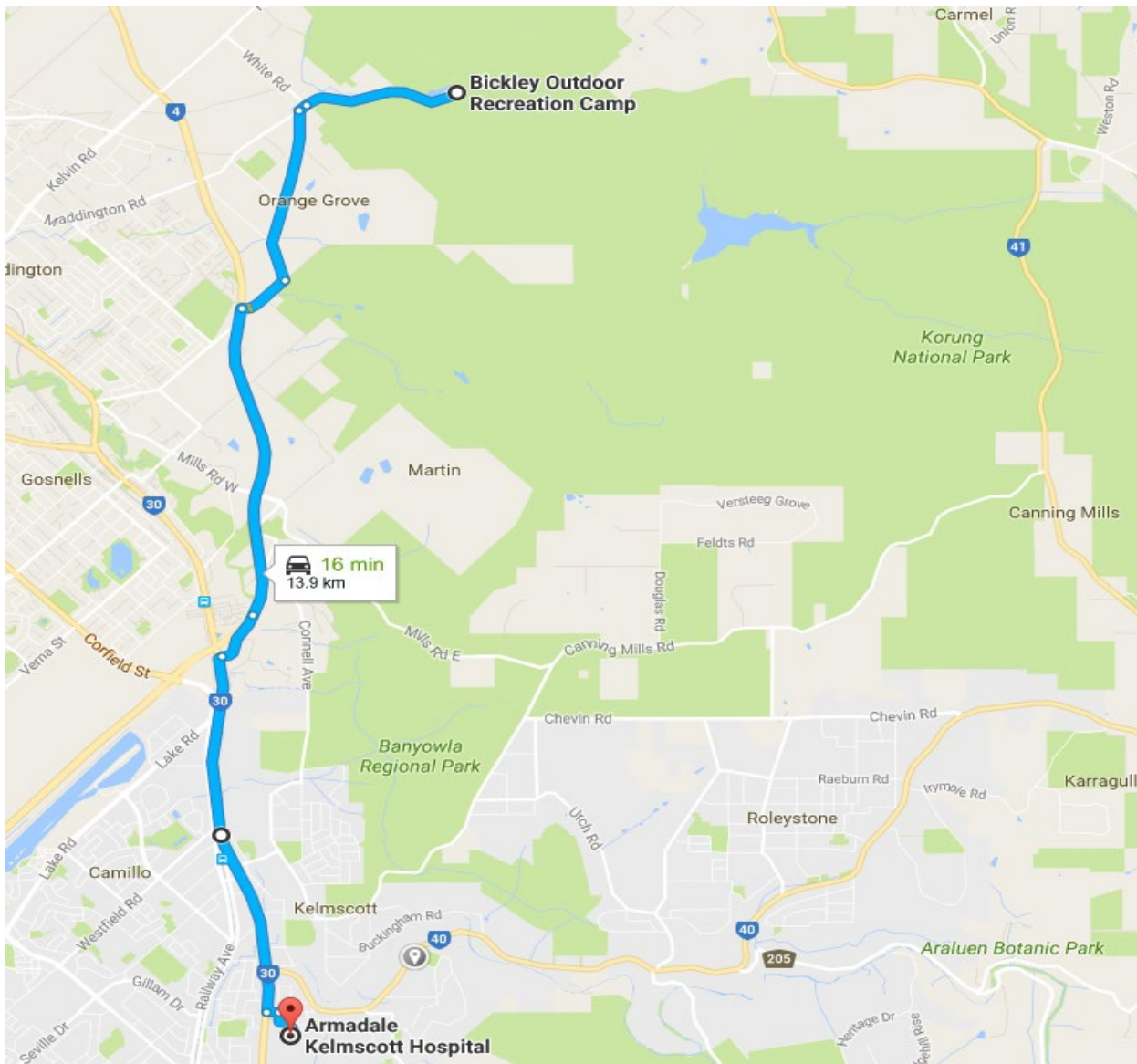
## Hospital and medical centre directions

### Map – Armadale Hospital / Armadale Health Service

3056 Albany Hwy, Mt Nasura, WA 6112 – 13.9 km about 16 minutes' drive

Emergency (24Hrs):PH:9391 2175

Armadale Health Service:PH:9391 2000

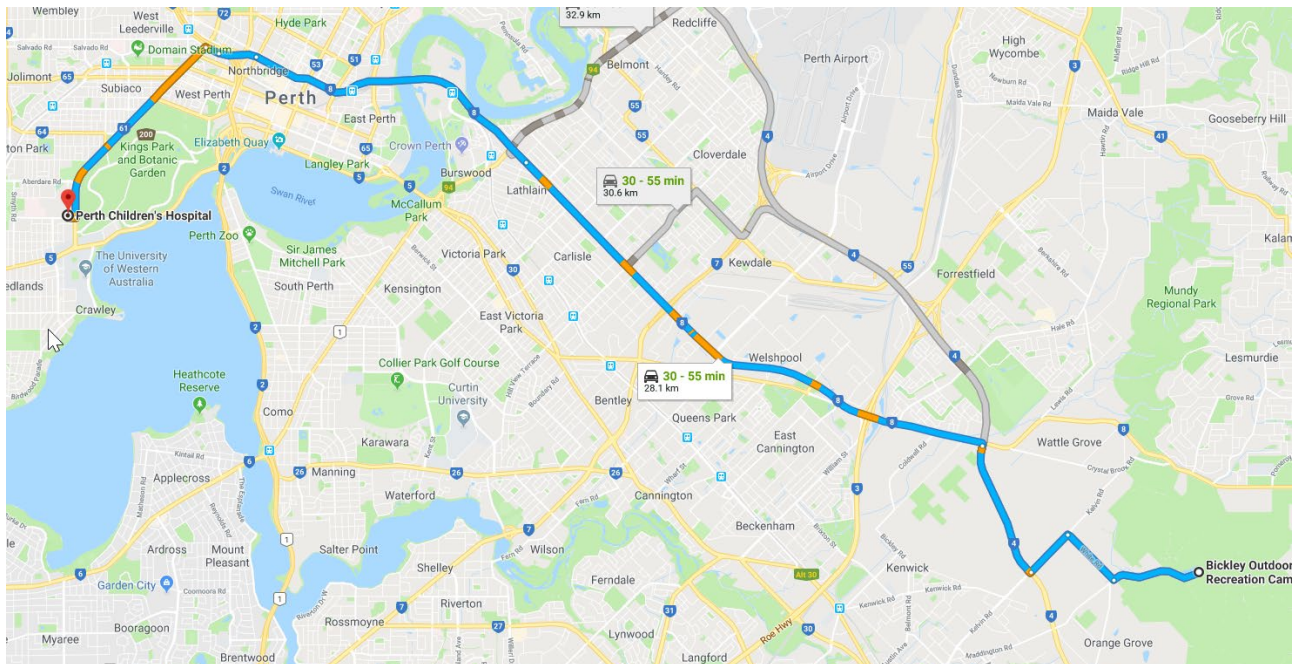


#### DIRECTIONS:

- |  |        |        |
|--|--------|--------|
| • turn RIGHT out of the camp and head down Hardinge Road | 1.7 km | 2 min  |
| • at the stop sign turn LEFT onto Maddington Road        | 0.1 km | 10 sec |
| • 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 Exit                         | 4.5 km | 3 min  |
| • turn LEFT into Hospital after Brookton Hwy.            | 4.9 km | 6 min  |

## Map – Perth Children’s Hospital

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



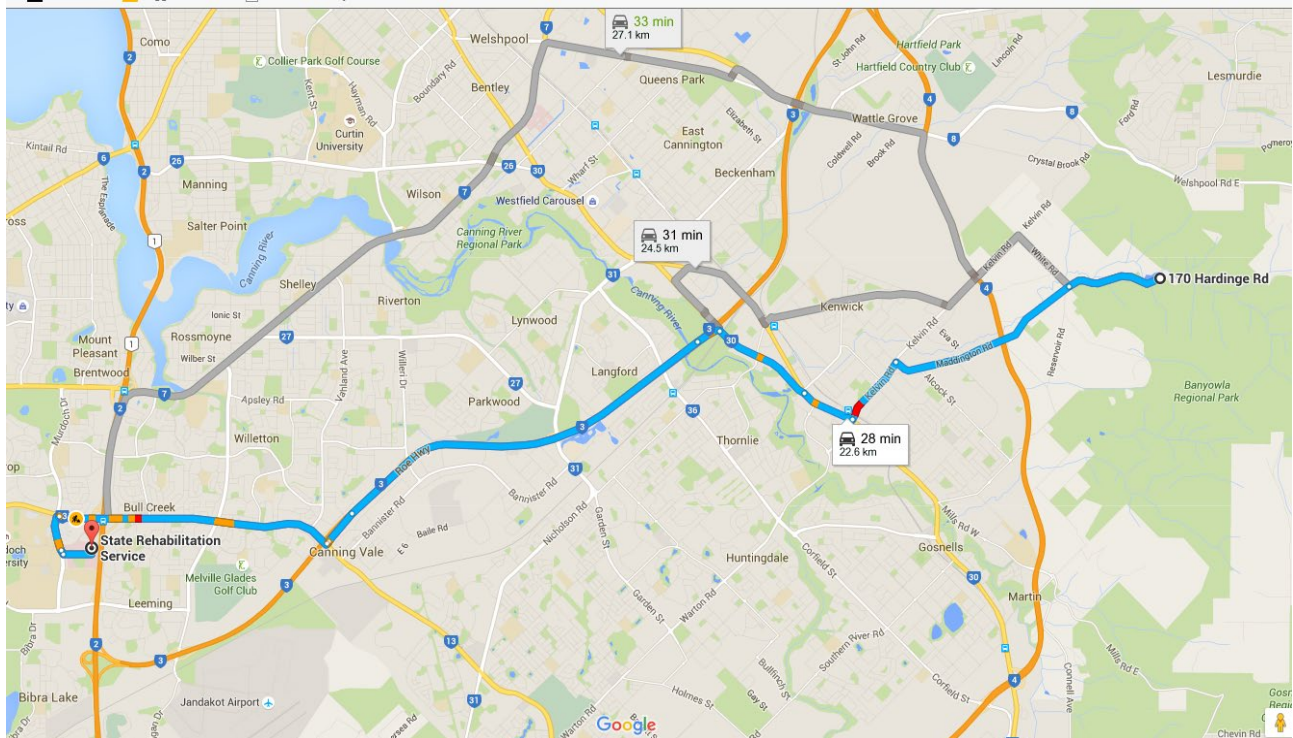
### DIRECTIONS:

- |   |        |        |
|---|--------|--------|
| • 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 the roundabout onto Hospital Ave.             | 0.1 km | 10 sec |



## Map – Fiona Stanley Hospital

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



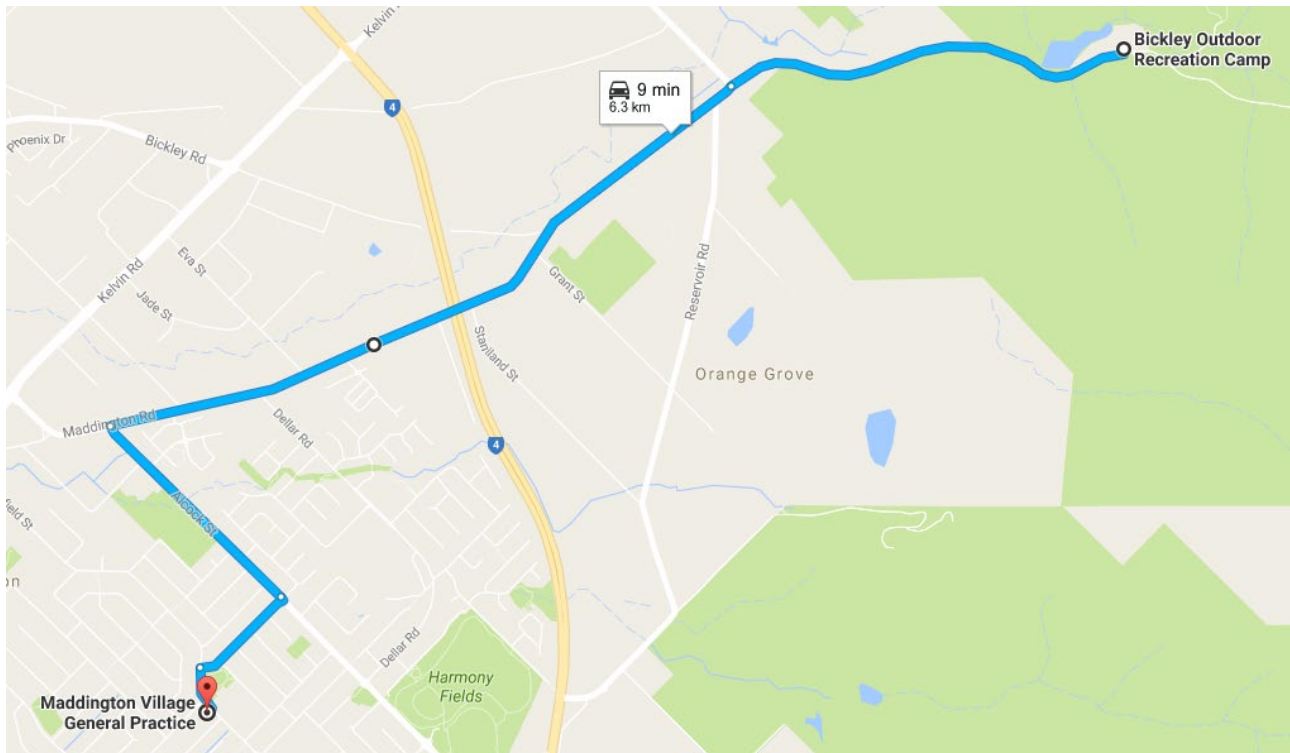
### DIRECTIONS:

- |   |        |       |
|---|--------|-------|
| • 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 |

## Map – Maddington Village General Practice

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

Bulk bill?	Monday to Friday	Saturday	Sunday
Bulk billing for U16 and concession holders	8am to 6pm	9:30am to 1pm	CLOSED
Walk-Ins available	5pm to 7pm	N/A	CLOSED



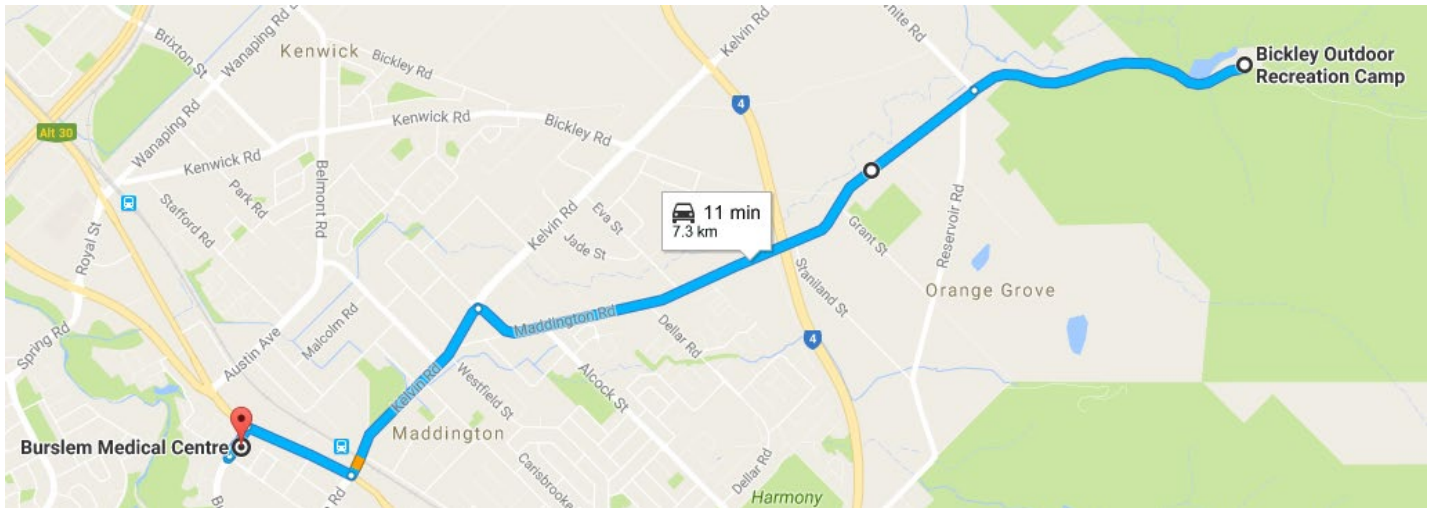
### DIRECTIONS:

- 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.

## Map – Burslem Drive Medical Centre

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

Bulk bill?	Monday to Friday	Saturday	Sunday
Bulk billing for U16 and concession holders	8am to 6pm	8am to 2pm	9am to 1pm



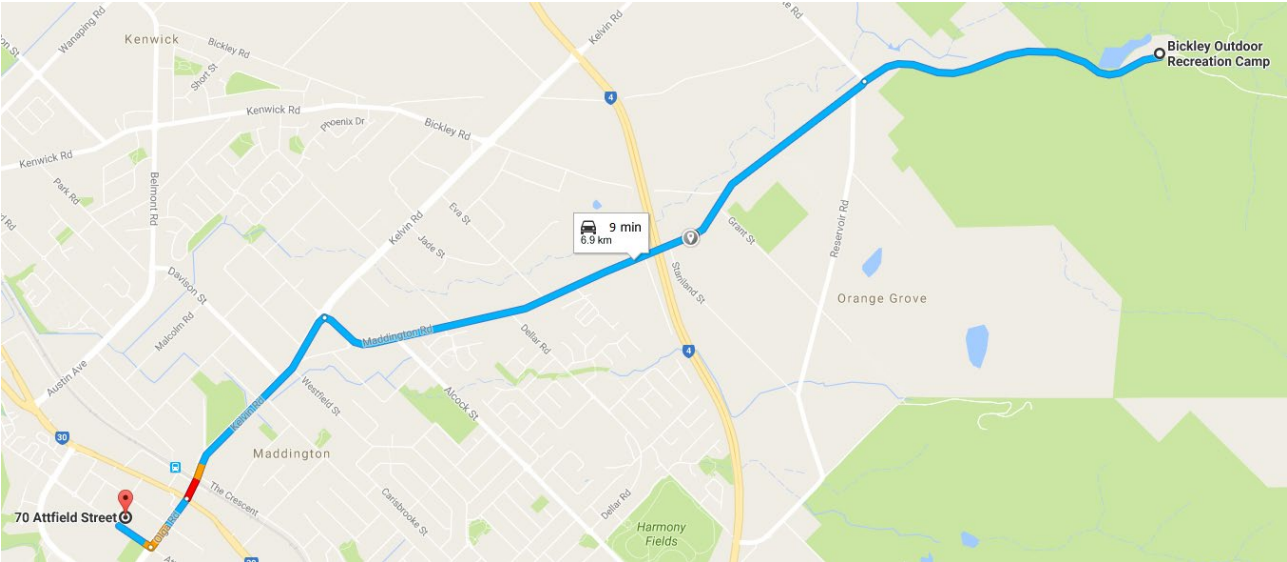
### DIRECTIONS:

- 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.

Map – Granada Medical Centre

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

Bulk bill?	Monday to Friday	Saturday	Sunday
Bulk billing for U15 and concession holders	8am to 6pm	9am to 4pm	9:30am to 4pm



DIRECTIONS:

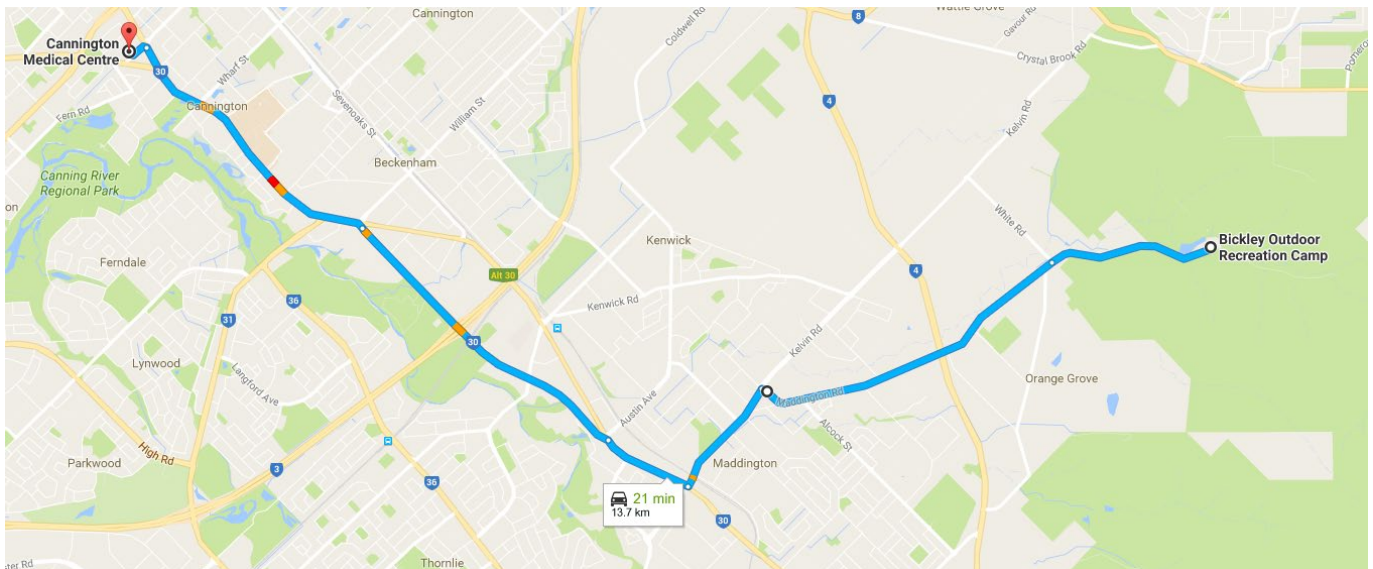
- |  |        |        |
|--|--------|--------|
| • turn RIGHT out of the camp and head down Hardinge Road | 1.7 km | 2 min  |
| • at the stop sign go STRAIGHT onto Maddington Road      | 3.4 km | 5 min  |
| • at the roundabout turn LEFT onto Kelvin Road           | 1.2 km | 2 min  |
| • continue onto Olga Road                                | 0.3 km | 15 sec |
| • turn RIGHT onto Attfield Street                        | 0.2 km | 15 sec |
| • turn RIGHT into Granada Medical Centre.                |        |        |



## Map – Cannington Medical and Dental Centre

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

Bulk bill?	Monday to Friday	Saturday	Sunday
Bulk billing for U16 and concession holders	8am to 6pm	9am to 4pm	9:30am to 4pm



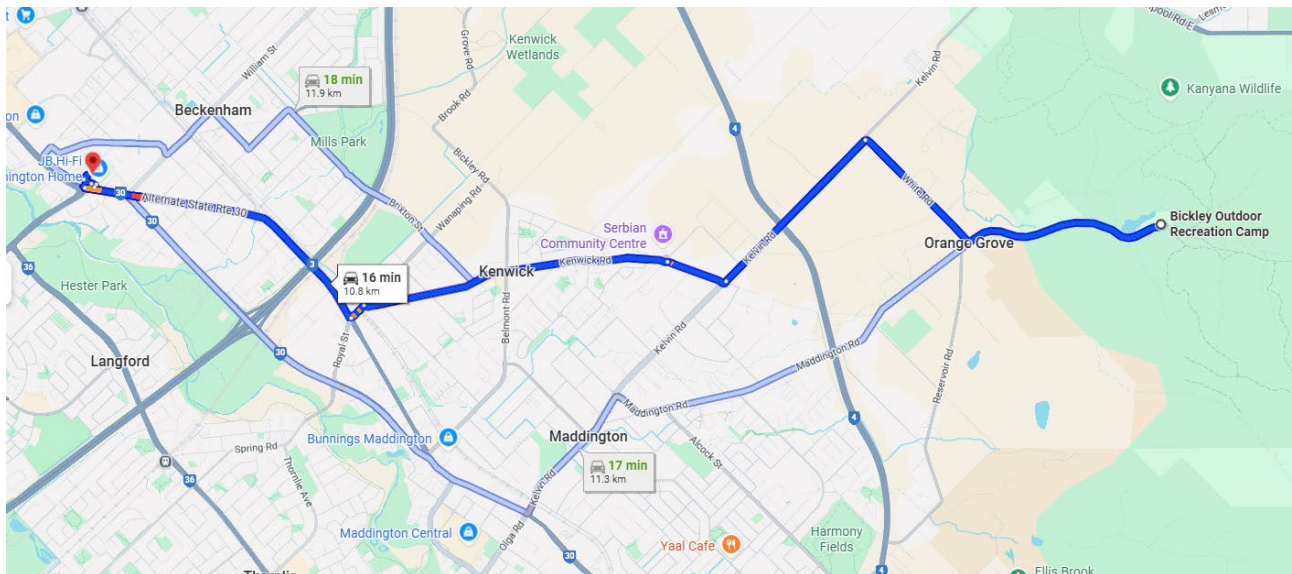
### DIRECTIONS:

- 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.



## Map – St John Urgent Care Cannington

1472 Albany Hwy, Beckenham WA 6109 – 9350 8000 – 10.8 km about 16 minutes – 8AM - 9PM



### DIRECTIONS:

- |  |        |        |
|--|--------|--------|
| • 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                             | 1.0 km | 2 min  |
| • make a U-turn at Nicolson Rd/State Route 31            | 4.9 km | 8 min  |
| • turn LEFT into carpark.                                | 120 m  | 30 sec |

### Come to St John Urgent Care Centres for:

- incidents that are urgent, but not an emergency
- possible sprains or broken bones
- cuts that need stitches or glue
- sports injuries
- minor eye and ear problems
- minor burns and scalds
- cold and flu symptoms (including sore throats)
- minor illnesses including fever, infections and rashes
- insect and animal bites.

### Attend emergency department or CALL 000 for:

- heart attack/chest pains
- inability to breathe
- collapse/seizure/stroke
- heavy bleeding
- serious head or neck injury
- motor vehicle accidents
- severe stomach pain
- severe burns
- bleeding in pregnancy
- serious mental health problems
- poisoning or serious allergic reaction.

## **Standard emergency response (phase 3)**

### **Major medical emergency**

- ☐ counselling 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 re-stocked
- ☐ 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 Insurance Commission of Western Australia (risk cover) is notified.

#### **If an accident occurs on one of our programs:**

- ☐ if needed, ensure CITS staff involved in the incident are removed from inappropriate duties until deemed fit to return to work. All CITS 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**

- ☐ counselling is to be made available to any parties affected as per CIMPL plan
- ☐ ensure first aid kits and survival kits are re-stocked
- ☐ 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 Insurance Commission of Western Australia (Risk Cover) is notified
- ☐ clean up and repairs to commence.

#### **Earthquake emergencies**

- ☐ counselling 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.

#### **Severe fire emergencies**

- ☐ counselling 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 counsellor
- ☐ ensure Insurance Commission of Western Australia (risk cover) is notified.

## Bites and stings – information

Serious allergic reactions occur in approximately 2% of stings from ants, bees and wasps. Symptoms such as swelling of the face, lips and tongue, breathing difficulties or a generalised rash are potentially life-threatening and require urgent medical attention.

### Insects

**Bee stings:** Remove the sting by scraping, never squeeze the site. Wash the area and apply antiseptic cream. Keep the sting site rested, elevated and cool. Local swelling and irritation may last for several days.

**Wasp and Hornet stings:** These do not leave a sting behind. Treat as for bee stings.

**Ant and other insect bites:** Treat as above.



**Scorpions:** Stings can be very painful and the pain may persist for several hours. Local redness and numbness often occur. Wash the sting site; apply antiseptic and a cool pack. Give oral analgesia such as paracetamol. Australian scorpions do not cause severe symptoms.

**Centipedes:** Apply antiseptic to the bite site. Local redness, itching and pain are common. Severe pain sometimes occurs.

### Spiders

**Red-back spider (Lactrodectus):** Wash the bite site; apply antiseptic and a cool pack. In the majority of cases only minor pain and redness occur. In 25% of cases, severe pain and other symptoms such as sweating, headache, vomiting and muscle pain develop over the first few hours. Hospital assessment is required for severe symptoms.

**White-tailed spider (Lampona):** There is no clear scientific evidence that bites from these spiders cause skin ulceration. Treat as for bites from spiders-other.

**Spiders-other:** Wash the bite site, apply antiseptic and see your GP if signs of local infection develop.

(This information only applies to the regions of South Australia, Western Australia and the Northern Territory).





# First Aid for Snake Bites

Spotted  
Mulga Snake

## Key points:

Treat all bites, including suspected bites as potentially life threatening

Do not wash, squeeze or puncture the bite site

Apply a pressure immobilisation bandage (see diagram)

Keep the victim calm and still

Do not give food or alcohol

Do not allow the victim to walk.

Get urgent medical/ambulance assistance. Call 000 for the ambulance

Do not attempt to catch or kill the snake

Bites to the head and trunk must be bandaged as firmly as possible

Apply a broad pressure bandage from below upwards and over the bite site as soon as possible. Do not remove trousers, as the movement of doing so will assist venom to enter blood stream. Keep the bitten leg still.

The bandage should be as tight as you would apply to a sprained ankle. The patient should avoid any unnecessary movements.

Extend the bandage as high as possible.

Apply a splint to the leg, immobilising joints either side of the bite

Bind it firmly to as much of the leg as possible. Walking should be restricted



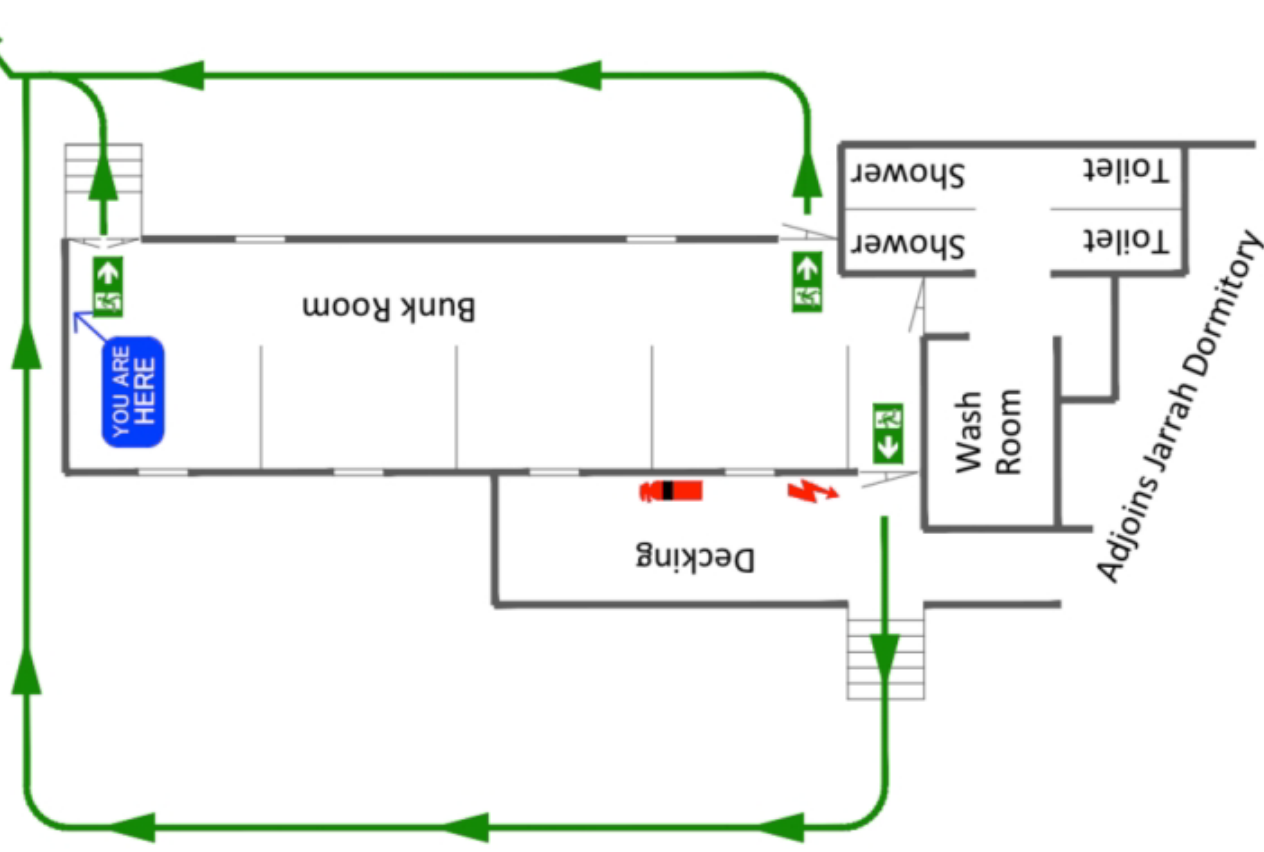
Also used for Blue Ringed Octopus & Funnel Web Spiders

# EVACUATION DIAGRAM

## Banksia Dormitory - Bickley Camp



Assembly Area:  
Amphitheatre Muster Point



### Legend



Evacuation  
Path



Emergency  
Exit



Assembly  
Area



CO<sub>2</sub>  
Extinguisher



Switchboard

### SITE PLAN



Banksia  
Dormitory

### R

#### RESCUE:

- yourself.
- other residents, staff, contractors, volunteers and visitors.

### A

#### Raise the ALARM:

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

### C

#### CONTAIN the fire:

- To the room or space of origin.
- Close the doors behind you.

### E

#### EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



### Emergency Contact

#### Information

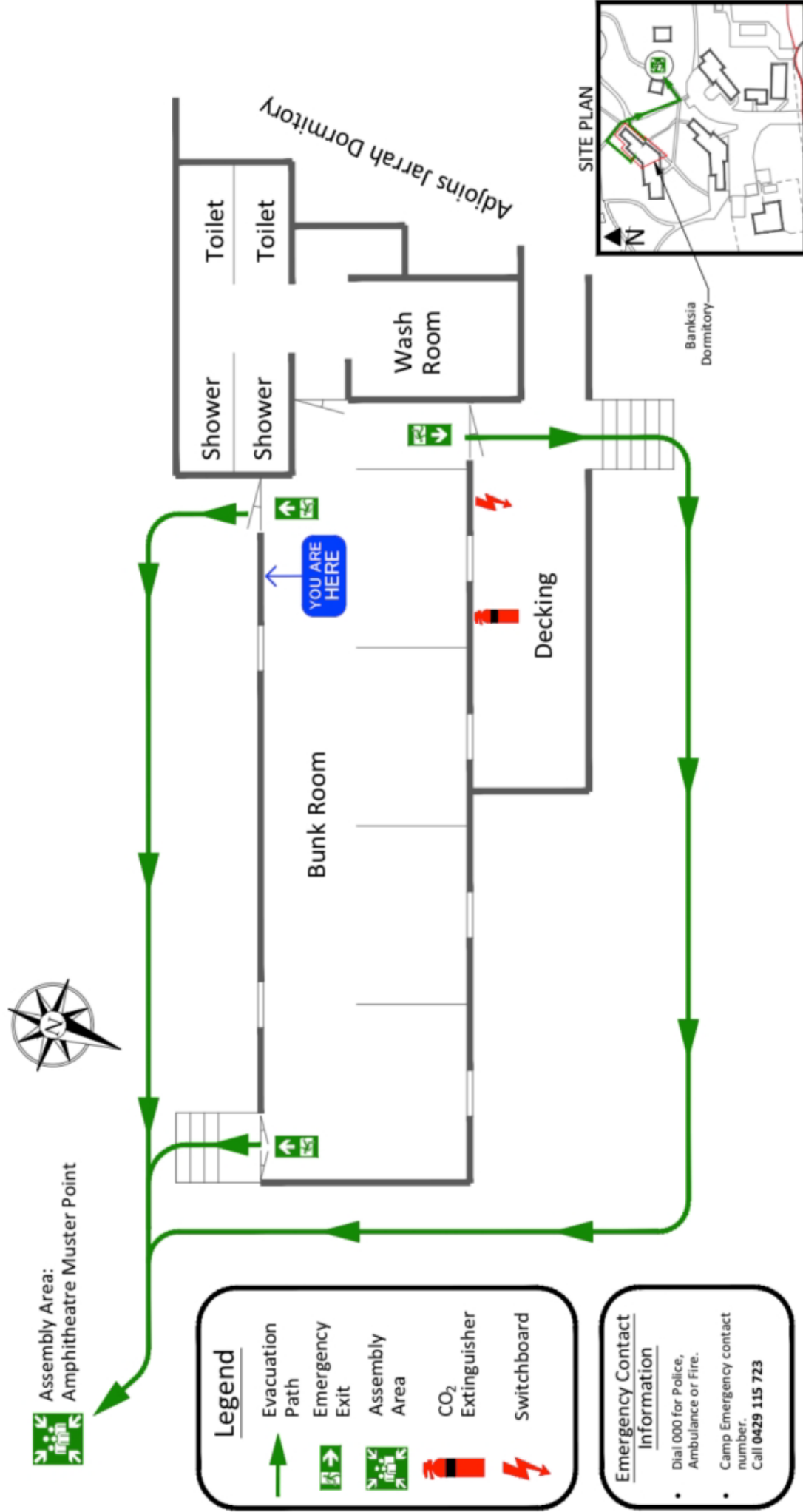
- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call **0429 115 723**

Created: Entire Fire  
Reviewed: Dr David Deeley  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022



# EVACUATION DIAGRAM

## Banksia Dormitory - Bickley Camp



R	A	C	E
<b>RESCUE:</b> <ul style="list-style-type: none"> <li>yourself.</li> <li>other residents, staff, contractors, volunteers and visitors.</li> </ul>	<b>RAISE the ALARM:</b> <ul style="list-style-type: none"> <li>Alert the Fire Brigade by calling 000.</li> <li>Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>To the room or space of origin.</li> <li>Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>Follow instructions.</li> <li>Go to Assembly Area.</li> <li>Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>



Created: Entire Fire  
 Reviewed: Dr David Deeley  
 Version: 2.0  
 Issued: 6<sup>th</sup> May, 2022





# EVACUATION DIAGRAM

## Jarrah Dormitory - Bickley Camp



**R**

### RESCUE:

- yourself.
- other residents, staff, contractors, volunteers and visitors.

**A**

### Raise the ALARM:

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

**C**

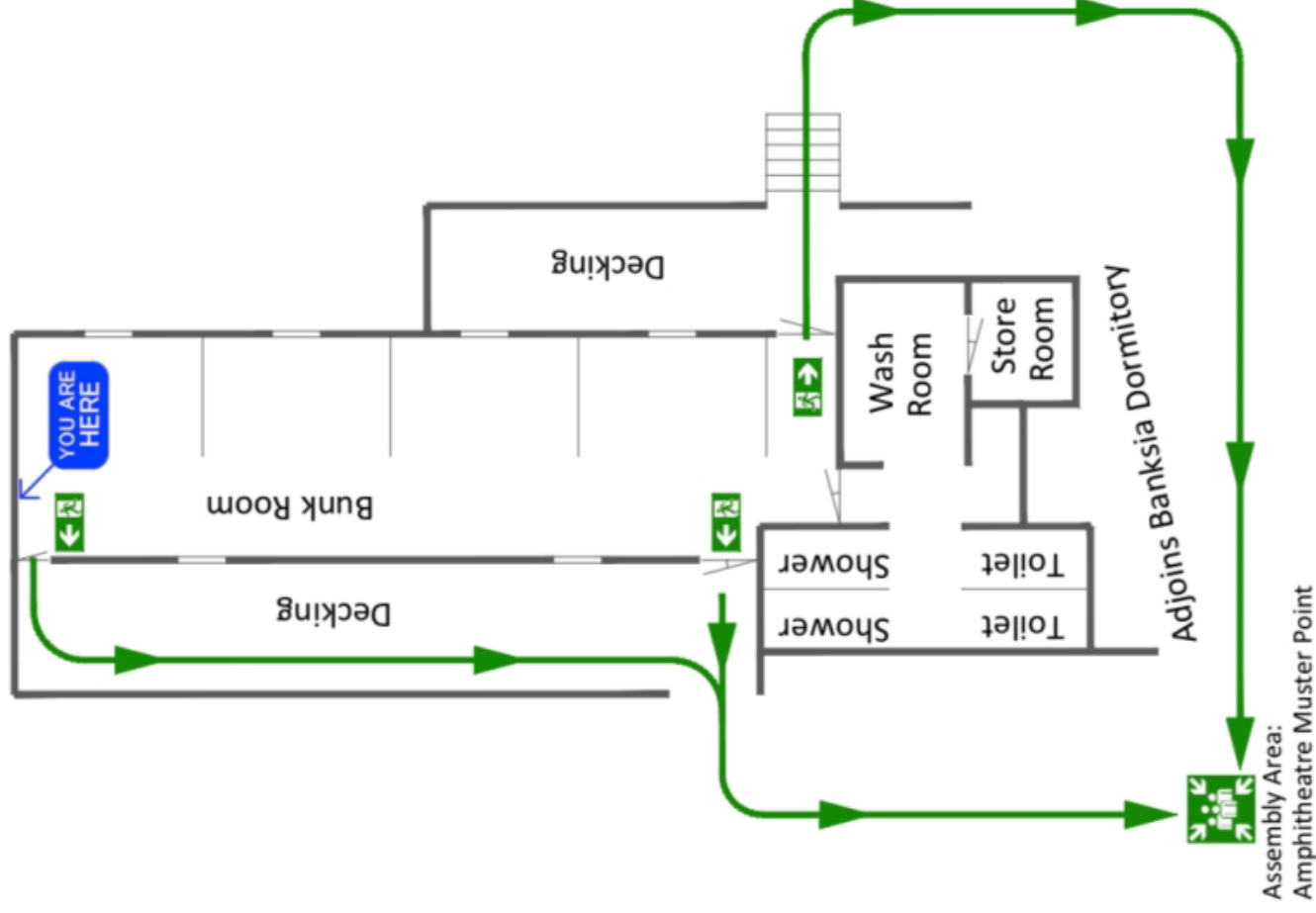
### CONTAIN the fire:

- To the room or space of origin.
- Close the doors behind you.

**E**

### EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



### Legend

- Evacuation Path (green arrow)
- Emergency Exit (green arrow with 'EXIT' text)
- Assembly Area (green 'X' with 'ASSEMBLY' text)

### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number. Call **0429 115 723**

### SITE PLAN



Created: Entire Fire

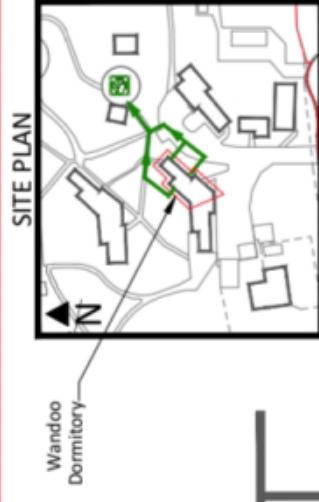
Reviewed: Dr David Deeley  
BushFire Works

Version: 2.0

Issued: 6<sup>th</sup> May, 2022



## Wandoo Dormitory - Bickley Camp

 Switchboard

- Dial 000 for Police, Ambulance or Fire.

- Camp Emergency contact number.  
Call 0429 115 723

**RESCUE:**

- yourself.
- other residents, staff, contractors, volunteers and visitors.

**Raise the ALARM:**

**Raise the ALARM:**

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

**CONTAIN the fire:**

**CONTAIN the fire:**

- To the room or space of origin.
- Close the doors behind you.

## EXTINGUISH or EVACUATE:

## EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



Created: Entire Fire

Reviewed: Dr David Deeley

**BushFire Works**

Version: 2.0

Issued: 6<sup>th</sup> May, 2022

## Entire Fire

Dr David D

Bus

2.0

6th May, 2022

## Entire Fire

Dr David D

Bus

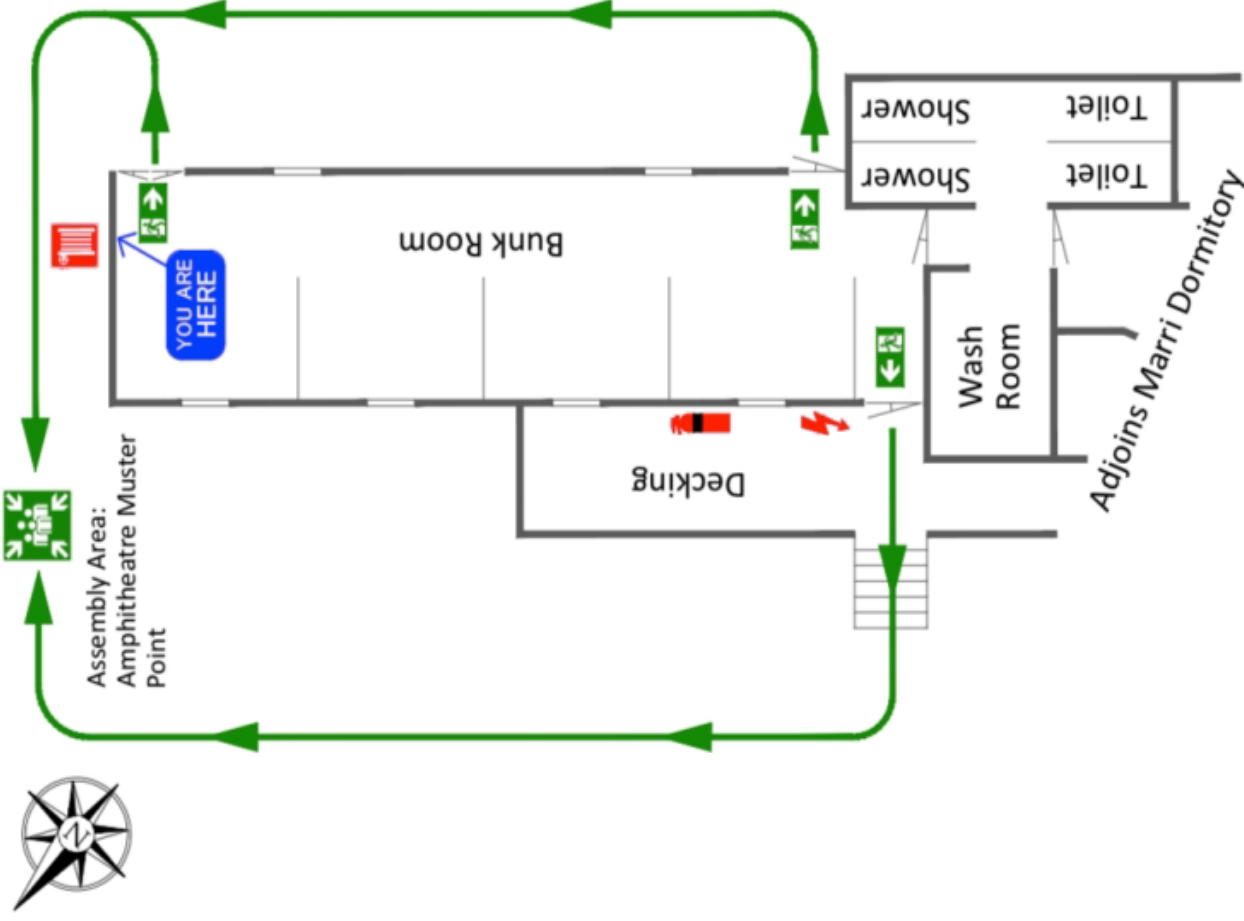
2.0

6th May, 2022



# EVACUATION DIAGRAM

## Wandoo Dormitory - Bickley Camp



<b>R</b>	<b>RESCUE:</b>
	<ul style="list-style-type: none"> <li>yourself.</li> <li>other residents, staff, contractors, volunteers and visitors.</li> </ul>
<b>A</b>	<b>Raise the ALARM:</b>
	<ul style="list-style-type: none"> <li>Alert the Fire Brigade by calling 000.</li> <li>Notify staff onsite or via Camp Emergency contact number.</li> </ul>
<b>C</b>	<b>CONTAIN the fire:</b>
	<ul style="list-style-type: none"> <li>To the room or space of origin.</li> <li>Close the doors behind you.</li> </ul>
<b>E</b>	<b>EXTINGUISH or EVACUATE:</b>
	<ul style="list-style-type: none"> <li>Follow instructions.</li> <li>Go to Assembly Area.</li> <li>Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>

**Legend**

- Evacuation Path
- Emergency Exit
- Assembly Area
- CO<sub>2</sub> Extinguisher
- Fire Hose Reel
- Switchboard

**Emergency Contact Information**

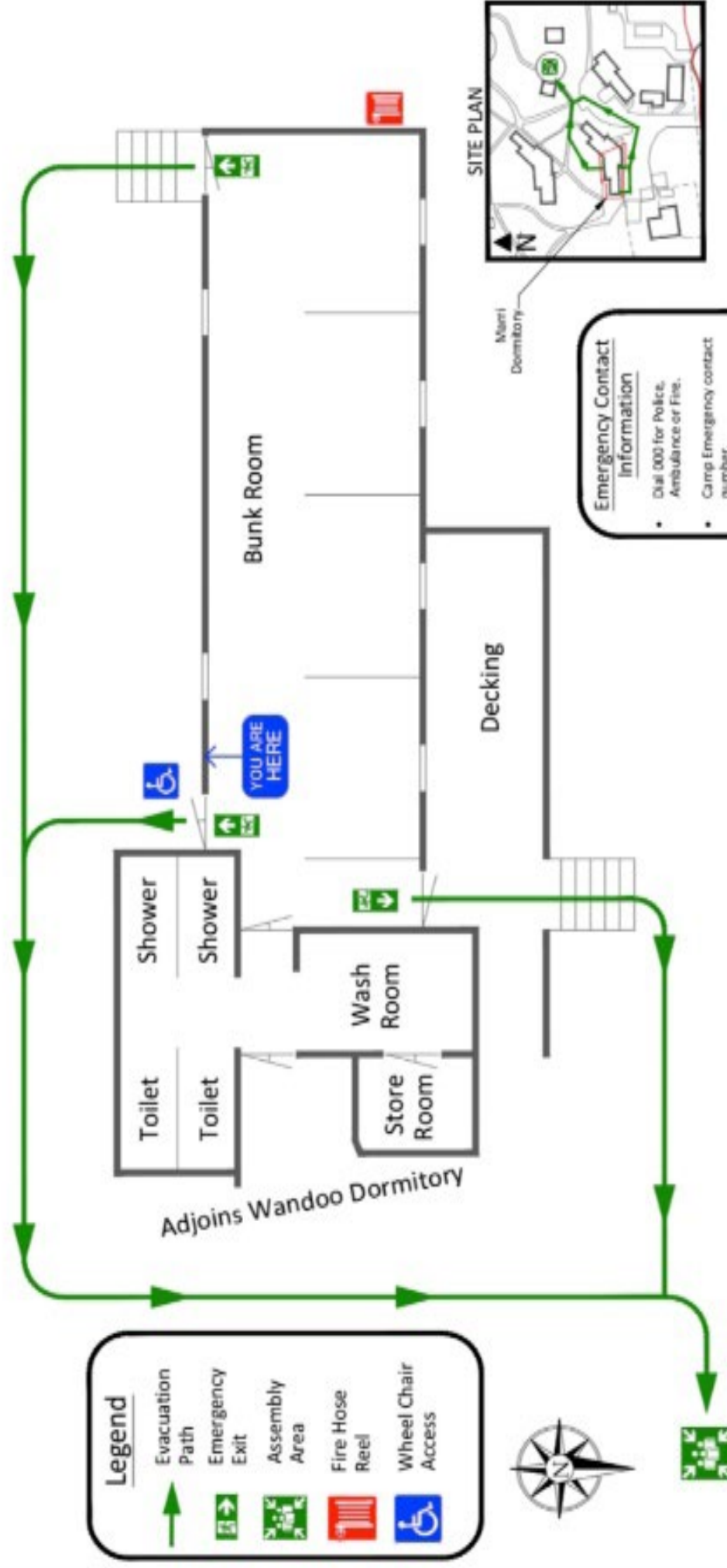
- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number. Call **0429 115 723**

Created: Entire Fire  
 Reviewed: Dr David Deeley  
 Version: 2.0  
 Issued: 6<sup>th</sup> May, 2022

**Bush Fire Works**

# EVACUATION DIAGRAM

## Marri Dormitory - Bickley Camp



R		A	C	E
<b>REScue:</b> <ul style="list-style-type: none"> <li>yourself.</li> <li>other residents, staff, contractors, volunteers and visitors.</li> </ul>		<b>Raise the ALARM:</b> <ul style="list-style-type: none"> <li>Alert the Fire Brigade by calling 000.</li> <li>Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>To the room or space of origin.</li> <li>Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>Follow instructions.</li> <li>Go to Assembly Area.</li> <li>Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>



Created: Entire Fire  
 Reviewed: Dr David Deeley  
 Version: 2.0  
 Issued: 6<sup>th</sup> May, 2022  
 Bush Fire Works

# EVACUATION DIAGRAM

## Marri Dormitory - Bickley Camp



### R

#### RESOLVE:

- yourself.
- other residents, staff, contractors, volunteers and visitors.

### A

#### Raise the ALARM:

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

### C

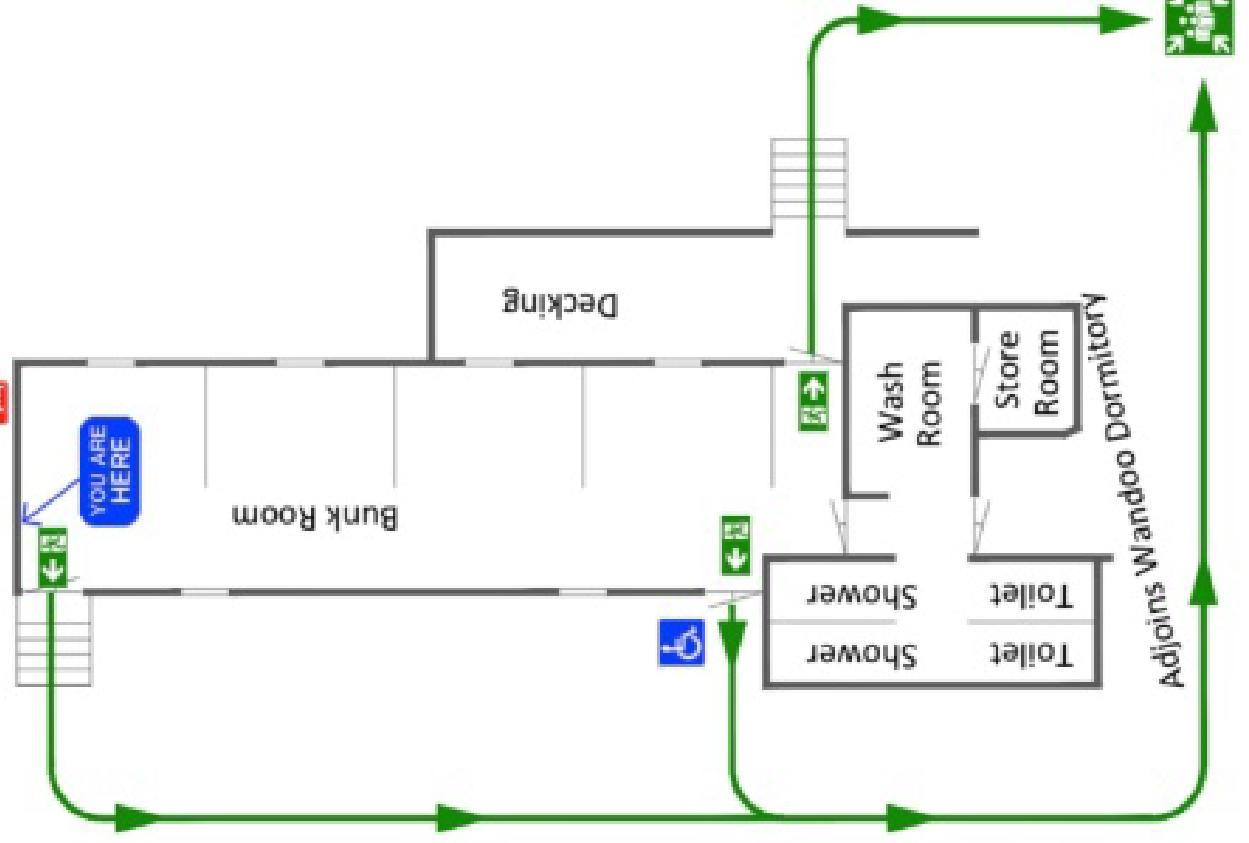
#### CONTAIN the fire:

- To the room or space of origin.
- Close the doors behind you.

### E

#### EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



Assembly Area:  
Amphitheatre Muster Point

SITE PLAN



### Legend

- Evacuation Path (green arrow)
- Emergency Exit (green arrow with X)
- Assembly Area (green square with people icon)
- Fire Hose Reel (red square with hose icon)
- Wheel Chair Access (blue square with wheelchair icon)

### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call 0429 115 723

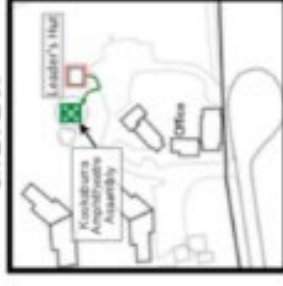
Created: Entire Fire  
Reviewed: Dr David Deeley  
BushFire Works  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022



# EVACUATION DIAGRAM

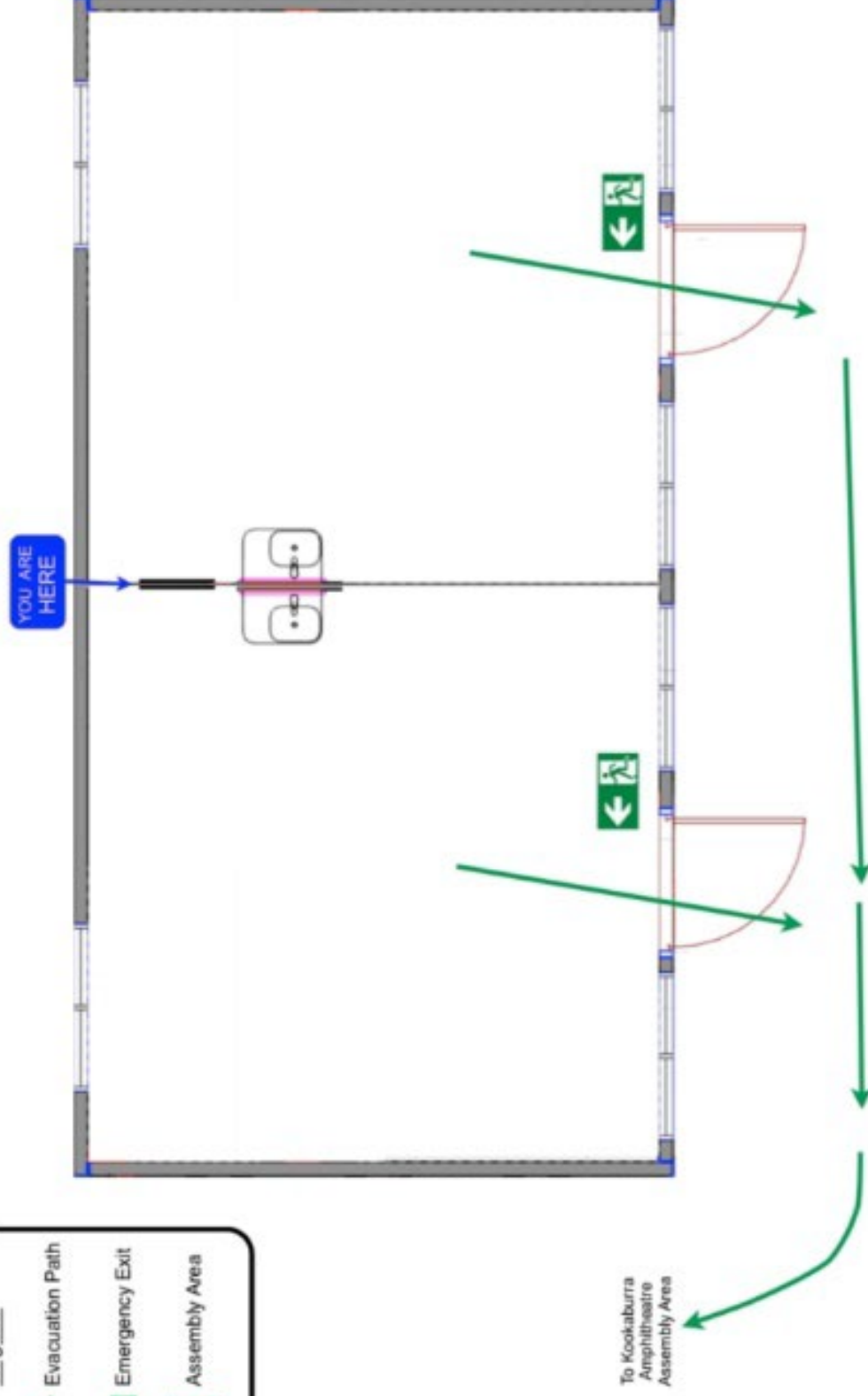
## Leader's Hut - Bickley Camp

SITE PLAN



**Legend**

- Evacuation Path
- Emergency Exit
- Assembly Area



**Emergency Contact Information**

- Dial 000 for Police, Ambulance or Fire
- Camp Emergency Contact Number: Call 0429 115 723

R	A	C	E
<b>RESCUE:</b> <ul style="list-style-type: none"> <li>yourself</li> <li>Other residents, staff, contractors, volunteers and visitors.</li> </ul>	<b>RAISE the ALARM:</b> <ul style="list-style-type: none"> <li>Alert the Fire Brigade by calling 000</li> <li>Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>To the room or space of origin</li> <li>Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>Follow instructions</li> <li>Go to Assembly Area</li> <li>Only to attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>

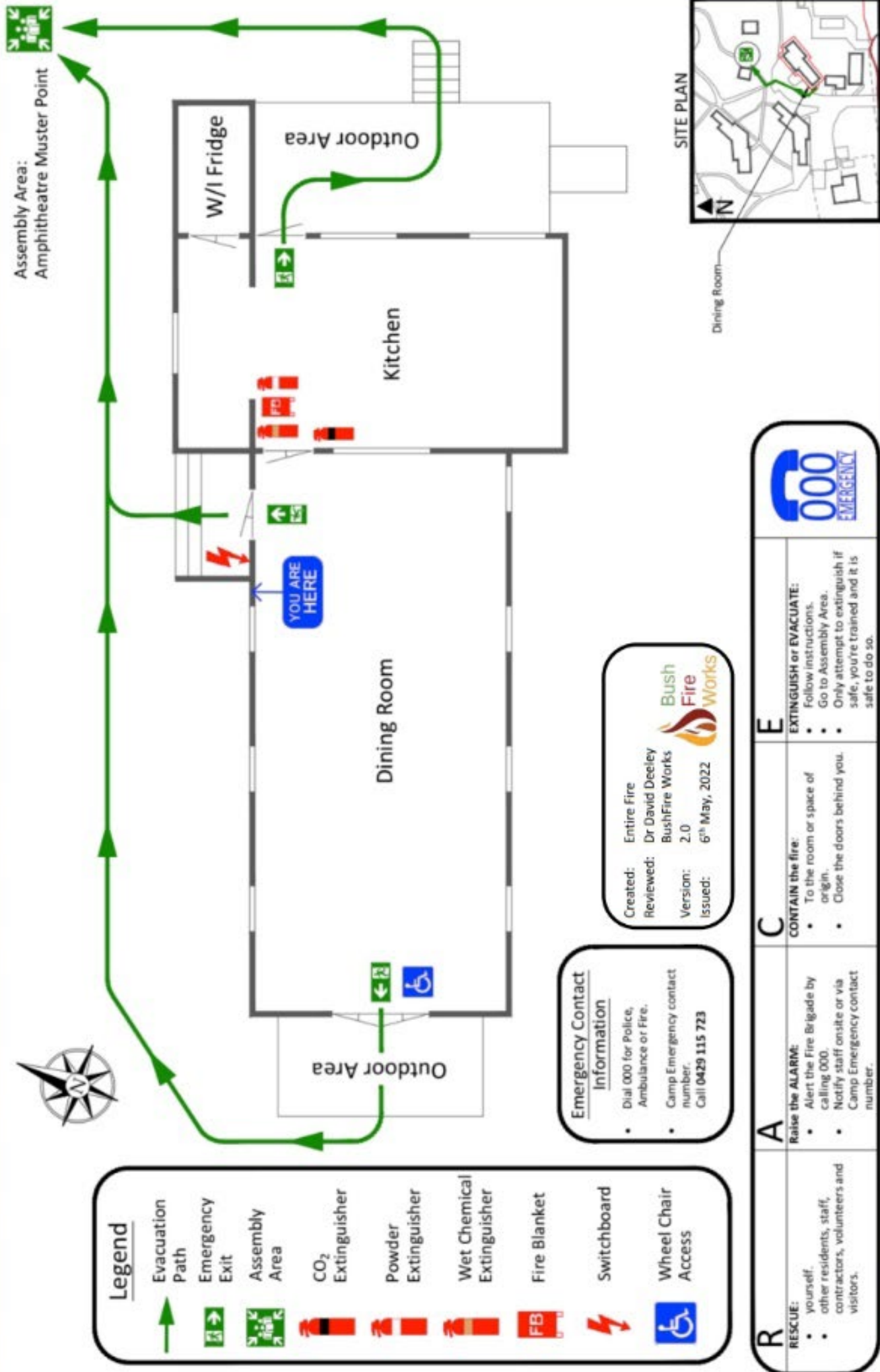


Created: Working on Fire Planning  
 Reviewed: Dr David Deeley  
 Version: BushFire Works 2.0  
 Issued: 6th May, 2022

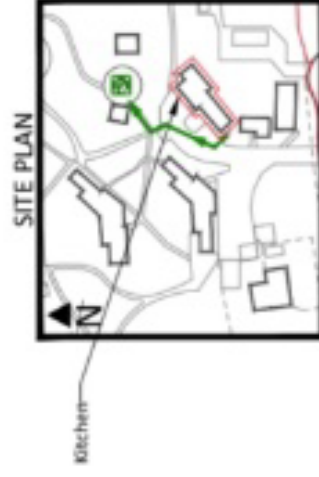


# EVACUATION DIAGRAM

## Dining Room - Bickley Camp



## Kitchen - Bickley Camp



**Emergency Contact Information**

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call **0429 115 723**

Created: Entire Fire  
Reviewed: Dr David Dooley  
BushFire Works  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022

R	A	C	E
<b>RESCUE:</b> <ul style="list-style-type: none"> <li>• yourself.</li> <li>• other residents, staff, contractors, volunteers and visitors.</li> </ul>	<b>RAISE THE ALARM:</b> <ul style="list-style-type: none"> <li>• Alert the Fire Brigade by calling 000.</li> <li>• Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>• To the room or space of origin.</li> <li>• Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>• Follow Instructions.</li> <li>• Go to Assembly Area.</li> <li>• Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>

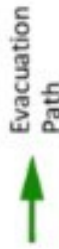
# EVACUATION DIAGRAM

## Meeting Room - Bickley Camp

Created: Entire Fire  
Reviewed: Dr David Deely  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022



### Legend



### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call 0429 115 723

### R

**RESCUE:**

- yourself.
- other residents, staff, contractors, volunteers and visitors.

### A

**Raise the ALARM:**

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

### C

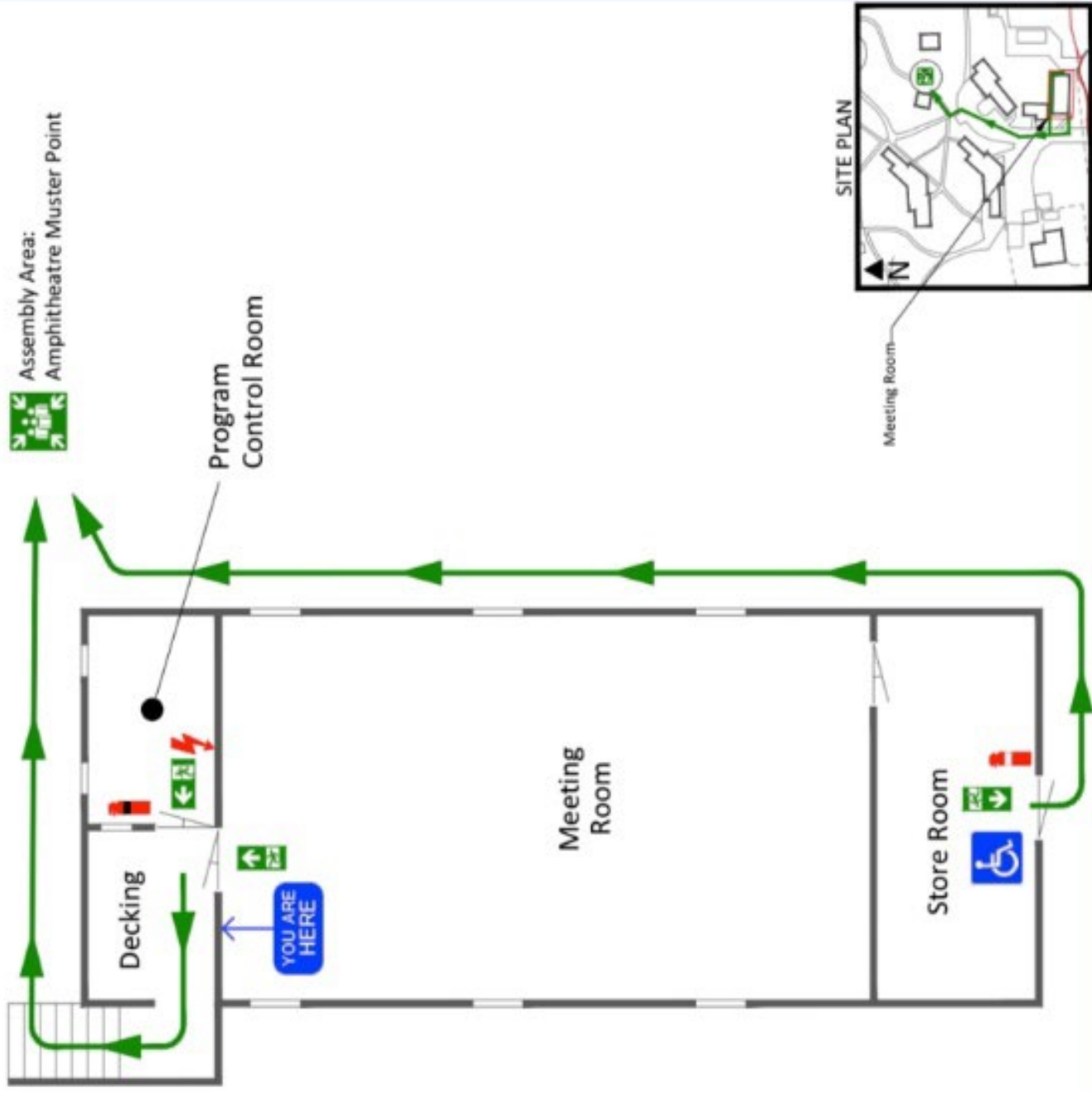
**CONTAIN the fire:**

- To the room or space of origin.
- Close the doors behind you.

### E

**EXTINGUISH or EVACUATE:**

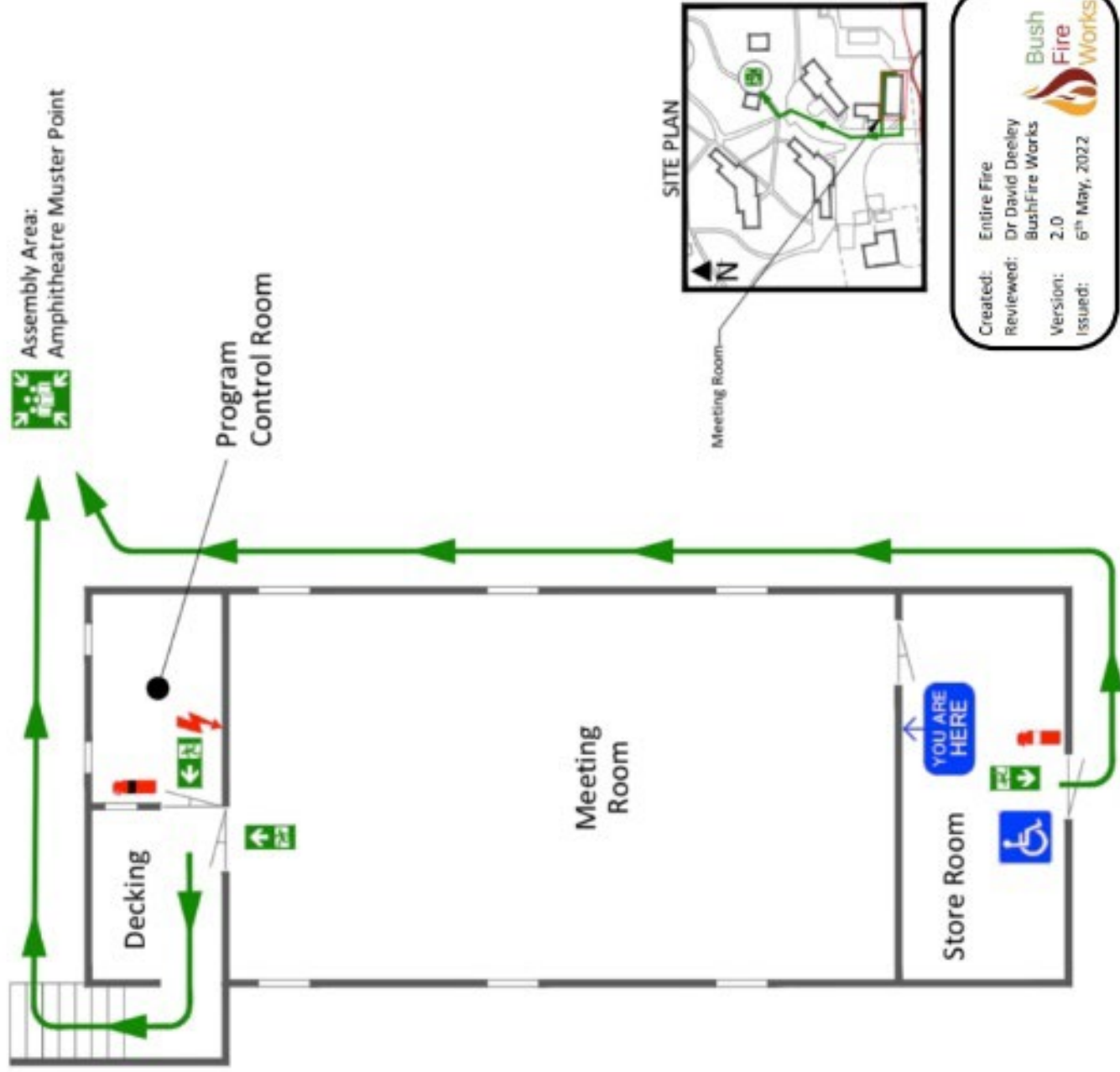
- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.





# EVACUATION DIAGRAM

## Meeting Room - Bickley Camp



Created: Entire Fire  
Reviewed: Dr David Deeley  
Reviewed: BushFire Works  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022



### R

#### RESCUE:

- yourself.
- other residents, staff, contractors, volunteers and visitors.

### A

#### Raise the ALARM:

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

### C

#### CONTAIN the fire:

- To the room or space of origin.
- Close the doors behind you.

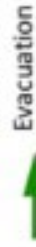
### E

#### EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



### Legend



Evacuation Path



Emergency Exit



Assembly Area



CO<sub>2</sub> Extinguisher



Powder Extinguisher



Switchboard



Wheel Chair Access

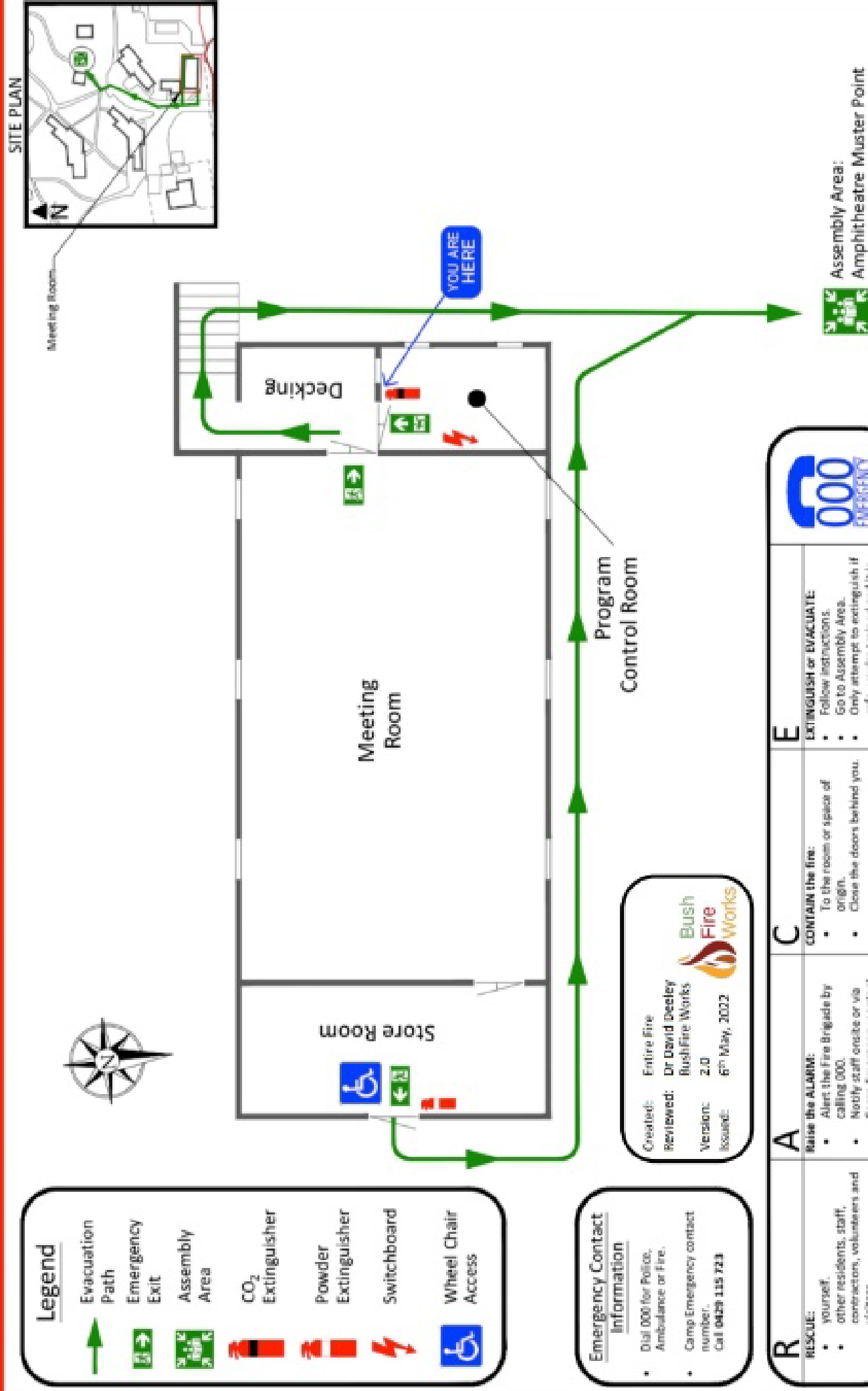
### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call 0429 115 723



# EVACUATION DIAGRAM

## Meeting Room - Bickley Camp



# EVACUATION DIAGRAM

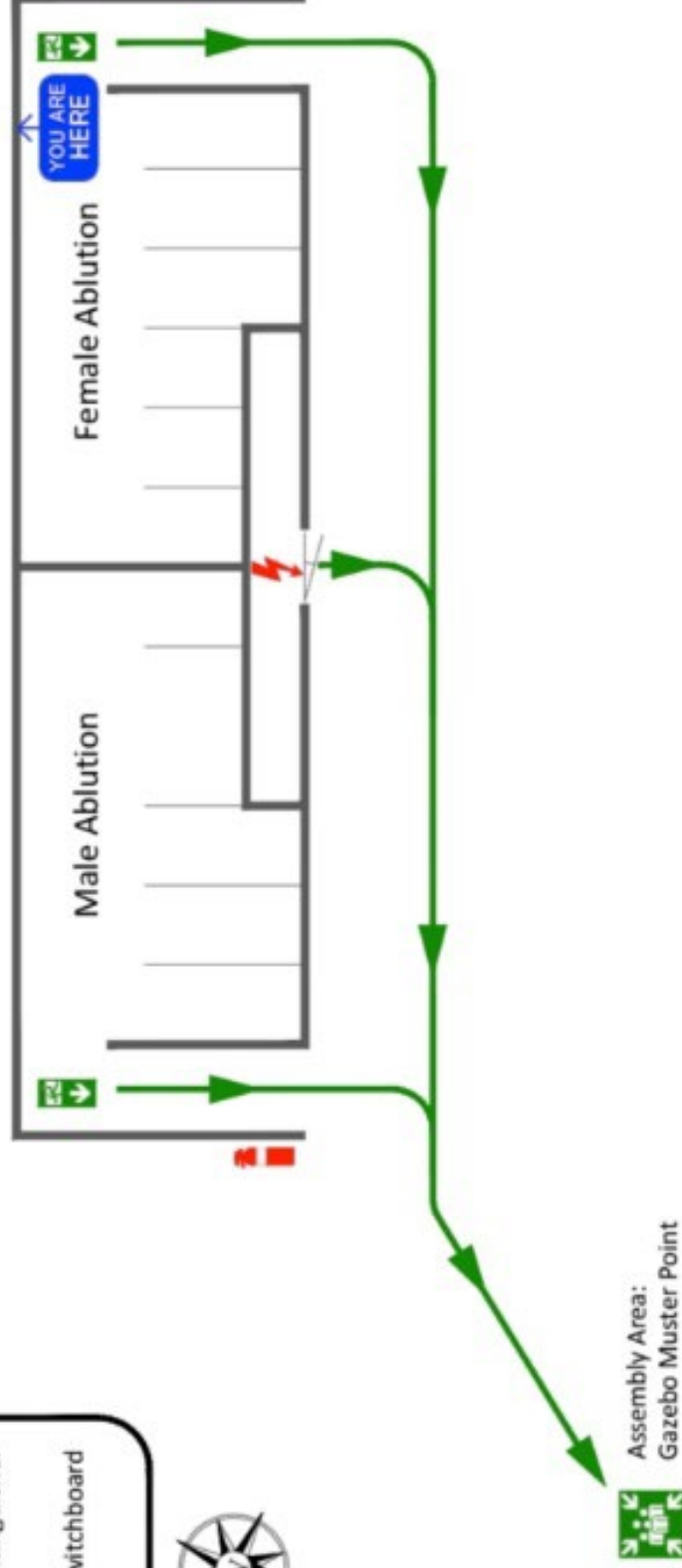
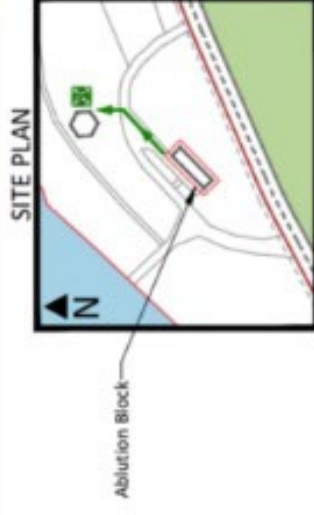
## Billabong Ablution Block - Bickley Camp

**Legend**

- Evacuation Path
- Emergency Exit
- Assembly Area
- Powder Extinguisher
- Switchboard

**Emergency Contact Information**

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number. Call 0429 115 723



R	A	C	E
<b>RESCUE:</b> <ul style="list-style-type: none"> <li>yourself.</li> <li>other residents, staff, contractors, volunteers and visitors.</li> </ul>	<b>RAISE the ALARM:</b> <ul style="list-style-type: none"> <li>Alert the Fire Brigade by calling 000.</li> <li>Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>To the room or space of origin.</li> <li>Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>Follow instructions.</li> <li>Go to Assembly Area.</li> <li>Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>



Created: Entire Fire  
 Reviewed: Dr David Deeley  
 Version: BushFire Works 2.0  
 Issued: 6<sup>th</sup> May, 2022

# EVACUATION DIAGRAM

## Billabong Ablution Block - Bickley Camp

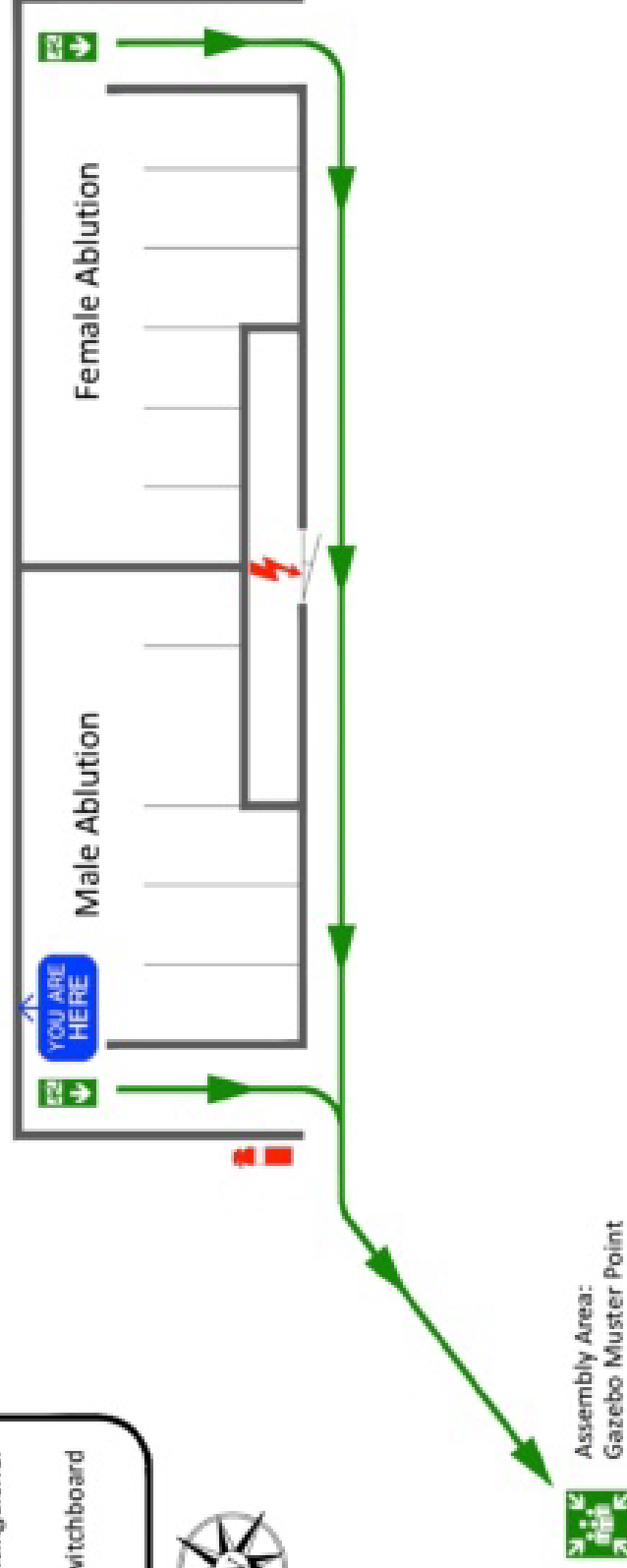
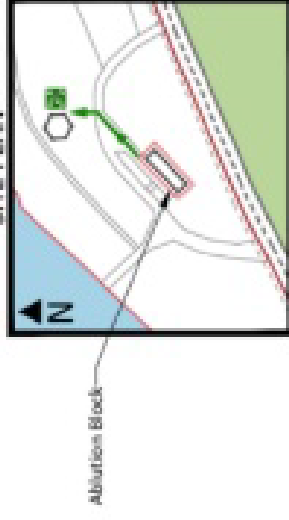
### Legend



### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number. Call 04329 115 723

SITE PLAN



### R

- RESCUE:**
- yourself,
  - other residents, staff, contractors, volunteers and visitors.

### A

- RAISE THE ALARM:**
- Alert the Fire Brigade by calling 000.
  - Notify staff onsite or via Camp Emergency contact number.

### C

- CONTAIN THE FIRE:**
- To the room or space of origin.
  - Close the doors behind you.

### E

- EXTINGUISH or EVACUATE:**
- Follow instructions.
  - Go to Assembly Area.
  - Only attempt to extinguish if safe, you've trained and it is safe to do so.



Created: Entire Fire  
Reviewed: Dr David Doolley  
BushFire Works  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022



# EVACUATION DIAGRAM

## Billabong Ablution Block - Bickley Camp

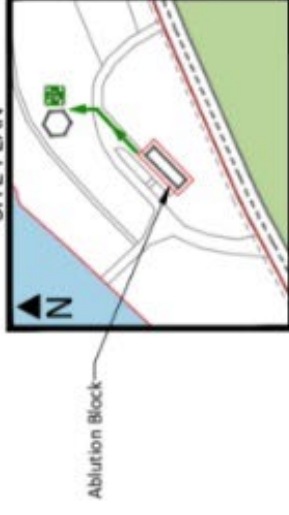
### Legend



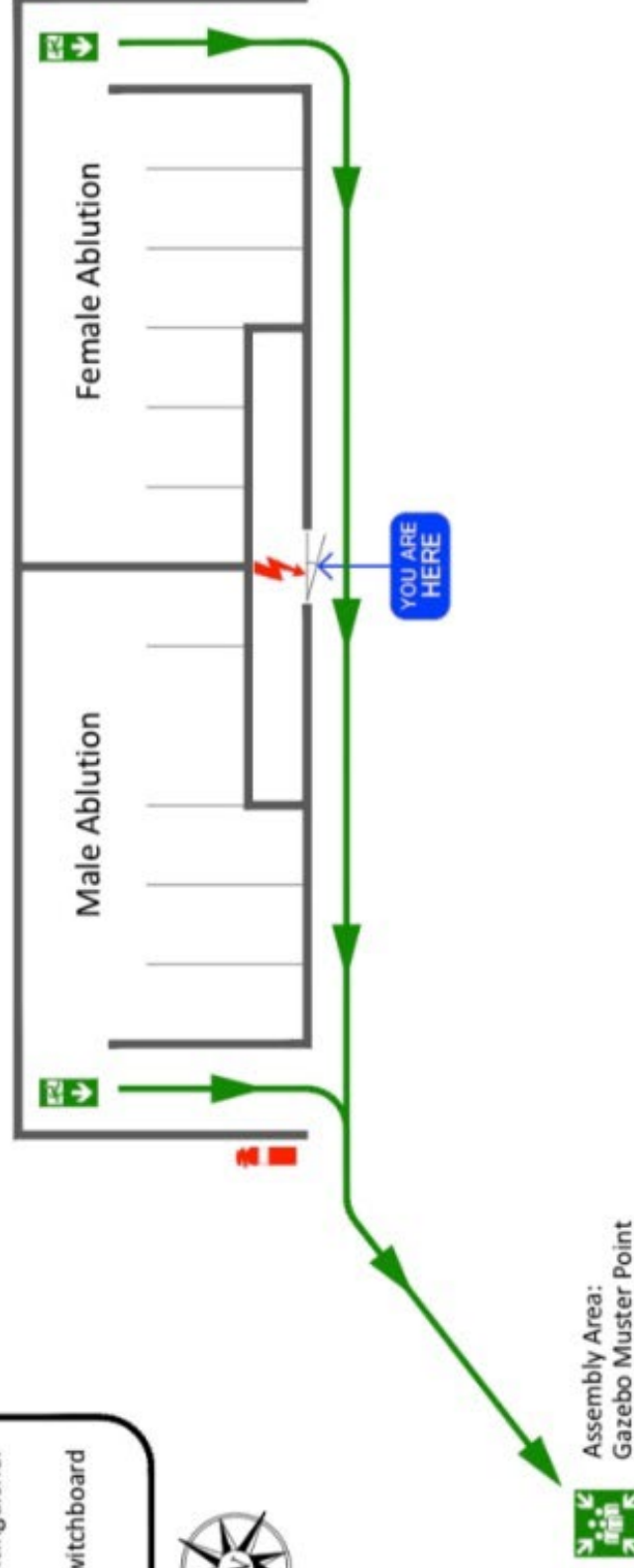
### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number. Call **0429 115 723**

SITE PLAN



Ablution Block



Assembly Area:  
Gazebo Muster Point

R	RESCUE:	A	C	E
	<ul style="list-style-type: none"> <li>• yourself.</li> <li>• other residents, staff, contractors, volunteers and visitors.</li> </ul>	<b>Raise the ALARM:</b> <ul style="list-style-type: none"> <li>• Alert the Fire Brigade by calling 000.</li> <li>• Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>• To the room or space of origin.</li> <li>• Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>• Follow instructions.</li> <li>• Go to Assembly Area.</li> <li>• Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>



Created: Entire Fire  
Reviewed: Dr David Deeley  
BushFire Works  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022



# EVACUATION DIAGRAM

## Billabong Ablution Block - Bickley Camp



### R

#### RESCUE:

- yourself.
- other residents, staff, contractors, volunteers and visitors.

### A

#### Raise the ALARM:

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

### C

#### CONTAIN the fire:

- To the room or space of origin.
- Close the doors behind you.

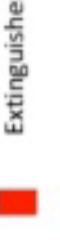
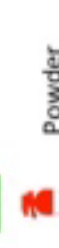
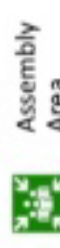
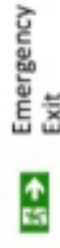
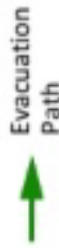
### E

#### EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



### Legend



Switchboard

### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call 0429 115 723

Created: Entire Fire

Reviewed: Dr David Deeley

BushFire Works

Version: 2.0

Issued: 6<sup>th</sup> May, 2022



Assembly Area:  
Gazebo Muster Point



# EVACUATION DIAGRAM

## Office - Bickley Camp



### Legend

- Evacuation Path
- Emergency Exit
- Assembly Area
- CO<sub>2</sub> Extinguisher
- Powder Extinguisher
- Water Extinguisher
- Switchboard
- Automated Electronic Defibrillator
- EPI PEN



### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number. Call **0429 115 723**

Assembly Area:  
Amphitheatre Muster Point



R	A	C	E
<b>RESOLVE:</b> <ul style="list-style-type: none"> <li>• yourself.</li> <li>• other residents, staff, contractors, volunteers and visitors.</li> </ul>	<b>Raise the ALARM:</b> <ul style="list-style-type: none"> <li>• Alert the Fire Brigade by calling 000.</li> <li>• Notify staff onsite or via Camp Emergency contact number.</li> </ul>	<b>CONTAIN the fire:</b> <ul style="list-style-type: none"> <li>• To the room or space of origin.</li> <li>• Close the doors behind you.</li> </ul>	<b>EXTINGUISH or EVACUATE:</b> <ul style="list-style-type: none"> <li>• Follow instructions.</li> <li>• Go to Assembly Area.</li> <li>• Only attempt to extinguish if safe, you're trained and it is safe to do so.</li> </ul>

Created: Entire Fire  
Reviewed: Dr David Deeley  
BushFire Works  
Version: 2.0  
Issued: 6<sup>th</sup> May, 2022

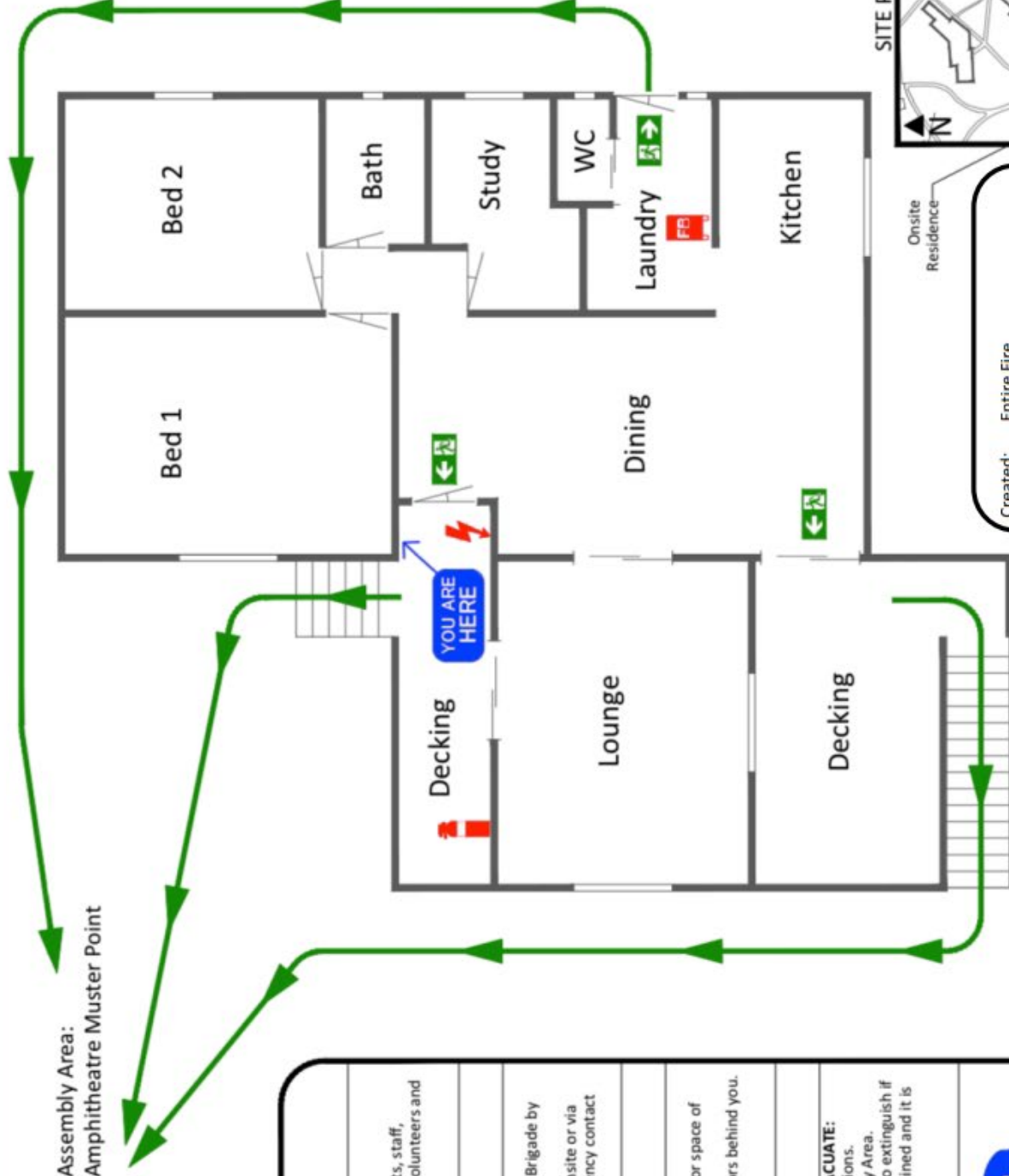


# EVACUATION DIAGRAM

## Onsite Residence - Bickley Camp



Assembly Area:  
Amphitheatre Muster Point



### Legend

-  Evacuation Path
-  Emergency Exit
-  Assembly Area
-  Powder Extinguisher
-  Fire Blanket
-  Switchboard

### R

#### RESCUE:

- yourself.
- other residents, staff, contractors, volunteers and visitors.

### A

#### Raise the ALARM:

- Alert the Fire Brigade by calling 000.
- Notify staff onsite or via Camp Emergency contact number.

### C

#### CONTAIN the fire:

- To the room or space of origin.
- Close the doors behind you.

### E

#### EXTINGUISH or EVACUATE:

- Follow instructions.
- Go to Assembly Area.
- Only attempt to extinguish if safe, you're trained and it is safe to do so.



### Emergency Contact Information

- Dial 000 for Police, Ambulance or Fire.
- Camp Emergency contact number.  
Call 0429 115 723

### SITE PLAN



Onsite  
Residence

Created: Entire Fire

Reviewed: Dr David Deeley

BushFire Works

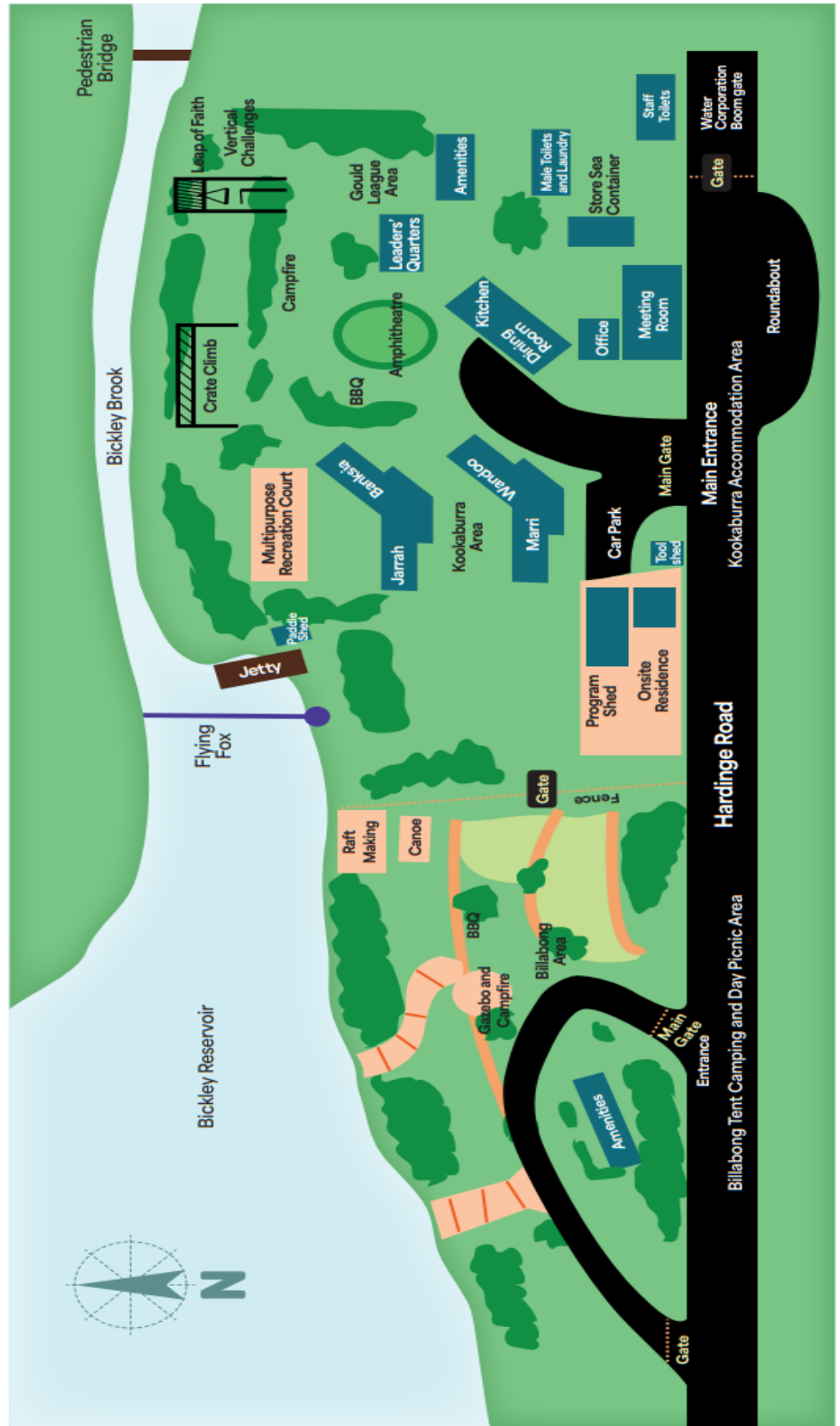
Version: 2.0

Issued: 6<sup>th</sup> May, 2022



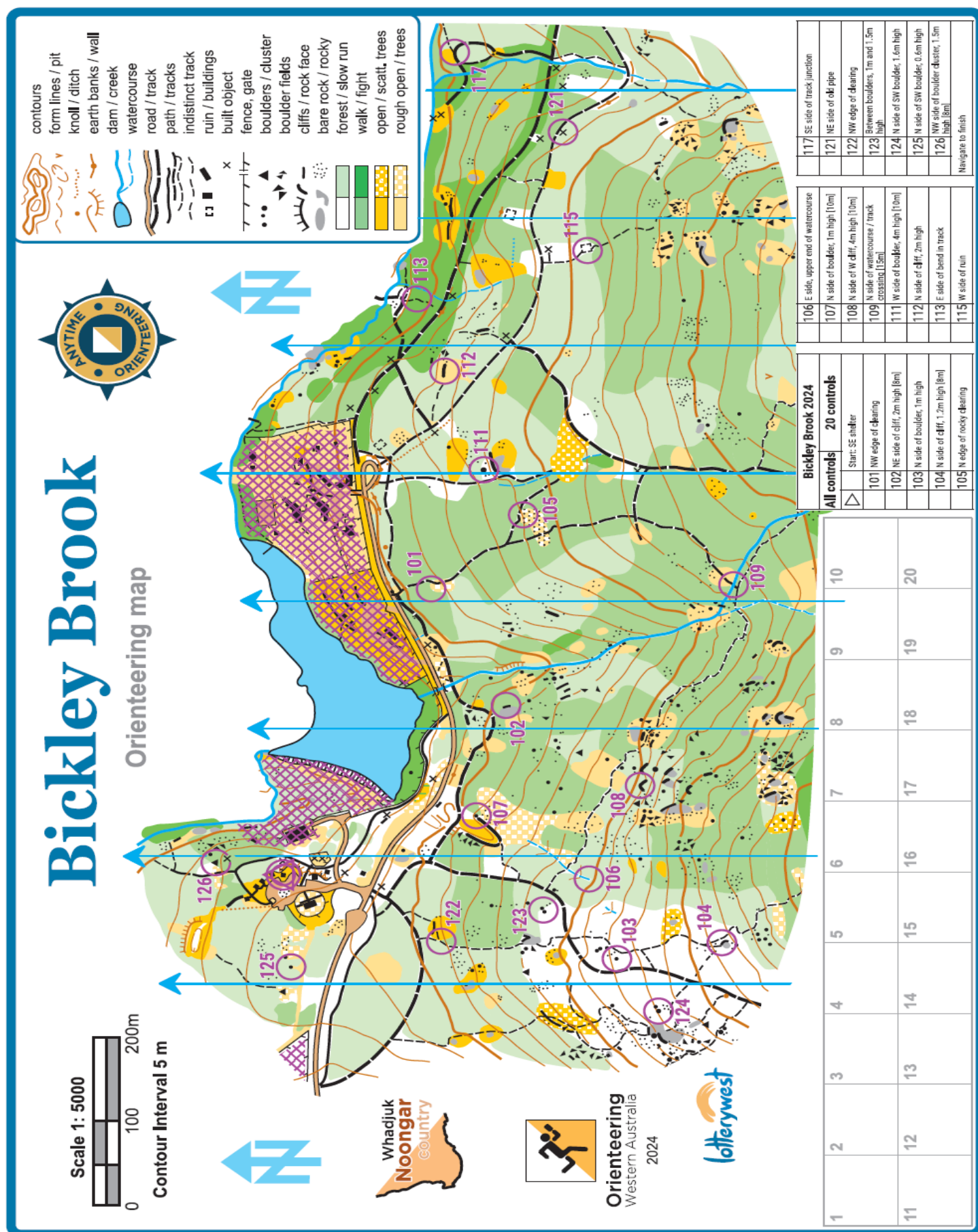
# Bickley Camp Site Map

## Bickley Outdoor Recreation Camp – map





## Bickley Brook / camp area – map



## Version history

Version	Date	Name and position / committee	Status / notes
1.0	08/07/2010	Brad Lewis, Aaron Bertram, David Hall, P Myers	Original version
1.1	29/03/2011	Aaron Bertram	Revised version
1.2	05/10/2011	Aaron Bertram	Revised version – added team first aid procedures
1.3	16/05/2013	Aaron Bertram, Brad Lewis	Revised version
1.4	13/06/2013	Aaron Bertram, Brad Lewis	Revised version – updated maps, minor text
1.5	12/11/2015	Aaron Bertram, Brad Lewis	Revised version – updated maps
2.0	03/08/2016	Bernadette Bennett, Aaron Bertram	Revised version – updated maps, medical contacts
3.0	11/05/2018	Aaron Bertram, Suzanne Andrews, Brad Lewis	Revised version – updated maps, minor text changes
3.1	30/06/2019	Aaron Bertram	Revised version – minor text changes
3.2	16/07/2021	Aaron Bertram	Revised version – minor text changes
4.0	14/02/2023	Aaron Bertram	Revised version – change formatting, addition of locking open automatic gate for emergency vehicles
4.1	06/11/2024	Aaron Bertram, Michelle Watson, Kayla Adam	Revised version – minor text changes, replaced orienteering map, updated contact list, updated EAP details and emergency equipment details.
5.0	12/05/2025	Karrie Turton	Revised version – updated formatting to CITS style guide, added additional evacuation maps, updated emergency contact numbers, changed

			order of information, edits, added emergency codes.
5.1	04/08/2025	Alexis Nordine	Revised version- updated Bickley Camp Site, HAZMAT, emergency equipment and layout maps.
6.1	5/09/2025	James Mooney	Revised version – updated formatting to CITS style guide.