



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

# **Emergency Response Plan**

Woodman Point Recreation Camp

2025

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## 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.

Woodman Point Recreation Camp staff also refer to additional critical incident and emergency response documents, covering detailed responses and management of emergency situations.

All full-time staff of the Woodman Point Recreation Camp 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.

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 emergency responses safely and effectively.

## Scope

This Emergency Response Plan (ERP) covers the responsibilities of a Person Conducting a Business or Undertaking (PCBU) as per Work Health and Safety (WHS) 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 Woodman Point 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 Woodman Point 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

**Camp address:** Woodman Point Recreation Camp, O’Kane Court, Coogee WA 6166.

**Nearest main road intersection:** Cockburn Road. When giving directions, use suburb name “Munster”.

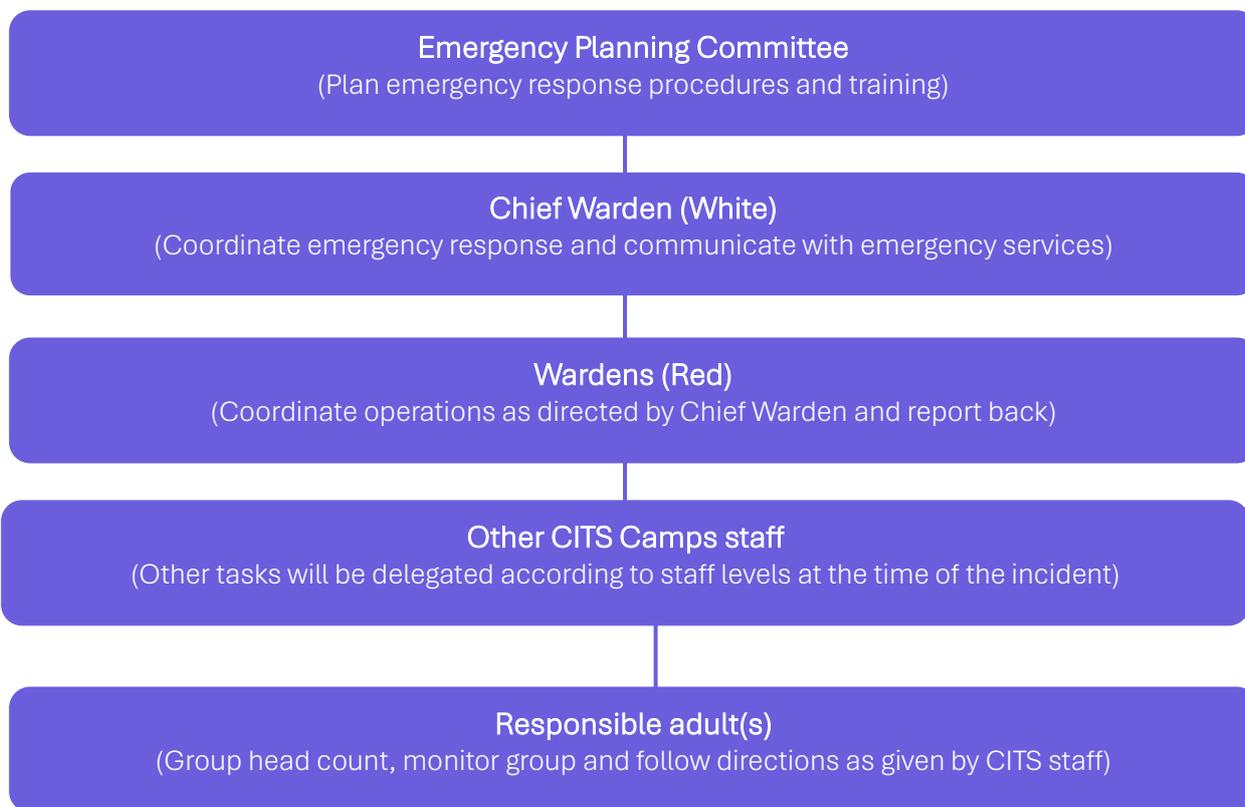
**Front gate access:** Gate code will be provided as necessary or on request.

<b>Emergency</b>	Emergency services (If ‘000’ is not working from older mobiles pre-2002)	000 112
<b>Woodman Point Camp</b>	Camp office Emergency on-call staff member	9492 9797 0414 448 088
<b>Police</b>	Police assistance (non-emergencies)	131 444
	Cockburn Police Cockburn Police mobile for Coogee/Spearwood	6174 9666 0466 318 134
	Water Police 24 hours, including shark sightings	9442 8600
<b>Fire</b>	Success Fire Station (non-emergencies) DFES recorded information line	9417 2394 1300 657 209
	Fiona Stanley Public Hospital, Murdoch [see map] St. John of God Hospital, Murdoch (Private) [see map] Perth Children’s Hospital, Nedlands [see map]	6152 2222 9366 1111 6456 2222
<b>Medical centres</b>	St John Urgent Care [see map] (Cockburn Gateway Shopping City, 816 Beeliar Drive Success 8 am to 9 pm (Dental 8 am to 6 pm)	6174 6000
	Phoenix Medical Clinic, Spearwood (Rockingham Road – will take after-hours emergencies)	9434 3555
	Fremantle After Hours GP (Block A, Fremantle Hospital, South Tce – Mon to Fri: 12 – 8am, 6pm – 12am; Sat: 12 – 8am, 12pm – 12am; Sun: Open 24 hours	9430 8912
	Health direct 24hr/After-Hours GP	1800 022 222
<b>WA Poisons Info</b>	24hr Poisons and Bites/Stings Information Line	13 11 26
<b>SES</b>	General assistance – State Emergency Service Cockburn SES Unit	132 500 9418 5800
	City of Cockburn Ranger Services City of Cockburn Security	9411 3444 1300 653 643
<b>Western Power</b>	Report and enquire faults and emergencies	13 13 51
<b>Water Corp</b>	Faults, emergencies and security	13 13 75

*All numbers correct as of September 2025.*

## 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

**On call mobile is 0414 448 088 (voice messages only – NO SMS)**

The office has land line telephones (phone 08 9492 9797) and access to the internet. The main kitchen has a land line telephone in the chef's office (phone 08 6365 1834).

CITS public Wi-Fi is also available at some locations around the site. Contact camp staff for access/password.

Where possible ECO members should be contactable via two-way radio on channel 30 and or by the on-call duty officer mobile (0414 448 088).

Channel 29 should be used for any conversations not suitable for transmission to all personnel.

**If an emergency assembly is required a blast horn will be sounded repeatedly.**

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.

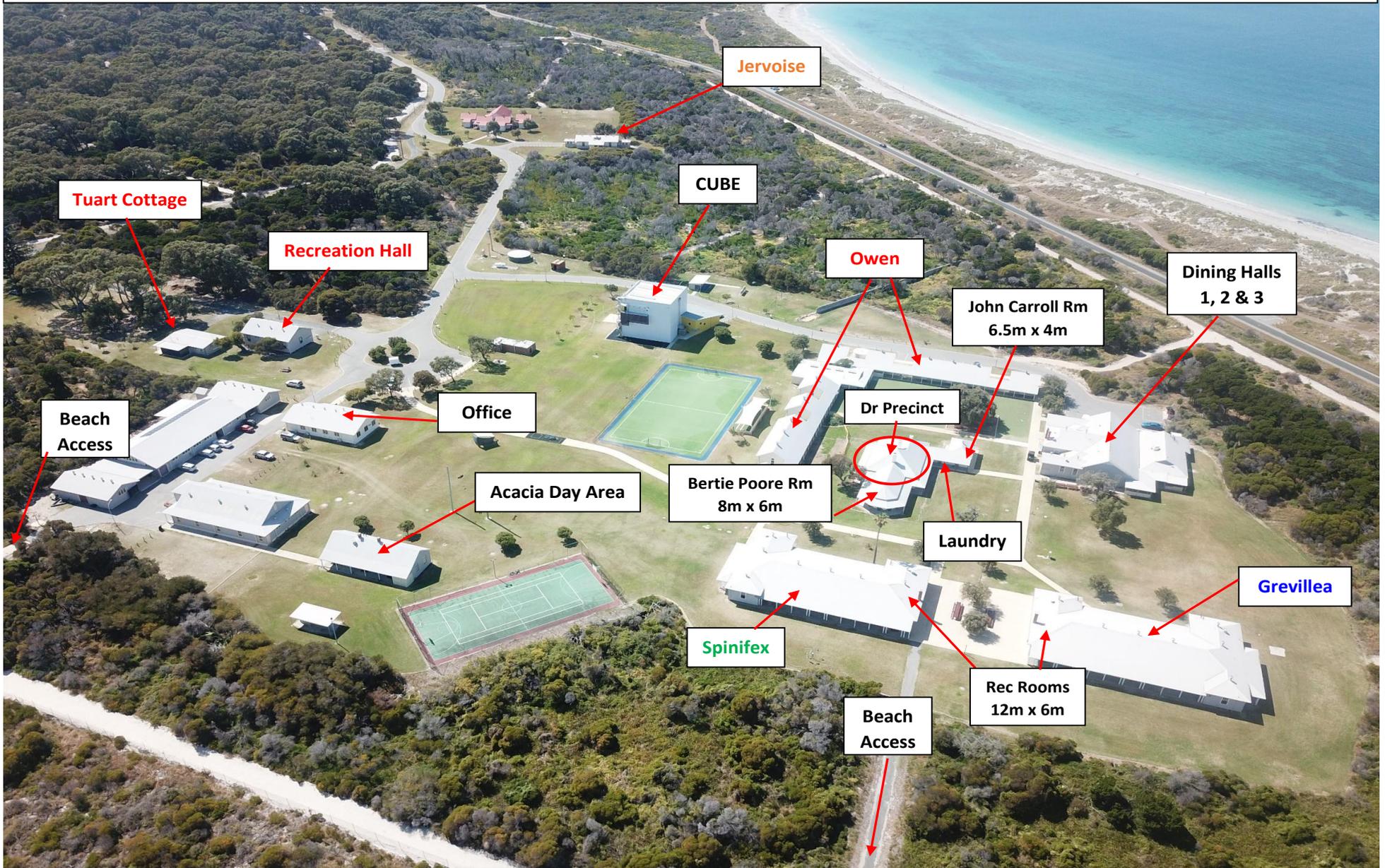
Residential or day group leaders are to be contacted by mobile phone where possible.

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. Note that mobile reception may be poor in some areas of the camp.

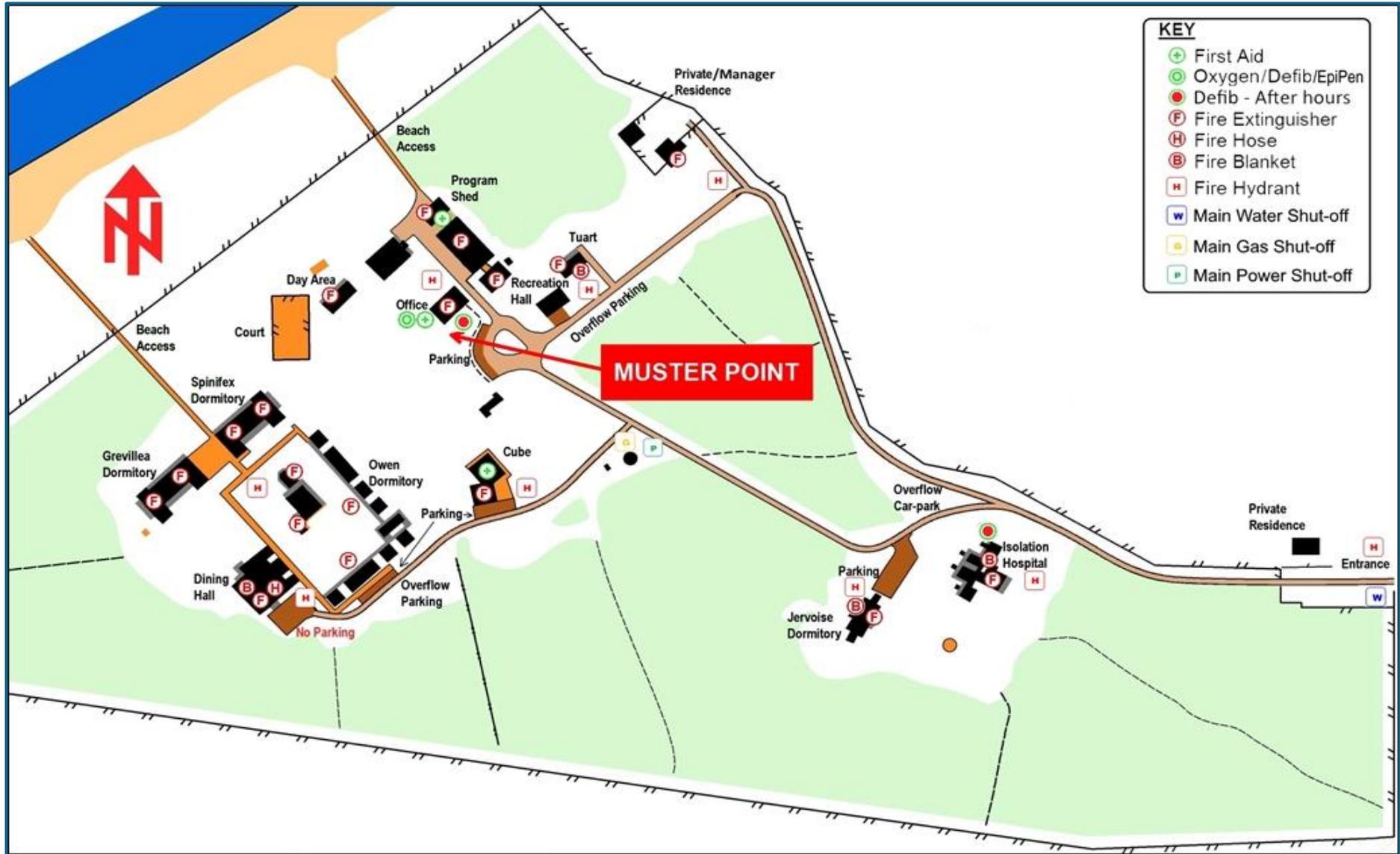
**Refer to emergency evacuation signage located in each building for more information.**

# Camp Layout Map

## WOODMAN POINT RECREATION CAMP – CAMP LAYOUT



# Emergency Equipment Map

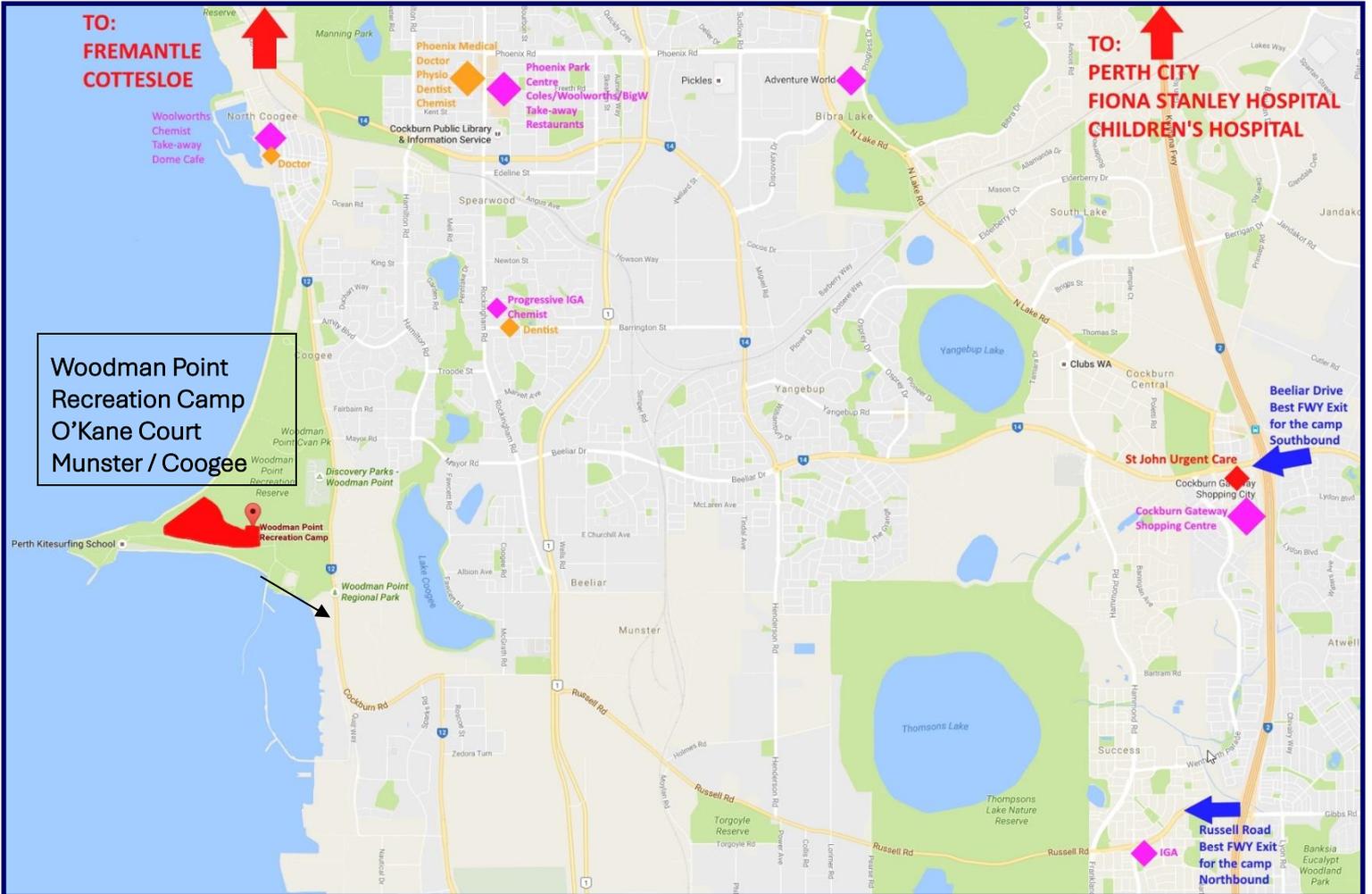


# Locality Maps – Woodman Point Recreation Camp

74 O’Kane Court, Coogee, 6166

Phone: (08) 9492 9797

On Call Mobile: 0414 448 088



## Key Emergency Locations

- **Emergency Muster Point** is at the southern corner of the office.
- **Emergency Evacuation** will be via either the front gate or the beach.
- **Fire extinguishers** are in or at the main kitchen/dining area, recreation hall, office, on-site residence, program shed and storage sheds. There are extinguishers located in each of the accommodation areas.
- **An Automatic Electronic Defibrillator (AED) and EpiPen** is available for after-hours emergencies, located on the front veranda of the camp office in a white cabinet. Phone 000 for the access code.
- **EpiPens** are also kept in the chef's office at the main camp kitchen.
- *First aid kits, medical oxygen and spinal board are available by contacting camp staff only. Access of this equipment is limited to trained and qualified camp staff. Groups should make their own arrangements for the supply of first aid kits throughout their stay, including the provision of emergency equipment and medication relevant to their group (such as EpiPens for anaphylaxis, Ventolin for asthma, etc).*

**In an emergency, please contact emergency services on 000 and camp management immediately on 0414 448 088!**

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

## Emergency Response Procedures

(Please see Appendix 1 for Visitor Emergency Response Procedures)

Type of emergency	Code	Sub-type	Page
<b>Standard Emergency</b>	<b>WHITE</b>	Initial Response	13
<b>Evacuation</b>	<b>ORANGE</b>	Evacuation procedures	11
<b>External emergency</b>	<b>BROWN</b>	Earthquake/tsunami/surge	12
<b>Medical emergency</b>	<b>BLUE</b>	General	13
		Gastroenteritis	14
<b>Fire</b>	<b>RED</b>	Fire/smoke	15
<b>Personal threat</b>	<b>BLACK</b>	Intrusion/hold-up	16
<b>Internal emergency</b>	<b>YELLOW</b>	Missing person	17
		Unforeseen emergency	18
<b>Bomb/substance</b>	<b>PURPLE</b>	Bomb threat/package	

## Standard Emergency Order - Initial response

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

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

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

## Standard Emergency Response - Initial response

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

- Assign roles:** Chief Warden, wardens, first aid, group supervisor
- Assess the emergency** (location, nature of emergency, casualties injured, etc.)
- Call '000'** as required and provide information on numbers at site
- Follow CIMPL plan flow chart**
- On site resources available** (oxygen, first aid kit, defibrillator, and stretcher)
- Remain with any injured person until help arrives**
- Sound emergency siren** if appropriate
- Assemble** at emergency assembly areas (South of Office)

In the event of a critical incident or accident, staff on site are to act in accordance with the CIMPL plan.

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

Numbers on site:

Client groups	_____
CITS staff	_____
Visitors	_____
Onsite caretaker residents	_____
Kitchen staff	_____
<b>Total</b>	_____

Is it best to Stay or Evacuate?

- Follow instructions from emergency services
- Inform group leaders of situation and response
- Is everyone accounted for?
  - Clients and visitors (check accommodation diary and visitors log)
  - CITS staff (check program diary)
  - onsite caretakers.
  - Kitchen staff

Complete reports and ensure relevant people 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 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 muster point at the camp office.
- If the muster point is not safe, move to a safer location as a group (like the middle of the oval, beach, etc.).
- Do not re-enter buildings until DFES or the Chief Warden advise it is safe to do so.

### Fire Alarm

- If you hear a fire alarm, prepare to evacuate and wait for instruction from DFES or a Warden.
- 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.

## Flood / Tsunami / Storm Surge / Earthquake

- Follow directions of Wardens.
- Emergency **horn** to be sounded if appropriate.  
Assemble at 'Muster Point' outside the Office.
- Account for all group members & ensure their immediate safety.  
Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_
- Follow instructions from DFES \_\_\_\_\_
- Is it best to **stay or evacuate**? \_\_\_\_\_
- Tsunami threat** - Move group to higher /safer ground if possible
  - If there is **sufficient warning**, transport group quickly and safely out of the camp to the end of O'Kane Court and turn left on Cockburn Road. Locate the two houses on the opposite side of Cockburn Road and walk up the path behind the cottages to the Lighthouse. Remain at the Lighthouse.
  - If there is **insufficient warning** to move away from the site, the safest building during a tsunami is the CUBE. Move group inside the cube, shut all doors, locate weak swimmers near climbing apparatus or internal ladder. Use internal ladder, platforms and elevated doorways to exit the building as required. **DO NOT USE THE ROOF AS AN EVACUATION PLATFORM.** Determine if the threat of secondary waves has passed before deciding to leave the building.
- 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.
- Inform Group** of situation and response
  - Is **everyone accounted** for?
- Complete Reports**, ensure relevant persons are notified

## Flood / Tsunami / Storm Surge / Earthquake – For CITS staff

After the initial effects of the emergency have 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.** Main site power located next to green water tank. Keys located in office.
- Isolate main gas tank.** Whole site isolation valve located on large gas tank next to green water tank
- Call 000
- Follow CIMPL plan flow chart
- Emergency siren to be sounded if appropriate
- Assemble at the corner of the Office if safe
- If safe, search camp in pairs** with two-way radios for any more people and identify damage:
- Is **everyone accounted** for:
  - Clients and visitors:
  - Staff:
  - Onsite residents:
  - Total:
- Is it best to **stay or evacuate?** \_\_\_\_\_
- Follow instructions from emergency services \_\_\_\_\_
- Inform the group** of situation and response
- Complete reports** and ensure relevant people are notified

## General Medical Emergency

- Assess accessibility and condition of casualty, if no vehicle access will DFES also be required for transportation?
- If required **Call '000'**, provide information on numbers at site Woodman Point Camp, O’Kane Court Coogee.  
  
Nearest road/intersection - Cockburn Road (Time of call \_\_\_\_\_ am / pm)  
Gate Code provided to Emergency Services or send person to Front Gate.
- Have someone remain with the injured person until help arrives
- If an ambulance is not required, arrange to transport casualty for further medical assistance. Provide Maps and contact details.
- Complete reports**, ensure relevant persons are notified.

## Team First Aid Procedure

- **Minor Emergencies**

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

- **Major Emergencies**

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

First Aider 1	First Aider 2	First Aider 3
<ul style="list-style-type: none"> <li>• Recognise the emergency</li> <li>• Signal to First Aider 2 (Radio or Whistle)</li> <li>• Respond/Act</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise signal - communication (Radio or Whistle)</li> <li>• Signal to First Aider 1</li> <li>• Assist First Aider 1</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise signal - communication (Radio or Whistle)</li> <li>• Evaluation of the casualty</li> <li>• Contact emergency services</li> <li>• Transport medical equipment to First Aider 1 &amp; 2</li> <li>• Crowd control (Looking after other participants)</li> <li>• Witnesses / Information / Use bystanders</li> </ul>

## Gastroenteritis

Contact Woodman Point Camp on-call staff on 0414 448 088 for advice and instruction.

Locate the cleaning trolley in the cupboard at the end of the servery in the Dining Hall. Keys are in a lock box next to the cupboard with the code 7425 (SICK on number pad)

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

## Gastroenteritis Outbreak Kit

Contents of the gastroenteritis outbreak kit in the event of a gastroenteritis outbreak:

- Gastroenteritis outbreaks in recreation camp facilities
- Gastroenteritis initial outbreak notification form
- Faecal collection kit
- Roll of garbage bags, e.g. to store clothing soiled with vomit / faeces
- Plastic aprons and disposable masks for use when cleaning up
- Disposable gloves for self-protection
- Disinfectants (bleach) with instructions for use
- Paper towels, disposable cleaning cloths
- Sticky labels for labelling garbage bags, pen / markers specimen jar, etc.
- Disposable cooler and icepacks
- Contact list
  - Communicable Disease Control Public Health Units
  - Local Environmental Health Officers

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

## Control of Gastroenteritis outbreaks in Camp Facilities

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

- Identified all people experiencing vomiting and / or diarrhoea by doing a roll call and asking for symptoms each day
- Immediately isolate people experiencing these symptoms
- Collected samples of diarrhoea from each person with symptoms and refrigerated these samples
- Seek medical attention
- Collected samples of food which may have been eaten in the past 3 days and kept clearly labelled and separated from other food in the refrigerator
- Notified the nearest Department of Health Communicable Disease Control Officer and / or local Environmental Health Officer
- Cleaned rooms / dormitories / tents of well people, followed by cleaning of all potentially contaminated areas
- Arranged transportation for ill people, continuing to isolate people with symptoms from the remainder of the group
- Distributed advisory letters to staff, students and visitors / volunteers
- Implemented CIMPL Plan – seek assistance in managing incident

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

## Medical Emergency – For CITS staff

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.
  - 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 (Appendix 2)
- On site resources available.
  - Oxygen, trauma first aid kit, defibrillator, severe bleed kit, Epi -pens, survival kit and spinal board
- First Aider 1 to remain with the injured person(s) until help arrives
- Use Team First Aid Procedure where possible (see below)
- If an ambulance is not required, arrange for the group to transport injured or sick person(s) for further medical assistance. Provide maps and contact details.
- Complete reports** and ensure relevant people are notified

First Aider 1	First Aider 2	First Aider 3
<ul style="list-style-type: none"> <li>• recognise the emergency</li> <li>• signal to First Aider 2 (radio or whistle)</li> <li>• respond/act.</li> </ul>	<ul style="list-style-type: none"> <li>• recognise signal — communication (radio or whistle)</li> <li>• signal to First Aider 1</li> <li>• assist First Aider 1.</li> </ul>	<ul style="list-style-type: none"> <li>• recognise signal — communication (radio or whistle)</li> <li>• evaluation of the casualty</li> <li>• contact emergency services</li> <li>• transport medical equipment to First Aider 1 and 2</li> <li>• crowd control (looking after other participants)</li> <li>• witnesses/information/use bystanders</li> </ul>

## Fire / Smoke Response

- CALL 000**, provide information on location and numbers of people on site.  
**Woodman Point Recreation Camp, 74 O’Kane Court, Coogee, 6166**
  
- Nearest road/intersection is corner of O’Kane Court and Cockburn Road  
(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 main gate.
  
- Contact Woodman Point Camp Office (08 9492 9797) or On-Call mobile (0414 448 088) to alert of situation.**
  
- Account** for all group members and ensure their immediate safety.  
Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_
  
- Move group members** by foot to the emergency assembly area designated by the Chief Warden.
  
- Alert** other client groups onsite if after office hours.
  
- Is it best to **stay or evacuate?** \_\_\_\_\_
  
- Advice from Emergency Services.
  
- If evacuating, this needs to be done prior to the fire getting out of control, leave early.
  
- Follow instructions from camp staff and emergency services.
  
- If camp staff or emergency services advises **evacuation** to safe location:
  - Client Event Leader to ensure all people are accounted for when leaving site.
  
- If unable to evacuate the site move group to a position opposite the fire direction and smoke.
  - If radiant heat or smoke fumes are present, move inside a building(s)
  - Fill door gaps to prevent smoke entering
  - Continue to re-assess and adjust as needed.

## Fire / Smoke Response 1/2 – For CITS Staff

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 & 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 the southern corner of the office
- 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 staff (Office, instructors, contractors, see sign in board)
  - Onsite caretakers
  - Kitchen staff

## Fire / Smoke Response 2/2– For CITS Staff

- 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
- Turn off Power.** Main site power located next to green water tank. Keys located in office.
- Isolate Main Gas tank.** Whole site isolation valve located on large gas tank next to green water tank
- If Emergency Services advises of evacuation:
  1. Emergency services may recommend group evacuation to a safe location. The camp / client will need to arrange the buses
  2. Responsible adult (s) is to ensure all persons associated with their group are accounted for when leaving the site
  3. Chief Warden to ensure all staff, onsite caretakers' residents and visitors are accounted for when leaving the site

## Intrusion / Armed Holdup

- 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 etc)
- Do NOT attempt to apprehend or overpower the intruder(s)

## Intrusion / Armed Holdup – for CITS staff

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.  
**Woodman Point Recreation Camp, 74 O’Kane, Coogee, 6166**
- Nearest road/intersection is corner of O’Kane Court and Cockburn Road  
(Time of call \_\_\_\_\_am/pm)
- Consider vehicle access** to site for police, ambulance or emergency services
  - Automatic gate code provided to emergency services or send person to automatic gate
- Wardens / staff** close off the area to others until the police have assessed the area
- CITS staff to follow CIMPL Plan**
- Wardens / staff try to get the names and addresses of witnesses
- Wardens / staff get witnesses to complete the intruder description without consultation with each other
- Repeat for police the actual words spoken by the intruder(s)
- Complete incident reports**, ensure relevant persons are notified.

## Armed Hold Up Checklist

Witness Name:

Address:

Phone(s):

Occupation:

### Description of intruder(s) / offender(s)

Number of Intruders / Offenders: 1. 2. 3. 4. 5.

Sex: Male Female Not Known

<b>RACE</b>	Caucasian Asian European Aboriginal Indian African American Pacific Islander
<b>AGE</b>	5-10 10-15 16 17 18 19 20 21-25 25-30 30-35 35-40 40-45 50-60 60-80 Not known
<b>HEIGHT (cms)</b>	120 137 152 168 173 178 183 188 192 Not known
<b>WEIGHT (kgs)</b>	51 53 57 61 64 70 74 76 80 83 89 94 97 100 100+
<b>BUILD</b>	Thin Slim Medium Heavy Muscular Fat Stout Obese
<b>HAIR</b>	Black Brown Blonde Dirty Blonde Grey White Silver Dyed ..... Other ..... Bald Shaved Head Straight Curly Wavy Neat Wig Afro Tied Tapered Crew Neck Shoulder Long Spiked Flattop Dirty Specific .....
<b>EYES</b>	Black Brown Hazel Blue Green Grey Not known
<b>GLASSES</b>	Sunglasses Prescription Wire Frame Plastic Frame Rimless Clear Bi Focal
<b>COMPLEXION</b>	Pale Fair Medium Dark Skinned Ruddy Tanned Brown Black Acne Freckled Scarred Fresh Not Known Specific .....
<b>FACIAL HAIR</b>	Moustache Beard Sideburns Unkempt Goatee Full Stubble Colour ..... Specific .....
<b>SPEECH</b>	Normal Foreign Impediment Uneducated Swearing Husky Deep High Squeaky Quiet Loud
<b>HANDS</b>	Gloves Cotton / Leather / Rubber / Motorbike / Garden / Work / Washing Colour ..... Type ..... Specific .....

## Armed Hold Up Checklist

<b>Weapon</b>	<b>HANDGUN</b>	Long / Short barrel Blue / Chrome Revolver / Automatic Specific .....
	<b>RIFLE</b>	Bolt/ Auto / Pump / Lever Actions Short / Long Barrel Full Length Sawn Off Telescopic Sight Magazine Specific .....
	<b>SHOT GUN</b>	Pump / Automatic / Double Barrel / Single Barrel OR Under and Over Full Length Sawn Off Specific .....
	<b>KNIFE</b>	Sheath Carving Kitchen Butterfly Flick Retractable Blade Stanley Fishing Cleaver Folding Pocket Type Multi Bladed Serrated Bladed Y / N Length of blade ..... Length of handle ..... Colour of handle..... Width of blade ..... Specific ..... Witness able to I.D. Weapon Y / N
<b>Vehicle</b>	<b>BODY</b>	Sedan Station Wagon Panel Van Coupe Van Ute Tray Back Commercial Sports 4x4 Motorcycle Moped Specific .....
	<b>MAKE</b>	Holden Ford Toyota Mitsubishi Daihatsu Hyundai Honda Nissan Fiat Renault BMW Audi Mazda Kia Daewoo Subaru Mercedes Volkswagen Chrysler Dodge Isuzu Peugeot Saab Volvo Suzuki Specific .....
	<b>MODEL</b>	Commodore Falcon Hilux Corolla Specific .....
	<b>COLOUR</b>	..... Top Vinyl / Colour ..... Metallic Two Tone Eclipse
	<b>DAMAGE /FITTINGS</b>	Nearside Farside Front Rear Rust Specific .....
	<b>ACCESSORIES</b>	Aerial (CB) Tow ball Bullbar Roof Rack Alloy Wheels Spotlights Sunroof Car Phone Specific .....
	<b>INTERIOR</b>	Bucket / Bench Seats Seat Covers Auto / Manual Column / Area Shift Electric Windows Upholstery Colour ..... Specific .....
	<b>STEREO</b>	Standard Fitted Equaliser Specific .....
	<b>REGISTRATION</b>	VIC NSW SA QLD WA TAS NT ACT

# Armed Hold Up Checklist

## PECULIARITIES

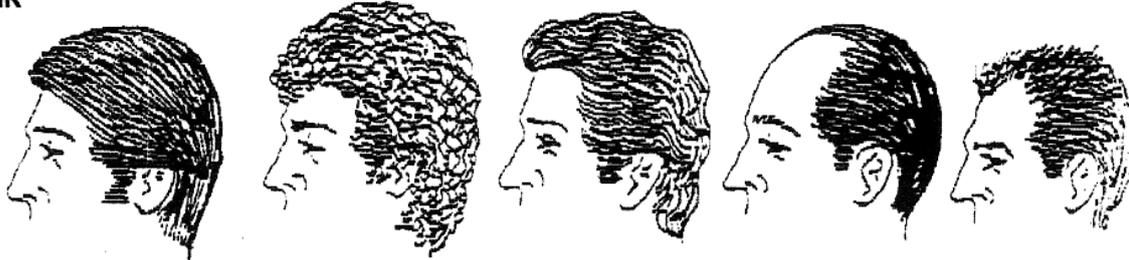
.....  
 .....

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

# Armed Hold Up – Guide to Features

## GUIDE TO FEATURES

### HAIR



STRAIGHT

CURLY

WAVY

RECEDING

CREW CUT

### EYEBROWS



BUSHY

ARCHED

APPROACHING

### EYES



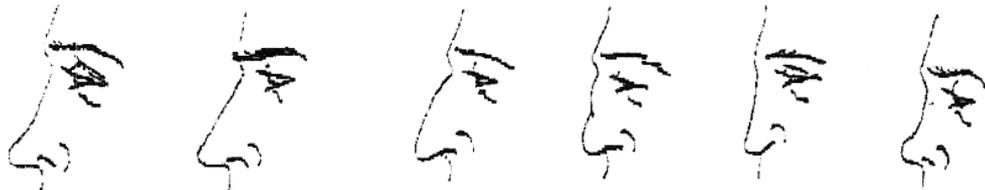
WIDE

NARROW

SLEEPY

DEEP SET

### NOSE



CONCAVE

STRAIGHT

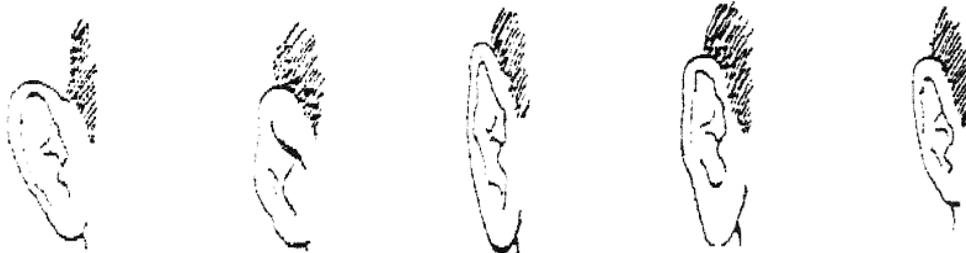
HOOK

BROKEN

FLAT

UPTURNED

### EARS



BIG

CAULIFLOWER

LONG

DROOPING LOBE

NO LOBE

### LIPS



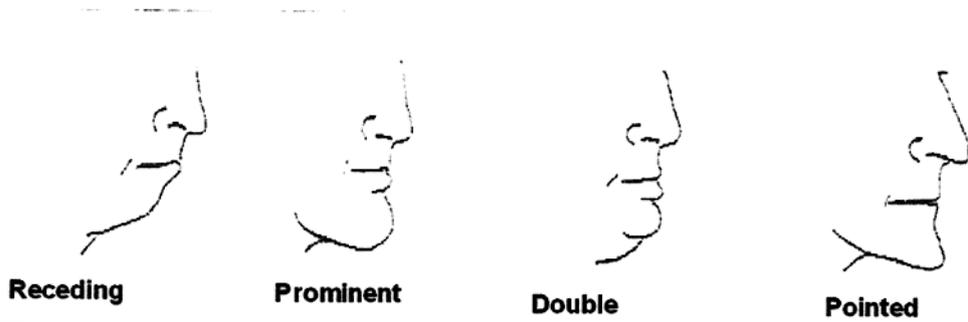
THIN

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

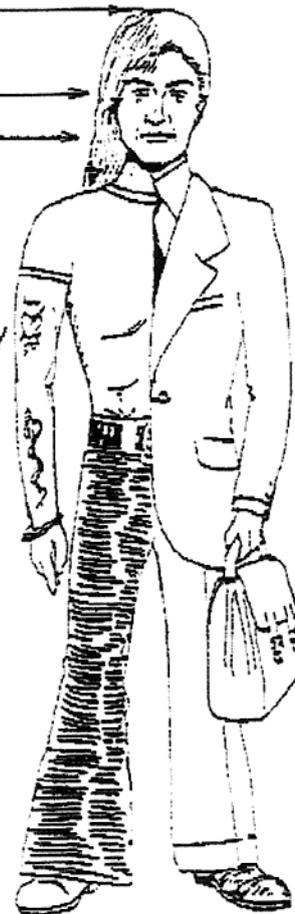
THATCH - HAIR

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

### 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 the southern corner of the Office

OR

- Radio/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

### 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.

- Owen Dormitory and ablutions
- Doctors Precinct, Bertie Poore, laundry and John Carrol room
- Dining Halls and ablutions
- Spinifex Dormitory
- Grevillea Dormitory
- Acacia Day Area and old shower block
- Program sheds
- Recreation Hall and Toilets
- Tuart cottage
- Jervoise Cottage and Isolation Hospital
- Office
- Cube and Bunker
- Gatehouse
- Onsite caretakers' residence
- Beach
- Internal bush edge and tracks
- Perimeter fence track and tracks leading to perimeter
  - 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).

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

## 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.

## Unforeseen Emergency Response – For CITS Staff

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. (appendix 2)
- Have First Aider 1 remain with any injured person until help arrives
- Emergency **siren** to be sounded if appropriate
  - Assemble at southern corner of the Office
- If safe, search camp in pairs with radios, for any more persons and identify damage
- 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 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

<p>Officer Name (print):          Phone:          Signature:</p> <p><b>GENERAL QUESTIONS TO ASK:</b></p> <ol style="list-style-type: none"> <li>1. What is it?</li> <li>2. When is the bomb going to explode?              OR              When will the substance be released?</li> <li>3. Where did you put it?</li> <li>4. What does it look like?</li> <li>5. When did you put it there?</li> <li>6. How will the bomb explode?              OR              How will the substance be released?</li> <li>7. Did you put it there?</li> <li>8. Why did you put it there?</li> </ol> <p><b>CHEMICAL / BIOLOGICAL THREAT QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>1. What kind of substance is in it?</li> <li>2. How much of the substance is there?</li> <li>3. How will the substance be released?</li> <li>4. Is the substance a liquid, powder or gas?</li> </ol> <p><b>BOMB THREAT QUESTIONS:</b></p> <ol style="list-style-type: none"> <li>1. What type of bomb is it?</li> <li>2. What is in the bomb?</li> <li>3. What will make the bomb explode?</li> </ol> <p><b>EXACT WORDING OF THREAT:</b></p>	<p><b>CALLER'S VOICE:</b></p> <p>Male / Female:          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><b>THREAT LANGUAGE:</b></p> <p>Well-spoken:          Incoherent:          Irrational:          Taped:          Message read by caller:          Abusive:          Other:</p> <p><b>BACKGROUND NOISES:</b></p> <p>Street noises:          House noises:          Aircraft:          Voices:          Music:          Machinery:          Other:          Local call:          Non-Local call:</p> <p><b>CALL TAKEN:</b></p> <p>Date:                      Time:          Duration of call:          Number called:</p> <p><b>ACTION:</b></p> <p>Call reported to:</p>
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## Bomb Threat Response – For CITS Staff

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 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 Staff (office, instructors, contractors, see sign in board).
  - Onsite caretakers' residence
  - Kitchen staff
- Complete reports** and ensure relevant persons are notified

## Suspicious Package Response

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 – for CITS staff

- 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

## 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

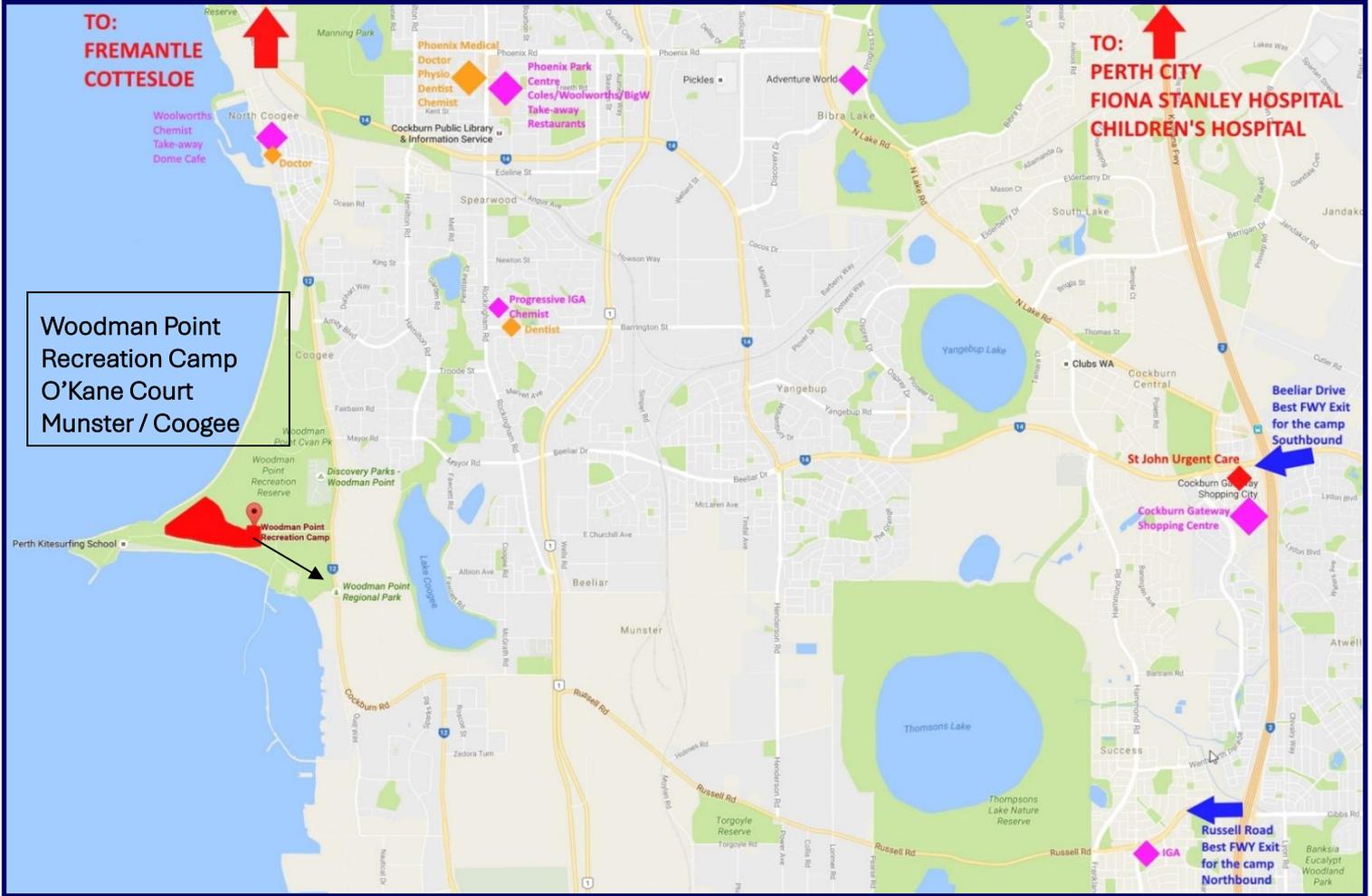
- Counseling services are arranged as needed for the participant, participant's family, staff involved and other group members.
- Ensure first aid kits are re-stocked.
- Site is cleaned and disinfected as needed.
- Review response process and document any learning's, adjusting plans as necessary.
- Consider 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 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.

# Locality Maps – Woodman Point Recreation Camp

74 O’Kane Court, Coogee, 6166

Phone: 9492 9797

On Call Mobile: 0414 448 088



## Hospital and Medical Centres

### St John Urgent Care Cockburn

Cockburn Gateway Shopping City, 816 Beeliar Drive, Success WA 6164

St John Urgent Care: 6174 6000 <https://www.stjohnhealth.com.au>

10.5km about 13-17 mins

St John Urgent Care Centres allow for patients with non-life-threatening injuries or illnesses to be seen by a doctor in a primary setting and receive the most appropriate care without the need to attend an emergency department. The centres offer a high quality, safe and timely alternate care pathway for unscheduled care, and if necessary, x-rays, pathology and follow-up treatments such as plaster, urgent dental and stitches onsite.

St John Urgent Care Centres are open 7 days a week, 8am – 10pm. No appointment is necessary.

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

- When it's urgent, but not an Emergency
- Possible sprains or broken bones
- Cuts that need stitches or glue
- Sports injuries
- Minor eye and ear problems
- Minor burns and scalds
- Cold and flu symptoms (including sore throats)
- Minor illnesses including fever, infections and rashes
- Insect and animal bites

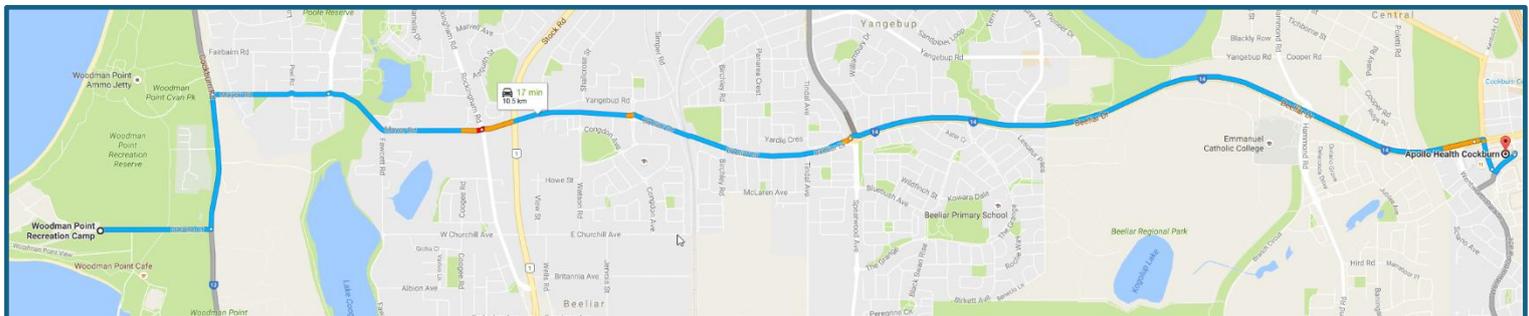
#### **Attend Emergency Department or call 000 for:**

- Heart attack/chest pains
- Inability to breathe
- Collapse/seizure/stroke
- Heavy bleeding
- Serious head or neck injury
- Motor vehicle accidents
- Severe stomach pain
- Severe burns
- Bleeding in pregnancy
- Serious mental health problems
- Poisoning or serious allergic reaction

## What will happen when I call an Ambulance?

St John Ambulance will continue to respond as usual to triple zero (000) calls in the community. However, when attending to the call paramedics will assess a patient's unscheduled care requirements and determine the most appropriate care pathway in the best interests of the patient. This pathway may be an Urgent Care Centre or Public Hospital Emergency Department. Patients will be made fully aware of the recommended approach to treatment and can discuss these options with paramedics at the time of the incident.

- Turn left onto **Cockburn Rd**
- Turn right onto **Mayor Rd**
- Drive approx. 10km along **Mayor Rd / Beelias Drive**
- Turn right at traffic lights at Midgegooroo Ave
- (Cockburn Gateway, with BP on the right)
- Turn left at the first roundabout
- Follow signs to **St John Urgent Care**
- located in the buildings on your left



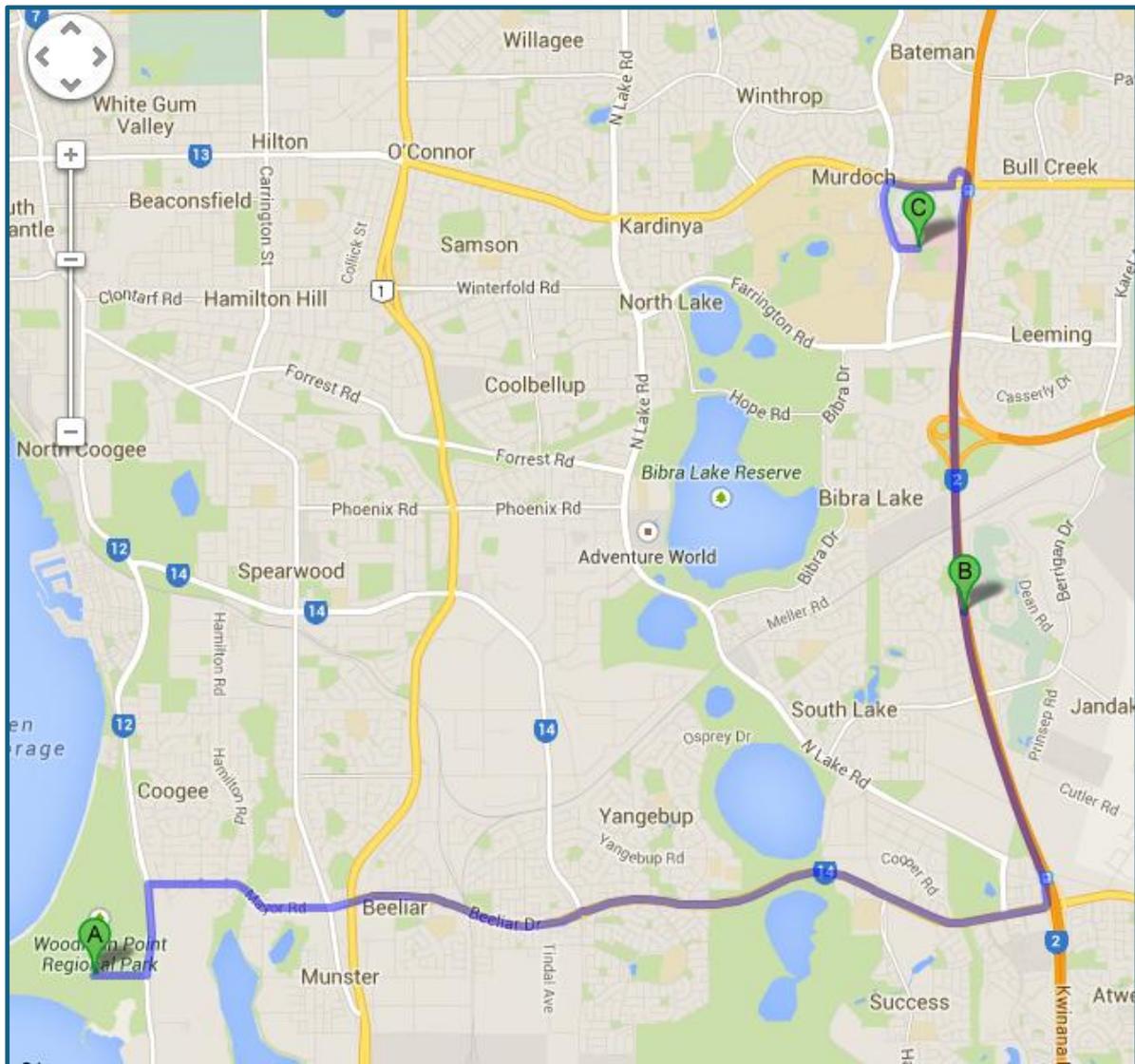
## Fiona Stanley Public Hospital / St John of God Private Hospital

Murdoch Drive, Murdoch, Western Australia

Fiona Stanley: 6152 2222

SJOG: 9366 1111

19.5km about 20-25 mins



- Turn left onto **Cockburn Rd**
- Turn right onto **Mayor Rd**
- Turn left onto the **Kwinana Freeway** ramp to Perth
- Take **South St** Exit, turn right onto **South St** at lights, using left lane.
- Turn left onto **Murdoch Drive**
- Follow signs to **Fiona Stanley Hospital**, turning left onto **Robin Warren Dr**.

An alternate route in peak traffic may include **Stock Road** north to **South St** and turn right. Follow to **Murdoch Dr** and turn right.

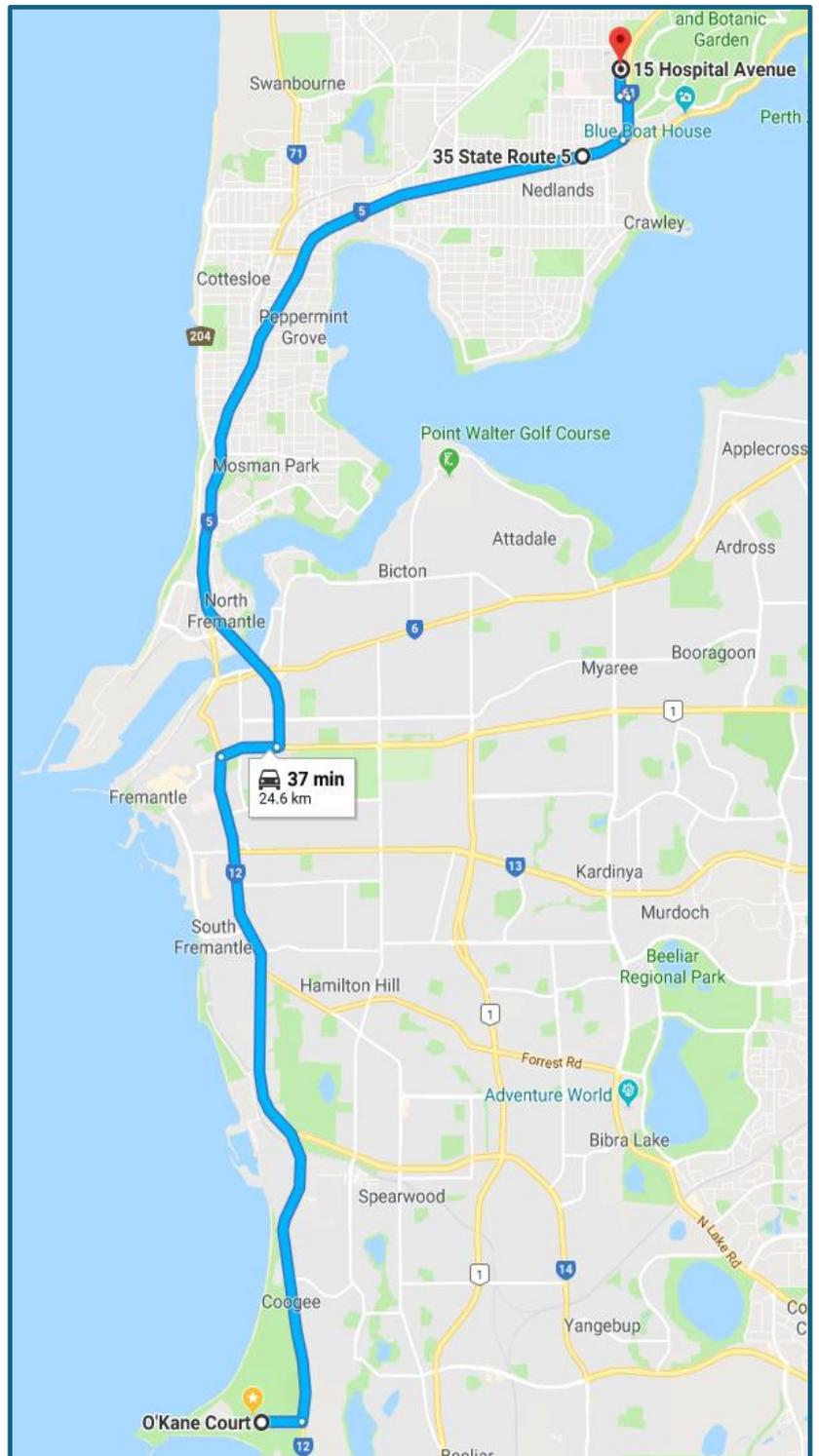
## Perth Children's Hospital

15 Hospital Avenue, Nedlands WA 6009  
Perth Children's Hospital: 6456 2222  
25km about 35-40 min

- Turn left onto **Cockburn Rd**
- After 9.5km, turn right onto **High St**
- Turn left onto **Stirling Hwy**
- After 13km, turn left onto **Winthrop Ave**
- Turn left onto **Monash Ave**
- Turn right into **Hospital Ave**
- Follow signs to **Perth Children's Hospital**

Alternate route via Kwinana Freeway (northbound):

- Turn left onto **Cockburn Rd**
- Turn right onto **Mayor Rd**
- Turn left onto the **Kwinana Freeway** ramp to Perth
- Take **Riverside Drv** exit (westbound),
- Turn right onto **Winthrop Ave**
- Turn left onto **Monash Ave**
- Turn right into **Hospital Ave**



# Emergency Resources

## Fire Extinguishers:

 <span style="float: right;"></span>									
<b>Portable Fire Extinguisher Guide</b> Department of Fire and Emergency Services www.dfes.wa.gov.au									
TYPE OF FIRE, CLASS AND SUITABILITY									
Two colour schemes for fire extinguishers exist.			A	B	C	E	F	D	Comments
Pre-1997	Current	Extinguishing Agent	Wood Paper Plastic	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	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.

### Key:

Around site

Only in Main Kitchen

## Medical Oxygen

- Available by contacting camp staff (emergency on-call mobile (0414 448 088))
- Can only be provided by qualified staff.

## Oxygen flow rate

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

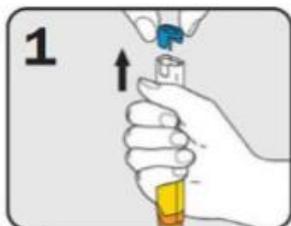
## Automatic Electronic Defibrillator (AED)

- Located in white cabinet on the veranda of the camp office. Phone 000 for access code.
- Open red zippered case, push green power button and follow verbal instructions.

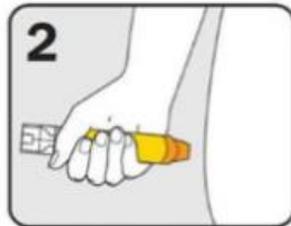
## EpiPens and Anapens

### How to give EpiPen®

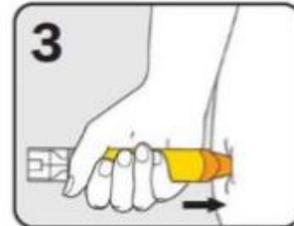
adrenaline (epinephrine) autoinjectors



**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)



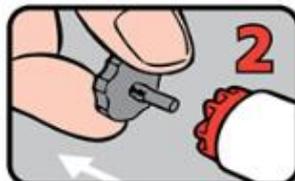
**3.** PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds REMOVE EpiPen®

### How to give Anapen®

adrenaline (epinephrine) autoinjectors



**1**  
PULL OFF BLACK NEEDLE SHIELD



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



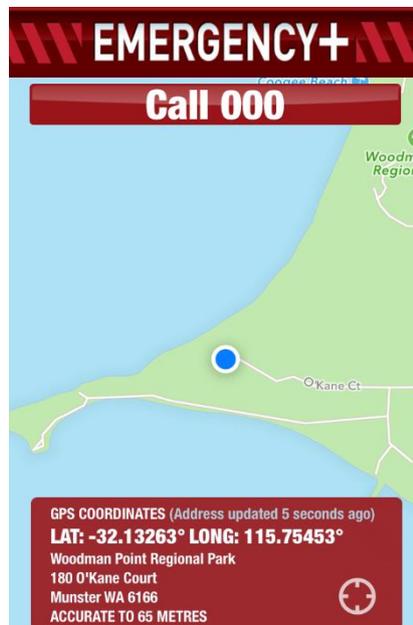
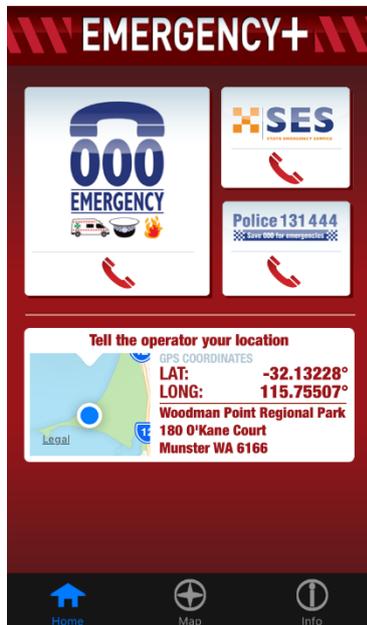
**3**  
PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)



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

## Emergency+ App

Groups leader 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.



## 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.



**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.

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

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

### 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

# Appendix 1: Emergency Response Procedures for Visitors



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

# **Emergency Response Procedures**

**Woodman Point Recreation Camp**

Visitors (2025)

## Purpose

This abridged version of the Woodman Point Recreation Camp's '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 situations.

<b>Type of emergency</b>	<b>Code</b>	<b>Sub-type</b>	<b>Page</b>
<b>Evacuation</b>	<b>ORANGE</b>	Evacuation procedures	11
<b>External emergency</b>	<b>BROWN</b>	Earthquake/tsunami/surge	12
<b>Medical emergency</b>	<b>BLUE</b>	General	13
		Gastroenteritis	14
<b>Fire</b>	<b>RED</b>	Fire/smoke	15
<b>Personal threat</b>	<b>BLACK</b>	Intrusion/hold-up	16
<b>Internal emergency</b>	<b>YELLOW</b>	Missing person	17
		Unforeseen emergency	18
<b>Bomb/substance</b>	<b>PURPLE</b>	Bomb threat/package	N/A

*These procedures were formulated to meet the requirements of Australian Standard AS3745-2010 Emergency Control Organisation and Procedures for Buildings, and the National Competency Standard – Fire Emergency Response. Woodman Point Recreation Camp staff refer to additional Critical Incident and Emergency Response documents, covering detailed responses and management of emergency situations.*

## Emergency Contact Numbers

**Camp address:** Woodman Point Recreation Camp, O’Kane Court, Coogee WA 6166.

**Nearest main road intersection:** Cockburn Road. When giving directions, use suburb name “Munster”.

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

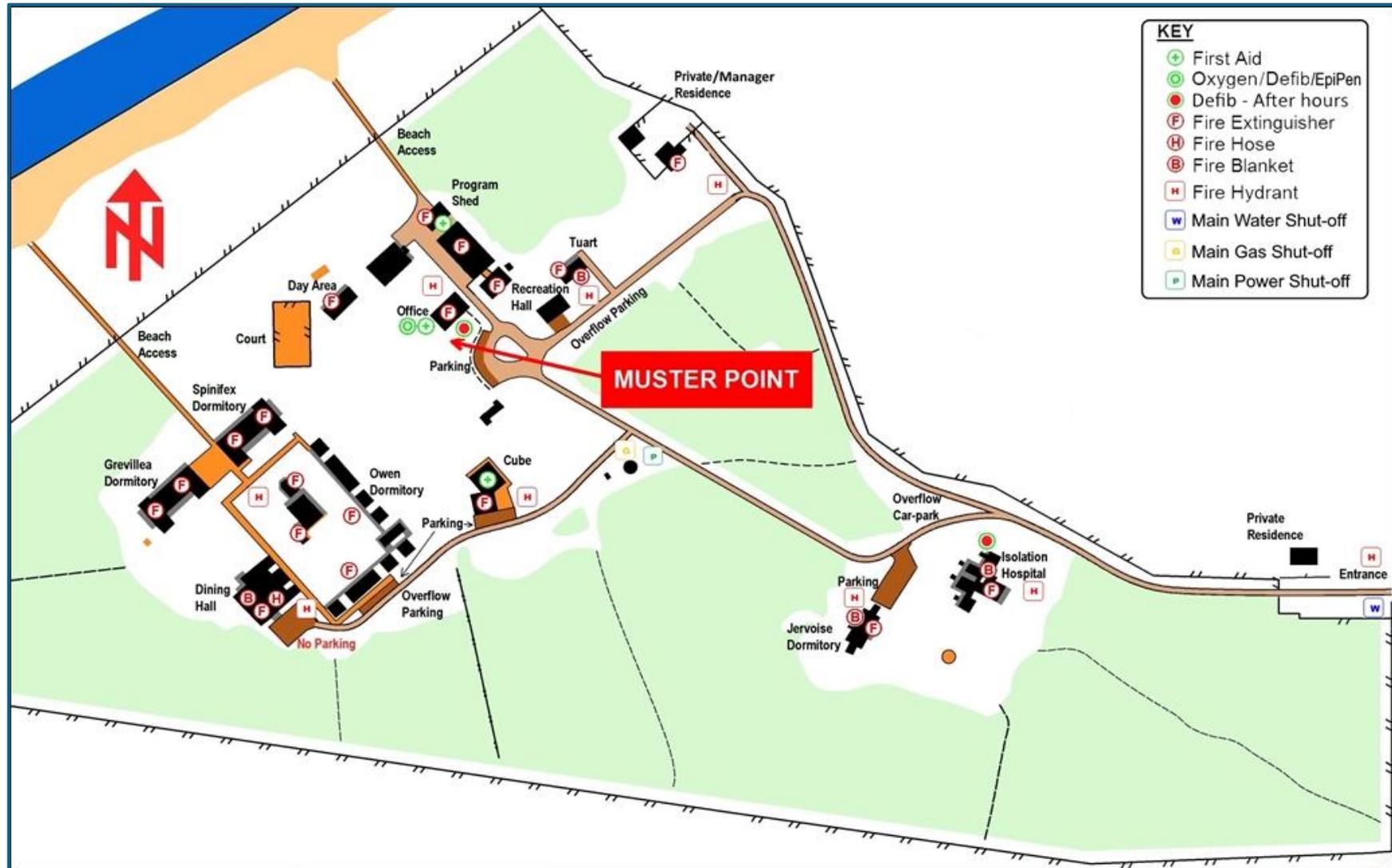
<b>Emergency</b>	Emergency services (If ‘000’ is not working from older mobiles pre-2002)	000 112
<b>Woodman Point Camp</b>	Camp office Emergency on-call staff member	9492 9797 0414 448 088
<b>Police</b>	Police assistance (non-emergencies)	131 444
	Cockburn Police Cockburn Police mobile for Coogee/Spearwood	6174 9666 0466 318 134
	Water Police 24 hours, including shark sightings	9442 8600
<b>Fire</b>	Success Fire Station (non-emergencies) DFES recorded information line	9417 2394 1300 657 209
<b>Hospitals</b>	Fiona Stanley Public Hospital, Murdoch [see map] St. John of God Hospital, Murdoch (Private) [see map] Perth Children’s Hospital, Nedlands [see map]	6152 2222 9366 1111 6456 2222
<b>Medical centres</b>	St John Urgent Care [see map] (Cockburn Gateway Shopping City, 816 Beelias Drive Success 8 am to 9 pm (Dental 8 am to 6 pm)	6174 6000
	Phoenix Medical Clinic, Spearwood (Rockingham Road – will take after-hours emergencies)	9434 3555
	Fremantle After Hours GP (Block A, Fremantle Hospital, South Tce – Mon to Fri: 12 – 8am, 6pm – 12am; Sat: 12 – 8am, 12pm – 12am; Sun: Open 24 hours	9430 8912
	Healthdirect 24hr/After-Hours GP	1800 022 222
<b>WA Poisons Info</b>	24hr Poisons and Bites/Stings Information Line	13 11 26
<b>SES</b>	General assistance – State Emergency Service Cockburn SES Unit	132 500 9418 5800
<b>Rangers/security</b>	City of Cockburn Ranger Services City of Cockburn Security	9411 3444 1300 653 643
<b>Western Power</b>	Report and enquire faults and emergencies	13 13 51
<b>Water Corp</b>	Faults, emergencies and security	13 13 75

*All numbers correct as of September 2025.*

# Camp Layout



# Emergency Equipment Map



## Key Emergency Locations

- **Emergency Muster Point** is at the southern corner of the office.
- **Emergency Evacuation** will be via either the front gate or the beach.
- **Fire extinguishers** are in or at the main kitchen/dining area, recreation hall, office, on-site residence, program shed and storage sheds. There are extinguishers located in each of the accommodation areas.
- **An Automatic Electronic Defibrillator (AED) and EpiPen** is available for after-hours emergencies, located on the front veranda of the camp office in a white cabinet. Phone 000 for the access code.
- **EpiPens** are also kept in the chef's office at the main camp kitchen.
- *First aid kits, medical oxygen and spinal board are available by contacting camp staff only. Access of this equipment is limited to trained and qualified camp staff. Groups should make their own arrangements for the supply of first aid kits throughout their stay, including the provision of emergency equipment and medication relevant to their group (such as EpiPens for anaphylaxis, Ventolin for asthma, etc).*

**In an emergency, please contact emergency services on 000  
and camp management immediately on 0414 448 088!**

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

# Emergency Resources

## Fire Extinguishers:

 <span style="margin-left: 150px;"><b>Portable Fire Extinguisher Guide</b></span> <span style="float: right;"></span>									
Department of Fire and Emergency Services www.dfes.wa.gov.au									
TYPE OF FIRE, CLASS AND SUITABILITY									
Two colour schemes for fire extinguishers exist.			A	B	C	E	F	D	Comments
Pre-1997	Current	Extinguishing Agent	Wood Paper Plastic	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	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.

Key:

Around site

Only in Main Kitchen

## Medical Oxygen

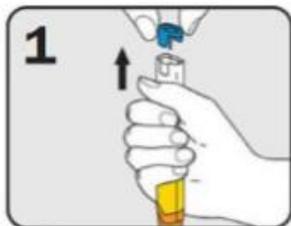
- Available by contacting camp staff (emergency on-call mobile 0414 448 088)
- Can only be provided by qualified staff.

## Automatic Electronic Defibrillator (AED)

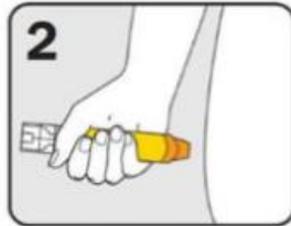
- Located in white cabinet on the veranda of the camp office. Phone 000 for access code.
- Open red zippered case, push green power button and follow verbal instructions.

## EpiPens and Anapens

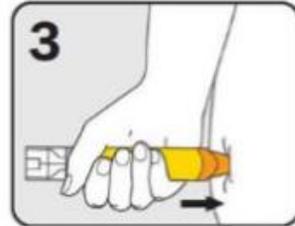
### How to give EpiPen<sup>®</sup> adrenaline (epinephrine) autoinjectors



**1. Form fist around EpiPen<sup>®</sup> and PULL OFF BLUE SAFETY RELEASE**



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

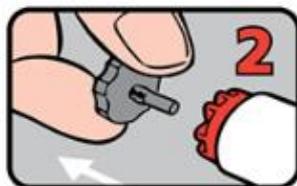


**3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds REMOVE EpiPen<sup>®</sup>**

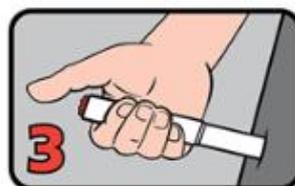
### How to give Anapen<sup>®</sup> adrenaline (epinephrine) autoinjectors



**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<sup>®</sup>**

## Communications

On call mobile is 0414 448 088 (voice messages only – NO SMS)

The office has land line telephones (phone 08 9492 9797) and access to the internet. The main kitchen has a land line telephone in the chef's office (phone 08 6365 1834).

CITS public Wi-Fi is also available at some locations around the site. Contact camp staff for access/password.

**If emergency assembly is required a blast horn will be sounded repeatedly.**

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

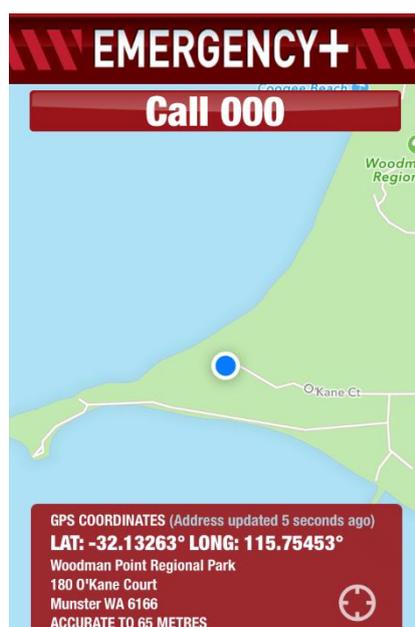
Residential or day group leaders are to be contacted by mobile phone where possible.

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. Note that mobile reception may be poor in some areas of the camp.

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

## Emergency+ App

Groups leader 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

In the event of an incident or accident it is expected staff on site will in accordance with the DCITS Camps 'Critical Incident Management Planning and Learning' (CIMPL) plan:

1. Ensure own safety.
2. Provide direction to ensure bystanders safety.
3. Care for casualties according to first aid training  
"DRSABCD" should be followed:
  - Danger
  - Response
  - Send for Help
  - Airway
  - Breathing
  - Compressions
  - Defibrillation
4. Notify office or other parties as soon as practicable to enable secondary emergency actions to commence.
5. If emergency siren sounds and/or call given by radio communication, head to assembly point as a group, following instructions from Wardens.

## Notes

*This page has been left blank intentionally.*

## 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 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:

- Proceed to your nearest exit.
- Calmly evacuate to the muster point at the camp office. If the muster point is not safe, move to a safer location as a group (like the middle of the oval, beach, etc.).
- Do not re-enter buildings until DFES or the Chief Warden advise it is safe to do so.

### Fire Alarm

- If you hear a fire alarm, prepare to evacuate and wait for instruction from DFES or a Warden.
- 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 / Earthquake

- Follow directions of Wardens.
- Emergency **horn** to be sounded if appropriate.  
Assemble at ‘Muster Point’ outside the Office.
- Account for all group members & ensure their immediate safety.  
Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_
- Follow instructions from DFES \_\_\_\_\_
- Is it best to **stay or evacuate?** \_\_\_\_\_
- Tsunami threat** - Move group to higher /safer ground if possible
  - If there is **sufficient warning**, transport group quickly and safely out of the camp to the end of O’Kane Court and turn left on Cockburn Road. Locate the two houses on the opposite side of Cockburn Road and walk up the path behind the cottages to the Lighthouse. Remain at the Lighthouse.
  - If there is **insufficient warning** to move away from the site, the safest building during a tsunami is the CUBE. Move group inside the CUBE, shut all doors, locate weak swimmers near climbing apparatus or internal ladder. Use internal ladder, platforms and elevated doorways to exit the building as required. **DO NOT USE THE ROOF AS AN EVACUATION PLATFORM.** Determine if the threat of secondary waves has passed before deciding to leave the building.
- 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.
- Inform Group** of situation and response  
  
Is **everyone accounted** for?
- Complete Reports**, ensure relevant persons are notified

## General Medical Emergency

- Assess accessibility and condition of casualty, if no vehicle access will DFES also be required for transportation?
- If required **Call '000'**, provide information on numbers at site  
Woodman Point Camp, O’Kane Court Coogee.  
 Nearest road/intersection - Cockburn Road (Time of call \_\_\_\_\_am / pm)  
 Gate Code provided to emergency services or send person to Front 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. Provide Maps and contact details.
- Complete reports**, ensure relevant persons are notified.

## Team First Aid Procedure

- **Minor Emergencies**

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

- **Major Emergencies**

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

First Aider 1	First Aider 2	First Aider 3
<ul style="list-style-type: none"> <li>• Recognise the emergency</li> <li>• Signal to First Aider 2 (Radio or Whistle)</li> <li>• Respond/Act</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise signal - communication (Radio or Whistle)</li> <li>• Signal to First Aider 1</li> <li>• Assist First Aider 1</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise signal - communication (Radio or Whistle)</li> <li>• Evaluation of the casualty</li> <li>• Contact emergency services</li> <li>• Transport medical equipment to First Aider 1 &amp; 2</li> <li>• Crowd control (Looking after other participants)</li> <li>• Witnesses / Information / Use bystanders</li> </ul>

## Gastroenteritis

- Contact Camp On-call staff for advice and instruction (0414 448 088).
- Locate the Communicable Disease Response Trolley in the storeroom at the western end of the main Kitchen Servery. Camp Staff will 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

- If required **Call '000'**, provide information on numbers at site  
Woodman Point Camp, O'Kane Court, Coogee  
Nearest road/intersection - Cockburn Road.

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

Gate Code provided to emergency services, or staff assigned to Front Gate.

- Contact Woodman Point Camp Office (08 9492 9797) or On Call mobile (0414 448 088) to alert of situation.**
- Account for all group members & ensure their immediate safety.  
Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_
- If safe attempt to put out **small** fires without PPE using extinguishers or hose reels available. See Map page 4.
- Move group members by foot to the Muster Point 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 & 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

## Intrusion / Holdup

- 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).

### When notified of an armed intrusion / Hold up: The Chief Warden / Senior Staff / Group Leader should:

- Call '000', provide information on numbers at site,  
  
Woodman Point Camp, O'Kane Court Coogee  
 Nearest road/intersection - Cockburn Road  
  
 (Time of call \_\_\_\_\_am / pm)  
  
 Gate Code provided to emergency services, or staff assigned to Front Gate.
- Have 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. (appendix 2)
- Have Wardens / Staff try to get the names and addresses of witnesses.
- Have Wardens / Staff get witnesses to complete the intruder description without consultation with each other.
- Repeat for the police the actual words spoken by the intruder(s).
- Complete 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 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
- Locking camp gates if necessary
- Use of camp vehicles (including all-terrain vehicles)
- General locality search
- Use of CUBE Stairs / roof platforms as vantage point
- If a water search is required then utilise appropriately qualified staff
- Other services including Police ‘000’ requested

## Unforeseen Emergency

- Follow directions of Wardens.
- Emergency **horn** to be sounded if appropriate  
Assemble at 'Muster Point' outside the Office
- Account for all group members & ensure their immediate safety.  
Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_
- Follow instructions from DFES \_\_\_\_\_
- Is it best to **stay or evacuate**? \_\_\_\_\_
- Inform Group** of situation and response  
Is **everyone accounted** for?
- Complete reports**, ensure relevant persons are notified

## Post Incident

This phase is handled by Camp staff post incident.

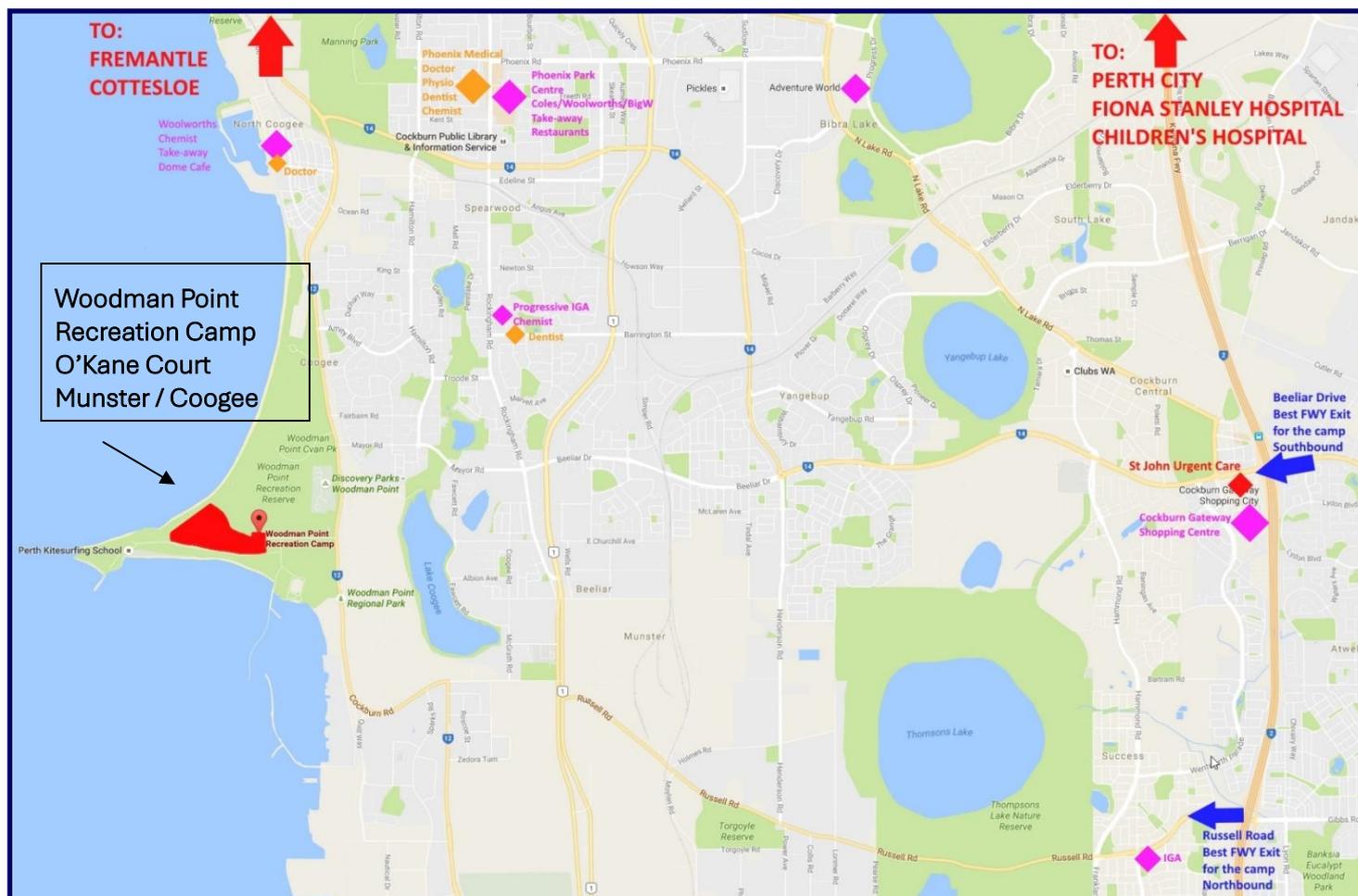
Group Leaders may be contacted to assist in the completion of any paperwork.

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 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.

## Locality Maps



## Hospital and Medical Centres

### St John Urgent Care Cockburn

Cockburn Gateway Shopping City, 816 Beeliar Drive, Success WA 6164  
6174 6000 <https://www.stjohnhealth.com.au>  
10.5km about 13-17 mins

St John Urgent Care Centres allow for patients with non-life-threatening injuries or illnesses to be seen by a doctor in a primary setting and receive the most appropriate care without the need to attend an emergency department. The centres offer a high quality, safe and timely alternate care pathway for unscheduled care, and if necessary, x-rays, pathology and follow-up treatments such as plaster, urgent dental and stitches onsite.

St John Urgent Care Centres are open 7 days a week, 8am – 10pm. No appointment is necessary.

## Come to St John Urgent Care Centres for:

- When it's urgent, but not an emergency
- Possible sprains or broken bones
- Cuts that need stitches or glue
- Sports injuries
- Minor eye and ear problems
- Minor burns and scalds
- Cold and flu symptoms (including sore throats)
- Minor illnesses including fever, infections and rashes
- Insect and animal bites

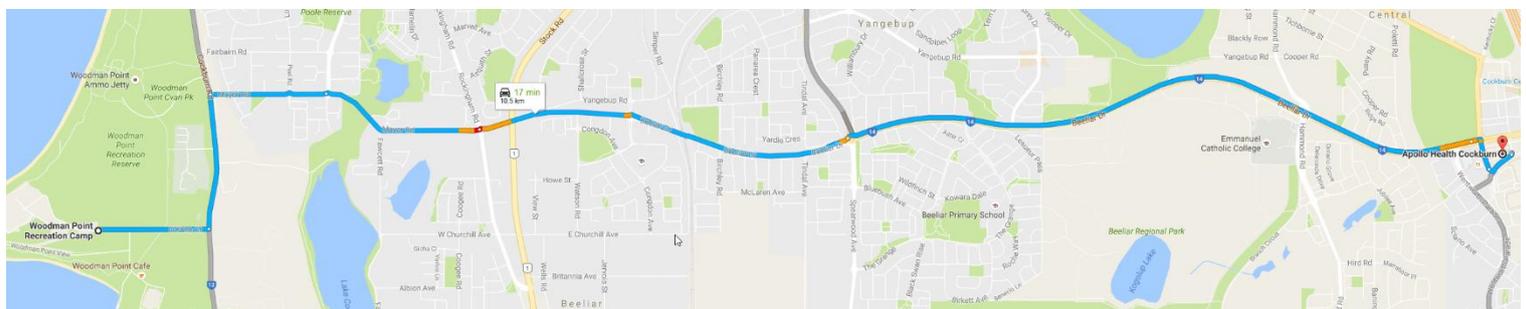
## Attend Emergency Department or call 000 for:

- Heart attack/chest pains
- Inability to breathe
- Collapse/seizure/stroke
- Heavy bleeding
- Serious head or neck injury
- Motor vehicle accidents
- Severe stomach pain
- Severe burns
- Bleeding in pregnancy
- Serious mental health problems
- Poisoning or serious allergic reaction
- 

## What will happen when I call an ambulance?

St John Ambulance will continue to respond as usual to triple zero (000) calls in the community. However, when attending to the call paramedics will assess a patient's unscheduled care requirements and determine the most appropriate care pathway in the best interests of the patient. This pathway may be an Urgent Care Centre or Public Hospital Emergency Department. Patients will be made fully aware of the recommended approach to treatment and can discuss these options with paramedics at the time of the incident.

- Turn left onto **Cockburn Rd**
- Turn right onto **Mayor Rd**
- Drive approx. 10km along **Mayor Rd / Beelias Drive**
- Turn right at traffic lights at Midgegooroo Ave
- (Cockburn Gateway, with BP on the right)
- Turn left at the first roundabout
- Follow signs to **St John Urgent Care**
- located in the buildings on your left



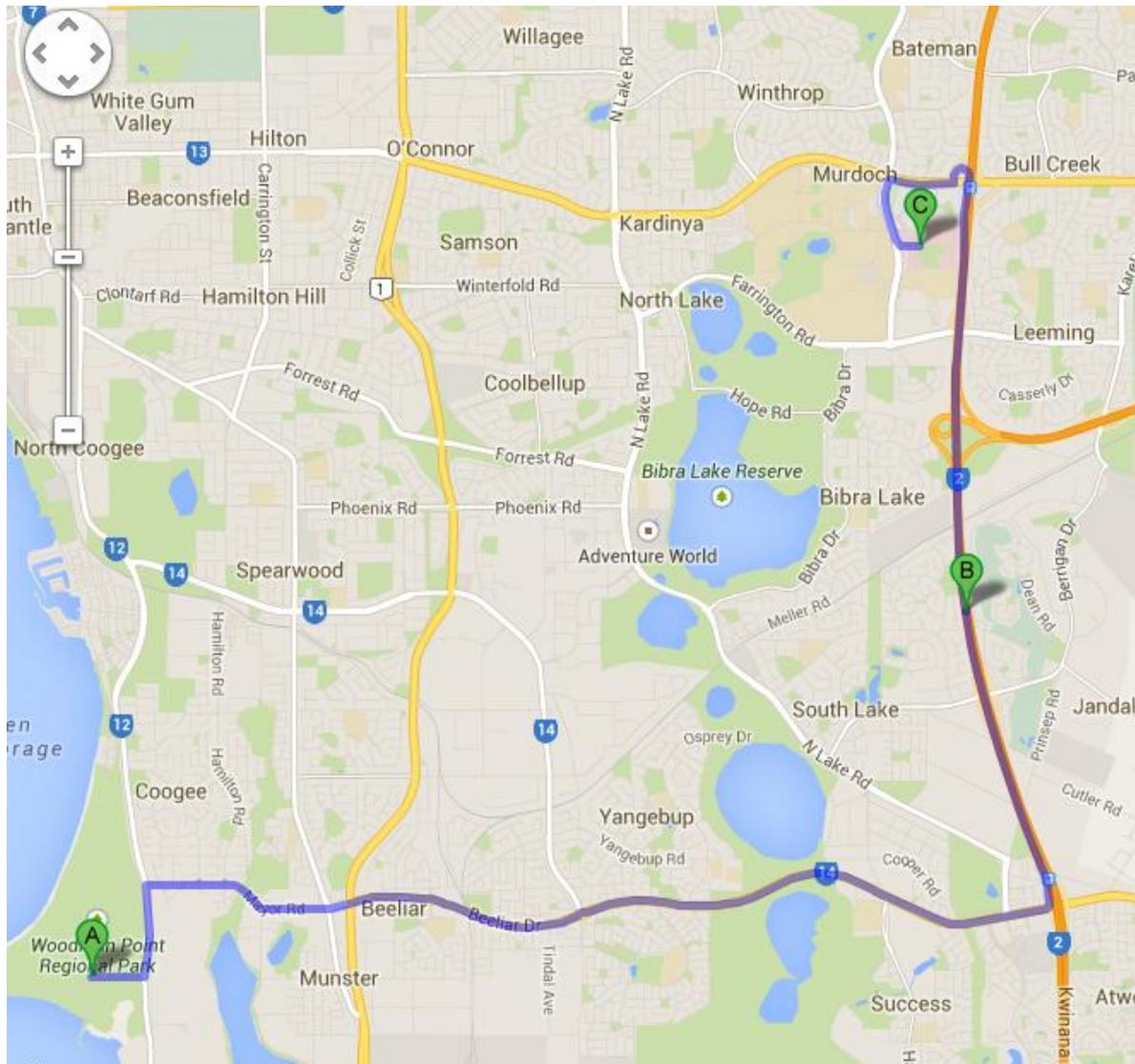
## Fiona Stanley Public Hospital / St John of God Private Hospital

Murdoch Drive, Murdoch, Western Australia

Fiona Stanley: 6152 2222

SJOG: 9366 1111

19.5km about 20-25 mins



- Turn left onto **Cockburn Rd**
- Turn right onto **Mayor Rd**
- Turn left onto the **Kwinana Freeway** ramp to **Perth**
- Take **South St** Exit, turn right onto **South St** at lights, using left lane.
- Turn left onto **Murdoch Drive**
- Follow signs to **Fiona Stanley Hospital**, turning left onto **Robin Warren Dr**.

An alternate route in peak traffic may include **Stock Road** north to **South St** and turn right. Follow to **Murdoch Dr** and turn right.

## Perth Children's Hospital

15 Hospital Avenue, Nedlands WA 6009

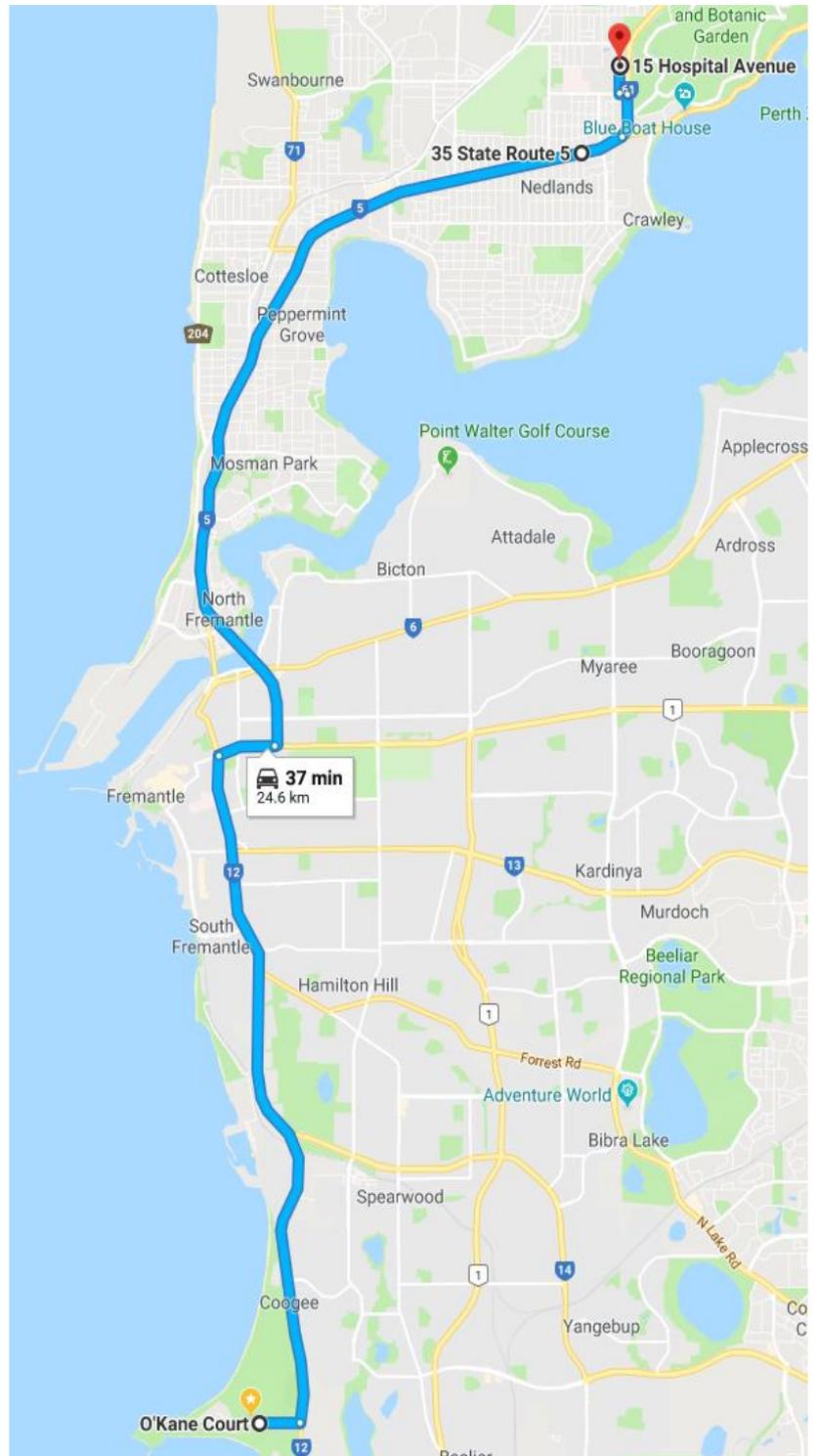
6456 2222

25km about 35-40 min

- Turn left onto **Cockburn Rd**
- After 9.5km, turn right onto **High St**
- Turn left onto **Stirling Hwy**
- After 13km, turn left onto **Winthrop Ave**
- Turn left onto **Monash Ave**
- Turn right into **Hospital Ave**
- Follow signs to **Perth Children's Hospital**

Alternate route via Kwinana Freeway (northbound):

- Turn left onto **Cockburn Rd**
- Turn right onto **Mayor Rd**
- Turn left onto the **Kwinana Freeway** ramp to Perth
- Take **Riverside Drv** exit (westbound),
- Turn right onto **Winthrop Ave**
- Turn left onto **Monash Ave**
- Turn right into **Hospital Ave**



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

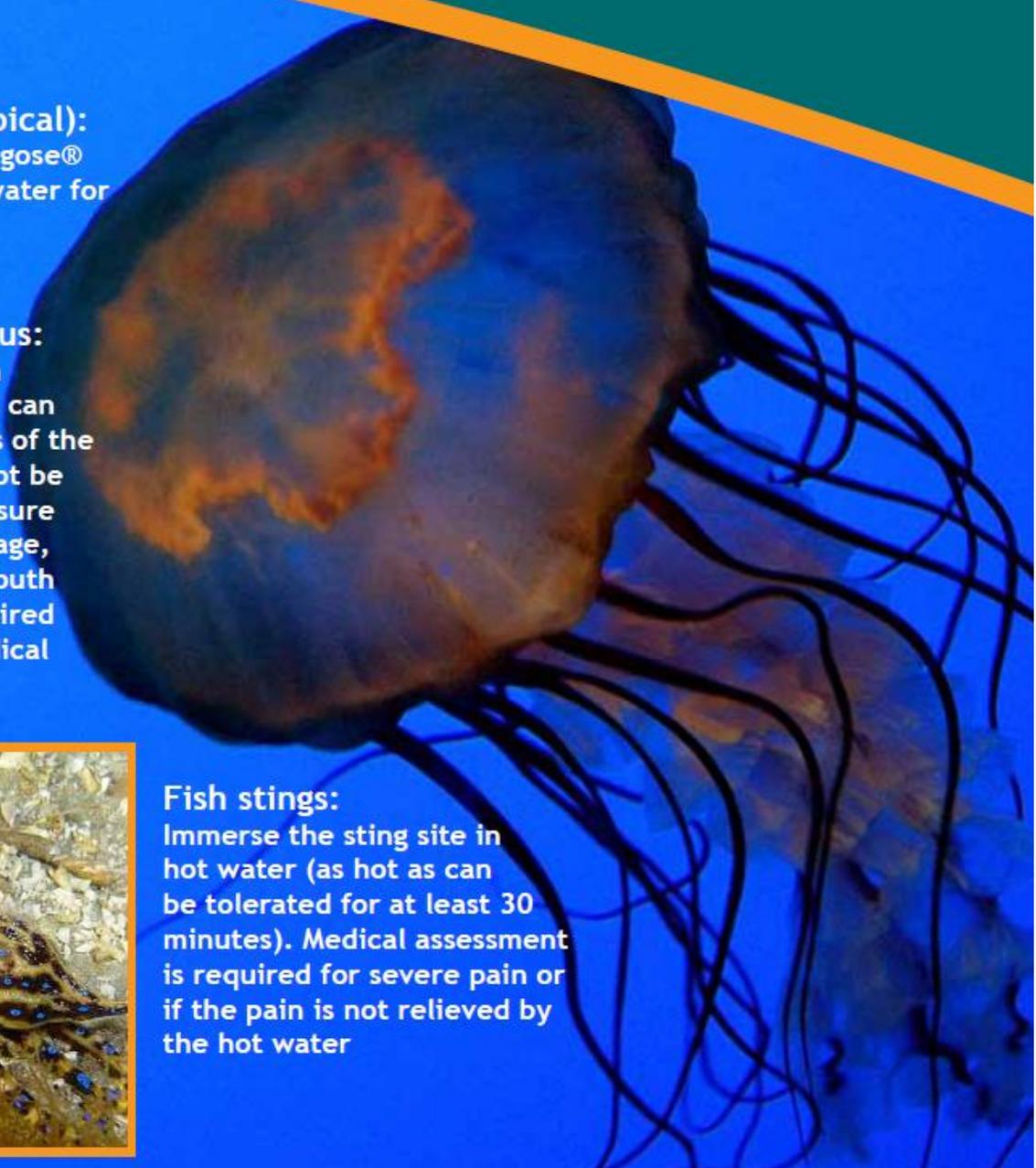
# Marine

**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



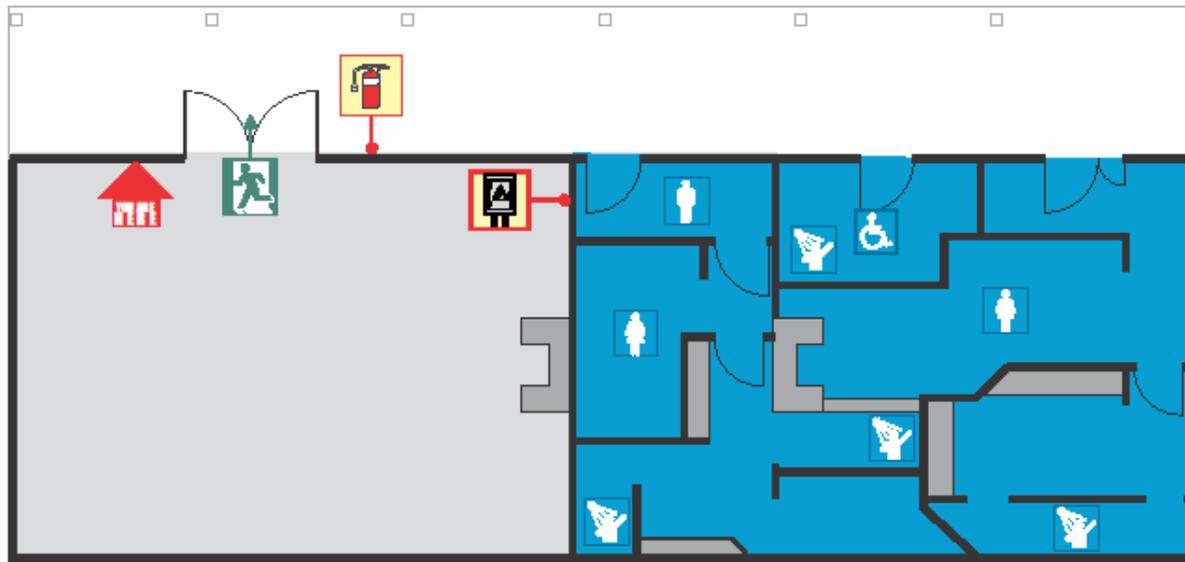
# EVACUATION DIAGRAM



## ACACIA DAY AREA



Department of  
Creative Industries,  
Tourism and Sport



### LEGEND

	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD



**P** POLICE

**F** FIRE

**A** AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

**I**  
**C**  
**E**  
**R**

**I** ISOLATE the source of the problem. Shut doors, switch off gas or electricity or secure yourself away from an intruder. Assist injured persons if safe to do so. In the event of a fire attempt to extinguish, if trained and safe to do so.

**C** CONTAIN the threat and CORDON off the area, if safe to do so. Alert people in immediate area and prevent others from entering the hazardous zone. Shut down air-conditioning systems.

**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.



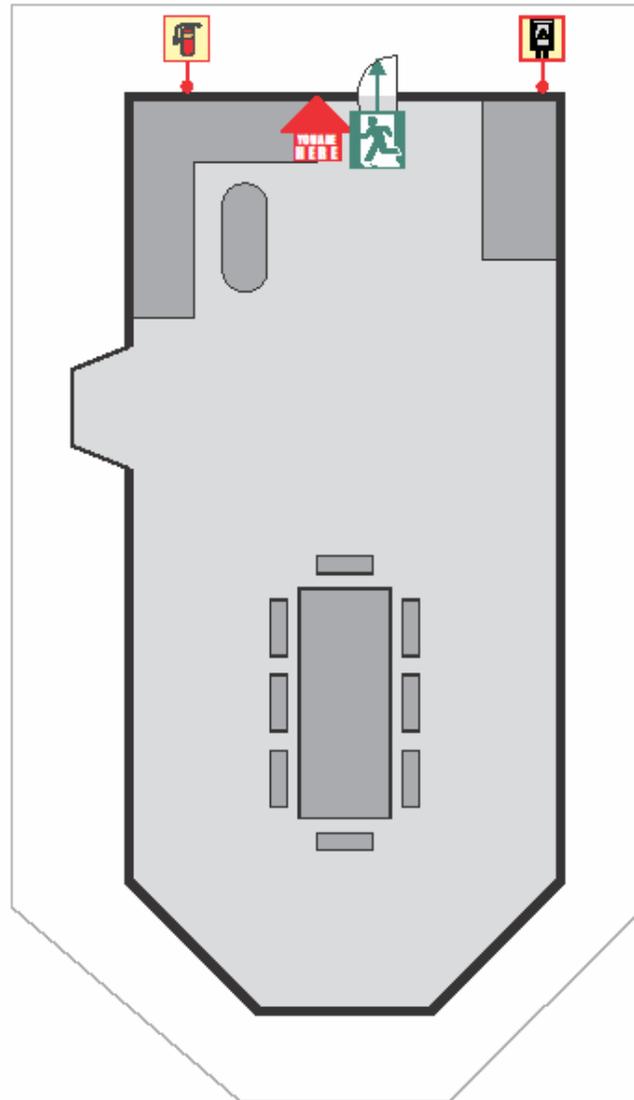
# EVACUATION DIAGRAM



## BERTIE POORE LOUNGE



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



### LEGEND

	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL  
EMERGENCY  
SERVICES  
DIAL **000**

**P** POLICE  
**🔥** FIRE  
**+** AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

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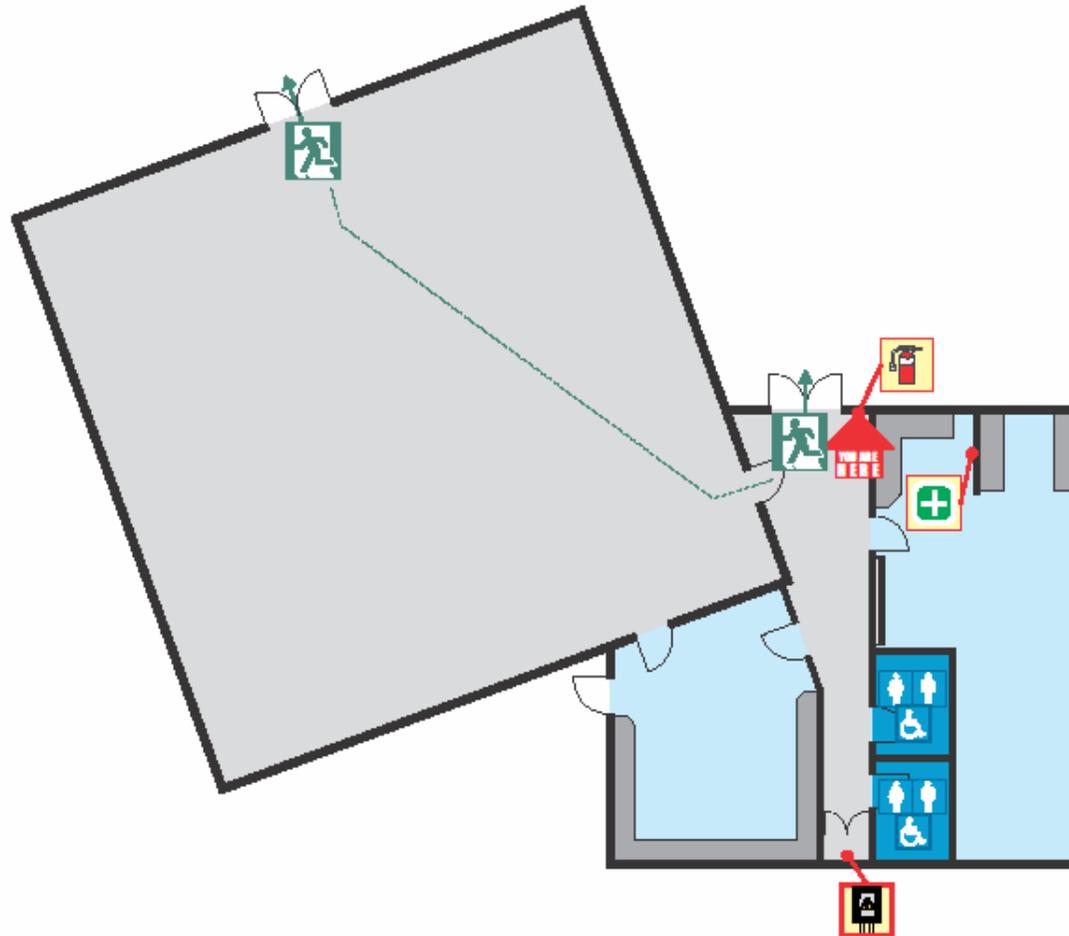
# EVACUATION DIAGRAM



CUBE



Department of  
Creative Industries,  
Tourism and Sport



## LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	FIRST AID
	ELECTRICAL SWITCHBOARD

FOR ALL  
EMERGENCY  
SERVICES  
DIAL 000

POLICE

FIRE

AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



## EMERGENCY PROCEDURES

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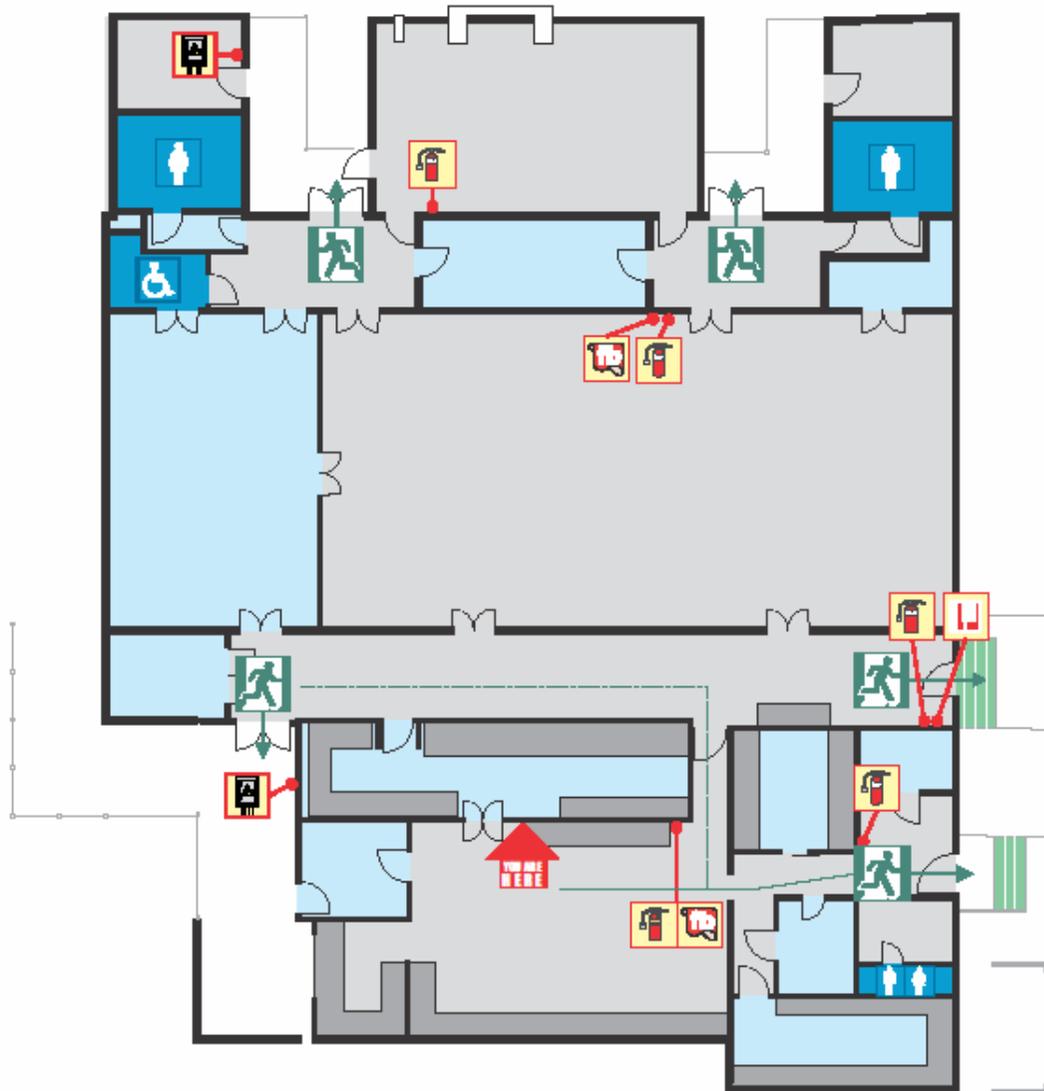
# EVACUATION DIAGRAM



## DINING HALL



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



### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	WET CHEMICAL EXTINGUISHER
	FIRE BLANKET
	FIRE HOSE REEL
	ELECTRICAL SWITCHBOARD

FOR ALL  
EMERGENCY  
SERVICES  
DIAL **000**

**P** POLICE

**FIRE**

**AMBULANCE**

**WOODMAN POINT RECREATION CAMP**  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

**I**  
**C**  
**E**  
**R**

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



# EVACUATION DIAGRAM



## DOCTORS PRECINCT LEADERS QUARTERS



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

### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	DRY CHEMICAL POWDER
	ASSEMBLY AREA

FOR ALL  
EMERGENCY  
SERVICES  
DIAL **000**

**P** POLICE

**FIRE**

**AMBULANCE**

**WOODMAN POINT RECREATION CAMP**  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

**I**  
**C**  
**E**  
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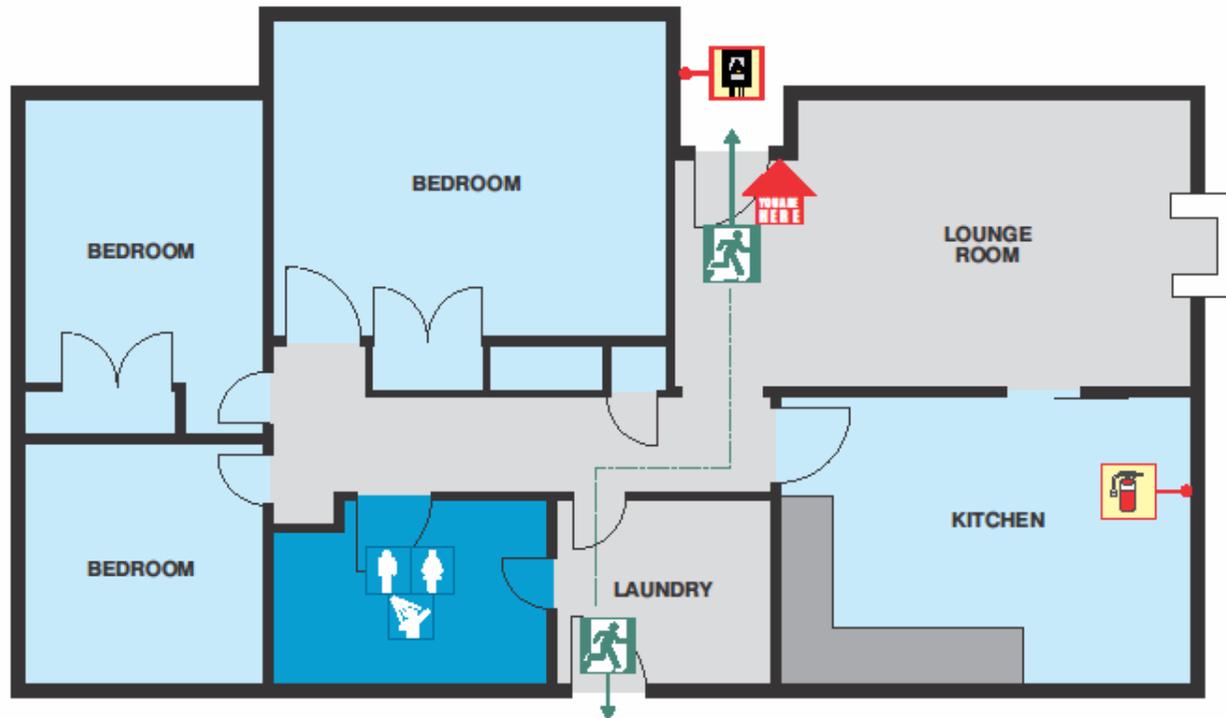
# EVACUATION DIAGRAM



## GATEHOUSE



Department of  
Creative Industries,  
Tourism and Sport



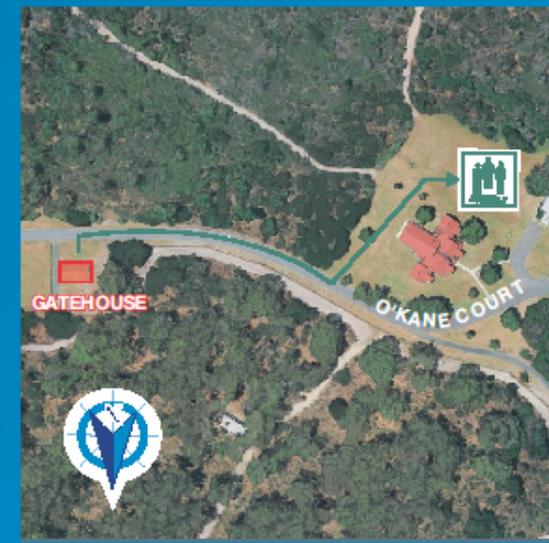
### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

- POLICE
- FIRE
- AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

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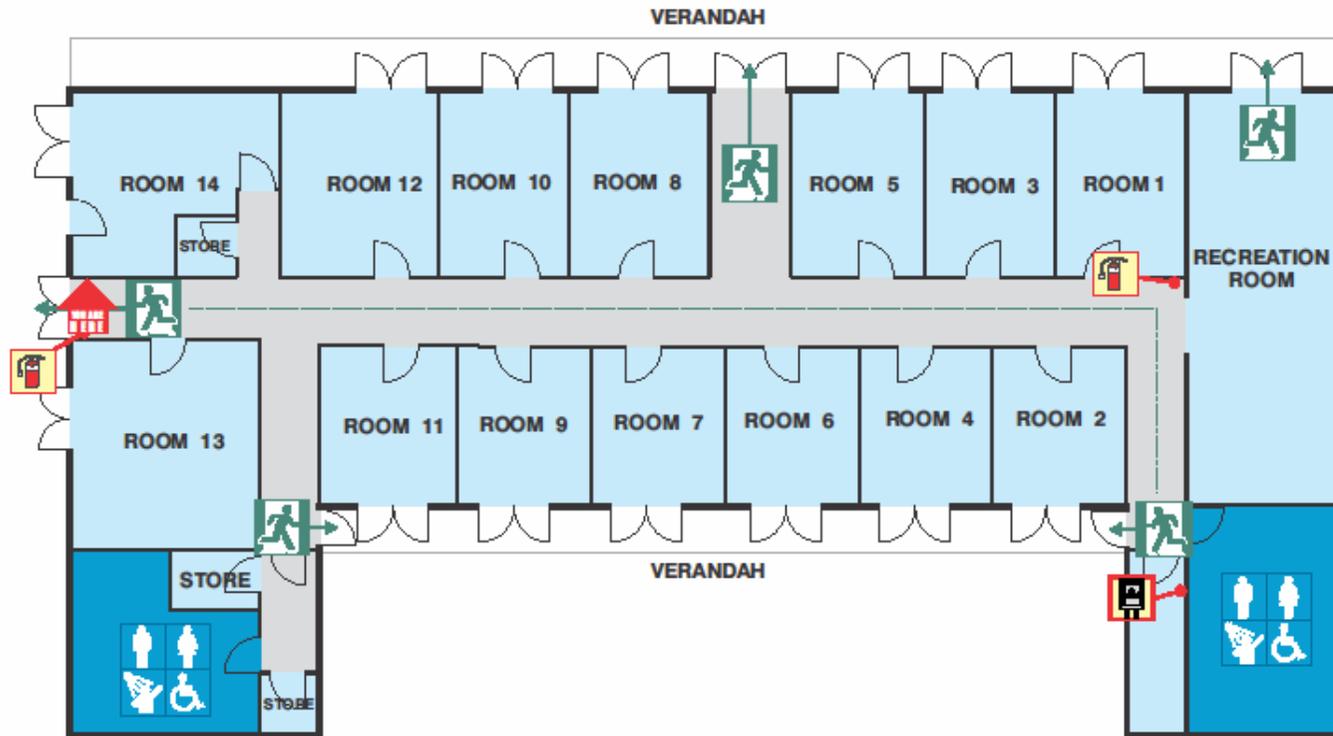
# EVACUATION DIAGRAM



## GREVILLEA DORMITORY



Department of  
Creative Industries,  
Tourism and Sport



### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

	POLICE
	FIRE
	AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

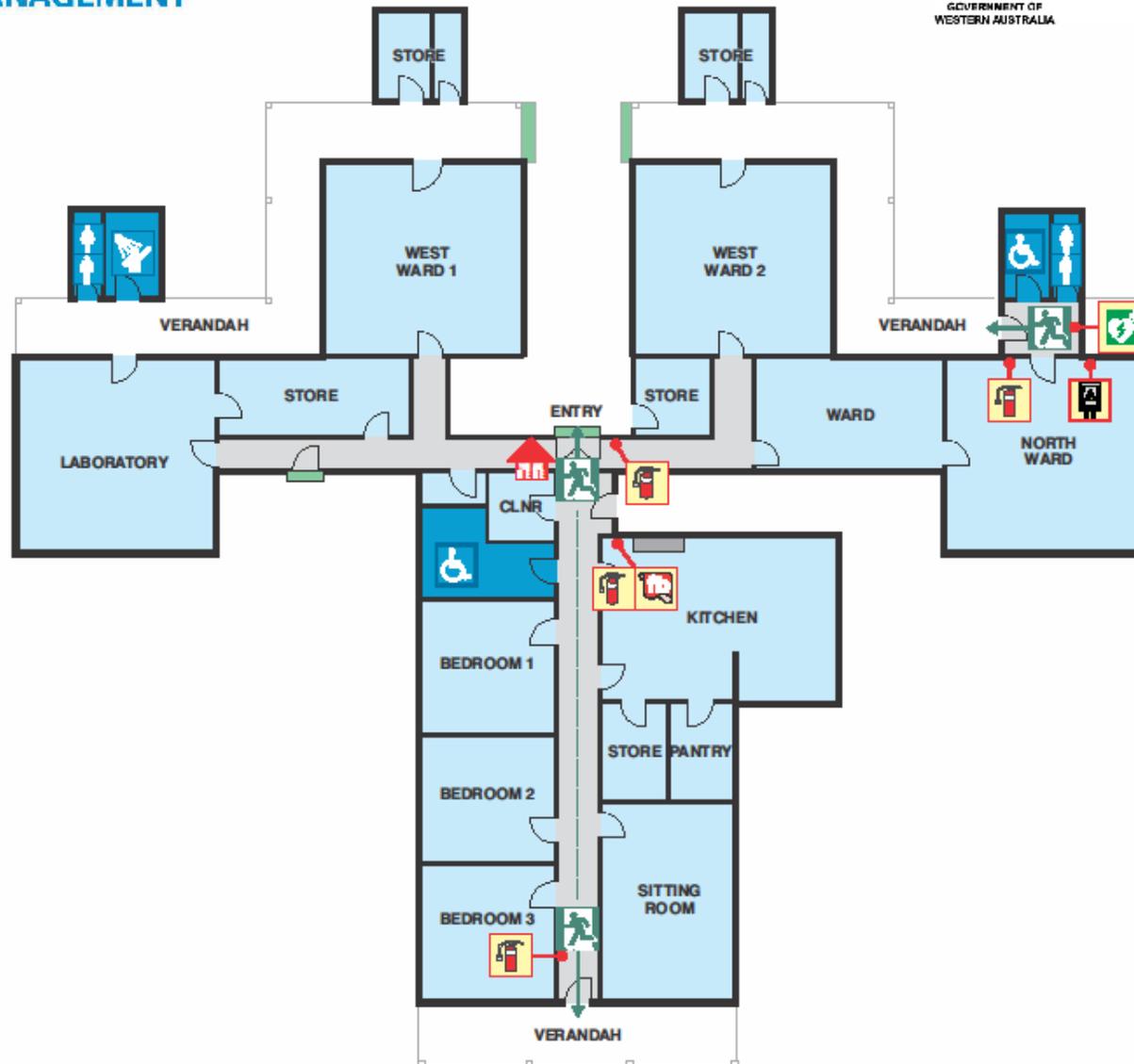
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# EVACUATION DIAGRAM



## ISOLATION HOSPITAL



LEGEND	
	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	FIREBLANKET
	DEFIBRILLATOR
	ELECTRICAL SWITCHBOARD

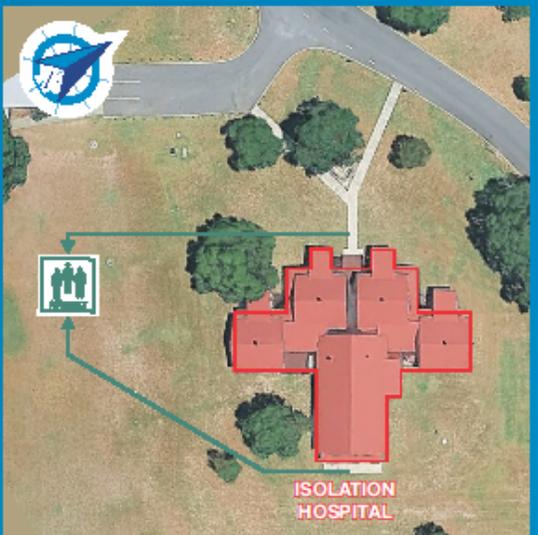
FOR ALL EMERGENCY SERVICES DIAL 000

POLICE

FIRE

AMBULANCE

**WOODMAN POINT RECREATION CAMP**  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

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# EVACUATION DIAGRAM



## JERVOISE DORMITORY



Department of  
Creative Industries,  
Tourism and Sport

### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	WET CHEMICAL
	FIRE BLANKET
	BREAK GLASS ALARM
	EMERGENCY WARNING SYSTEM
	FIRE INDICATOR PANEL
	ELECTRICAL SWITCHBOARD

FOR ALL  
EMERGENCY  
SERVICES  
DIAL 000

POLICE

FIRE

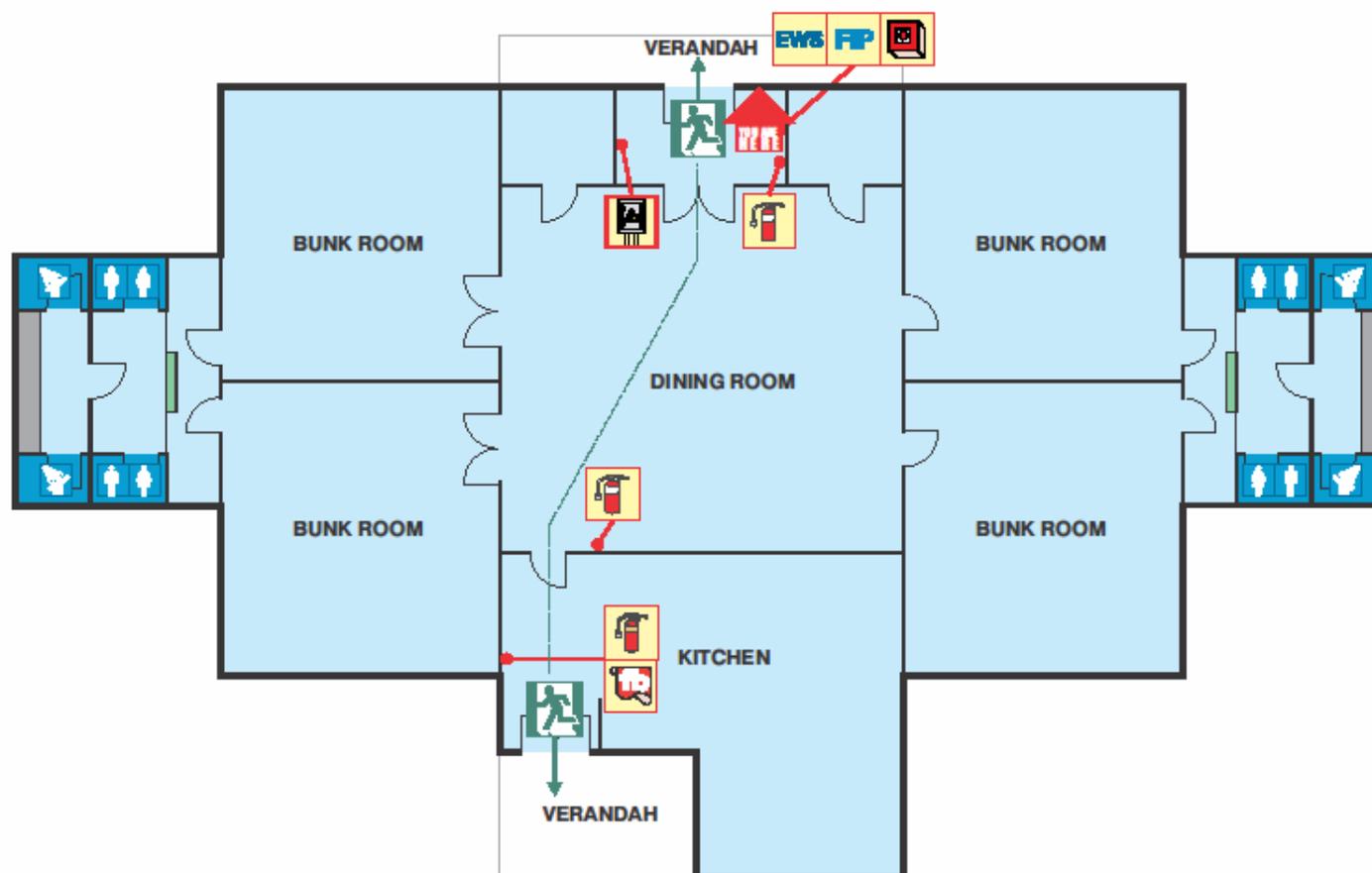
AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

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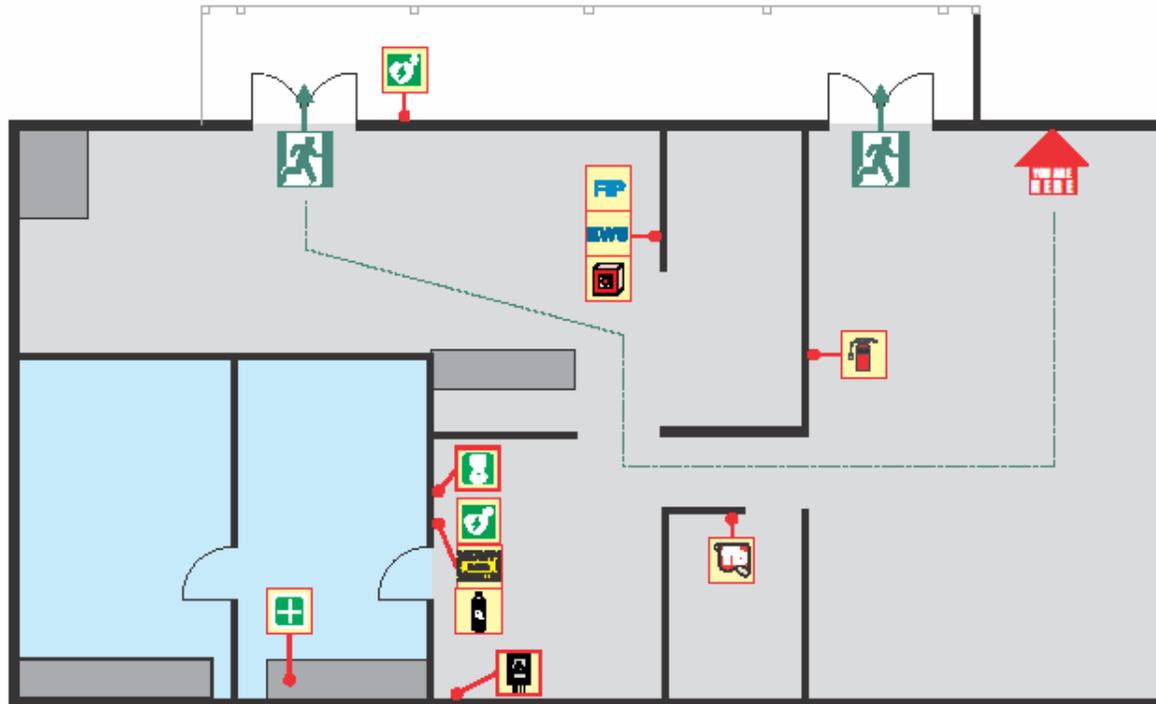
# EVACUATION DIAGRAM



## OFFICE



Department of  
Creative Industries,  
Tourism and Sport



### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	CO <sub>2</sub> - CARBON DIOXIDE
	FIRE BLANKET
	BREAK GLASS ALARM
	EMERGENCY WARNING SYSTEM
	FIRE INDICATOR PANEL
	OXYGEN
	FIRST AID
	DEFIBRILLATOR
	SAFETY DATA SHEETS
	ELECTRICAL SWITCHBOARD

FOR ALL  
EMERGENCY  
SERVICES  
DIAL **000**

POLICE

FIRE

AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



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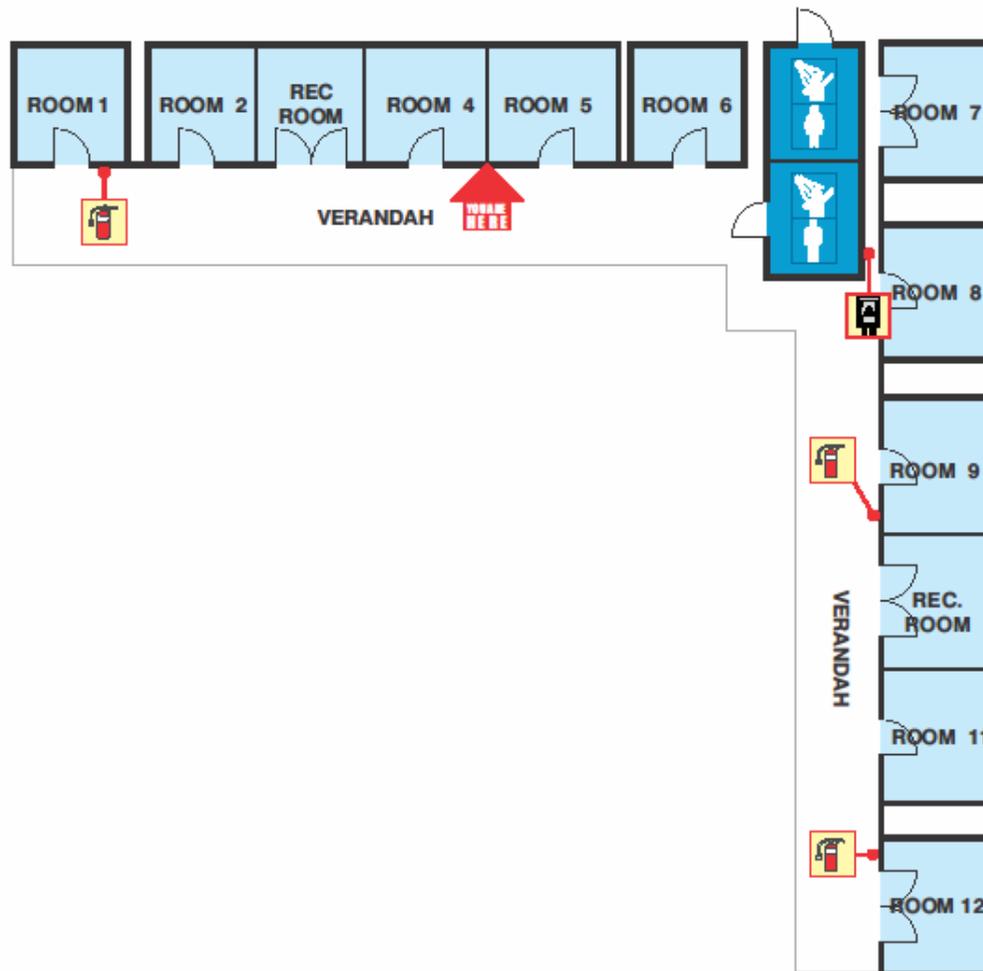
# EVACUATION DIAGRAM



## OWEN DORMITORY



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



### LEGEND

	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL **000**

**P** POLICE

**FIRE**

**AMBULANCE**

**WOODMAN POINT RECREATION CAMP**  
74 O'KANE COURT, COOGEE



### EMERGENCY PROCEDURES

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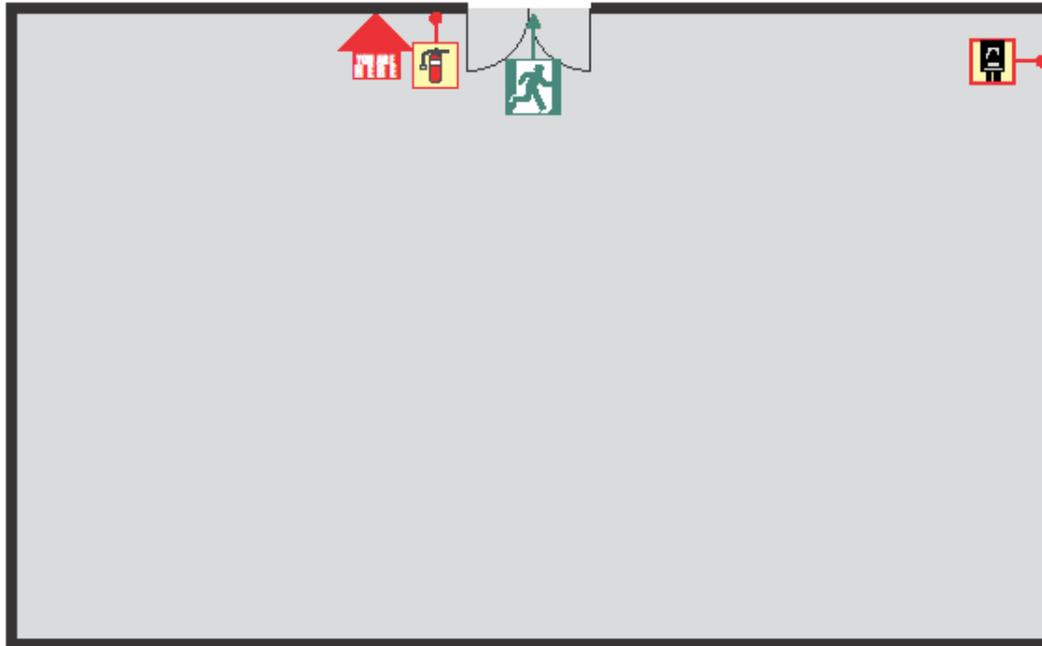
# EVACUATION DIAGRAM



## RECREATION HALL



Department of  
Local Government, Sport  
and Cultural Industries



### LEGEND

	EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD



**P** POLICE

FIRE

AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE CRESCENT, COOGEE



### EMERGENCY PROCEDURES



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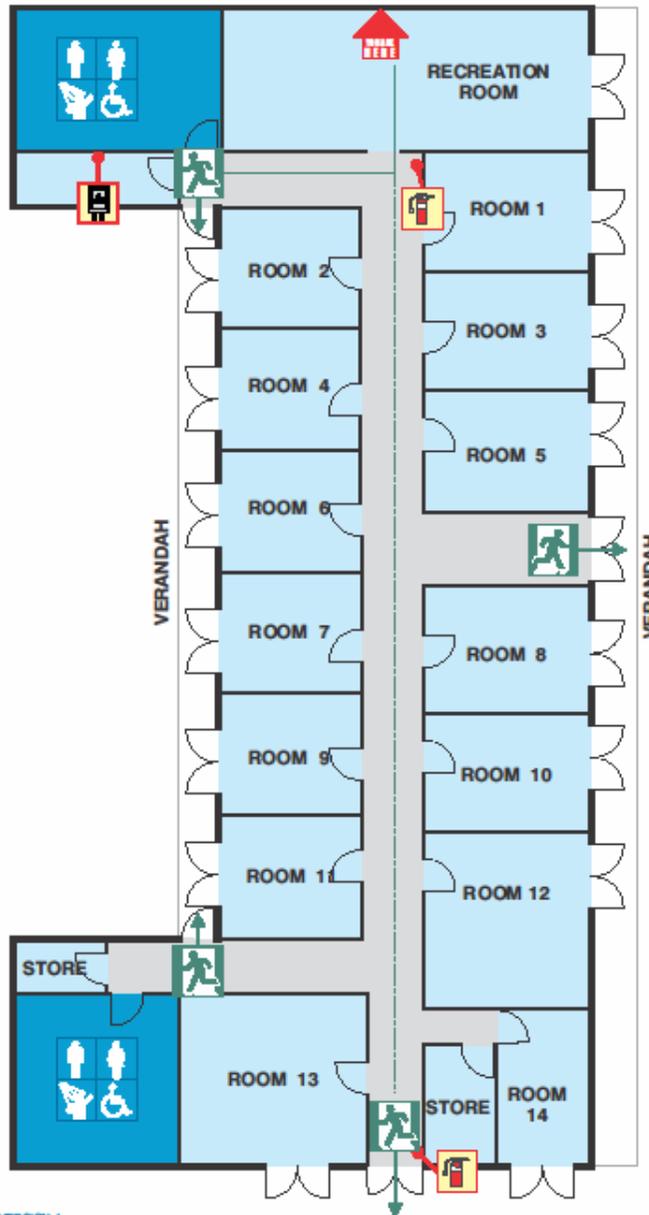
# EVACUATION DIAGRAM



## SPINIFEX DORMITORY



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



### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	DRY CHEMICAL POWDER
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

**P** POLICE

FIRE

AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



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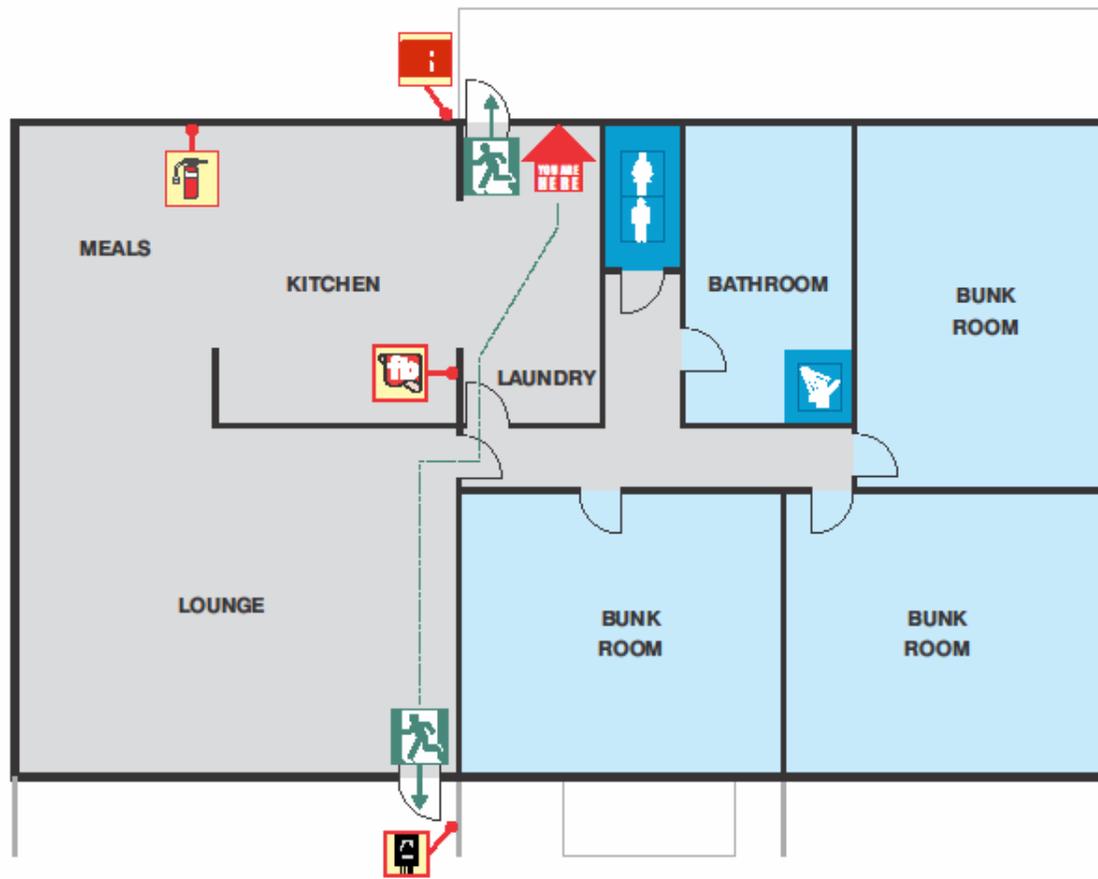
# EVACUATION DIAGRAM



## TUART COTTAGE



Department of  
Creative Industries,  
Tourism and Sport



### LEGEND

	EXIT ROUTE
	ALTERNATIVE EXIT ROUTE
	ASSEMBLY AREA
	CO <sub>2</sub> - CARBON DIOXIDE
	FIRE BLANKET
	GAS SHUT-OFF VALVE
	ELECTRICAL SWITCHBOARD

FOR ALL EMERGENCY SERVICES DIAL 000

POLICE

FIRE

AMBULANCE

WOODMAN POINT RECREATION CAMP  
74 O'KANE COURT, COOGEE



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## Version History

Version	Date	Name and position / committee	Status / notes
1.0	26/05/2010	Ryan Willis	Original version
1.1	10/11/2010	Matt Hayes	Revised version
1.2	01/02/2011	Matt Hayes	Revised version – Warden Identification
1.3	07/04/2011	Matt Hayes	Review of document
1.4	07/10/2011	Matt Hayes	Revised version – Updated maps, minor text
1.5	30/07/2013	Ben Walton	Revised version – Updated contact numbers
2.0	04/10/2016	Matt Hayes	Client Version created
	11/06/2018	Matt Hayes	Revised version – Minor text changes
	16/07/2021	Ben Walton	Revised version – Minor text changes
3.0	Feb 2025	Ben Walton	Major revision of client version – updated branding
4.0	Nov 2025	Reece Barrell-Smith	Major revision - CITS Branding updated

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