

In an emergency

1. Verify

Verify the report.

- confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.

2. Notify

Notify the emergency services and AUSCAMP staff

By the quickest possible means, immediately notify:

- the emergency services
- the AUSCAMP staff

3. Assess

Assess the danger posed by the emergency

- use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
- use verbal information.
- observe what is happening to decide:
 - has the danger passed?
 - is the danger increasing or decreasing?
 - is the danger coming closer or moving further away?
 - is the weather or terrain affecting its progress?
- decide how much time exists to take alternative actions.

4. Act

Take action based on the assessment of danger.

- ensure that injured campers are not exposed to further injury or danger.
- contain the emergency if safe to do so.
- move people away from the danger area by the safest means, the furthest part of the campsite or to a site well away from the campsite if time permits.
- refer to any specific procedures developed for the emergency.

Assembly Areas:

Emergency Bell

Your location:

1450 Lima East Road, Lima East 3673

Property name: Charnwood Outdoor Centre

Property formerly known as: 1450 Moonee Moonee Creek Road

Office ph/fax 5768 2376

Mobile

Emergency Phone Numbers

Fire – Police – Ambulance - Dial 000

Benalla Hospital
5760 2222

Wangaratta Hospital
5722 0111

Auscamp 24 Hr
(03) 9497 2899

Benalla Police
5760 0200

Benalla SES
9256 9650 or 13 25 00

Emergency John
(03) 9527 8858

Mansfield Medical Clinic
5775 2166

Inclement weather policy

It is the Nature of working in an outdoor environment that weather is the predominant factor in determining safety and enjoyment of any activity. We are constantly adapting and changing even the best-made plans to allow for changing weather conditions.

Weather patterns in the areas we operate are often quite different to Melbourne. Decisions relating to weather fall under the safety umbrella. The program manager and staff attend to these matters on program, at the site on the day. While decisions are made on the day, forecasts and local knowledge are used to help plan for inclement weather. Examples are,

Wet Weather: Assess walk to climb abseil site and rock face. Assess student equipment quality (water proof and warmth), morale of group and forecast for the day.

Options;

1. Modify activity.
2. Shorten activity.
3. Run smaller groups. (Each student spends less time out of shelter)
4. Light fire and provide hot drinks.
5. Provide extra clothing.
6. Re schedule activity.
7. Cancel activity. (Last resort)

Extreme Cold: Asses student /group equipment, moral, extra food, energy levels, distance to shelter, forecast

Options:

1. Modify activity.
2. Change location to eliminate wind.
3. Shorten activity.
4. Run smaller groups.
5. Light fire and provide hot drinks.
6. Provide extra clothing.
7. Re schedule activity.
8. Cancel Activity (Last resort).

Extreme Heat: Re brief students on the importance of being hydrated, Slip slop slap. Assess weather forecast.

Options:

1. Provide extra sun screen, hats, and water.
2. Were possible run activities in the shade.
3. Modify times (Run the morning session earlier and arvo session later) to stay out of the sun.
4. Provide quiet activities in the shade.
5. Extra swimming. (At sites where there is facilities on site (Charnwood, seamist etc)
6. Stay out of the sun between 11 and 3 where possible.
7. Cancel Activities (Last resort)

In all cases the welfare and safety of the students is always our 1st priority.

Bushfire Plan

Bushfire is an ever-present risk during summer in the forest around Charnwood. Below is an outline of risks and actions that have been identified to help us manage the fire potential. In addition to these location and activity specific assessments the following awareness and actions are in place.

Description of the area

The area around Charnwood is dry eucalypt type forest located in a relatively hilly landscape. The area is well criss-crossed with trails and roads. The campsite itself is located in an area surrounded by hills. On two sides it is bordered by permanent creeks with a large waterhole containing in excess of 2 megalitres of accessible water. The buildings are surrounded by significant green grassed areas. The main access is to the north along a gravel road through the forest. It is about 5 km to cleared farmland.

Resources on available

- Smoke alarms
- Additional power generation capability
- In ground fire service to 6 points. – fed by 20 000 litre storage tank and 60 000 litre backup
- Numerous garden tap outlets fed from 60 000 litre supply
- Fire truck with storage of 4000 litres
- Trailer kit with storage of 750 litres
- Shovels
- Rakes
- Knapsack spray units
- Chainsaws
- Tractor with blade and groover
- Underground irrigation system
- 4 wd radio that links to CFA
- Office radio tuned to CFA
- Hand held radios for each group

Preventative management and preparation

- Over the course of a year the following are completed to ensure that property is ready for the fire season.
- Clearing of Rubbish
- Clearing of underbrush
- Checking of Fire Service
- Checking and servicing of fire pumps and truck
- CFA 6 monthly inspections
- Generator prepared to be linked to the pumps.

Fire awareness – danger level

The following information is obtained on a daily basis

- BOM weather report from the internet
- CFA and DSE updates from the internet
- Reports from the CFA via the CFA radio in the office
- Reports from the local radio – one radio is constantly tuned to ABC local radio

Risk and actions

Prior to a fire –

As risk increases according to CFA/DSE/emergency services/client/Auscamp/Charnwood the location of activities will be changed to closer area. Changes will include such things as Harpers area to James Reserve/Charnwood area. Bike rides will be localized. Bush walks will be localized. Canoe and sailing programs may not change location

At the point at which the CFA/DSE/emergency services/client/Auscamp/Charnwood deem there to be a significantly increased risk of fire and safety of the group will be:

- moved by bus to a safe area. This may include the main valley area 5 km from the camp or Swanpool Hall.
- Moved to the campsite

If a heightened risk situation increases further or shows no signs of changing then arrangements may be made to transport the group to school.

Communication

- School/CFA/Auscamp office have contact phone and radio lists.
- The site has Phone/Fax/internet/Radio
- UHF and VHF radio systems. At times of increased fire risk the guides will operate activities with their radios on standby so that updates can be provided.
- The VHF radios will provide phone contact in case of phone loss (Main supply to office has generator backup.)
- Satellite phone when available.

Chain of Responsibility

The responsibility for making decisions in this regard rests with the program manager. The program manager will consult with school staff and emergency services as required and take direct guidance from any incident controller.

As a general rule 'The safest option is the one that should always be taken'. This may mean remaining on site.

In Case of Fire

Fire Risk	Action
Camp	Assess direction of fire and move group to safe area. As the camp is located in the valley surrounded by grassed areas a fire will not present direct risk. Until the fire front has passed the group must remain in the lower block building. When it is safe to leave (i.e. reduced radiant heat) The group may assemble on the main oval
Heading to camp from north	A fire traveling from the north will be slowly gaining altitude so will present a risk. It will also be burning along the main access/egress path. The risk factor for leaving the site will be extremely high so the plan as outlined above is to be used. NO EVACUATION TO THE SOUTH
Heading to camp from South	This fire will be burning downhill so will 'backburn' at a relatively slow rate. Providing there is sufficient time (as deemed by the emergency services) the group may evacuate to a safe location via Lima East Rd
In Building	Once the alarm has been sounded the group must move to the appropriate assembly area and stay well clear of all firefighting actions
In Vehicle	Remove yourself/group from the vehicle. Stay well clear on the upwind side if safe. If appropriate action can be taken to minimize spotting of the fire.

Decision to Stay or Leave

This is the most important decision. **The decision to leave** must be made taking the following factors into account:

- The fire risk at the time – Is there a real or elevated risk of fire?
- Potential direction of the fire – What direction would the fire come from?
- Would we be evacuating towards the fire?
- The time available to evacuate – Is there enough time to safely reach the evacuation point?
- Vehicles available for evacuation – What vehicles can be used to effect a safe evacuation?
- Where you intend to evacuate to – Where are you going to go? Is it safer than where you are?

Before leaving you must inform the CFA/emergency services of your intentions.

Should you decide to stay you will have assessed that it was safer to stay at that point than leave. You must begin preparations to ensure that this will be a safe decision. Steps to take include:

- Pumping the freshwater tank full
- Laying out the fire hoses
- Setting the sprinklers on the oval and around the lower block
- Ensuring there are sufficient wool blankets in the lower block
- Moving vehicles to the oval area.
- Inform the CFA/emergency services of our intentions

In all cases the welfare and safety of the students is always our 1st priority.