



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

Emergency Response Procedures

Ern Halliday Recreation Camp

March 2026

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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 Ern Halliday Recreation Camp (Ern Halliday) 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, Ern Halliday full-time staff in emergency situations.

The Camps Incident Management Protocol Leadership (CIMPL) plan covers overarching responses and chain of communications for CITS Recreation 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 Ern Halliday 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 or phone 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 Ern Halliday 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 Ern Halliday 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

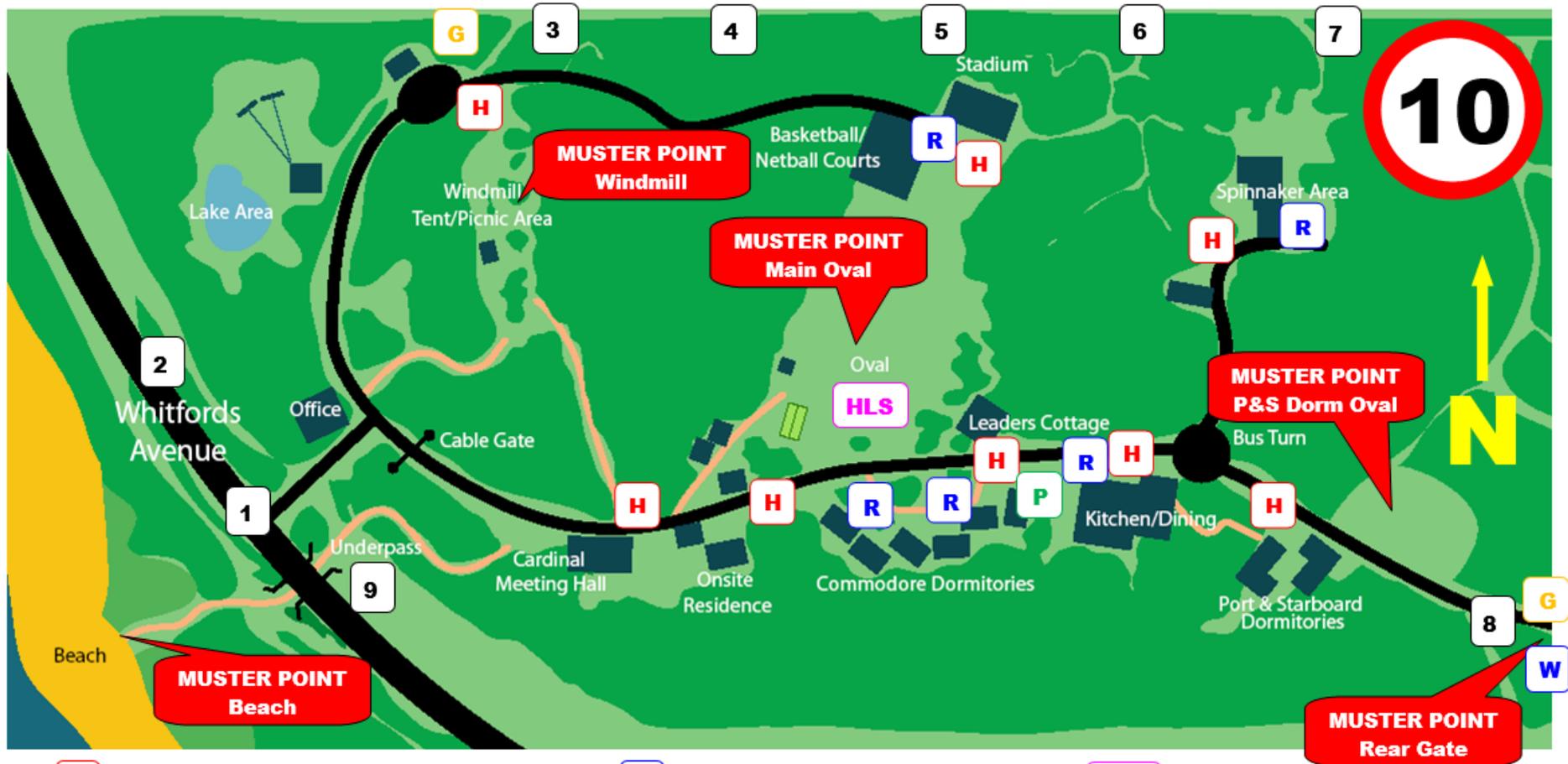
Ern Halliday Recreation Camp
140 Whitfords Avenue, Hillarys, WA, 6025 (Nearest intersection – Flinders Avenue)

EMERGENCY	Emergency services	000
	Speech or hearing-impaired TTY	106
Ern Halliday Recreation Camp	Camp office	9492 9788
	Emergency / Duty Officer	0417 948 816
Police	Police assistance (non-emergencies)	131 444
	Hillarys Police Station	9403 1000
Fire	Duncraig Fire Station (non-emergencies)	6478 2610
	DFES recorded information line	13 33 37
	Regular fire reports – ABC local radio	720 am radio
Sea Rescue	Whitfords Volunteer Sea Rescue Group	9401 3757
Hospitals	Joondalup Health Campus	9400 9400
	Perth Children’s Hospital	6456 2222
Medical centres	Hillarys Medical Centre	9403 2399
	Whitfords Avenue Medical Group	9307 4222
	St John Urgent Care, Joondalup	9400 7000
Health Information and help lines	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
State Emergency Service	General assistance	132 500
	Wanneroo/Joondalup SES	9300 1666
Rangers/security	City of Joondalup Ranger Services	9400 4960
	City Watch Community Patrol	1300 655 860
Western Power	Report and enquire faults and emergencies	13 13 51
Water Corporation	Faults, emergencies and security	13 13 75
ATCO Gas	Faults and emergencies	13 13 52
Main Roads WA	Road closures information	13 81 38
Covid-19 Helpline	National COVID-19 Hotline (24/7)	1800 020 080
Employee assistance (CITS only)	Converge	1300 687 327

All numbers correct at March 2026

In an emergency, contact 000 immediately!
Then contact the Camp Duty Officer on 0417 948 816.
If life threatening, always call 000 before alerting camp staff.

Map - Emergency equipment and layout



H Location of Fire Hydrant Stand

R Location of Fire Hose Reel

HLS Helicopter Landing Site

G Location of Main Gas Isolation

P Location of Main Power Isolation

W Location of Main Water Isolation

4 Location of Gate & ID Number

Onsite emergency locations

- **Main emergency assembly area** is located on the oval in the centre of the camp.
- **Alternate emergency assembly areas** are located at Windmill, Port & Starboard dorm oval, rear gate on Angove Drive or at the beach, west of the camp.
- **Seven emergency gates** are located around the boundary of the site, in addition to the main entrance (gate 1). Gate 2 exits onto Whitfords Avenue, gates 3-7 exit onto Flinders Avenue and gate 8 exits onto Angove Drive. Gate 9 is a personnel gate only, not suitable for vehicles.
- **Fire hose reels** are located at the Stadium, Commodore dorms 2 & 5, the foyer to main dining area and Spinnaker eastern verandah. Total of 5 onsite.
- **Fire hydrants** are located at the Stadium, Windmill car park, opposite Cardinal Meeting Hall, opposite onsite residence, Leaders Cottage, Main Dining Area, Spinnaker dorms, Port & Starboard dorms. Total of 8 onsite.
- **Fire extinguishers/blankets** are located in or at the kitchen areas, Cardinal Meeting Hall, Spinnaker dorms, stadium storeroom, office, program shed, tool shed and storage shed.
- **Utility Isolations** are located as follows; Main Water and Gas Isolation located and signed at the back gate. Gas Isolation for Windmill ablutions located on the camp boundary behind ablution block. Main electrical Isolation located at end of power lines near Commodore Dorm 1.

Onsite emergency resources

- **Defibrillator 1** is located at the door of the camp office. Accessible 24/7 by calling 000.
- **Defibrillator 2** is located outside the foyer to the main dining hall. Accessible 24/7 by calling 000.
- **EpiPens** are located in the defibrillator cabinet at the main office only. Accessible 24/7 by calling 000.
- **First aid kits** are in the Program HQ, office & camp vehicles for camp staff use only. Groups are required to bring their own first aid supplies.
- **Trauma kit** is located in the camp office.
- **Severe bleed kit** is located in the camp office.
- **Medical oxygen** is located in the camp office.
- **Carry Board** is located in the camp office.

Types of portable fire extinguishers

Two colour schemes for fire extinguishers exist.		TYPE OF FIRE, CLASS AND SUITABILITY							Comments
Pre-1997	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats	D Metal Fires	
		Water	YES	NO	NO	NO	NO		Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Wet Chemical	YES	NO	NO	NO	YES		Dangerous if used on energised electrical equipment.
		Foam*	YES	YES	NO	NO	LIMITED		Dangerous if used on energised electrical equipment.
		Powder	(ABE) YES	YES	YES	YES	NO		Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
			(BE) NO	YES	YES	YES	YES		
		Carbon Dioxide	LIMITED	LIMITED	NO	YES	NO		Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only.
		Vaporising Liquid	YES	LIMITED	LIMITED	YES	NO		Check the characteristics of the specific extinguishing agent.
		Fire Blanket	LIMITED*	LIMITED	NO	NO	YES		* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.
		Fire Hose Reel	YES	NO	NO	NO	NO		Maximum length of hose is 36m.

■ The class in which the agent is most effective.
■ Not recommend for this class of fires.

LIMITED The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.
 * Solvents such as alcohol or acetone mix with water and therefore require special foam.

Medical oxygen

- Oxygen located in Office
- can only be provided by qualified staff
- therapy and resuscitation rates should be 8L/min
- can be increased to 15L/min for resuscitation if ample oxygen available.

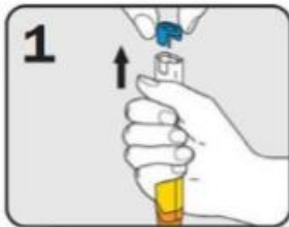
Automatic electronic defibrillator (AED)

- AED 1 is located at the door of the camp office
- AED 2 is located outside the foyer to the main dining hall
- both are accessible 24/7 by calling 000
- 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.

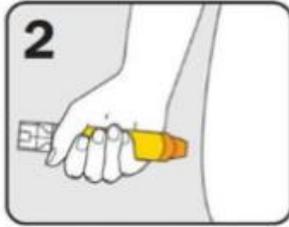
Adrenaline autoinjectors

- Two EpiPens (one adult dose, one child dose) are located in the defibrillator cabinet at the main office only. Accessible 24/7 by calling 000.
- Choose correct EpiPen for patient
- Follow simple instructions pictured of the device.

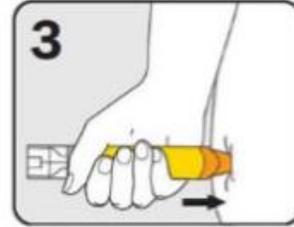
How to give EpiPen® adrenaline (epinephrine) autoinjectors



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)

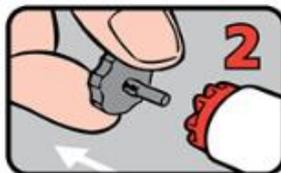


3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds REMOVE EpiPen®

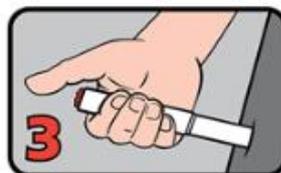
How to give Anapen® adrenaline (epinephrine) autoinjectors



1. PULL OFF BLACK NEEDLE SHIELD



2. PULL OFF GREY SAFETY CAP from red button



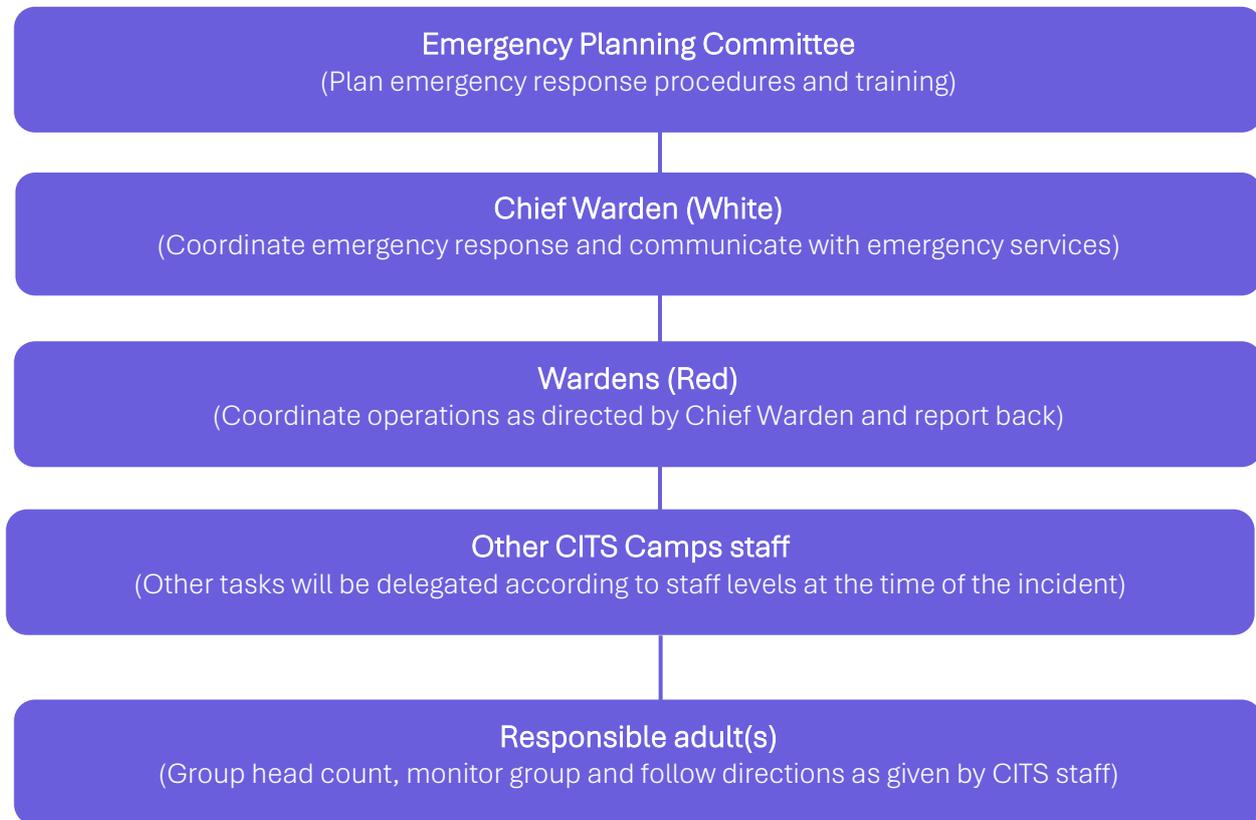
3. PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)



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

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 Ern Halliday Recreation Camp private channel and or by the on-call duty officer mobile (0417 948 816).

Care should be taken when communicating via radio as it is broadcast to all staff and guests who are near a radio. Consider utilising an alternate channel or phone for private conversations.

The office has land line telephones (08 9492 9788) and internet connections.

Mobile reception is good in most areas of camp with all carriers.

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 & group leaders will be contact either in person or by phone.

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.

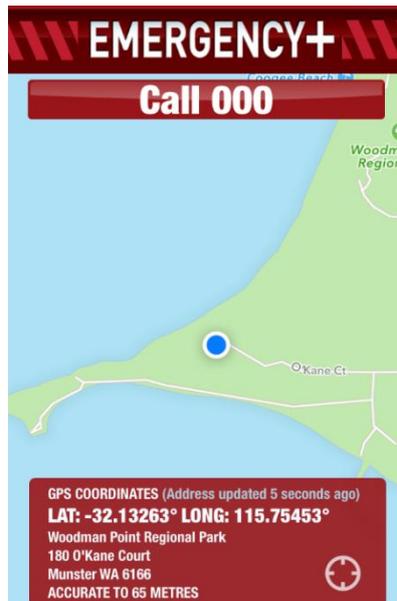
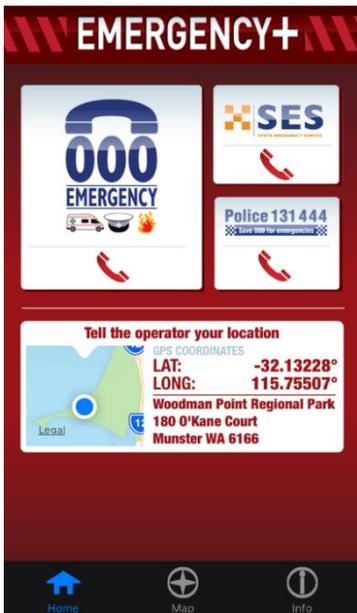
A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

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

Emergency+ app

Group leaders & camp guests 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.



Types of emergencies

Type of emergency	Code	Sub-type	Page
Evacuation	ORANGE	Evacuation procedures	17
External emergency	BROWN	Earthquake/structural instability	18
		Flood/tsunami/severe weather	19
Medical emergency	BLUE	General	22
		Gastroenteritis	23
		COVID-19	25
Fire	RED	Fire/smoke	27
Personal threat	BLACK	Intrusion/hold-up	31
Internal emergency	YELLOW	Missing person	37
		Unforeseen emergency	40
Bomb/substance	PURPLE	Hazardous materials	N/A
		Bomb threat/package	42

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 Critical 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” immediately.** As soon as practical notify **CITS staff** to enable secondary actions to start & assistance to be provided
5. **if emergency siren sounded** and/or call given via radio or phone 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
- raise alarm via emergency siren on megaphone or mobile phone as appropriate
- assemble at emergency assembly areas.

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/contractors	_____
onsite caretaker residents	_____
kitchen staff	_____
Total	_____

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 accommodation & program diary)
 - Kitchen/catering staff
 - onsite caretakers.

Complete reports and ensure relevant people are notified.

Evacuation

Personal evacuation

- remain calm
- collect immediate belongings, for example: wallet, keys, phone, personal medication
- 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
- account for all group members
- calmly move to the evacuation point at the main oval or other location as advised
- advise warden of any group members not accounted for
- if the evacuation point is not safe, move to a safer location as a group
- **do not re-enter buildings until emergency services or the Chief Warden (CITS staff) advise it is safe to do so.**

Smoke alarm/detector

- if you hear a smoke alarm or detector check immediate area and evacuation as required
- 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
- 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.

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 to site at main switchboard & gas at rear gate
- 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:
 - On site residence
 - Commodore Dorms & Leaders Cottage
 - Main Dining areas and Main Kitchen
 - Port & Starboard Dorms
 - Spinnaker Changeover, Dorms, Dining, Kitchen and Ablutions
 - Windmill Toilet Block and Tent Area
 - Cardinal Meeting Hall
 - Gumbooya Hall
 - Office
 - Program HQ including all sheds
 - Stadium building
 - Program Areas onsite
 - Immediate beach area ***CONSIDER WAVES/FLOODING***
 - Boundary Fences & Pump Track
- 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 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:
 - On site residence
 - Commodore Dorms & Leaders Cottage
 - Main Dining areas and Main Kitchen
 - Port & Starboard Dorms
 - Spinnaker Changeover, Dorms, Dining, Kitchen and Ablutions
 - Windmill Toilet Block and Tent Area
 - Cardinal Meeting Hall
 - Gumbooya Hall
 - Office
 - Program HQ including all sheds
 - Stadium building
 - Program Areas onsite
 - Immediate beach area ***CONSIDER WAVES/FLOODING***
 - Boundary Fences & Pump Track
- 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 **Ern Halliday Recreation Camp – 140 Whitfords Avenue, Hillarys, 6025:**
 - nearest road: between Flinders Avenue and Angove Drive
(Time of call _____am/pm)
- consider **vehicle access** to site for ambulance or emergency services:
 - Provide cable gate code to emergency services or send person to cable 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"> • recognise the emergency • signal to First Aider 2 (radio or whistle) • respond/act. 	<ul style="list-style-type: none"> • recognise signal — communication (radio or whistle) • signal to First Aider 1 • assist First Aider 1. 	<ul style="list-style-type: none"> • recognise signal — communication (radio or whistle) • evaluation of the casualty • contact emergency services • transport medical equipment to First Aider 1 and 2 • crowd control (looking after other participants) • witnesses/information/use bystanders.

Gastroenteritis

Contact Ern Halliday Camp on-call staff on 0417 948 816 for advice and instruction.

Locate cleaning kit for your area.

Commodore and Port & Starboard groups kit is located in Foyer of dining hall, near washing machines.

Spinnaker kit is located in the laundry on the North side of the building.

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

COVID 19

swa.gov.au/coronavirus

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"> • recognise the emergency • signal to First Aider 2 (radio or whistle) • respond/act. 	<ul style="list-style-type: none"> • recognise signal — communication (radio or whistle) • signal to First Aider 1 • assist First Aider 1. 	<ul style="list-style-type: none"> • recognise signal — communication (radio or whistle) • evaluation of the casualty • contact emergency services • transport medical equipment to First Aider 1 and 2 • crowd control (looking after other participants) • witnesses/information/use bystanders.

Fire / smoke response

- CALL 000, provide information on location and numbers of people on site.
Ern Halliday Recreation Camp, 140 Whitfords Avenue, Hillarys 6025
nearest road/intersection are Flinders Avenue and Angove Drive (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 Ern Halliday Camp Office (08 9492 9788) or the on-call mobile (0417 948 816) 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.

CODE RED – FIRE / SMOKE

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
 - Commodore Dorms and Leaders Cottage
 - Main Dining areas and main kitchen
 - Port and Starboard Dorms
 - Spinnaker Dorms, Dining, Kitchen, ablutions and changeover
 - Windmill Toilet block and tent area
 - Lake area, tower and cave system
 - Cardinal Meeting Hall
 - Gumbooya Hall
 - Office
 - Program HQ and all sheds
 - Stadium building
 - Program areas onsite
 - Immediate beach area
 - Boundary fences and pump track
- turn off gas** – main valve near back gate inside camp, SE side. Windmill Toilet block gas valve location at fence line near ‘The Boardwalk’ street.
- Turn of gas bottles** – Program HQ BBQ, Gumbooya BBQ, Windmill BBQ, Cardinal Meeting Hall BBQ, Spinnaker BBQ, Main Kitchen BBQ, Onsite Residence BBQ and temporary toilets at Spinnaker Changeover.
- turn off power** – main electrical box located in front of Commodore Dorms (requires key located in key lockbox in office)
- designated fire attendants. Put on protective gear from bushfire uniforms tub (located in office kitchen). If safe, attempt to put out fire
 - If safe to do so, hose down buildings (note reticulation system cannot be used with electricity turned off)
- if emergency services advises evacuation:
 - emergency services may recommend group evacuation to a safe location.
 - responsible adult (s) is to ensure all persons associated with their group are accounted for when leaving the site
 - Chief Warden to ensure all staff, onsite caretakers’ residents and visitors are accounted for when leaving the site.

If unable to evacuate site, move group to a position opposite the fire direction and smoke

- If radiant heat or smoke fumes present, move inside a safe building
- fill door gaps to prevent smoke entering
- Continue to reassess and adjust as needed

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.
Ern Halliday Recreation Camp, Whitfords Avenue, Hillarys 6025.
 - nearest roads/intersection: between Flinders Avenue and Angove Drive.
(Time of call _____am/pm)
- consider vehicle access** to site for police, ambulance or emergency services
 - cable gate code provided to emergency services or send person to cable 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

RACE	Caucasian Asian European Aboriginal Indian African American Pacific Islander
AGE	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
HEIGHT (cms)	120 137 152 168 173 178 183 188 192 Not known
WEIGHT (kgs)	51 53 57 61 64 70 74 76 80 83 89 94 97 100 100+
BUILD	Thin Slim Medium Heavy Muscular Fat Stout Obese
HAIR	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
EYES	Black Brown Hazel Blue Green Grey Not known
GLASSES	Sunglasses Prescription Wire Frame Plastic Frame Rimless Clear Bi Focal
COMPLEXION	Pale Fair Medium Dark Skinned Ruddy Tanned Brown Black Acne Freckled Scarred Fresh Not Known Specific
FACIAL HAIR	Moustache Beard Sideburns Unkempt Goatee Full Stubble Colour Specific
SPEECH	Normal Foreign Impediment Uneducated Swearing Husky Deep High Squeaky Quiet Loud
HANDS	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

.....

JEWELLERY	Earrings Studs Bangles Rings Necklaces Anklets Piercings Description
TATTOOS	L/R Arm – Upper / Lower L/R Leg – Upper / Lower Torso Shoulder Neck Head Face Hand Description
CLOTHING – HEAD	Balaclava Beanie Stocking Baseball Cap Akubra Straw Colour Design Patches Specific
CLOTHING – UPPER	Pullover Jacket T-Shirt Windcheater Flannel Shirt Collar / Tie Parka Singlet Muscle Shirt Polo Shirt Colour Design Stains Labels Specifics
CLOTHING – LOWER	Jeans Pants Slacks Cords Track Pants Suit Pants Shorts Belt Y / N Colour Design Labels Stains
CLOTHING – SHOES	Runners Bare Feet Thongs Slippers Boots UGG Boots Colour Laces Y / N Labels Specifics
CLOTHING – DRESSES	Short / Long Summer / Winter Waist / Knee / Full Colour Label Specifics
CLOTHING – ACCESSORIES	Specifics
MAKE UP	Specifics
DISGUISES	Handkerchief Rubber Mask Plastic Mask Sunglasses Colour Type Specific

Armed hold up – guide to features

GUIDE TO FEATURES

HAIR



STRAIGHT



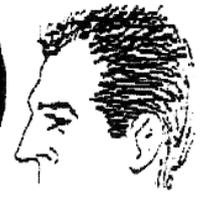
CURLY



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

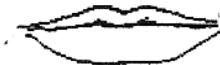
LIPS



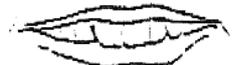
THIN



FULL

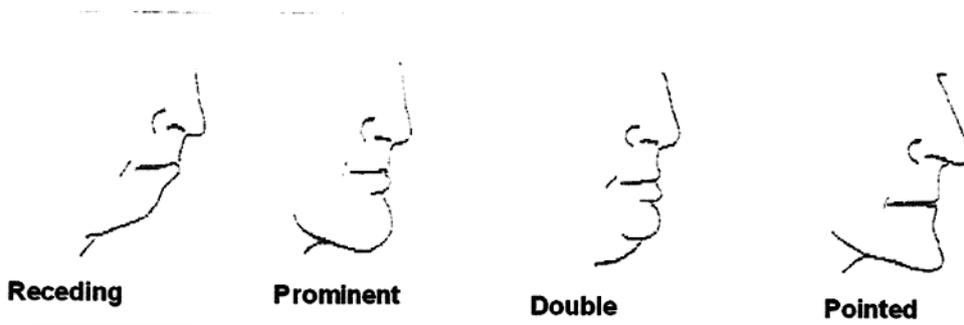


FULL LOWER LIP



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

NAME

AGE

BUILD

HEIGHT

EYES

COMPLEXION

THATCH - HAIR

ODDITIES - SCARS
TATTOOS
DEFORMATIES

RIG - CLOTHING



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 muster point

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.

- onsite caretakers residence
 - Commodore Dorms and Leaders Cottage
 - Main Dining areas and main kitchen
 - Port and Starboard Dorms
 - Spinnaker Dorms, Dining, Kitchen, ablutions and changeover
 - Windmill Toilet block and tent area
 - Lake area, tower and cave system
 - Cardinal Meeting Hall
 - Gumbooya Hall
 - Office
 - Program HQ and all sheds
 - Stadium building
 - Program areas onsite
 - Immediate beach area
 - Boundary fences and pump track
- 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 bikes to check roads and accessible tracks.

- Beach Area
- Coastal bike path
- Surrounding streets

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 muster point
- if safe, search camp in pairs with radios, for any more persons and identify damage
 - Onsite caretakers residence
 - Commodore and Leaders Cottage
 - Main dining areas and main kitchen
 - Port and Starboard Dorms
 - Spinnaker Dorms, Dining, Kitchen, ablutions and changeover
 - Windmill toilet block and tent area
 - Lake area, tower and cave system
 - Cardinal Meeting Hall
 - Gumbooya Hall
 - Office
 - Program HQ and all sheds
 - Stadium building
 - Program areas onsite
 - Immediate beach area
 - Boundary fences and pump track
- 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>GENERAL QUESTIONS TO ASK:</p> <ol style="list-style-type: none"> 1. What is it? 2. When is the bomb going to explode? OR When will the substance be released? 3. Where did you put it? 4. What does it look like? 5. When did you put it there? 6. How will the bomb explode? OR How will the substance be released? 7. Did you put it there? 8. Why did you put it there? <p>CHEMICAL / BIOLOGICAL THREAT QUESTIONS:</p> <ol style="list-style-type: none"> 1. What kind of substance is in it? 2. How much of the substance is there? 3. How will the substance be released? 4. Is the substance a liquid, powder or gas? <p>BOMB THREAT QUESTIONS:</p> <ol style="list-style-type: none"> 1. What type of bomb is it? 2. What is in the bomb? 3. What will make the bomb explode? <p>EXACT WORDING OF THREAT:</p>	<p>CALLER'S VOICE:</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? If so, who do you think it was? Was the caller familiar with the area?</p> <p>THREAT LANGUAGE:</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>BACKGROUND NOISES:</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>CALL TAKEN:</p> <p>Date: Time:</p> <p>Duration of call:</p> <p>Number called:</p> <p>ACTION:</p> <p>Call reported to:</p>
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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,).
 - 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 an accident occurs at a specific activity site, the Chief Warden / senior staff member should take into account:

Lake Area

Access – alternative access for vehicles through gate located off Whitfords Avenue with track leading down to grass area.

Beach Activities

Access – through underpass 30m south of camp main gate. Access path BEN Sign J135.

Extraction – emergency services may be required if extraction requires stretcher carries, depending on location and distance from fire breaks and Hardinge Road

Out of camp precinct (coastal bike ride)

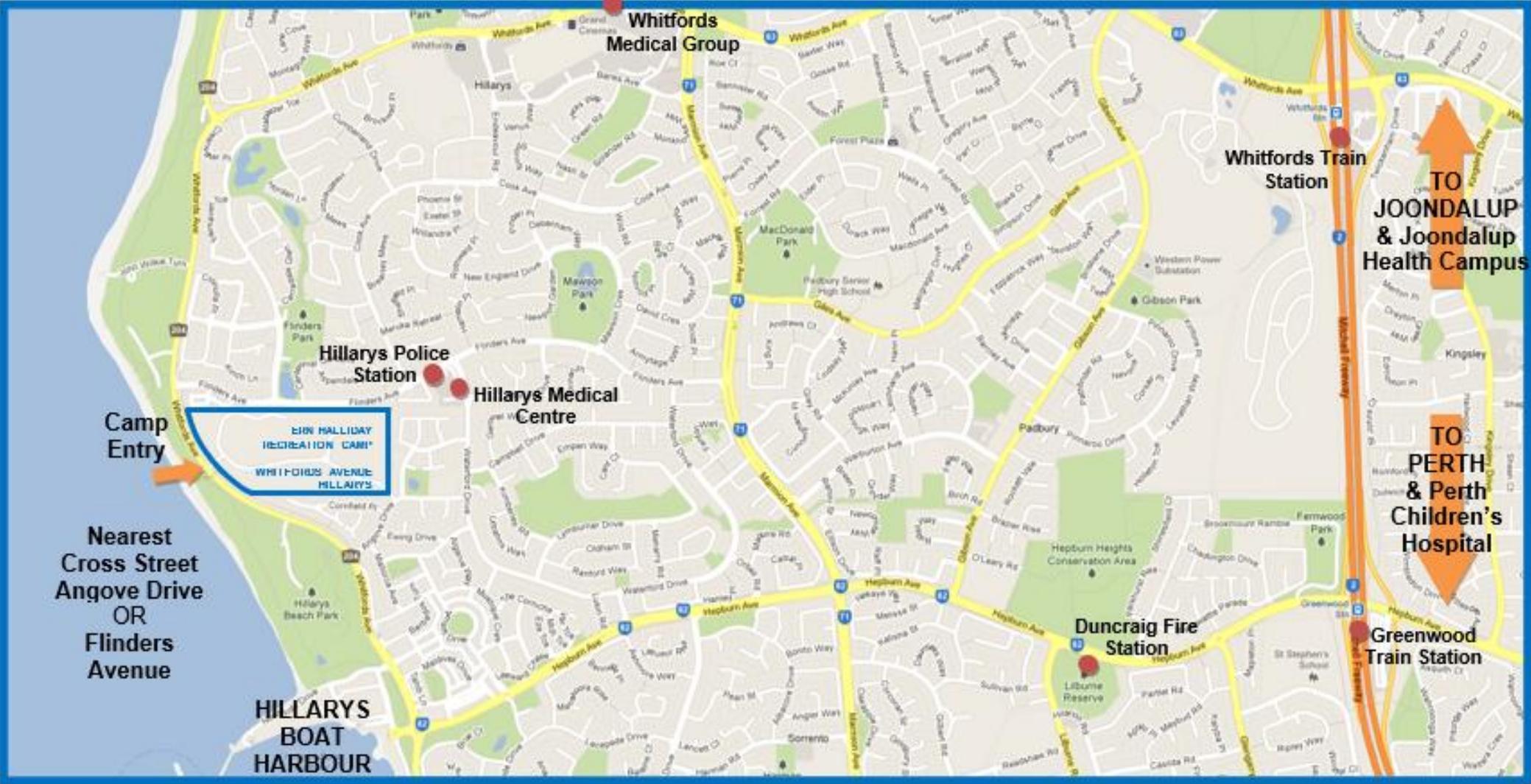
Access – Camp vehicle will be required. Check maps for multiple access points along route.

Extraction – emergency services may be required if extraction requires stretcher carries, depending on location and distance from access points.

Communication – Staff will carry mobile phones in case radio communication cannot be received.

Locality map – Ern Halliday Recreation Camp

140 Whitfords Avenue, Hillarys, WA, 6025



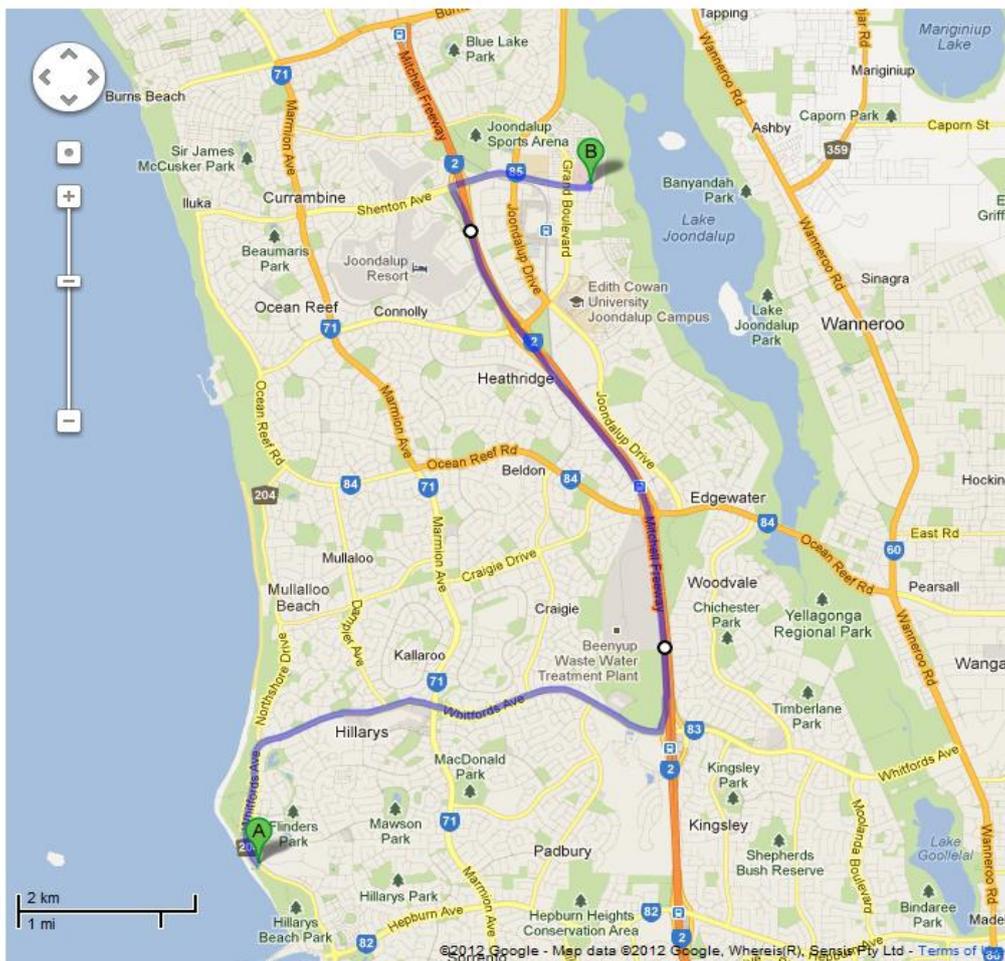
Hospital and medical centre directions

Map – Joondalup Health Campus

Shenton Avenue, JOONDALUP, WA, 6027

9400 4000

15.1km – approximately 20-minute drive



Directions – Ern Halliday Recreation Camp to Joondalup Health Campus

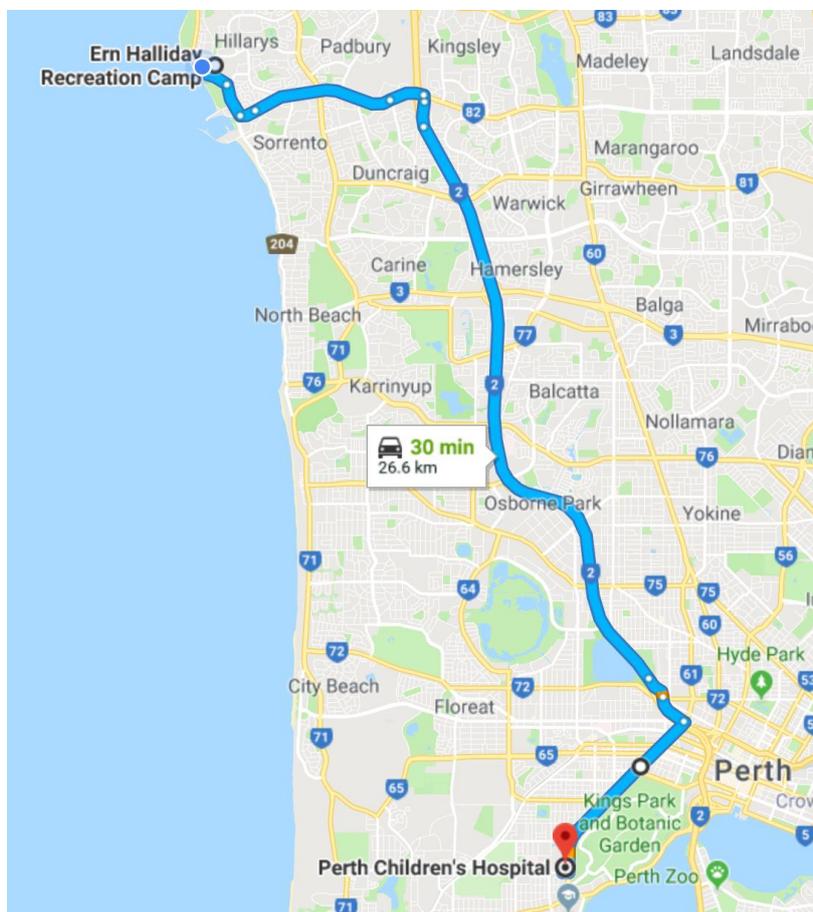
1. Head north-west on Whitfords Ave towards Flinders Ave Continue to follow Whitfords Ave Go through 6 roundabouts	6.3 km
2. Turn left onto Mitchell Freeway via the ramp to Joondalup	6.7 km
3. Take the Shenton Ave exit	500 m
4. Turn right onto Shenton Ave	1.6 km
5. At the roundabout, turn left into hospital Follow signs to Emergency Department	55 m

Map – Perth Children’s Hospital

15 Hospital Avenue, NEDLANDS, WA, 6009

6456 2222

26.6 km – approximately 30-minute drive



Directions – Ern Halliday Recreation Camp to Perth Children’s Hospital

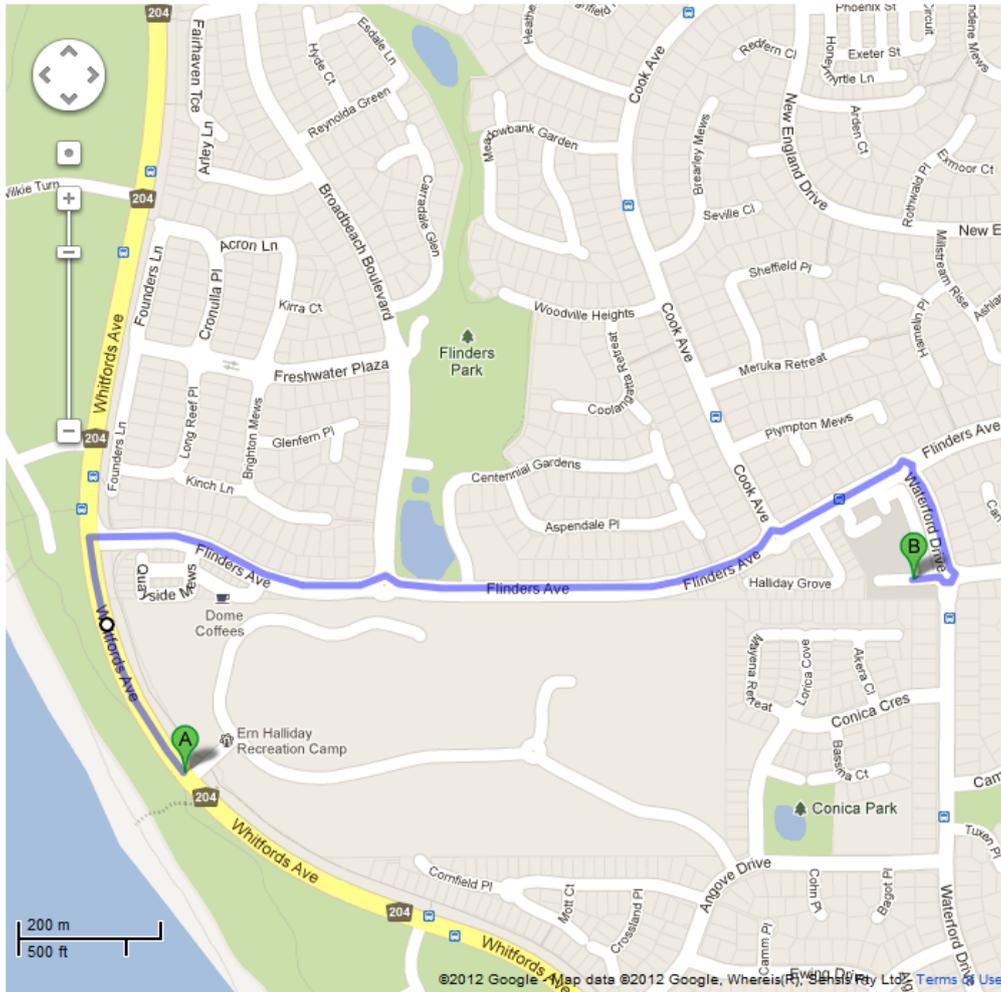
1. Head south-east on Whitfords Ave towards Angove Drive Go through 3 roundabouts	1.5 km
1. At the roundabout, turn left onto Hepburn Ave Go through 3 roundabouts	4.3 km
3. Turn right onto the Mitchell Freeway ramp to Perth	500 m
4. Keep left at the fork and merge onto Mitchell Freeway	14.4 km
5. Take the exit towards Vincent Street	550 m
6. Continue straight at traffic lights onto Leederville Parade Go through 1 roundabout	750 m
7. Turn right onto Loftus Street which becomes Thomas Street then Winthrop Ave	4.3 km
8. Turn right onto Monash Ave	130 m
9. At the roundabout, turn right Hospital Avenue Destination will be on the right	150 m

Map – Hillarys Medical Centre

Hillarys Shopping Centre, Flinders Avenue, HILLARYS, WA, 6025

9403 2399

1.9km – approximately 3-minute drive



Directions – Ern Halliday Recreation Camp to Hillarys Medical Centre

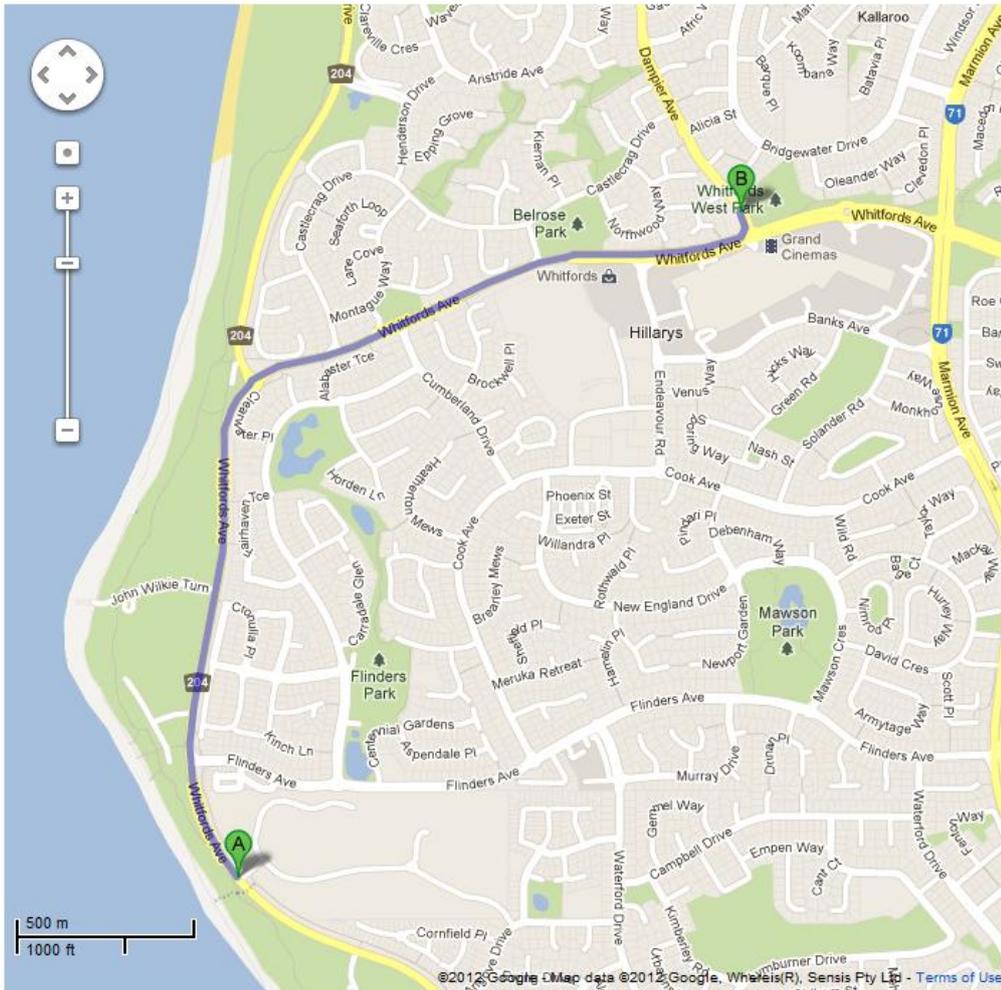
1. Head north-west on Whitfords Ave towards Flinders Ave	350 m
2. At the Roundabout, turn right on to Flinders Ave Go through 2 roundabouts	1.2 km
3. At the roundabout, turn right onto Waterford Drive	190 m
4. At the roundabout, turn right Destination will be on the left	83 m

Map – Whitfords Medical Group

Cnr Whitfords Avenue & Dampier Avenue, KALLAROO, WA, 6025

9307 4222

3km – approximately 5-minute drive



Directions – Ern Halliday Recreation Camp to Whitfords Medical Group

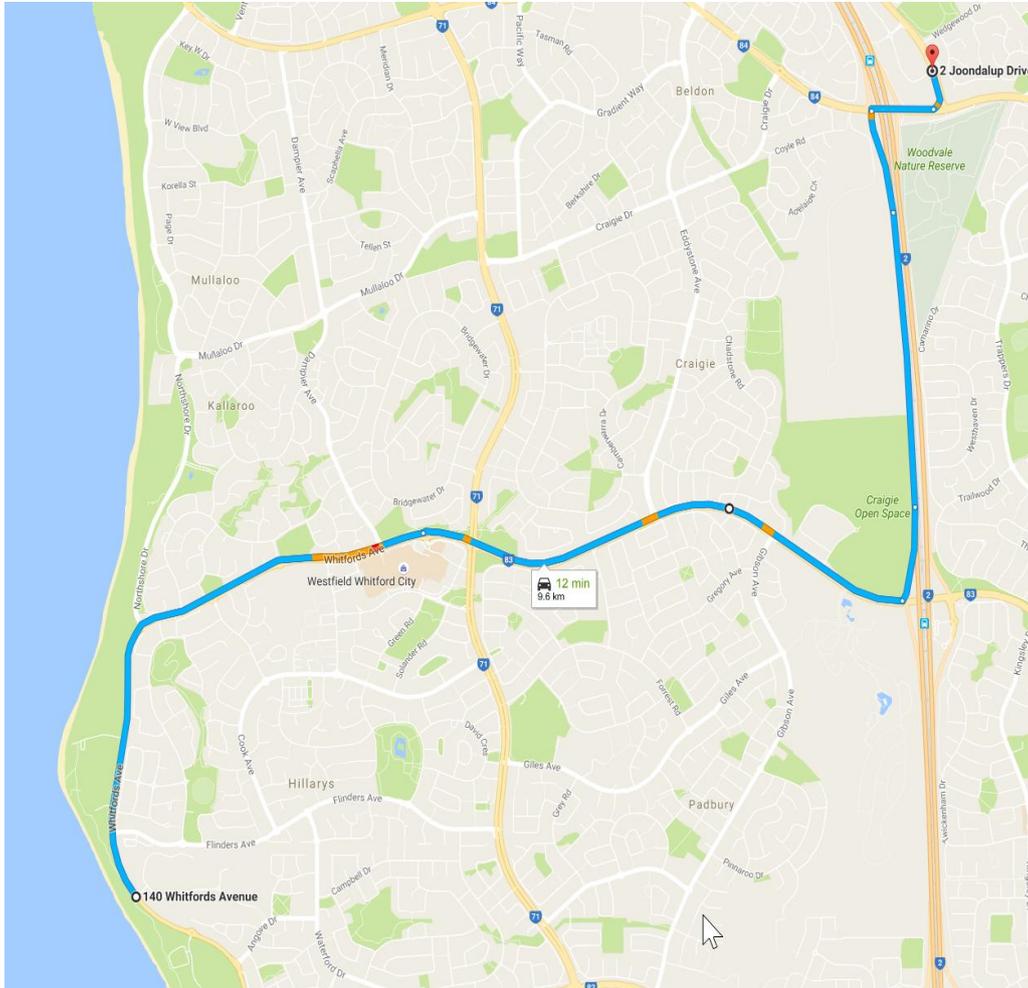
- | | |
|---|--------|
| 1. Head north-west on Whitfords Ave towards Flinders Ave
Continue to follow Whitfords Ave
Go through 5 roundabouts | 2.9 km |
| 2. Turn left onto Dampier Ave
Destination will be on the left | 80 m |

Map – St John Urgent Care, Joondalup

Cnr Ocean Reef Road & Joondalup Drive, EDGEWATER, WA, 6027

9400 7000

9.6km – approximately 15-minute drive



Directions – Ern Halliday Recreation Camp to St John Urgent Care

1. Head north-west on Whitfords Ave towards Flinders Ave Continue to follow Whitfords Ave Go through 6 roundabouts	6.3 km
2. Turn left onto Mitchell Freeway via the ramp to Joondalup	1.6 km
3. Take the Ocean Reef Road exit	500 m
4. Turn right onto Ocean Reef Road	550 m
5. Turn left onto Joondalup Drive	400 m
6. Turn left into Joondalup Gate Destination will be on the left	230 m

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 required

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, Water Corporation & ATCO Gas if these services have been affected
- ensure Insurance Commission of Western Australia (Risk Cover) is notified if required
- 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

Armed hold up 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 counselling services
- 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

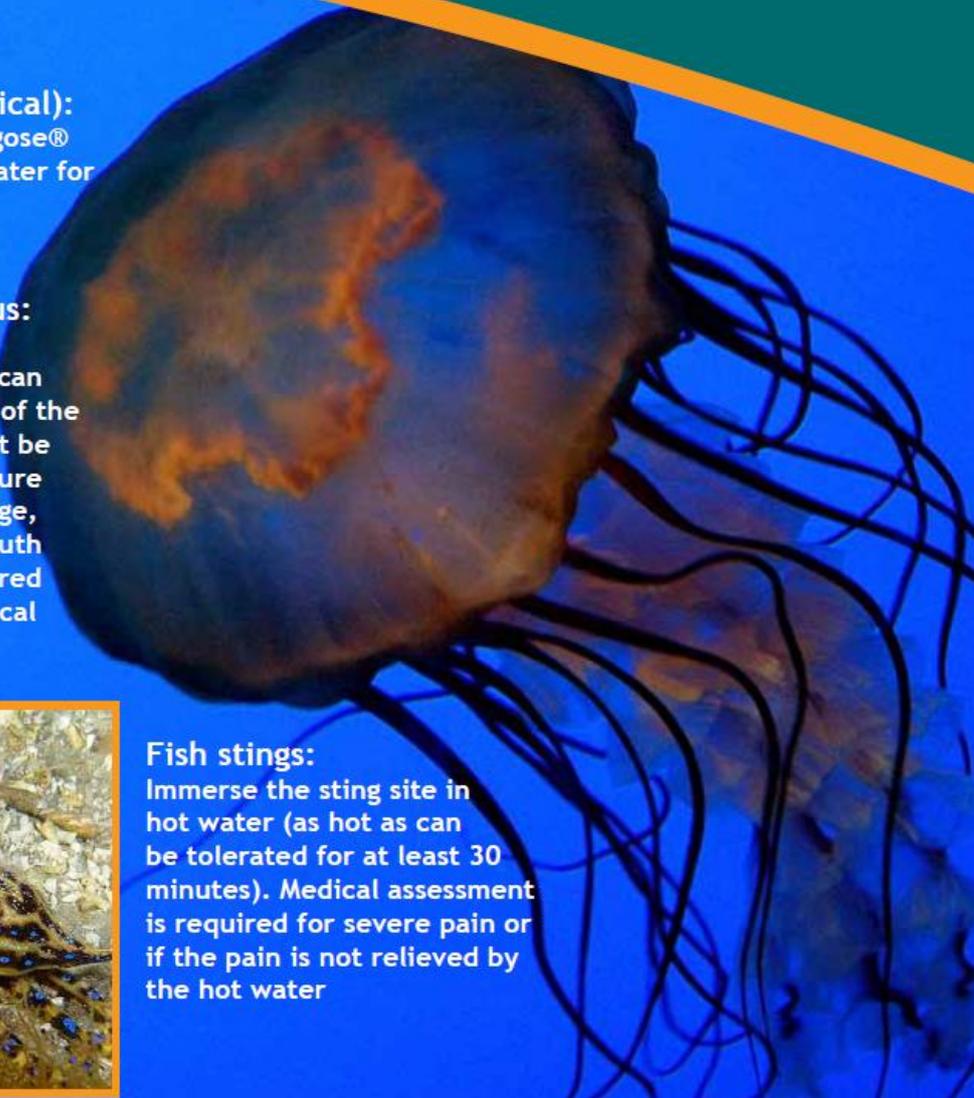
Marine

Jellyfish (non-tropical):
Apply vinegar or Stingose® then shower in hot water for at least 15 minutes.

Blue-ringed octopus:
Muscle paralysis with breathing difficulties can occur within minutes of the bite. The bite may not be painful. Apply a pressure immobilization bandage, perform mouth to mouth resuscitation as required and seek urgent medical attention.



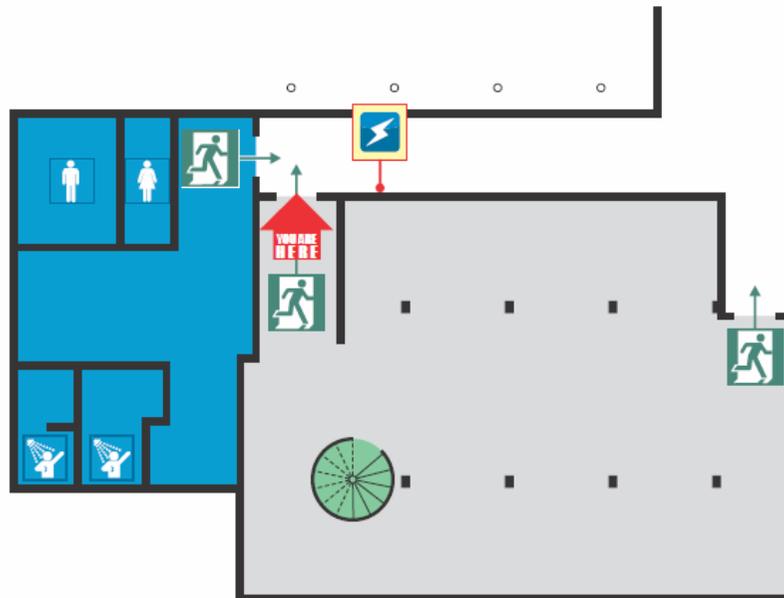
Fish stings:
Immerse the sting site in hot water (as hot as can be tolerated for at least 30 minutes). Medical assessment is required for severe pain or if the pain is not relieved by the hot water



EVACUATION DIAGRAM



EH09
COMMODORE DORM 1



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

**ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS**



EMERGENCY PROCEDURES

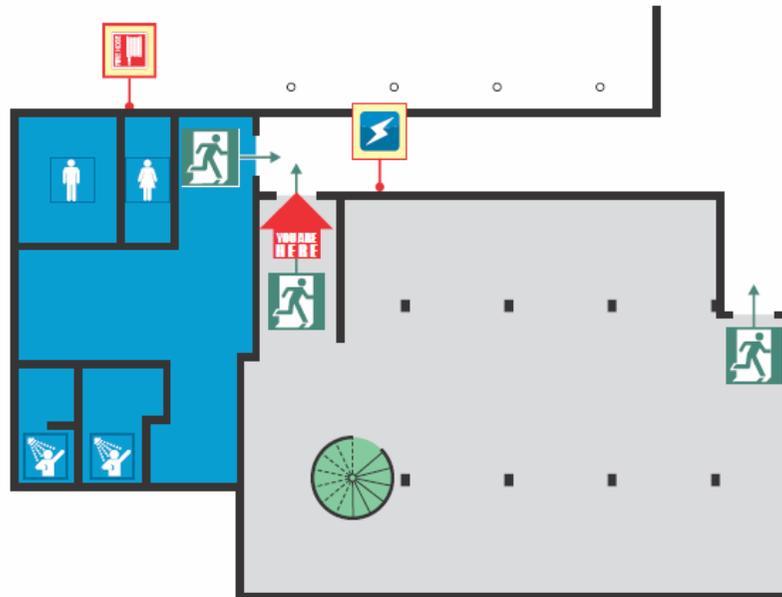
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- E** EVACUATE the area via the nearest safe exit, if your safety is at risk. Stay calm, do not run.
- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.

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EVACUATION DIAGRAM



EH10
COMMODORE DORM 2



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	FIRE HOSE REEL
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



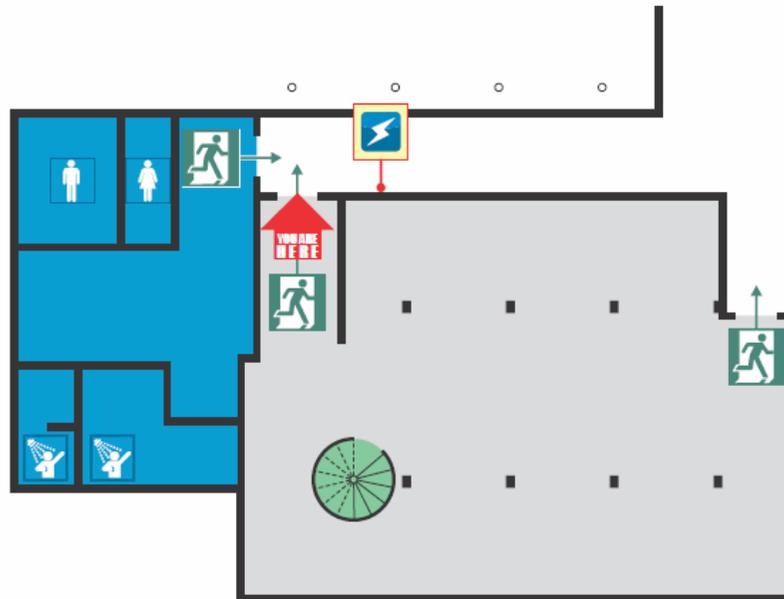
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EVACUATION DIAGRAM



EH11
COMMODORE DORM 3



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



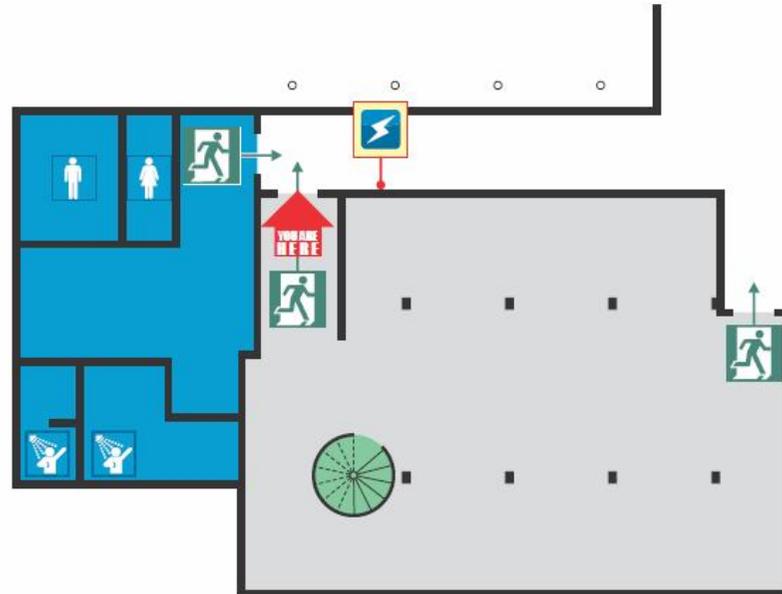
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EVACUATION DIAGRAM



EH12
COMMODORE DORM 4



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE
 FIRE
 AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

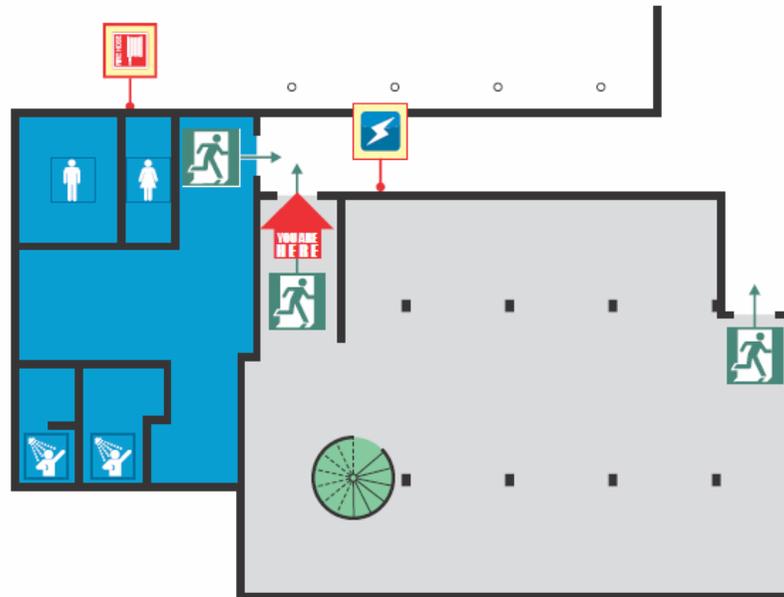
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EVACUATION DIAGRAM



EH13
COMMODORE DORM 5



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	FIRE HOSE REEL
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



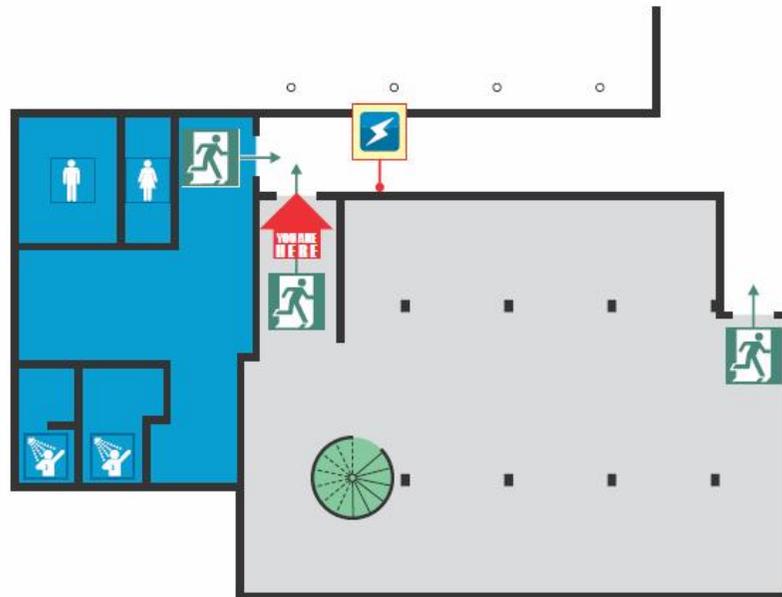
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- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.

EVACUATION DIAGRAM



EH14
COMMODORE DORM 6



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



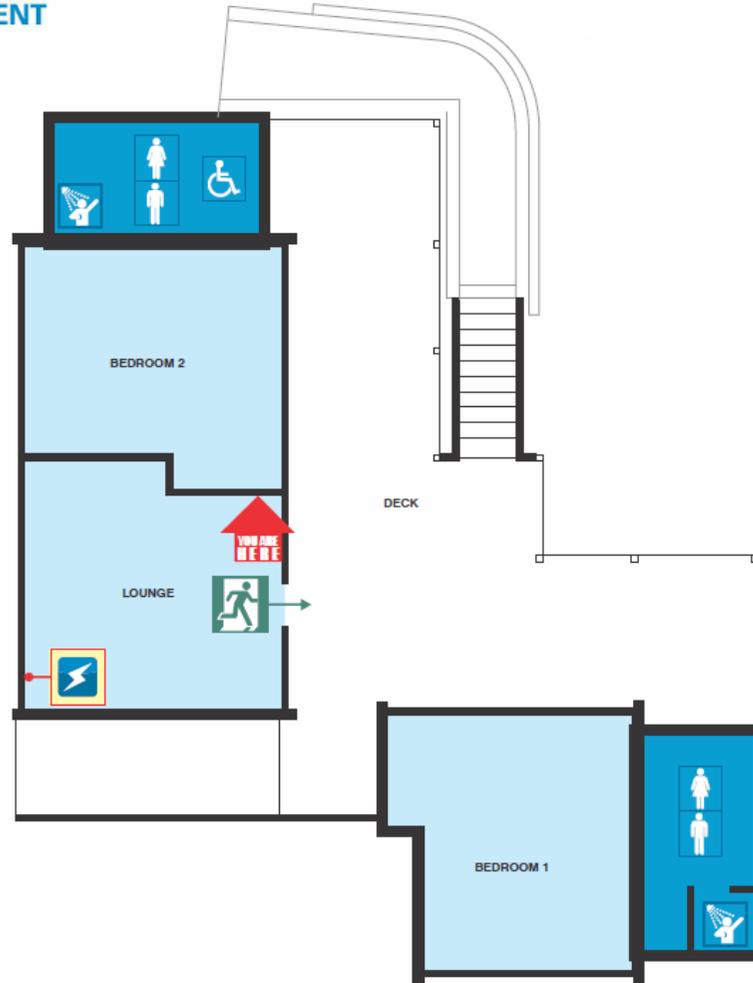
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EVACUATION DIAGRAM



**EH16
COMMODORE LEADERS COTTAGE**



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LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

**ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS**



EMERGENCY PROCEDURES

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- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.

EVACUATION DIAGRAM



EH17 MAIN KITCHEN & DINING



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LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	FIRE BLANKET
	FIRE HOSE REEL
	DERIBRILLATOR
	ELECTRICAL SWITCHBOARD

	FOR ALL EMERGENCY SERVICES DIAL 000
	P POLICE
	FIRE
	AMBULANCE

**ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS**



EMERGENCY PROCEDURES

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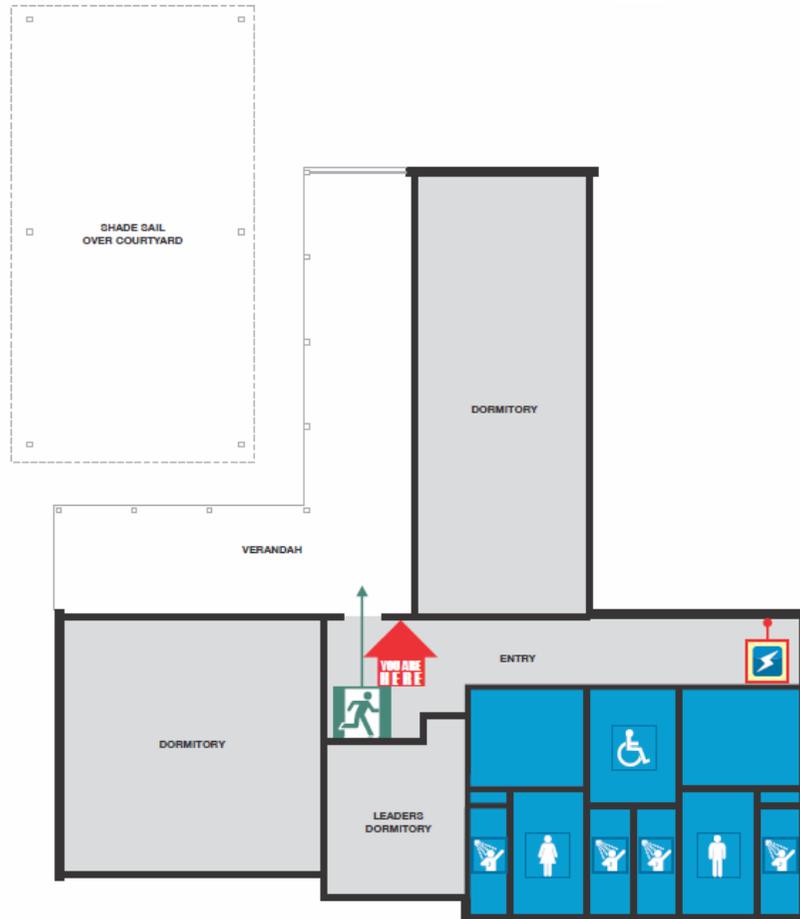
E EVACUATE the area via the nearest safe exit, if your safety is at risk. Stay calm, do not run.

R RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.

EVACUATION DIAGRAM



EH18 PORT DORMITORY



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE
 FIRE
 AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

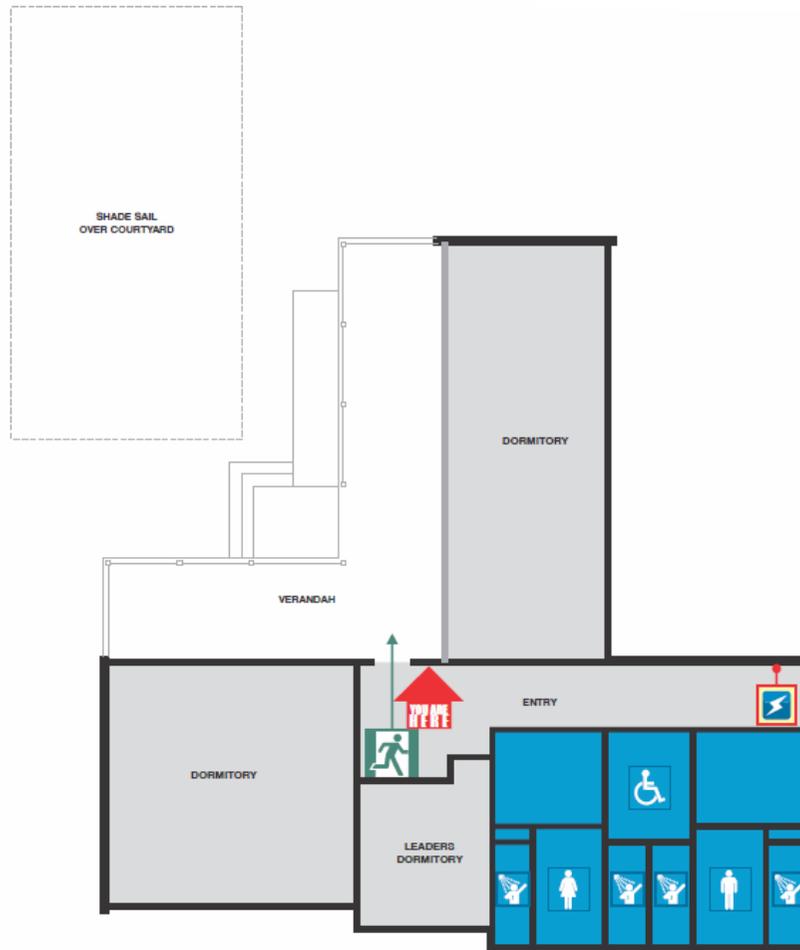
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EVACUATION DIAGRAM



EH19 STARBOARD DORMITORY



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE
 FIRE
 AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



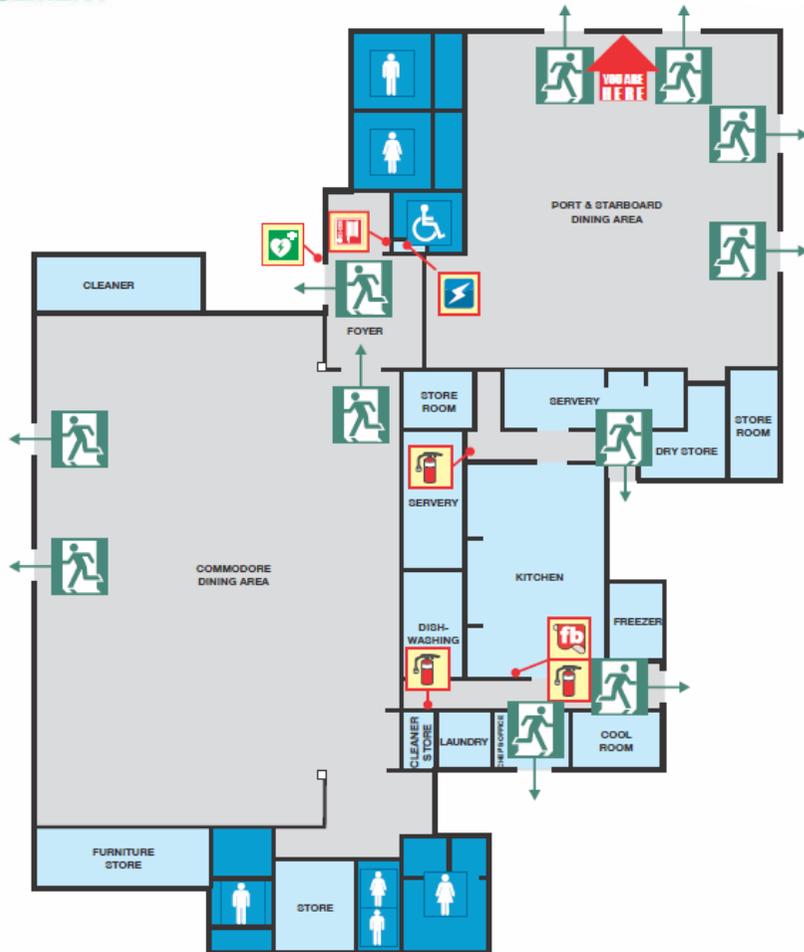
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EVACUATION DIAGRAM



EH17 MAIN KITCHEN & DINING



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	FIRE BLANKET
	FIRE HOSE REEL
	DERBRILLATOR
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES
DIAL 000

P POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

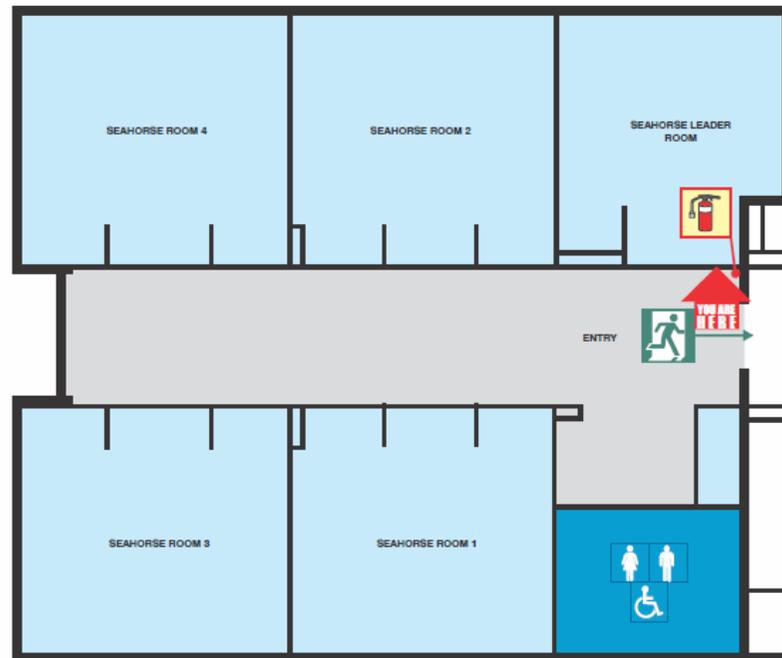
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EVACUATION DIAGRAM



**EH23
SPINNAKER AREA
SEAHORSE DORM**



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

**ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS**



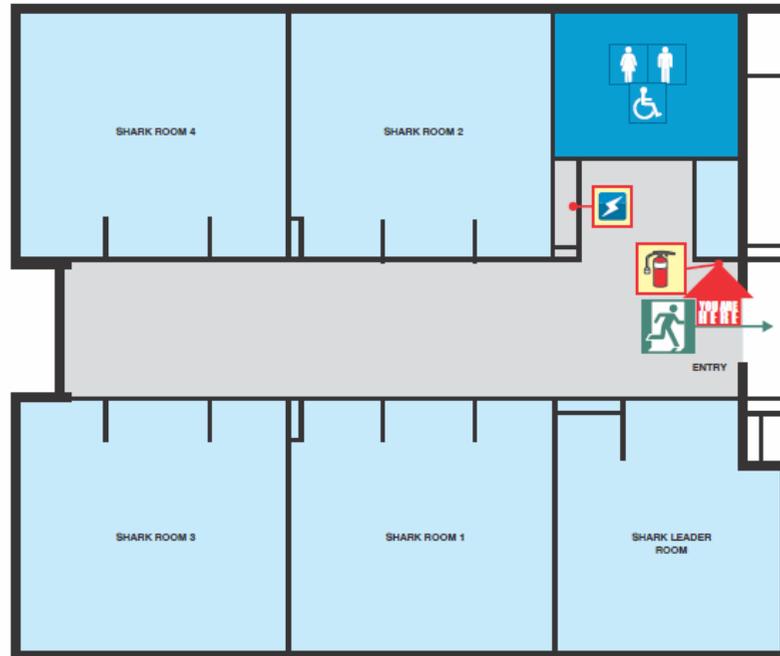
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EVACUATION DIAGRAM



**EH22
SPINNAKER AREA
SHARK DORM**



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE
FIRE
AMBULANCE

**ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS**



EMERGENCY PROCEDURES

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EVACUATION DIAGRAM



**EH21
SPINNAKER AREA
STARFISH DORM**



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LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER

**FOR ALL
EMERGENCY
SERVICES
DIAL 000**

POLICE

FIRE

AMBULANCE

**ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS**



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EVACUATION DIAGRAM



EH21
SPINNAKER AREA
STINGRAY DORM



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LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



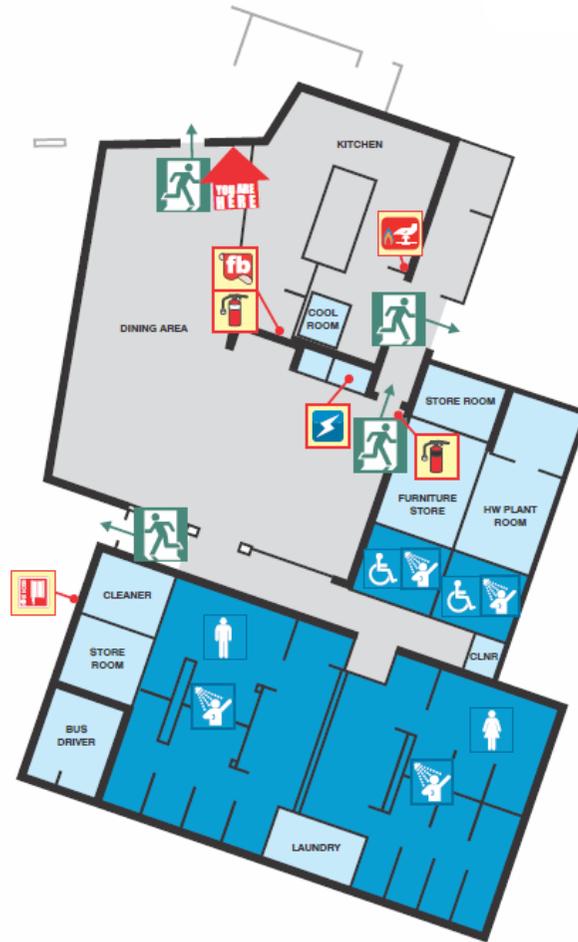
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- E** EVACUATE the area via the nearest safe exit, if your safety is at risk. Stay calm, do not run.
- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.

EVACUATION DIAGRAM



EH24 SPINNAKER KITCHEN & DINING



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	CO ₂ - CARBON DIOXIDE
	FIRE BLANKET
	FIRE HOSE REEL
	EMERGENCY GAS STOP
	ELECTRICAL SWITCHBOARD



ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

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EVACUATION DIAGRAM



EH02
CARDINAL MEETING HALL



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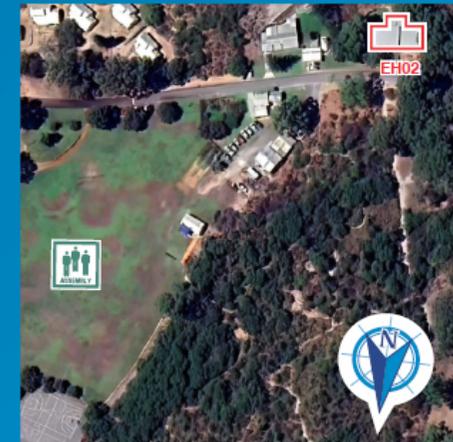
LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE
 FIRE
 AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

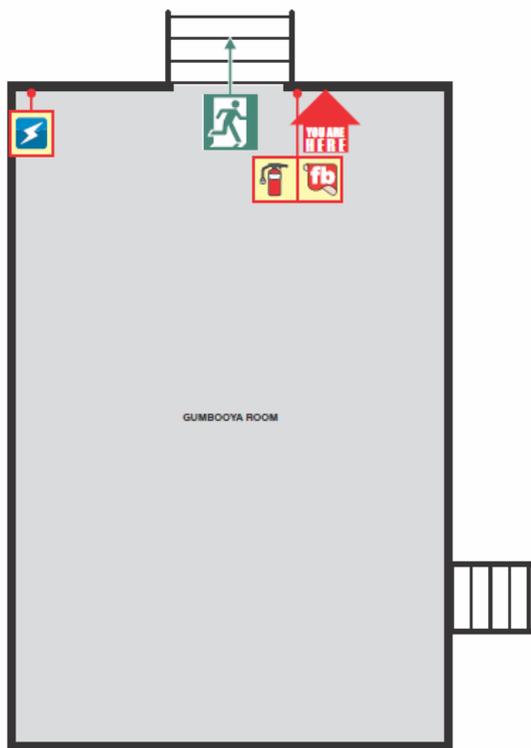
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- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.



EVACUATION DIAGRAM



EH27
GUMBOOYA



LEGEND	
	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	FIRE BLANKET
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

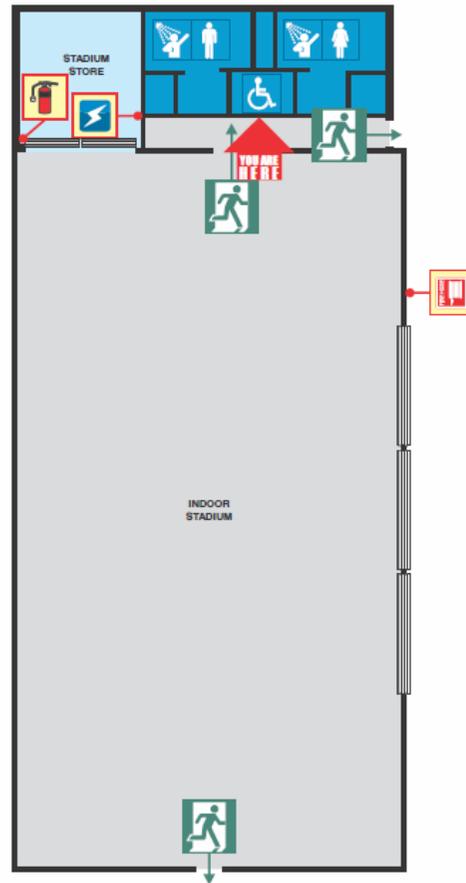
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EVACUATION DIAGRAM



EH25 STADIUM



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	CO ₂ - CARBON DIOXIDE
	FIRE HOSE REEL
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES
DIAL 000

POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

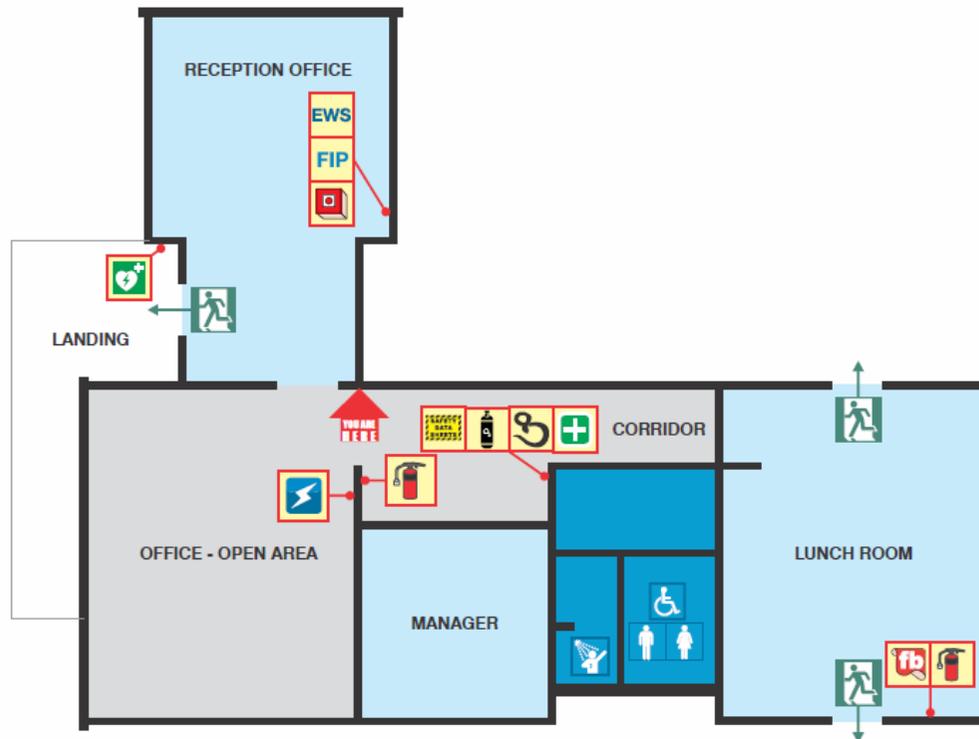
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EVACUATION DIAGRAM



EH01
OFFICE



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LEGEND

AA	ASSEMBLY AREA
ER	EXIT ROUTE
CD	CO ₂ - CARBON DIOXIDE
FB	FIRE BLANKET
BGA	BREAK GLASS ALARM
EWS	EMERGENCY WARNING SYSTEM
FIP	FIRE INDICATOR PANEL
SBK	SNAKE BITE KIT
O	OXYGEN
FA	FIRST AID
DF	DEFIBRILLATOR
SSS	SAFETY DATA SHEETS
ES	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

P POLICE

FIRE

AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



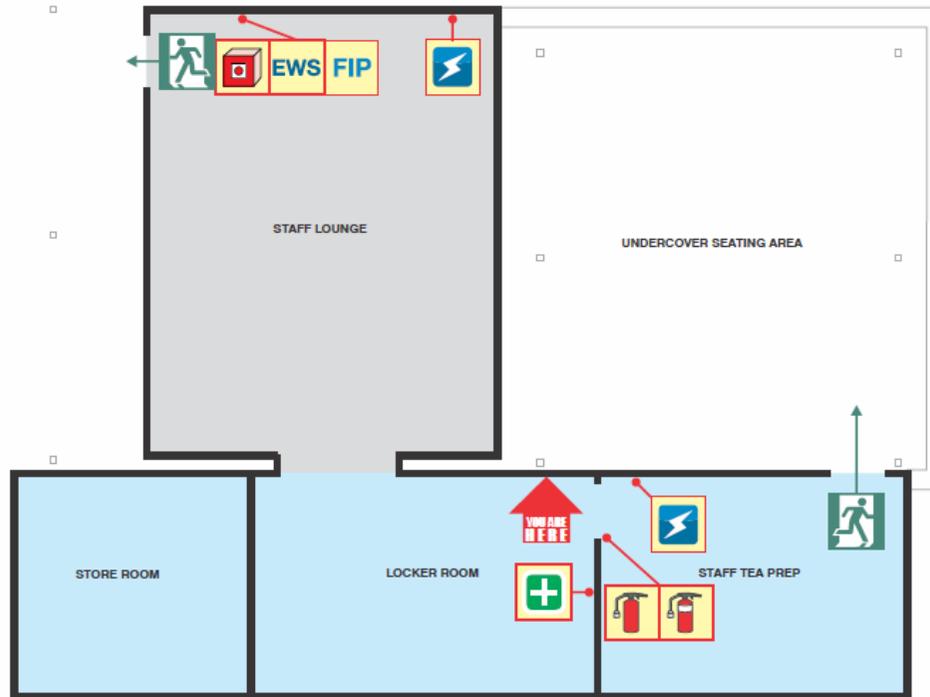
EMERGENCY PROCEDURES

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- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.

EVACUATION DIAGRAM



EH04
PROGRAM HQ



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LEGEND

	ASSEMBLY AREA
	EXIT ROUTE
	DRY CHEMICAL POWDER
	WATER
	BREAK GLASS ALARM
	FIRE INDICATOR PANEL
	EMERGENCY WARNING SYSTEM
	FIRST AID
	ELECTRICAL SWITCHBOARD



P POLICE

FIRE

+ AMBULANCE

ERN HALLIDAY RECREATION CAMP
140 WHITFORDS AVE, HILLARYS



EMERGENCY PROCEDURES

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- R** RAISE the alarm for the premises. Contact the Chief Warden. Phone 000 for Emergency Services.



Version history

Version	Date	Name and position / committee	Status / notes
1.0	9/4/2010	Ern Halliday Safety Group	Original version
1.0-1.4		Ern Halliday Safety Group	Various Updates
2.0	14/1/2013	Brett Poole	Annual Update – Added detail to Equipment & Layout Map, Added Directions to local medical services
2.1-2.4	July 2013 to Feb 2017	Brett Poole	Various Updates
2.5	14/2/2018	Brett Poole	Annual Update - DSR amended to DLGSC, Whitfords Sea Rescue added to contact list, gates and gate numbers added to Emergency Equipment Layout, Update to directions
2.6	18/7/2019	Brett Poole	Update references to PMH to new Perth Children’s Hospital
2.7	12/8/2019	Brett Poole	Annual Update - Change to contact for Duncraig Fire Station, DFES info line and change from Alinta to Atco Gas. Change to defib locations and access arrangements, Addition of accommodation diary to group/staff count checks.
2.8	26/8/2020	Brett Poole	Annual Update - Update Accolade Catering phone number
2.9	7/6/2023	Brett Poole	Update – Update Caretaker phone number, changes for new Spinnaker layout
2.10	10/10/2024	Brett Poole	Update – Minor formatting changes, confirm phone contacts, Add Spinnaker Changeover
3.0	3/3/2026	Brett Poole	New version following CITS template & style guide, all information checked, revised and updated, addition of coloured coding system, addition of building evacuation maps.