



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

Emergency Response Procedures

**Point Walter Recreation and Conference
Centre**

Overview

These procedures are formulated to meet the requirements of Australian Standard **AS3745-2010** Planning for Emergencies in Facilities, and the National Competency Standard – Fire Emergency Response.

Point Walter Recreation and Conference Centre staff refer to additional critical incident and emergency response documents, covering detailed responses and management of emergency situations.

All full-time staff of the Point Walter Recreation and Conference Centre participate in regular emergency training and evacuation drills. Other Department of Creative Industries, Tourism and Sport (CITS) employees acknowledge the authority of the appointed Wardens in emergency situations.

Type of emergency	Code	Sub-type	Page
Evacuation	ORANGE	Evacuation procedures	14
External emergency	BROWN	Earthquake/tsunami/surge	15
Medical emergency	BLUE	General	16
		Gastroenteritis	17
Fire	RED	Fire/smoke	18
Personal threat	BLACK	Intrusion/hold-up	19
Internal emergency	YELLOW	Missing person	20
		Unforeseen emergency	21
Bomb/substance	PURPLE	Bomb threat/package	22

Purpose

This version of the Point Walter Recreation and Conference Emergency Response procedures will assist group leaders and participants to respond effectively and safely to emergency situations. They should not be regarded as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated or emergency situations.

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

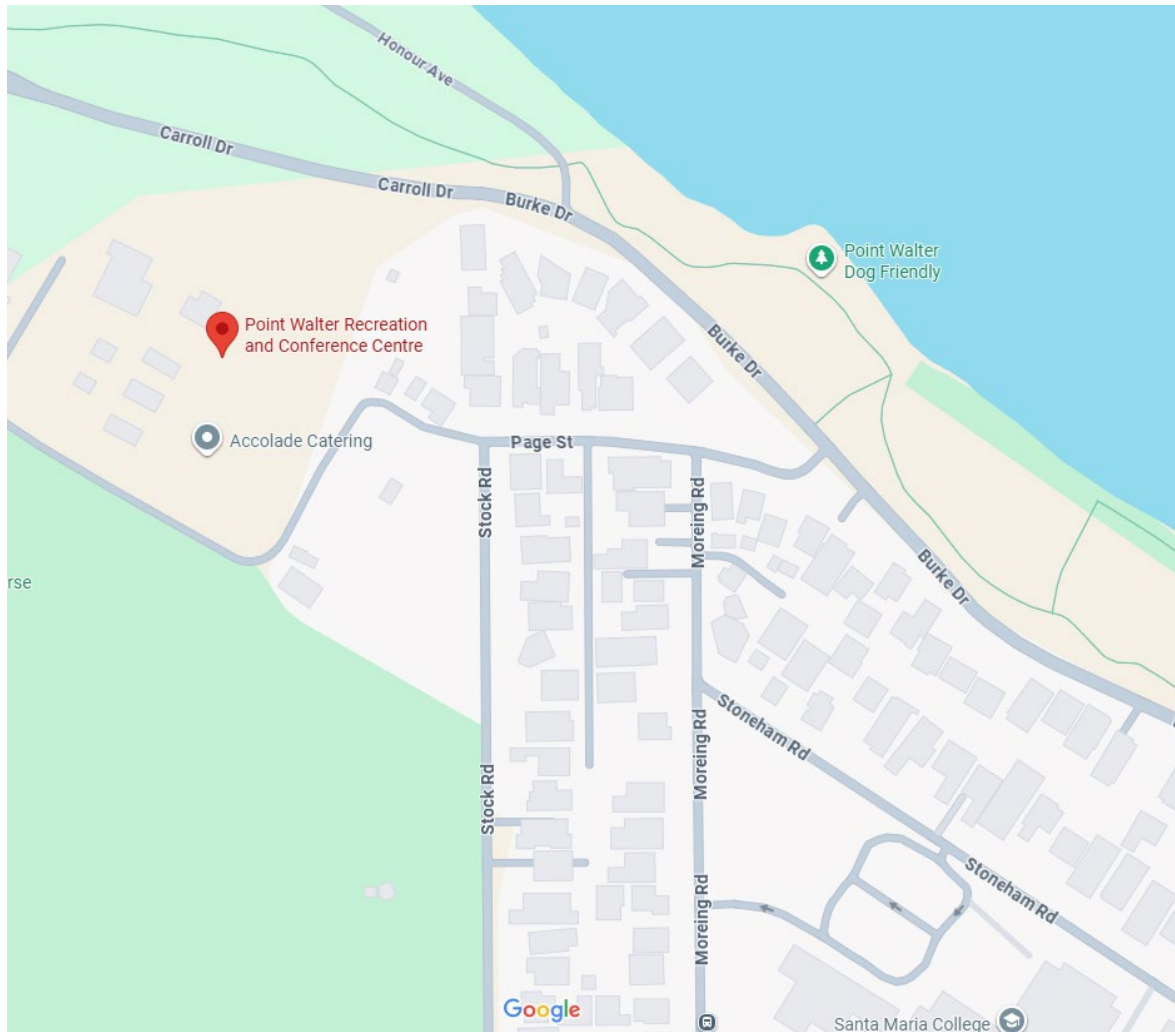
Location map

Point Walter Recreation and Conference Centre

1 Stock Rd Bicton WA 6157

Office Phone: 9492 9784

On-Call Emergency Mobile: 0419 919 018



Freeway and Perth CBD →

Emergency contact numbers

Camp address: Point Walter Recreation and Conference Centre – 1 Stock Rd Bicton WA 6157

Nearest main road intersection: Corner Stock Rd and Page St in Bicton

Front gate access: Gate code will be provided as necessary or on request.

Emergency	Emergency services (If 000 is not working from older mobiles)	000 112
Point Walter Recreation and Conference Centre	Camp office Emergency on-call staff member Kitchen (Accolade Catering)	9492 9794 0419 919 018 6365 1835
Police	Police assistance (non-emergencies)	131 444
	Fremantle Police Palmyra Police	9430 1000 9339 9700
	Water Police 24 hours, including shark sightings	9442 8600
Fire	Fremantle Fire Station (non-emergencies) DFES recorded information line	6414 9010 13 33 37
Hospitals Maps page 24-25	Fiona Stanley Public Hospital, Murdoch St. John of God Hospital, Murdoch (Private) Perth Children's Hospital, Nedlands	6152 2222 9438 9000 6456 2222
Medical centres Map page 26	Point Walter Medical Centre 322 Canning Hwy Bicton	9319 2333
	Myaree Medical Clinic 5/54 Mc Coy St Myaree (cnr North Lake Rd)	9317 8882
	Fremantle After Hours GP Block A, Fremantle Hospital, South Terrace	9430 8912
	Health Direct 24hr/After-Hours GP	1800 022 222
WA Poisons Info	24hr Poisons and Bites/Stings Information Line	13 11 26
SES	General assistance – State Emergency Service Melville SES Unit	132 500
City of Melville	City of Melville Ranger Services Community Safety Service (mobile security service) City of Melville Office Pt Walter Reserve Manager	0418 943 219 1300 653 643 9364 0666 0402 430 468
Western Power	Report and enquire faults and emergencies	13 13 51
Water Corp	Faults, emergencies and security	13 13 75
Bus company	Horizons West - Welshpool	9351 8980

All numbers correct as of August 2025

Map - Emergency Equipment and Layout

Emergency equipment map



Emergency Equipment

- | | | | | | | | |
|--|---------------|--|-------------------|--|-------------------|--|--|
| | Defibrillator | | Fire Extinguisher | | Fire Hose Reel | | Emergency Assembly Area — Oval |
| | First Aid Kit | | Fire Hydrant | | Fire Hose Cabinet | | Alternate Emergency Assembly Area — Osprey |
| | Epi Pen | | Fire Blanket | | Medical Oxygen | | |

Emergency locations

- **Emergency assembly point** at the light pole on the oval (1)
 - alternative Emergency Assembly Point at gate south of Osprey Dorms (2)
- **Emergency evacuation** will be via main entrance gates.
 - alternative emergency evacuation will be via rear gates on west boundary on Carroll Drive
- **Fire hose reels located at**
 - Cygnet dining room
 - Graham Russell Conference Room
 - Aviary dormitories (Parrot, Cockatoo, Kestrel blocks)
- **Fire extinguishers**
 - kitchen
 - office
 - program, workshop/storage sheds and pool room.
- **Fire hydrants located outside**
 - main office
 - program shed
 - southern car park (Aviary Dormitories)
 - osprey dormitories
- **Fire hydrant hoses** - one located in cabinet outside program shed
- **First aid kits** located in
 - office (including Trauma First Aid Kit)
 - program sheds
 - pool room and first aid cupboard
 - kitchen
 - cleaner storerooms
 - camp vehicle
- **Automatic Electronic Defibrillator (AED)** in the pool first aid cupboard
 - west side of the Graham Russell Conference Room, facing the pool.
- **Stretcher and spinal board** in the pool first aid cupboard
- **Medical oxygen, Ventolin and Epi pens** located in the main office.



















In an emergency, please contact emergency services on 000

Then contact camp staff immediately on 0419 919 018

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

Emergency resources

Fire extinguishers

<div>  <div> <h3>Portable Fire Extinguisher Guide</h3> <p>Department of Fire and Emergency Services www.dfes.wa.gov.au</p> </div>  </div>									
TYPE OF FIRE, CLASS AND SUITABILITY									
Two colour schemes for fire extinguishers exist.									
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	Comments
		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.
<div> <div> ■ The class in which the agent is most effective. </div> <div> ■ Not recommend for this class of fires. </div> </div>			<div> LIMITED The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability. </div> <div> * Solvents such as alcohol or acetone mix with water and therefore require special foam. </div>						

Key

Office and program sheds

Only in main kitchen

Medical oxygen

- available by contacting camp staff (emergency on-call mobile 0419 919 018)
- can only be provided by qualified staff.

Automatic Electronic Defibrillator (AED)

- located in first aid cupboard facing the pool
- 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

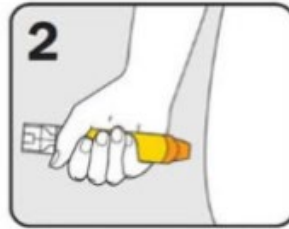
EpiPens and Anapens

How to give EpiPen®

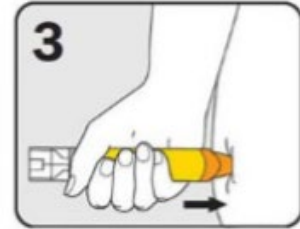
adrenaline (epinephrine) autoinjectors



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)



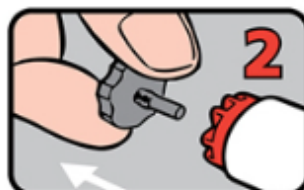
3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds REMOVE EpiPen®

How to give Anapen®

adrenaline (epinephrine) autoinjectors



1. PULL OFF BLACK NEEDLE SHIELD



2. PULL OFF GREY SAFETY CAP from red button



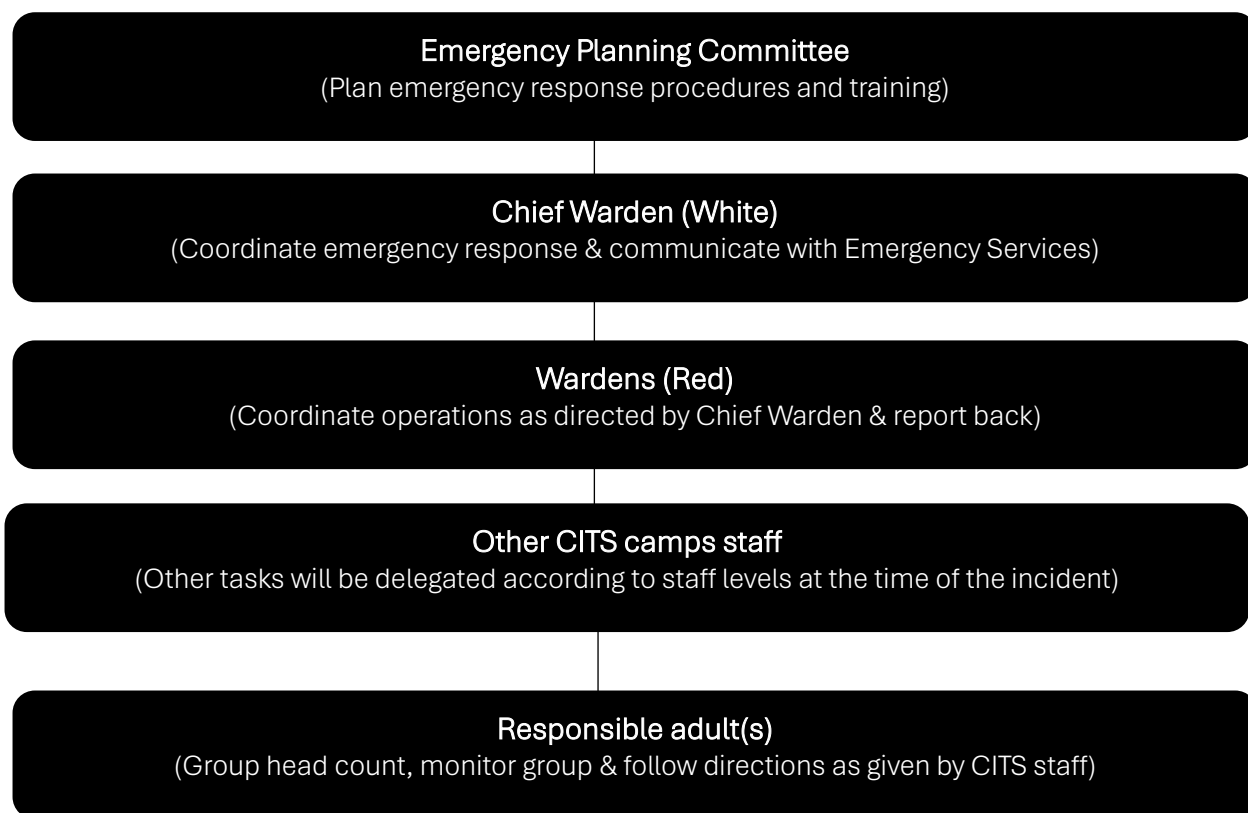
3. PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)



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.

It should be clearly understood that the primary duty of the Chief Warden and Wardens is not to combat emergencies but to ensure, as far as 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 the 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 member must be always 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

On call mobile is 0419 919 018 (voice messages only – NO SMS)

The office has land line telephones (phone 08 9492 9784) and access to the internet.

The main kitchen has a land line telephone in the chef's office (phone 08 6365 1835).

Mobile reception may be poor in some areas of the camp.

Residential or day group leaders are to be contacted by mobile phone where possible.

Accolade Catering staff to be notified by mobile phone (0404 160 816 – Simon Bain) or via Kitchen landline (08 6365 1835)

On a weekend where the site may not be attended by a staff member, mobile phone will be the primary means of contact until a staff member is onsite.

ECO members should communicate during all emergencies via two-way radio on channel 31 (CTCSS 38) and / or by mobile phone.

Channel 30 (CTCSS 38) is an alternative channel that is used for any communications to other personnel such as camp staff and group leaders.

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

Repeat this procedure until all persons are accounted for.

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

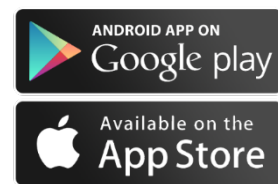
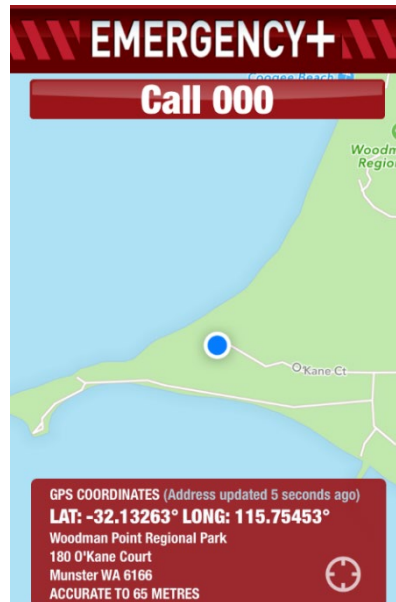
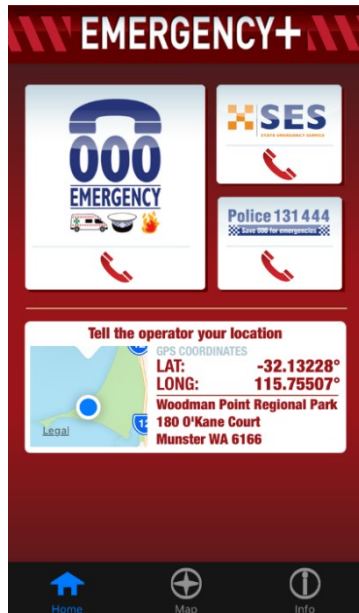
A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

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

Emergency+ app

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

It is a useful app that 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

In the event of a critical incident or accident, it is expected clients on site will act in accordance to:

1. **Ensure their own safety.**
2. **Provide direction** to and care for bystander's safety.
3. **Care for casualties** according to first aid training - DRS ABCD 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 commence.
5. **If emergency siren sounded** and/or call given via radio or mobile communications, head to an assembly point (preferably as a group), follow instructions from Wardens.
6. **Check all persons in your group are accounted for** and provide this information to the wardens.

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

Initial response – standard emergency response

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

- ☐ **assign roles:** Chief Warden, wardens, first aid, group supervisor
- ☐ **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 (Oval or Osprey)

In the event of a critical incident or accident, staff on site must act in accordance with the Critical Incident Management Planning and Learning (CIMPL) plan.

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

- ☐ aviary (5) and osprey (1) dormitories
- ☐ Cygnet dining room and Pelican function room
- ☐ kitchen, chef's office and laundry
- ☐ Graham Russell conference room and seminar rooms (2)
- ☐ pool room, amphitheatre and gazebo
- ☐ day area ablution block
- ☐ recreation, roping, workshop, staff sheds and compound
- ☐ office and staff bathroom
- ☐ on site residence.

Numbers on site

client groups	_____
CITS staff	_____
visitors	_____
onsite Res	_____
kitchen Staff	_____
Total	_____

Is it best to stay or evacuate?

- Follow instructions from DFES
- 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 residence
 - kitchen staff (08 6365 1835)

Complete reports and ensure relevant persons are notified.

Evacuation

Personal evacuation

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

Group evacuation

When you hear an evacuation siren, or you are directed to evacuate by DFES or a Warden (CITS staff):

- proceed to your nearest exit
- calmly evacuate to the evacuation point on the oval near the main camp office -if the evacuation point is not safe, move to a safer location as a group (Page St & Burke Drive Foreshore Reserve.).
- do not re-enter buildings until DFES or the chief warden (CITS staff) advise it is safe to do so.

Fire alarm

- if you hear a fire alarm, prepare to evacuate, then wait for instruction from DFES or a warden (CITS Staff)
- refer to **CODE RED** procedures
- remember, if you see danger, evacuate immediately and advise staff and/or emergency services

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

All fire alarms require DFES fire crews to attend the site and conduct an inspection at the source of the alarm.

Flood, tsunami, storm surge or earthquake

- ☐ follow directions of wardens
- ☐ emergency **siren** to be sounded if appropriate.
Assemble at the evacuation point on the oval near the main camp office
- ☐ account for all group members and ensure their immediate safety.
Adults _____ Children _____ Total _____
- ☐ follow instructions from DFES or CITS staff _____
- ☐ is it best to **stay or evacuate**? _____
- ☐ **Earthquake** threat — if you are **INDOORS**
 1. DROP to the ground
 2. COVER your head and neck with your arms. 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, tsunami, or storm surge** threat — move group to higher/safer ground if possible
 - if there is **sufficient warning**, move the group quickly and safely out of the camp north on Stock Rd to the Pt Walter Golf Course on the corner of Stock Rd / Reserve St
- ☐ **inform group** of situation and response and monitor radio and media for updates
- ☐ is **everyone accounted** for?
- ☐ **complete reports**, ensure DFES or CITS staff are notified.

General medical emergency

- ☐ **assess** the condition of casualty and **apply first aid** as required
- ☐ **call “000”** as required to request ambulance or DFES
- ☐ **provide information** for site location **Point Walter Centre – 1 Stock Rd Bicton.**
 - Nearest road/intersection is corner of Stock Rd and Page Street Bicton
(Time of call _____am/pm)
- ☐ **consider vehicle access** to site for ambulance or DFES
 - cable gate code provided to emergency services or send person to cable gate
- ☐ have someone remain with the injured person until help arrives
- ☐ if an ambulance is not required, arrange to transport casualty to further medical assistance.
- ☐ **complete reports**, ensure CITS staff are notified.

Team first aid procedure

Minor emergencies

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

Major emergencies

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

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 Point Walter on-call staff for advice and instruction on 0419 919 018
- ☐ locate the gastroenteritis cleaning kit located in the shared laundry
camp staff can also provide the code for the key lockbox for access.
- ☐ refer to and follow the instructions contained within the document *Prevention and Management Procedures: Gastroenteritis outbreaks at Camp Facilities* located on the trolley.

Fire/smoke

- ☐ **call 000**, provide information on location and numbers of people on site.
Point Walter Recreation and conference centre – 1 Stock Rd Bicton
 - Nearest road/intersection is corner of Stock Rd and Page Street Bicton
(Time of call _____am/pm)
- ☐ **consider vehicle access** to site for ambulance or DFES
 - cable gate code provided to emergency services or send person to cable gate
- ☐ **contact Point Walter camp office (08 9492 9784) or on-call mobile (0419 919 018) 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 evacuation point on the oval next to the camp office if safe to do so
- ☐ **alert** other client groups onsite if after office hours
- ☐ is it best to **stay or evacuate?** _____
 - advice from DFES (Department of Fire and 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 DFES or other emergency service employees.

If camp staff or DFES advises **evacuation** to safe location:

- client group leader to ensure all persons accounted for when leaving 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 building
- fill door gaps to prevent smoke entering
- continue to re assess and adjust as needed.

CODE RED – FIRE / SMOKE

Intrusion / armed holdup

- conform with 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)

When notified of an armed intrusion/hold up: the chief warden/senior staff/group leader should:

- ☐ call 000, provide information on location and numbers of people on site.
Point Walter Recreation and Conference Centre – 1 Stock Rd Bicton
 - nearest road/intersection is corner of Stock Rd and Page Street Bicton
(Time of call _____am/pm)
- ☐ consider **vehicle access** to site for police, ambulance or DFES
 - 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** (critical incident) flow chart
- ☐ 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 the police the actual words spoken by the intruder(s)
- ☐ **complete incident reports**, ensure relevant persons are notified

Missing person

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.

• 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
- use of abseil tower stairs as vantage point
- if a water search is required, only utilise appropriately qualified staff
- other services including WA Police - 000 requested.

Unforeseen emergency

- ☐ follow directions of wardens.
- ☐ emergency **siren** to be sounded if appropriate.
Assemble at the emergency evacuation point on the oval next to the main camp office
- ☐ account for all group members and ensure their immediate safety
Adults _____ Children _____ Total _____
- ☐ follow instructions from CITS staff, DFES 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.

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

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

Considerations

- ☐ counseling services are arranged as needed for the participant, participant's family, staff involved and other group members.
- ☐ ensure first aid kits are re-stocked
- ☐ site is cleaned and disinfected as needed.
- ☐ review response process and document any learning's, 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.

Bomb Threat Response – General (Phase 1)

<p>Officer Name (print): Phone: 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: Male / Female: Estimated age: Accent (specify): Voice (loud, soft, etc.): Speech (fast, slow, etc.): Diction (clear, muffled, etc.): Manner (calm, emotional, etc.): Did you recognise the caller? If so who do you think it was? Was the caller familiar with the area?</p> <p>THREAT LANGUAGE: Well-spoken: Incoherent: Irrational: Taped: Message read by caller: Abusive: Other:</p> <p>BACKGROUND NOISES: Street noises: House noises: Aircraft: Voices: Music: Machinery: Other: Local call: Non-Local call:</p> <p>CALL TAKEN: Date: Time: Duration of call: Number called:</p> <p>ACTION: 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, see sign in board).
 - onsite residence
 - kitchen staff
- ☐ **complete reports** and ensure relevant persons are notified

Suspicious package response (Phase 1)

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

YOU HAVE **NOT** OPENED IT

- ☐ carefully place the item on the nearest level surface
- ☐ alert chief warden / senior staff
- ☐ do not cover the item
- ☐ do not handle any further
- ☐ evacuate the immediate vicinity

YOU **HAVE** OPENED IT

- ☐ alert chief warden / senior staff
- ☐ if signs of powder or residue, do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not clean it up, or brush it from your clothing
- ☐ if possible, place an object over the package without disturbing it such as a large waste bin
- ☐ segregate all people who have come into contact with the item

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

Locality Maps

Point Walter Recreation and Conference Centre
1 Stock Rd Bicton
Phone 9492 9784
On-Call Emergency Mobile 0419 919 018



Evacuation Plan

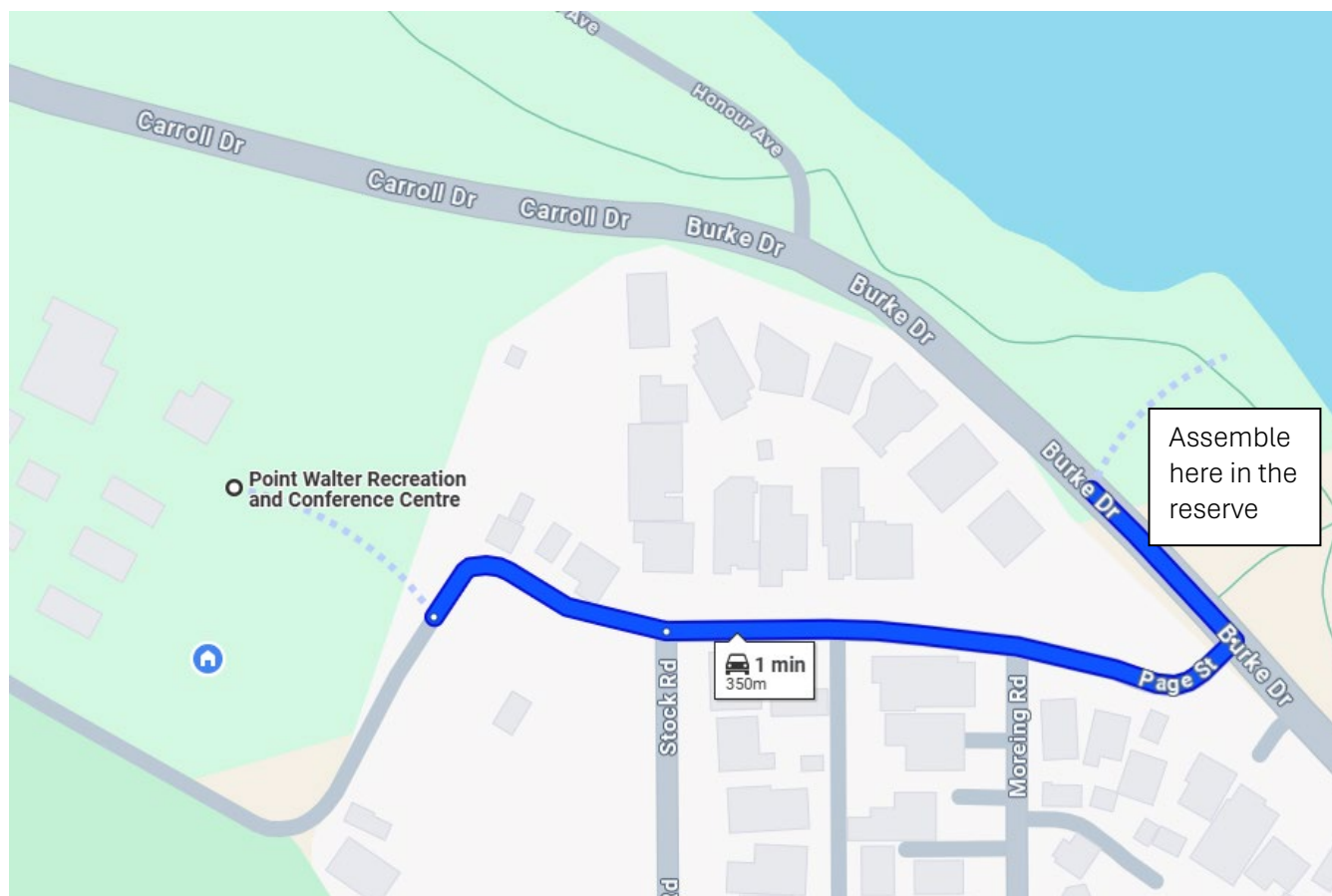
Point Walter Recreation and Conference Centre

Emergency Evacuation Point

TO

Point Walter Dog Friendly Foreshore Reserve

Burke Dr, Attadale WA 615



Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

- Walk east out from Emergency Assembly Point to camp main entrance (90m)
- Continue onto Page St walking down the hill (210m)
- At the STOP sign, walk across the road to the Pt Walter Dog Friendly Foreshore Reserve (50m)
- Assemble as directed by staff or group leader

Fiona Stanley Public Hospital St John of God Private Hospital

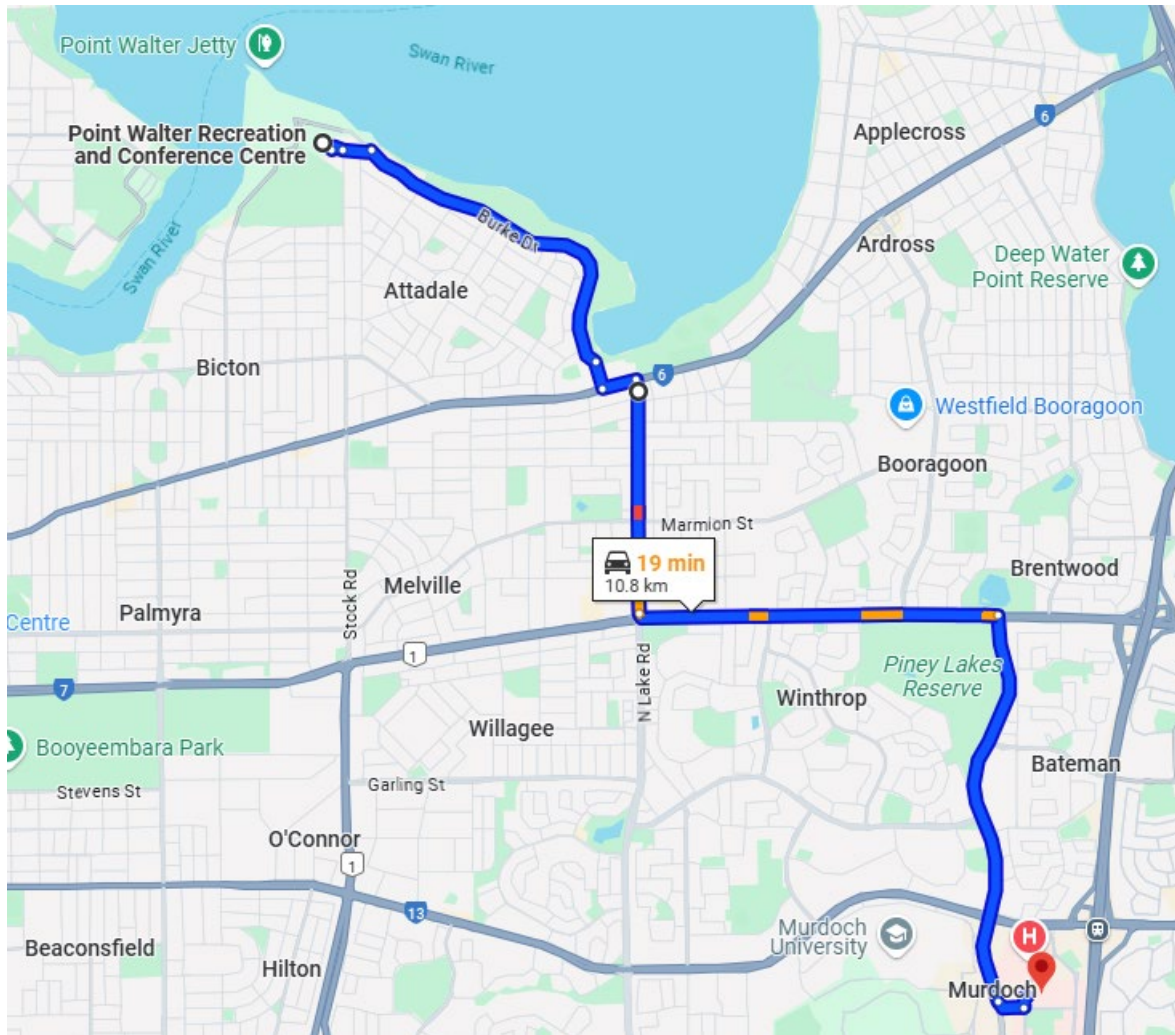
102-118 Murdoch Drive, Murdoch

Western Australia

Fiona Stanley: (08) 6152 2222

SJOG: (08) 9366 1111

10.8km about 19 mins



Point Walter Recreation and Conference Centre

1 Stock Rd, Bickton WA 6157

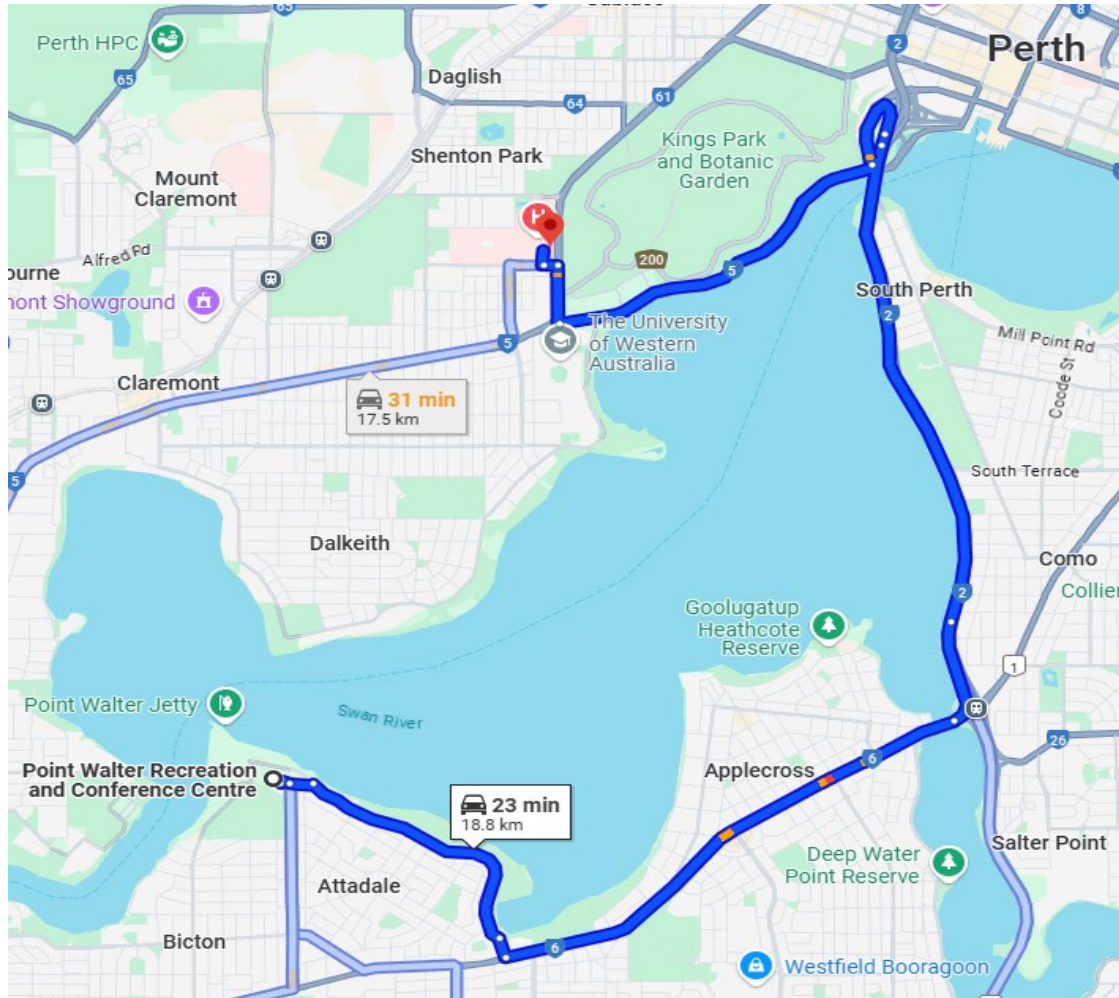
- Take Page St to Burke Dr in Attadale
- Continue on Burke Dr
- Burke Dr turns slightly right and becomes Lentona Rd
- Turn left onto Canning Hwy/State Route 6
- Turn right onto N Lake Rd
- Turn left onto Leach Hwy /National Route 1
- Use the right 2 lanes to turn right onto Murdoch Dr
- Continue on Robin Warren Dr to your destination

Perth Children's Hospital

15 Hospital Avenue, Nedlands WA 6009

(08) 6456 2222

18.8km about 24 min



Point Walter Recreation and Conference Centre

1 Stock Rd, Bickton WA 6157

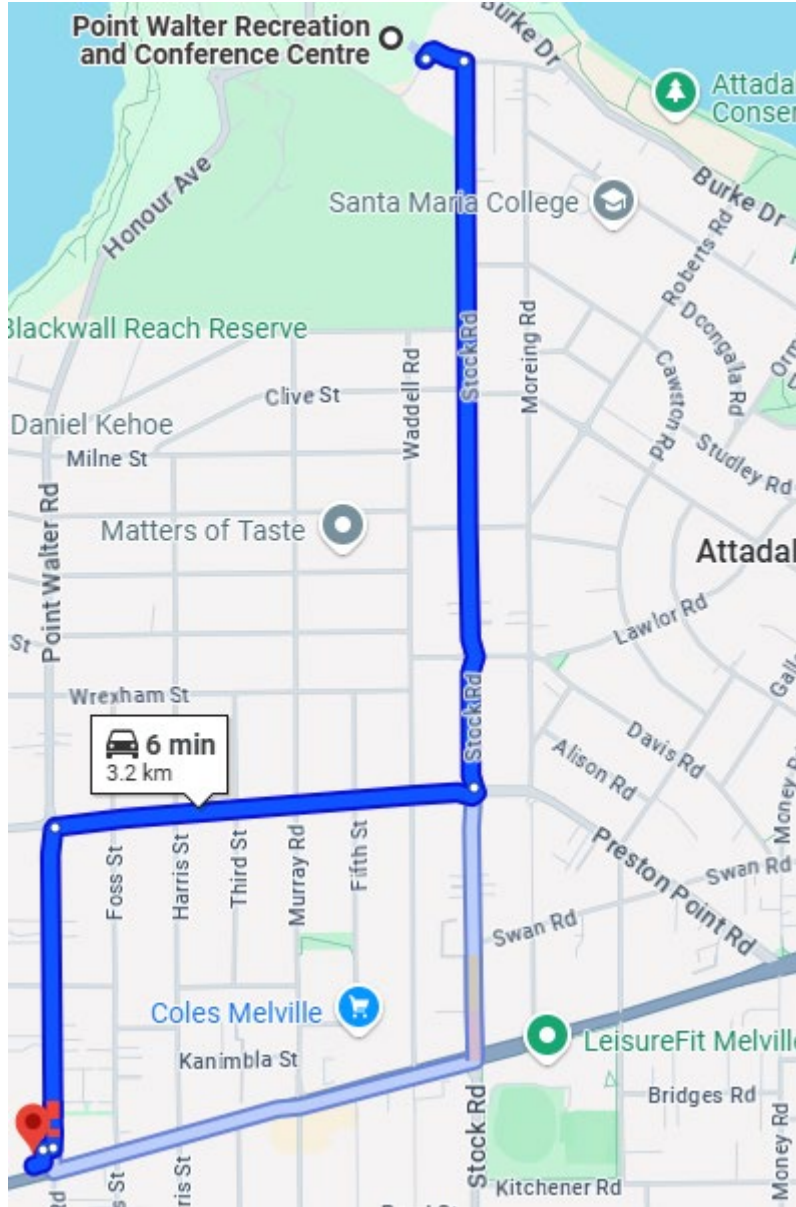
- Take Page St to Burke Dr in Attadale
- Continue on Burke Dr
- Burke Dr turns slightly right and becomes Lentona Rd
- Turn left onto Canning Hwy/State Route 6 (5.6km)
- Turn left Kwinana Freeway /State Route 2
- Take the Mounts Bay Rd exit towards Mounts Bay Rd /Fremantle
- At Point Lewis Rotary, take the 2nd exit onto Mounts Bay Rd
- Use the 2nd from the right lane to turn right onto Winthrop Ave
- Turn left onto Monash Ave
- At the roundabout, take the 2nd exit onto Hospital Ave

Point Walter Medical Centre

322-324 Canning Hwy, Bicton WA 6157

(08) 9319 2333

3.2km about 6 min



Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

- Turn right onto Stock Rd
- At the second roundabout, take the 3rd exit onto Preston Point Rd (2.35km)
- At the roundabout, take the 1st exit onto Point Walter Rd (650m)
- Turn right
- Turn left – destination is on the right

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

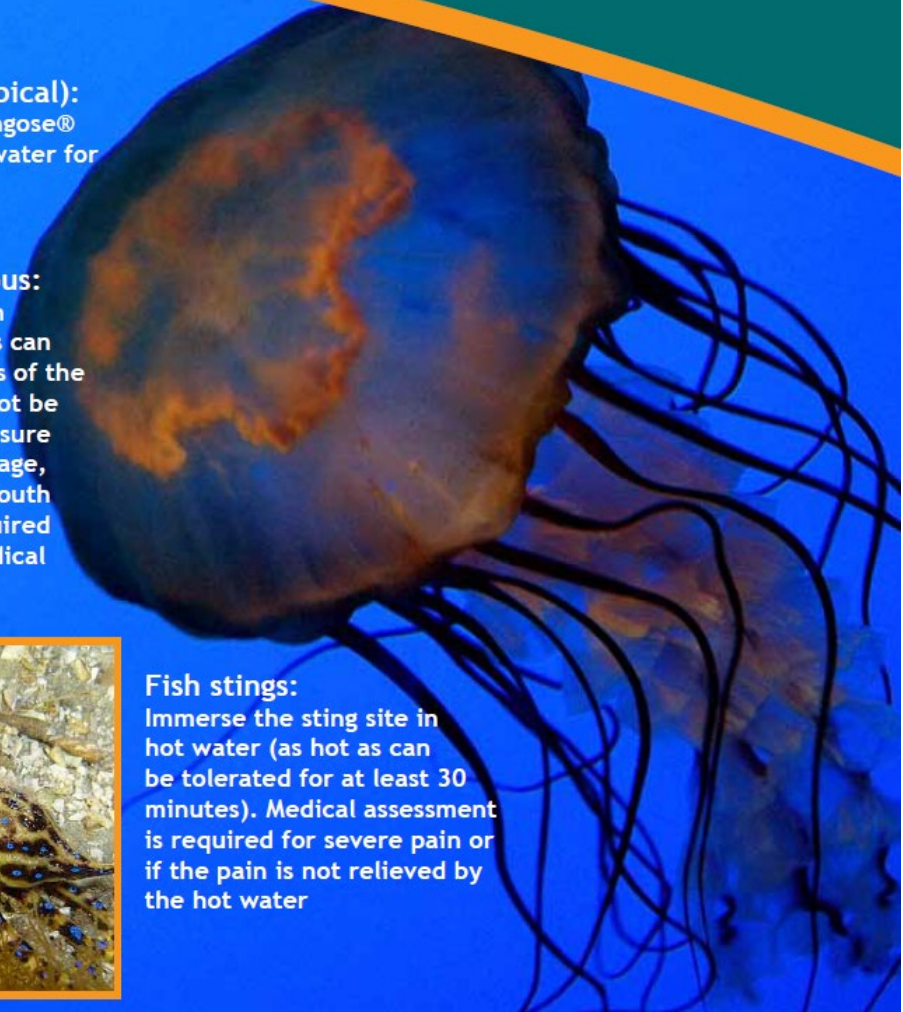
Marine

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



Department of
Local Government, Sport
and Cultural Industries

**GRAHAM RUSSELL
CONFERENCE ROOM
&
SEMINAR ROOMS**



FOR ALL
EMERGENCY
SERVICES
DIAL 000



LEGEND

	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	CO ₂ FIRE EXTINGUISHER
	FIRE BLANKET
	FIRE HOSE REEL
	SDS SAFETY DATA SHEETS
	DEFIBRILLATOR
	FIRST AID

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



ALARM PROCEDURES

- Assess your immediate area for danger
- Evacuate your room/building via the nearest safe exit (refer to floor plan)
- Proceed to the external Assembly Area (refer to Site Plan)
- DO NOT re-enter the building until authorised by the Emergency Services & Management

EVACUATION DIAGRAM



HERON DORMITORY



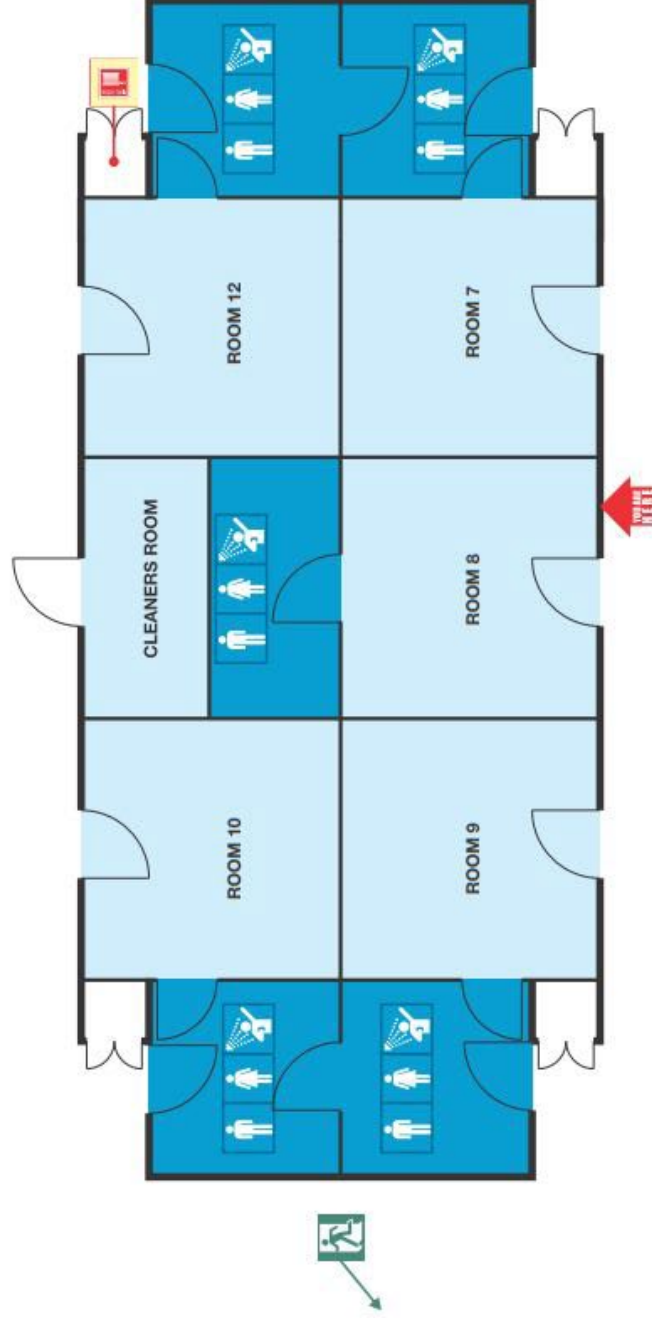
Department of
Local Government, Sport
and Cultural Industries

LEGEND	
	EXIT ROUTE
	ASSEMBLY AREA
	FIRE HOSE REEL

FOR ALL
EMERGENCY
SERVICES
DIAL 000

P POLICE
F FIRE
A AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



ALARM PROCEDURES

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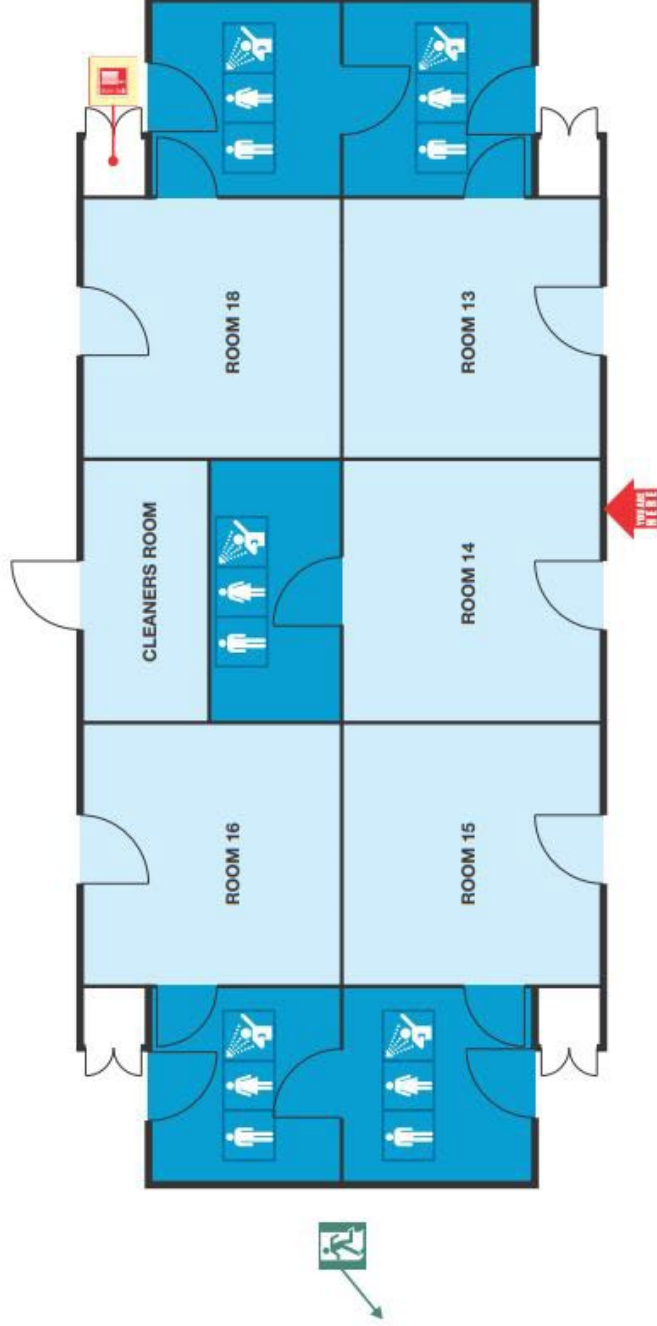
EVACUATION DIAGRAM



PARROT DORMITORY



Department of
Local Government, Sport
and Cultural Industries



LEGEND	
	EXIT ROUTE
	ASSEMBLY AREA
	FIRE HOSE REEL

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE

FIRE

AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



ALARM PROCEDURES

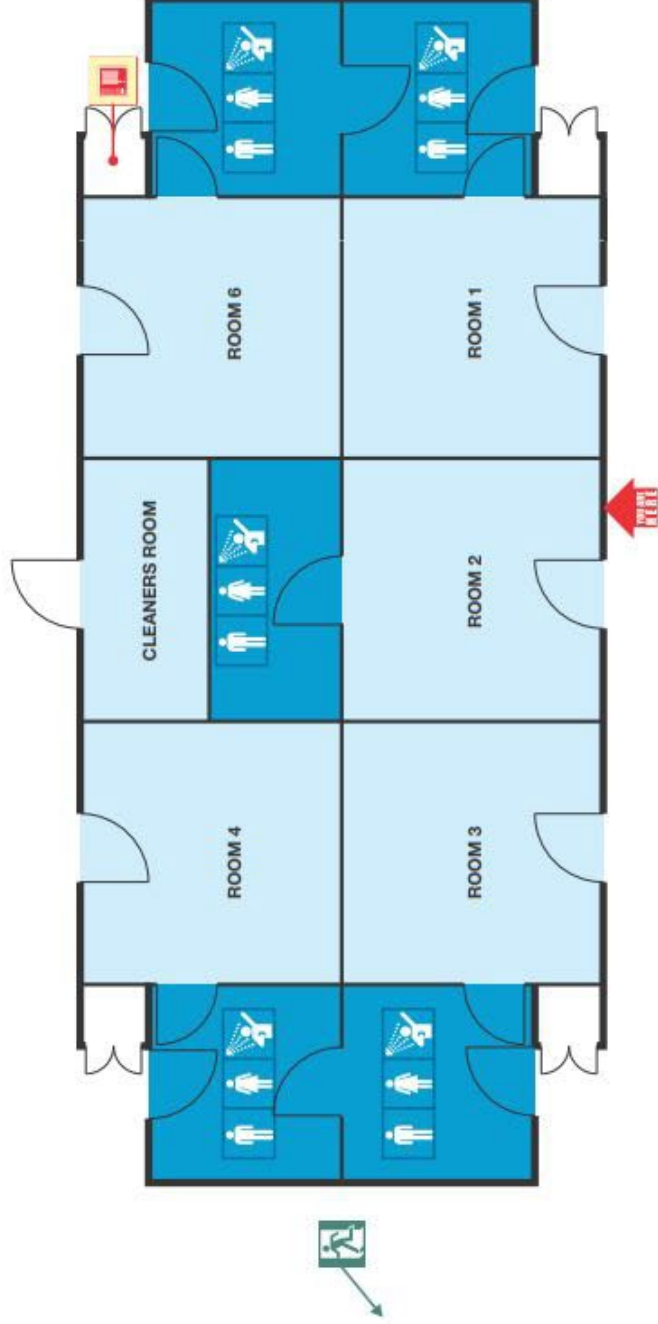
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EVACUATION DIAGRAM



Department of
Local Government, Sport
and Cultural Industries

COCKATOO DORMITORY



LEGEND		
	EXIT ROUTE	
	ASSEMBLY AREA	
	FIRE HOSE REEL	

FOR ALL
EMERGENCY
SERVICES
DIAL 000

P POLICE

F FIRE

A AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON

ALARM PROCEDURES

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EVACUATION DIAGRAM



QUAIL DORMITORY



Department of
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LEGEND	
 EXIT ROUTE	 ASSEMBLY AREA



FOR ALL
EMERGENCY
SERVICES
DIAL 000

P POLICE

F FIRE

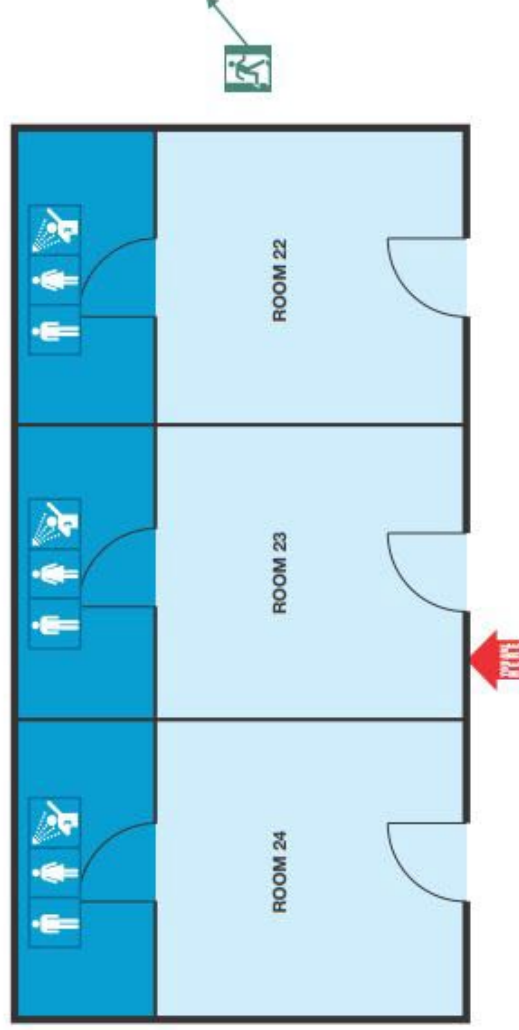
A AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



ALARM PROCEDURES

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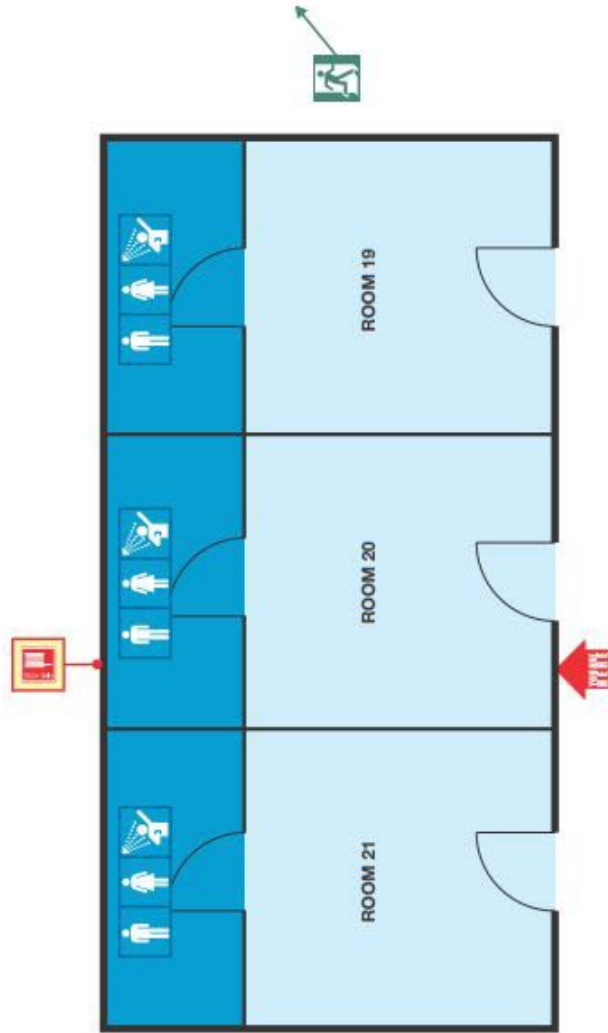
EVACUATION DIAGRAM



KESTREL DORMITORY



Department of
Local Government, Sport
and Cultural Industries



LEGEND	
	EXIT ROUTE
	ASSEMBLY AREA
	FIRE HOSE REEL



FOR ALL
EMERGENCY
SERVICES
DIAL 000



P POLICE



FIRE



AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



ALARM PROCEDURES

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EVACUATION DIAGRAM



CYGNET DINING ROOM & PELICAN FUNCTION ROOM



Department of
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and Cultural Industries

LEGEND	
	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	WET CHEMICAL
	FIRE BLANKET
	FIRE HOSE REEL
	EPFEN
	FIRST AID
	ELECTRICAL SWITCHBOARD

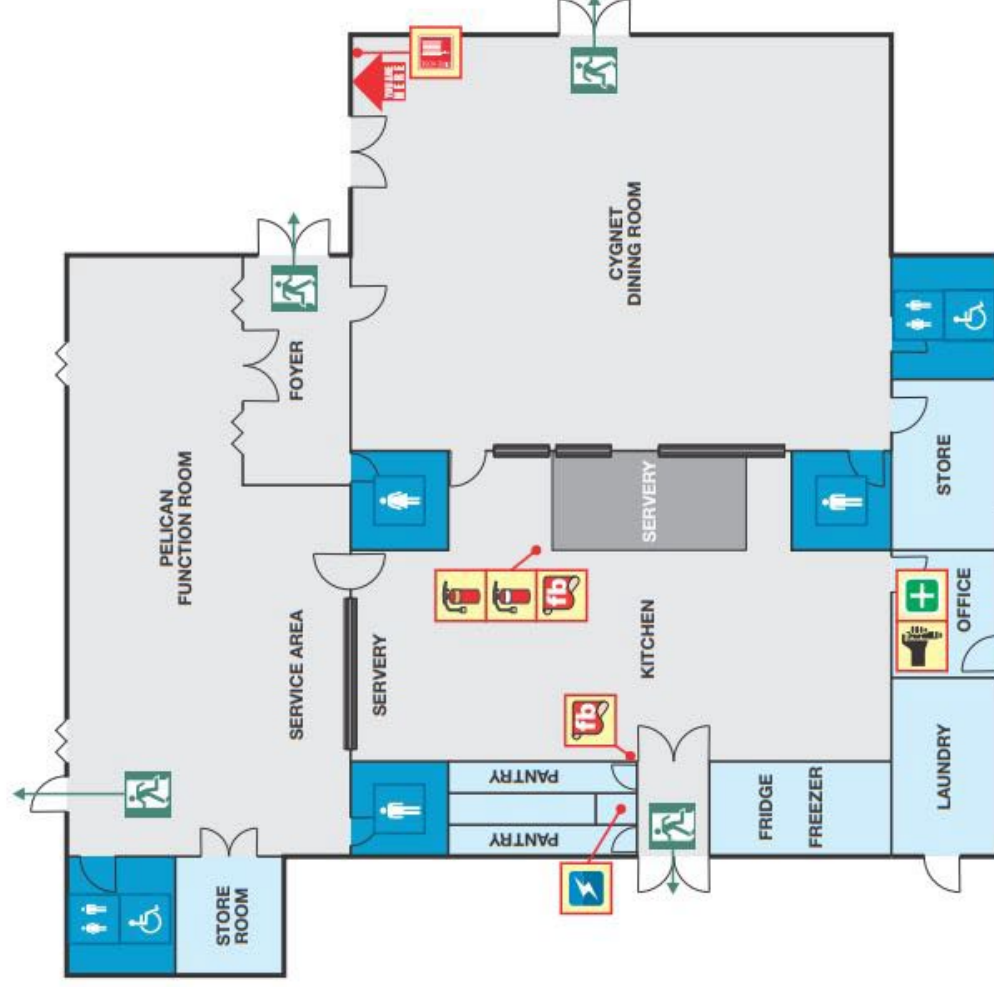
FOR ALL
EMERGENCY
SERVICES
DIAL 000

POLICE

FIRE

AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



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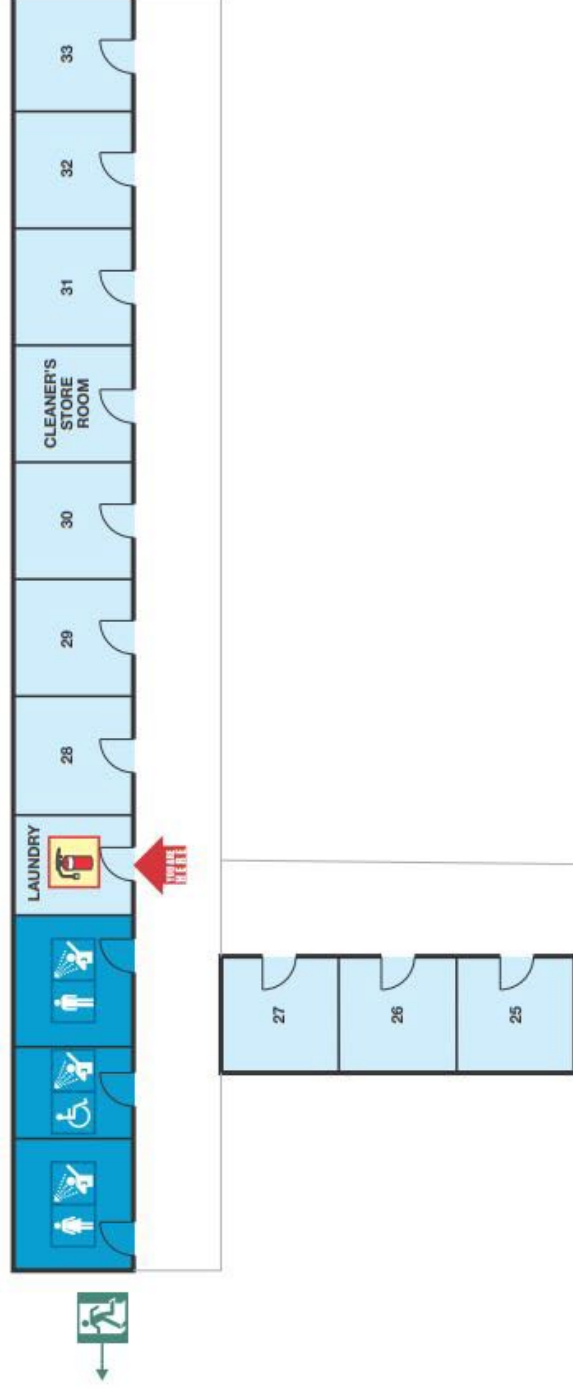
EVACUATION DIAGRAM



OSPREY DORMITORIES



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FOR ALL
EMERGENCY
SERVICES
DIAL 000

LEGEND

	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER

P POLICE

F FIRE

A AMBULANCE

POINT WALTER RECREATION & CONFERENCE CENTRE
1 STOCK RD, BICTON



ALARM PROCEDURES

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Once printed, this is an uncontrolled version of the document.

This document has been developed as part of the Safety and Emergency Documentation Framework
Point Walter Recreation and Conference Centre