

# Emergency Management Plan (EMP)

## UP The Creek Melbourne

Approving this Plan: Director Derek Cook  
Physical Address: 340 High Street NORTHCOTE 3070  
Fire Risk Rating: (MOBILE) VERY HIGH - BUSHFIRE RISK  
Date Plan Reviewed: January 2023  
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Next Plan to be Reviewed January 2023

UTC MELBOURNE

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**Refer to the Policies and Procedures section of Zoho suite for the current version.**

EMP Up The Creek Melbourne

Our Emergency Management Plan (EMP) has been developed based on the Department of Education and Training Template,

# UTC EMP

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## DEFINITIONS

UTC - Up The Creek Melbourne\_

AS3745 Australian Standard 3745 – 2010 Planning for emergencies in facilities

Assembly Area : (External) An area far enough away from the emergency that, where practicable, occupants are protected from the physical impact of the emergency, and that allows for further movement away from potential sources of danger

Assembly Area : (Internal) An area within the building, structure or workplace, such as a nominated.

area or another floor, where occupants from the affected emergency area are initially protected from its impact

Code – Red Fire / Smoke

Code – Blue Medical emergency

Code – Purple Bomb Threat

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**Code – Black Personal threat (armed or unarmed persons threatening injury to others or themselves)**

Emergency - Any event that arises internally or from external sources, which may adversely affect occupants or visitors in a facility, and which requires an immediate response

Emergency Control Organization - (ECO) - The ECO is a site-specific group that comprises of persons appointed to Wardens roles to direct and control the implementation of the site's Emergency Management Plan. (EMP)

Emergency Management Act 1986 Legislation provided for the organization of emergency management in Victoria.

Emergency Services - Police, Fire Brigades, Ambulance and State Emergency Services. CALL 000 or 112.

Hazard - A source of potential harm to people, property or the environment, or a situation with a potential to cause loss, Incident or Any unplanned event which may cause the ECO to be activated.

Mobility Impaired Person - A person with a physical, intellectual, visual or auditory impairment - either temporary or permanent - who requires assistance during an emergency evacuation.

Safety Data Sheet (SDS) - SDS's provided by Suppliers of all dangerous goods and hazardous substances need to be maintained in a Chemical Register for Emergency Services and first responders.

Occupational Health and Safety Act 2004 - An act to promote and improve standards for occupational health, safety and welfare

Risk The 'Likelihood' and 'Consequence' of an activity or event causing an injury, illness; property or environmental damage.

Shelter-in-Place - A place of safety within a facility which is not under threat from an emergency.

Training Exercise (Drill) - An activity simulating an emergency event, to test existing procedures.

## 1 INTRODUCTION

### 1.1 GENERAL POLICY STATEMENT

Up The Creek Melbourne acknowledges the traditional custodians of the land and water we travel and live on. UTC Acknowledges its responsibility to provide a work place that is safe and without risk to health (s21, Occupational

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Health and Safety Act, 2004). As part of the process of meeting this obligation, UTC is committed to the development and ongoing support of this Emergency Management Plan.

This plan will be reviewed prior to each bushfire season to ensure that the information it contains is accurate and remains current. Contact list changes will be implemented and distributed to all key stakeholders in January of each year and at the start of each program.

### 1.2 AUTHORITY

This plan has been produced with the authority of the Director of UTC, in accordance with the Occupational Health & Safety Act, 2004 and Australian Standard AS 3745, 2010, (Planning for Emergencies)

In the event of an emergency within a UTC Camp, responsibility for the management of the emergency response, will normally be delegated to the Chief Warden or Deputy. This delegation will be effective from the time the emergency is reported until such time as it is resolved or handed over to the relevant Emergency Services.

*The aim of this plan is to detail the agreed arrangements for the prevention, response, and recovery from, emergencies and incidents that could occur at locations used by UTC.*

### 1.3 AIM

The aim of this plan is to detail the agreed arrangements for the prevention, response, and recovery from, emergencies and incidents that could occur at anyone of the UTC program locations.

### 1.4 OBJECTIVES

The broad objectives of this Plan are to:

- (a) Apply measures to prevent or reduce the causes or effects of emergencies.
- (b) Administer arrangements for the response to emergencies when they occur.
- (c) Aid staff, students, contractors and visitors to recover following an emergency.

### 1.5 INDEMNITY

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Both the Emergency Planning Committee and the Emergency Control Organization personnel shall be indemnified by UTC against civil liability resulting from, workplace emergency response assessment, education, training sessions, periodic exercises, or emergency evacuation where the personnel acted in good faith in the course of their emergency control duties.

## 1.6 TYPES OF HAZARDS WHICH COULD CAUSE AN EMERGENCY

A risk assessment has been conducted of perceived threats to the UTC Camps. This process is not intended to exclude any form of emergency from consideration. UTC has adopted a continuous improvement approach to risk management by way of assessing risk and hazards on a continual basis.

### 2 Context

#### 2.1 Risk Summary

A summary of those identified hazards related to the EMP include the following:

- Armed or Dangerous Intruder
- Gas / Sewerage Leak
- Bomb Threat / Suspicious package
- Hazardous Substances /Chemical Spill
- Civil Disturbance
- Hunting / Spotlighting
- Livestock / Fauna
- Drowning
- Lost / Missing - Person / Group
- Electrical Failure
- Medical Emergency
- Explosion Pandemic / Infection Control
- External Emergency Severe Weather
- Storm damage
- Fire (Building/Bushfire/Grass-fire)
- Flood
- Vehicle Collision
- Sharps and Bio-hazards

Separate risk management documentation exists for general operations

Emergency response procedures for each of these hazards have been developed and documented in Section 6.6.

The tables below are for general and Melbourne operations. Site specific versions must be completed prior to program commencement.

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## 2.2 Site contacts

Melbourne operations	
Physical address	340 High Sreet Northcote 3070
Operating days	365
operating hours	24 hours
Telephone	0417552820 (UTC)
Email	discoveries@upthecreek.melbourne
Site Details	Urban Riverine environments subject to rapid water river level rise during rainfall.
Fire Risk Rating	High Grass Fire and Bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush-fire-At-Risk-Register (BARR) ?	No
Designated Neighborhood Safer Place(s)	None
Shelter-In-Place location(s)	N/A
Number of students	up to 60
Total Number of staff	(Refer to excepted practices document)

## Cresco Park

Physical address	Gallatlys Ln & Pound Bend Rd, Warrandyte VIC
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## UTC EMP

	3113
Operating days	365
Operating hours	24 hours
Telephone	0417552820
email	discoveries@upthecreek.melbourne
Site Details	<p>The site is located on Pound Bend 2.5 km from the Warrandyte Bridge</p> <p>The property facilities include:</p> <ul style="list-style-type: none"> <li>• A Shelter, in the centre of the property with amenities</li> <li>• 2 large sheds used to garage boating equipment and gear.</li> <li>• An outdoor Kitchen and camping area,</li> <li>• The site has mains power.</li> </ul> <p>Gas bottles are used for cooking</p> <ul style="list-style-type: none"> <li>• Mobile phone coverage is good across the camp site and can be used for an emergency onsite or out on the river.</li> </ul> <p>The site offers a 5-day, Education Outdoors Programs for groups of up to 28 Year 5 – 10 students. It is facilitated by 6 - 8 staff. Programs are run each year between Terms 1-4.</p> <p>The site can be accessed by 2WD vehicles via an unsealed road. It has a gated, single entry/exit road. The evacuation controls points are detailed in Section 3.3 of this document.</p>
Fire Risk Rating	HIGH grass-fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire-At-Risk-Register (BARR)?	NO



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Designated Neighbourhood Safer Place(s)	Skate Park and Basketball Courts – Corner of Taroona Avenue and Heidelberg – Warrandyte Road 3113
Shelter-In-Place location(s)	There is an enclosed concrete building at the top of the property, an open shelter with a fireplace in the middle of the property. If not safe on site move to town at local IGA. Another option is to evacuate to home.
Number of students	30
Total Number of staff	(Refer to Accepted Practices document)

Blonde Bay state park (Gippsland Lakes)	
Physical address	-38.020821, 147.554529
Operating days	365
operating hours	24 hours
Telephone	0417552820
email	discoveries@upthecreek.melbourne

## UTC EMP

Site Details	<p>Camp is located on Gippsland Lakes in the Blonde Bay reserve 20kms South of Bairnsdale, on the Gippsland Lakes.</p> <p>Bush Camping:</p> <ul style="list-style-type: none"> <li>• Mobile phone coverage is good across the camp site</li> </ul> <p>The site offers a 7-day, Outdoor Education Program for groups of up to 28 Year 6 – 10 students. It is facilitated by 5 - 8 staff. Programs are run each year between Terms 1-4.</p> <p>The site can be accessed by 2WD vehicles via an unsealed road. The evacuation control points are detailed in Section 3.3 of this document.</p>
Fire Risk Rating	VERY HIGH grass fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire-At-Risk-Register (BARR)?	No
Designated Neighborhood Safer Place(s)	<ol style="list-style-type: none"> <li>1. Paynesville - A.J. Freeman Reserve Oval Main Road, between King and Ashley Street Paynesville 3880</li> <li>2. Raymond Island Community centre Hall. Corner of Fifth Parade and Sixth Avenue Raymond Island 3880</li> </ol>
Shelter-In-Place location(s)	As Above OR return then home.
Number of students	30
Total Number of staff	(Refer to excepted practices document)

### FLOAT – Fisherman's Landing (LAKE TYRES)

Physical address	Mill Point Jetty Road, Lake Tyers Beach VIC 3909
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## UTC EMP

	37.82143° S, 148.05023° E
Operating days	365
operating hours	24 hours
Telephone	0417552820 - 0428 984 682
email	discoveries@upthecreek.melbourne
Site Details	----
Fire Risk Rating	VERY HIGH grass fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire-At-Risk-Register (BARR)?	NO
Designated Neighborhood Safer Place(s)	None
Shelter-In-Place location(s)	As Above OR return STUDENTS HOME
Number of students	30
Total Number of staff	(Refer to Accepted practices document)

### COLLINGWOOD CHILDREN'S FARM

Physical address	18 St Heliers St, Abbotsford VIC 3067
Operating days	365
operating hours	24 hours
Telephone	0417552820 OR <a href="tel:0394175806">(03) 9417 5806</a>

## UTC EMP

email	discoveries@upthecreek.melbourne
Site Details	---
Fire Risk Rating	VERY HIGH grass fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire- At-Risk-Register (BARR)?	NO
Designated Neighborhood Safer Place(s)	None
Shelter-In-Place location(s)	As Above OR return STUDENTS HOME
Number of students	30
Total Number of staff	(Refer to excepted practices document)

<b>HATTAH - KULYYNE NATIONAL PARK</b>	
Physical address	Mountpall Track, Hattah VIC 3501 - -34.689679, 142.506626
Operating days	365
operating hours	24 hours
Telephone	0417552820
email	discoveries@upthecreek.melbourne
Site Details	LAKE MOURNPALL - WEMEN TO COLIGNAN -

## UTC EMP

Fire Risk Rating	VERY HIGH grass fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire- At-Risk-Register (BARR)?	No
Designated Neighborhood Safer Place(s)	None
Shelter-In-Place location(s)	As Above OR return STUDENTS HOME
Number of students	30
Total Number of staff	(Refer to Accepted practices document)

<b>BARMAH - NATIONAL PARK</b>	
Physical address	Moira Lakes Rd, Barmah VIC 3639 - END POINT - -35.843035, 145.100402
Operating days	365
operating hours	24 hours
Telephone	0417552820
email	discoveries@upthecreek.melbourne
Site Details	Victorian PARKS SIDE CAMP SITES

## UTC EMP

Fire Risk Rating	VERY HIGH grass fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire-At-Risk-Register (BARR)?	No
Designated Neighborhood Safer Place(s)	None
Shelter-In-Place location(s)	As Above OR return STUDENTS HOME
Number of students	30
Total Number of staff	(Refer to Accepted practices document)

<b>GLENELG</b>	
Physical address	River Road, Nelson VIC 3292 - -38.009374, 141.072500
Operating days	365
operating hours	24 hours
Telephone	0417552820
email	discoveries@upthecreek.melbourne
Site Details	----

## UTC EMP

Fire Risk Rating	VERY HIGH grass fire and bushfire risk
Fire Danger Period	October – March
Is the Camp on the Bush fire-At-Risk-Register (BARR)?	No
Designated Neighbourhood Safer Place(s)	<ol style="list-style-type: none"> <li>1. Grassed river bank adjacent to visitor information centre. Leake Street (between Kellett Street and Portland-Nelson Road, Nelson 3292.</li> <li>2. Nelson Boat Ramp Carpark. Corner of Leake Street and Kellett Street, Nelson 3292</li> </ol>
Shelter-In-Place location(s)	As Above OR return STUDENTS HOME
Number of students	30
Total Number of staff	(Refer to excepted practices document)

### 3.1 EMERGENCY CONTACT LIST AMBULANCE-FIRE-POLICE

.....“000” or “112”

SES --- 132 500

COAST GUARD --- 000

Emergency Organization Structure		
TITLE	Responsibility	Number
ADMIN - NON PAT	EMERGENCY CONTACT	0428120725

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Emergency Controller: Trip Coordinator	Director of UTC or by delegation	0417552820
Trip leader		Refer to camp specific documents
Camp Leader	Chief Warden (Leader- in-Charge)	Refer to camp specific documents
Group Leader	Deputy Chief Warden	Refer to camp specific documents
Activity Leader	Area Warden:	Refer to camp specific documents
Teacher On Camp	Assembly warden	Refer to camp specific documents

Other Emergency Contacts	
Name	Number
DET, Incident Support and Operations Centre:	1800 126 126
Volunteer Coastguard Paynesville len.gonynon@coastguard.com.au	03 5156 0106
CFA – Paynesville – gary.boote@members.cfa.vic.gov.au Ross McGregor – gregalack@hotmail.com	03 5153 7400 or 0408 008 725
Hospital – Bairnsdale Regional Health Services – 122 Day Street	03 5150 3333
Warrandyte CFA. 2 Harris Gully Rd Warrandyte	9844 3375




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Collingwood Children's Farm	<a href="tel:(03)94175806">(03) 9417 5806</a>
FLOAT- Fisherman's Landing - Mill Point Jetty Road, Lake Tyers Beach VIC 3909	0428 984 682
LIFE LINE	131114
POISONS HOTLINE	<a href="tel:131126">13 11 26.</a>

<b>HOSPITALS</b>	
Name	Number
IN MELBOURNE CITY	000
Bairnsdale Regional Health Service	(03) 5150 3333
Otway Health - APOLLO BAY	<a href="tel:(03)52378500">(03) 5237 8500</a>
Lorne Community Hospital	<a href="tel:(03)52894300">(03) 5289 4300</a>
Portland District Health	<a href="tel:(03)55210333">(03) 5521 0333</a>
Nathalia District Hospital - BAHMAH	<a href="tel:(03)58669444">(03) 5866 9444</a>
Echuca Regional Health Emergency Department	+613 5485 5000
Mildura Base Hospital : Emergency Room	<a href="tel:(03)50223333">(03) 5022 3333</a>

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Public Emergency Alerts	
Local Radio Melbourne	AM 774
ABC Gippsland	100.7
Vic Emergency	<a href="https://www.emergency.vic.gov.au/respond/">https://www.emergency.vic.gov.au/respond/</a> 

### 3.2 FIRST AID

First Aid Facilities/equipment	
<b>Post</b>	<b>Post Location</b>
UTC BOX Trailer	Left hand side of front shelf adjacent to side Door
UTC Vehicle	In boot space inside emergency Ki
Group Leader KIT	Each group Leader has FIRST AID KIT on person

AED - DEFIBRILATORS			
LOCATION	ADDRESS	L&L	W3W
LAKE TYRES	28 Cross St Lake Tyers Beach	37.85693° S, 148.08575° E	///thickens.bookcase .milky
CITY			
MURRAY			
REFER TO RESPONDER APP ON TABLETS OR STAYING ALIVE APP			

# UTC EMP

## 3.3 EMERGENCY ASSEMBLY LOCATIONS

Cresco Park	
Primary	Secondary
Warrandyte Reserve Taroon Ave Warrandyte	As Above OR return STUDENTS HOME

Gippsland Lakes	
Primary	Secondary
Storm Point lake edge	Offsite Options: <ul style="list-style-type: none"> <li>• Paynesville CBD, 12kms by road to the West</li> <li>• Bairnsdale – 19kms to the North</li> <li>• OR arrange transport back to Metro Melbourne</li> </ul>
Event	<ul style="list-style-type: none"> <li>• Paynesville - A.J. Freeman Reserve Oval 1, Main Road, between King and Ashley Streets Paynesville</li> </ul>

FLOAT – Fisherman’s Landing Mill Point Jetty Road, Lake Tyers 3909	
Primary	Secondary
Lakes Entrance Foreshore Reserve Lakes Entrance VIC 3909	Return STUDENTS HOME

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COLLINGWOOD CHILDREN'S FARM	
Primary	Secondary
Abbotsford Convent 7 Saint Heliers St Abbotsford VIC 3067	Return STUDENTS HOME

When advised by the Chief Warden all Assembly Wardens are to ensure that all employees, students and visitors at the Camp are to make their way in an orderly fashion to the nominated assembly area. The Chief Warden will consider the following, when deciding upon the appropriate assembly areas:

- o Location of the Emergency
- o Type of Emergency
- o Wind direction
- o ELEVATION
- o TREECOVER
- o ROAD PROXIMITY
- o POWER LINES

Emergency services should be advised as to incident position In event of an emergency the Assembly Warden must ensure there is clear passage through the assembly area.

### **NOTE**

All the above are guidelines only and are subject to change to suit the location of the emergency, type of emergency, crowd density and wind conditions. Emergency Services personnel will appoint an Incident Controller to liaise with the Camp Chief Warden. Any direction given by Emergency Services personnel must be followed without exception.

## 3.4 EVACUATION DIAGRAMS

See Activity Maps for specific Day trip evacuation points

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Event	Hazard	Risk Controls	Responsible Person
<b>Day Walks</b>	Slips, Trips & Falls, Snake & insect bites Anaphylaxis /Asthma	See Risk Register	TRIP LEADER
<b>Outdoor/ overnight Camping</b>	Bushfires / Grass fires / Campfires / FLOODING / LIGHTENING / Trees	See Risk Register	TRIP LEADER
<b>Canoeing, Sailing Swimming, Kayaking</b>	Drowning / Sunburn / Heat stroke HYPER / HYPOTHERMIA	See Risk Register	TRIP LEADER
<b>Staying at Camp</b>	Severe / Extreme Weather	See Risk Register	TRIP LEADER
<b>Driving</b>	Collisions / DROWSINESS	See Risk Register	TRIP LEADER

### 3.5 EMERGENCY AND EVACUATION PROCEDURES

- Incident Initial Response
- Emergency Contacts
- Staff Responsibilities

# UTC EMP

- Follow Up Action

## 3.6 RISK MANAGEMENT MODEL

UTC has utilises the following Risk Assessment Model to arrive at the 'Risk Ratings' for each hazard identified.

Use Tables 1 to determine the 'most likely' type of injury that will occur. Then

Use Table 2 to determine how often an injury or damage is 'most likely' to occur. Then

Use Table 3 to determine the Risk Rating derived from table 1 & 2.

Use table 4 to understand table 3.

Table 1 - Measures of **Consequence** (the most likely injury or damage that will occur)

Level	Descriptor	Example
1	Minimal	No injuries - low impact on UTC (reputation, financial)
2	Minor	First aid treatment, medical treatment - medium impact on UTC
3	Moderate	Lost time injury - high impact on UTC (reputation, financial)
4	Major	Death or permanent disability - major impact on UTC
5	Catastrophic	Multiple fatalities - critical impact on UTC (reputation, financial)

Table 2 - Measures of **Likelihood** (the most likely number of times the hazard will occur)

Level	Descriptor	Example
5	Almost certain	Is expected to occur in most circumstances (Weekly)
4	Likely	Will probably occur in most circumstances (Monthly)
3	Possible	May occur at some time (Yearly)

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<b>2</b>	Unlikely	Not likely to occur at some time (> Yearly)
<b>1</b>	Rare	Most unlikely to occur - only in exceptional circumstances

Table 3 - Level of Risk

	Consequence				
Likelihood	Minimal 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>5 (almost certain)</b>	M	H	H	E	E
<b>4 (likely)</b>	L	M	H	H	E
<b>3 (possible)</b>	L	L	M	H	H
<b>2 (unlikely)</b>	N	L	L	M	H
<b>1 (rare)</b>	N	N	L	L	M

Risk Rating Legend:

<b>E – Extreme</b>	Extreme Risk (action required within 48 hours to control the hazard)
<b>H - High</b>	High Risk (action required within 7 days to control the hazard)
<b>M- Moderate</b>	Moderate Risk (action required within 14 days to control the hazard)
<b>L- Low Risk</b>	Low Risk (action required within 30 days to control the hazard)

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<b>N- Negligible</b>	Negligible Risk (action required within 90 days to control the hazard)
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### 3.7 CAMP RISK ASSESSMENTS

This table lists hazards and details how each hazard has been risk assessed and risk controlled, to reduce the level of risk. UTC has utilized the aforementioned Risk Assessment Model to arrive at the Inherent and Residual Risk Ratings for each hazard identified.

<b><u>Event</u></b>	<b>Armed or Dangerous Intruder Enter Camp</b>
<b>Potential Hazard</b>	Hazard: A violent intruder who is armed/unarmed enters UTC. Risk: The intruder assaults or acts aggressively towards someone resulting in a physical injury.
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Secure entry into all buildings.</li> <li>• Maintain all visitor's sign in.</li> <li>• Practice a lockdown/lockout/ drill with staff an annual basis.</li> <li>• Make procedures for responding to intruder incident readily accessible to staff.</li> <li>• Teachers &amp; Staff at Camp to have access their mobile phones at all times &amp; take satellite phones when out on camp/activity.</li> <li>• Communicate UTC values of mutual respect and acceptable behavior.</li> <li>• Check with homeroom teacher for any court orders that could precipitate an intrusion.</li> </ul>



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<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• The Camp will provide de-escalation training for staff in managing aggressive people.</li> <li>• Staff will be informed of potential threats.</li> <li>• The Camp will develop &amp; practice a plan to alert others of an intruder &amp; restrict access to the students on Camp.</li> <li>• When deciding to confront an intruder:             <ul style="list-style-type: none"> <li>o A minimum of two (2) staff should attend.</li> <li>o Communicate a signal for additional staff support if it is needed.</li> <li>o Select a location with at least two exit points.</li> <li>o Redirect the intruder away from the location of students.</li> </ul> </li> </ul>		
<b>Inherent Risk Rating</b>	LOW C-3 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-3 L-1

<b><u>Event</u></b>	<b>Bomb Threat / Suspicious package</b>		
<b>Potential Hazard</b>	<p>Hazard: Bomb is found on campus in an area around students and staff.</p> <p>Risk: The bomb explodes, and staff and students are physically injured or there is a fatality.</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Bomb Threat Checklist in emergency kit.</li> <li>• Facilitate an Emergency drill as part of Emergency Management Training.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Develop a Business Recovery Plan.</li> </ul>		

## UTC EMP

<b>Inherent Risk Rating</b>	LOW C-4 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-4 L-1
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<b><u>Event</u></b>	<b>Civil Disturbance</b>		
<b>Potential Hazard</b>	<p>Hazard: A Civil disturbance occurs around the camp area or during an activity.</p> <p>Risk: An event or activity is held where staff or students attend and there is a civil, resulting in physical injury.</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Access to properties is restricted by a lockable gate at all camp site entries.</li> <li>• Camp access is restricted, that minimize the likelihood of intrusions.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	Consider the merits of notifying local Emergency Services of Camp schedule.		
<b>Inherent Risk Rating</b>	LOW C-3 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	NEGLIGIBLE C-2 L-1

<b><u>Event</u></b>	<b>Hunting / Spotlighting</b>		
<b>Potential Hazard</b>	<p>Hazard: Hunter enters area where students and staff are conducting an activity or camping.</p> <p>Risk: A hunter shoots into the area where students and staff are located resulting in a fatality.</p>		

## UTC EMP

<p><b>Current Risk Control Measures Implemented</b></p>	<p>Activities outside of camp are restricted to daylight hours.</p> <ul style="list-style-type: none"> <li>• Outdoor camping is located in well cleared and signposted areas.</li> <li>• Camp boundaries fenced and staff deploy highly reflective signage to notify hunters / spot lighters that a school camp is in progress.</li> </ul>		
<p><b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b></p>	<p>Highly reflective signage to be posted at access vehicle points, to notify hunters / spot lighters that a 'Camp' is in progress.</p> <ul style="list-style-type: none"> <li>• During hunting season take extra care to stay safe and advertise.</li> </ul>		
<p><b>Inherent Risk Rating</b></p>	<p>LOW C-4 L-1</p>	<p><b>Residual Risk Rating (After implementing risk controls)</b></p>	<p>LOW C-4 L-1</p>

<p><u><b>Event</b></u></p>	<p><b>Electrical Failure</b></p>
<p><b>Potential Hazard</b></p>	<p>Hazard: Power outage Risk: Entire schools or certain buildings are shutdown resulting in students and staff being unable to remain at site due to thermal discomfort.</p>
<p><b>Current Risk Control Measures Implemented</b></p>	<ul style="list-style-type: none"> <li>• Confirm outage duration with supplier.</li> <li>• Consider hiring a back-up generator if an extend outage is expected.</li> <li>• Notify staff &amp; volunteers to evacuate building/site. (as necessary)</li> </ul>

## UTC EMP

<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Ensure procedures in place to communicate Program changes to parents &amp; students.</li> <li>• Ensure Wardens are familiar with any available back-up power systems.</li> <li>• Actions as mentioned above.</li> <li>• Review Business Recovery Plan for potential extended outages.</li> </ul>		
<b>Inherent Risk Rating</b>	NEGLIGIBLE C-2 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	NEGLIGIBLE C-2 L-1

<b><u>Event</u></b>	<b>External Emergency</b>		
<b>Potential Hazard</b>	<p>Hazard: Local emergency within 1km of school.            Risk: resulting in students and staff physically or psychologically harmed</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• If in immediate danger, call “000” and move everyone at Camp away from hazard area.</li> <li>• If no immediate danger, notify director of UTC &amp; contact local authorities, for advice.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<p>Liaise with ECO members to decide appropriate course of action – Shelter-in Place or Evacuate the Camp.            Consider a day trip to nearest town or ending camp early.</p>		
<b>Inherent Risk Rating</b>	LOW C-3 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	NEGLIGIBLE C-3 L-1

## UTC EMP

<b><u>Event</u></b>	<b>Fires – Building</b>		
<b>Potential Hazard</b>	Hazard: Fire breaks out at UTC camp. Risk: resulting in property damage and / or fatalities.		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Clear roofs &amp; gutters/drains 6 monthly.</li> <li>• Test emergency communications each Term.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	Check with SES / local government to assess seasonal risks in camp area. <ul style="list-style-type: none"> <li>• Establish alternative shelter / storage arrangements for equipment and materials, if necessary.</li> </ul>		
<b>Inherent Risk Rating</b>	MODERATE C-4 L-2	<b>Residual Risk Rating (After implementing risk controls)</b>	MODERATE C-4 L-2

<b><u>Event</u></b>	<b>Fires – Grass / Bushfires</b>		
<b>Potential Hazard</b>	Hazard: Fire breaks out at the camp or around the camp area. Risk: Staff and students are unable to evacuate resulting in fatality and or injury from burns or smoke.		

## UTC EMP

<p><b>Current Risk Control Measures Implemented</b></p>	<p>Weekly check of safety equipment during bushfire season when camp in use.</p> <ul style="list-style-type: none"> <li>• Bi-weekly review of weather forecasts &amp; CFA website by Teacher-in-Charge &amp; staff, prior to fire seasons. Twice Daily check during the bushfire season.</li> <li>• Liaise with Gear head &amp; local fire services / SES regarding clearing trees.</li> <li>• Conduct emergency drill at beginning of each camp with staff &amp; students.</li> <li>• Clean-up site &amp; review EMP before each fire season.</li> <li>• Inform staff of the plan and their roles.</li> <li>• Cancel / discontinue any camp on a 'Code Red' days. Transport everyone back to the home the day before.</li> <li>• Consult the Director of UTC cancelling / discontinuing any camp if Fire danger rating is 'Very High', Severe or Extreme.</li> </ul>		
<p><b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b></p>	<p>On days of Very High, Severe or Extreme fire danger:</p> <ul style="list-style-type: none"> <li>o Consult with local CFA.</li> <li>o Keep open lines of communication with emergency services.</li> <li>o Monitor CFA and Bureau of Meteorology and media or other Apps for up to date information.</li> <li>o Notify the director of UTC.</li> <li>o Consider cancelling or postponing scheduled excursions.</li> <li>o Prepare to 'Leave Early' – rearrange Program to take all staff &amp; students for a day trip to local town, instead of cancelling or discontinuing the camp.</li> <li>• On declared 'Code Red' days cancel the camp &amp; notify all staff, students and parents. Make arrangements to transport everyone back to the home the day before.</li> </ul>		
<p><b>Inherent Risk Rating</b></p>	<p>LOW C-4 L-1</p>	<p><b>Residual Risk Rating (After implementing risk controls)</b></p>	<p>LOW C-4 L-1</p>

<p><b>Event</b></p>	<p><b>Flooding</b></p>
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## UTC EMP

<b>Potential Hazard</b>	<p>Hazard: Camp is flooded. Risk: Camp area is not evacuated quick enough resulting in staff or students trapped and being physically injured by objects moving or drowning.</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Liaise with SES / Council to identify any risks.</li> <li>• Use BOM website for Weather Warnings.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Develop contingency for storage of equipment / materials if possible.</li> <li>• Develop a Business Recovery Plan.</li> </ul>		
<b>Inherent Risk Rating</b>	LOW C-4 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-4 L-1

<u><b>Event</b></u>	<b>Gas Leak</b>		
<b>Potential Hazard</b>	<p>Hazard: Gas Leak Risk: Explosion resulting in fatality.</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Shut off supply. Notify relevant supplier.</li> <li>• If gas bottle, move out too well ventilated area and mark. Replace.</li> <li>• Liaise with ECO members to decide whether the Camp can continue or to evacuate.</li> </ul>		

## UTC EMP

<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Ensure procedures in place to communicate any Program changes to parents &amp; students.</li> <li>• Review Business Recovery Plan for potential extended Camp closures.</li> <li>• Notify staff &amp; volunteers of action plan.</li> </ul>		
<b>Inherent Risk Rating</b>	LOW C-4 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-4 L-1

<b><u>Event</u></b>	<b>Hazardous Substance and Dangerous Goods</b>		
<b>Potential Hazard</b>	<p>Hazard: Fire and explosion from the incorrect storage and handling of Dangerous Goods and Hazardous Substances.                      Risk: Fire and explosion, chemical leak resulting in Fatality.</p>		
<b>Current Risk Control Measures Implemented</b>	Follow safe work procedures for handling chemicals and Safety Data Sheet's. (SDS's) provided with or on the products.		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<p>Schedule and practice emergency drills in preparation for event.</p> <ul style="list-style-type: none"> <li>• Stock Chemical Spill kits</li> </ul>		
<b>Inherent Risk Rating</b>	LOW C-4 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-4 L-1



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<b><u>Event</u></b>	<b>Lost / Missing - Person / Group</b>		
<b>Potential Hazard</b>	<p>Hazard: An event or activity is held outside the classroom where student/s go missing and staff are unable to locate them.</p> <p>Risk: Student/s missing and harmed, resulting in physical or psych injury.</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Activities outside of Camp boundaries limited to daylight hours.</li> <li>• Staff and students taught orienteering skills – “stop, stabilise, advertise”.</li> <li>• Staff use mobile phones to remain in communication with base Camp.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Designate times for staff to contact Camp by mobile phone during excursions.</li> </ul>		
<b>Inherent Risk Rating</b>	LOW C-3 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-3 L-1

<b><u>Event</u></b>	<b>Medical Emergency</b>
<b>Potential Hazard</b>	Hazard: Medical Emergency occurs at the camp.
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Implement First Aid procedures.</li> <li>• Contact Emergency Services on “112” or “000”</li> <li>• Review staff and volunteers for any medical conditions that may be affected by Program.</li> </ul>

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<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Actions as mentioned above</li> <li>• Ensure medical information for Staff, Volunteers and Schools is up to date and easily accessible for Emergency Services.</li> </ul>		
<b>Inherent Risk Rating</b>	LOW C-3 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-3 L-1

<b><u>Event</u></b>	<b>Pandemic / Infection Control</b>		
<b>Potential Hazard</b>	<p>Hazard: Positive student or staff with COVID who attends camp and is in contact with multiple people.</p> <p>Risk: resulting in multiple people infected.</p>		
<b>Current Risk Control Measures Implemented</b>	<p>Display basic hygiene posters in all toilets/bathrooms.</p> <ul style="list-style-type: none"> <li>• Keep soap &amp; hand towel dispensers stocked.</li> <li>• Check that all surfaces regularly disinfected.</li> <li>• Follow the COVID-19 Pandemic Emergency Response Plan.</li> </ul>		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Remind all staff and students they are not to attend the Camp, if they are still recovering from an infectious or commutable illness.</li> </ul>		
<b>Inherent Risk Rating</b>	MODERA TE C-4	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C-4 L-1

## UTC EMP

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<b><u>Event</u></b>	<b>Severe weather / Storm damage</b>		
<b>Potential Hazard</b>	Hazard: Severe weather conditions Risk: Severe weather conditions resulting in damage to building or staff or student physically injured due to being hit by an object.		
<b>Current Risk Control Measures Implemented</b>	Monitor Bureau of Meteorology and media or Emergency Update Apps. • Assess threat and report to ECO members. Decide whether to stay or go. • Brief all staff and students on action plan. • Ensure all local Emergency Services are aware of Camp action plan.		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	Consider prefabricating protective panels for glass windows & doors. • Consider purchasing or hiring an emergency generator for power outages.		
<b>Inherent Risk Rating</b>	MODERA TE C-3 L-3	<b>Residual Risk Rating (After implementing risk controls)</b>	MODERATE C-3 L-3

<b><u>Event</u></b>	<b>Bio-hazard Hazards</b>
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<b>Potential Hazard</b>	<p>Hazard: Staff or student is exposed to infected bodily fluid, biological waste or sharps.</p> <p>Risk: Staff or student coming in contact with biological waste, biological hazard or a person with an infectious disease (e.g. slapped cheek, measles, chicken pox, body fluids, HIV, etc.) resulting in physical injury or illness.</p>		
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Keep students away and isolate the area.</li> <li>• Wear appropriate PPE.</li> <li>• Place sharps in portable sharps container.</li> <li>• Complete incident report.</li> <li>• Report near misses.</li> </ul>		
<b>Ensure that contracted sites have the facilities on site</b>	<p>Communicate location and capabilities to manage Bio-hazard Hazards</p>		
<b>Inherent Risk Rating</b>	<p>LOW C-3 L-1</p>	<b>Residual Risk Rating (After implementing risk controls)</b>	<p>LOW C-3 L-1</p>

<b><u>Event</u></b>	<b>Structural Damage</b>
<b>Potential Hazard</b>	<p>Hazard: Damaged building or equipment that is structurally unsafe.</p> <p>Risk: Damaged building or equipment collapses, resulting in fatality.</p>
<b>Current Risk Control Measures Implemented</b>	<ul style="list-style-type: none"> <li>• Identify and treat any injured persons until Emergency Services arrives. Call "000".</li> <li>• Chief Warden to assess situation. Inform ECO members and decide whether to stay or go.</li> </ul>

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<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	Refer to onsite inductions Site dependent		
<b>Inherent Risk Rating</b>	LOW C- 4 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C- 4 L-1

<b><u>Event</u></b>	<b>Vehicle Collision</b>		
<b>Potential Hazard</b>	Hazard: Vehicles driving on site. Risk: Student or staff is hit by vehicle resulting in serious injury / fatality.		
<b>Current Risk Control Measures Implemented</b>	Camp staff to hold first aid certificate and provide Basic Emergency Life Support until Emergency Services arrive. • Staff provided with first aid kits, reflective vests and emergency contact numbers Drivers are required to provide a copy of their driver's license.		
<b>Risk Controls to be Implemented Measures to be taken to eliminate or reduce impact of the risk</b>	<ul style="list-style-type: none"> <li>• Drivers to complete driver safety competency assessment, prior to driving UTC vehicles.</li> <li>• Drivers to check adverse weather conditions e.g. floods, bushfires with CFA &amp; VicRoads websites prior to leaving.</li> </ul>		
<b>Inherent Risk Rating</b>	LOW C- 4 L-1	<b>Residual Risk Rating (After implementing risk controls)</b>	LOW C- 4 L-1

# UTC EMP

## 4 PLANNING ARRANGEMENTS

### 4.1 EMERGENCY PLANNING COMMITTEE

Representatives from UTC have had input into this plan. The role of the Emergency Planning Committee is one of assistance and advice, to the Teacher-in-Charge and Camp staff. Emergency Services Liaisons will be invited to have input on this committee as the need arises, to ensure the plan is effective and is compatible with the roles of the Emergency Services.

### 4.2 EMERGENCY MANAGEMENT FLOW CHART

- The Camp will have a nominated Area Warden responsible for going to check on the nature of the emergency and to report back to the Chief Warden.
- An Assembly Warden will be nominated to coordinate the evacuation to the nominated Emergency Assembly area and to complete the head count.
- The leader-in-Charge in consultation with the Director of UTC, will decide if the Camp will evacuate or shelter-in-place. They will also decide whether the Critical Incident Management Team (CIMT) needs to be activated.

### 4.3 EMERGENCY ROLES AND RESPONSIBILITIES

A point form summary of the Warden Roles and responsibilities:

**Chief Warden**  
**(Teacher-in-Charge)**

The responsibilities of the Chief Warden are to:

- Administer the warden system and chair the Emergency Planning Committee.
- Review, in conjunction with Wardens, the Emergency Management Plan (EMP) for UTC Camps.
- Arrange "Table Top" exercises for Wardens and hands-on training for Deputy Chief & Area Wardens.
- Ensure that there is a system in place to record all staff, students, visitors and contractors on site.

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- Ensure the Chief Warden and the Deputy Wardens are not simultaneously absent from the site.
- Nominate the Emergency Control Point (ECP) in an Emergency.
- Delegate Emergency Wardens Roles in an Emergency.
- Nominate the Emergency Assembly Area in an Emergency.
- Consult with the Director of UTC on the decision to Evacuate or Shelter-in-Place.

### **Deputy Chief Warden**

The role of the Deputy Chief Warden is to assist the Chief Warden in the general administration of the ECO and to assume all relevant responsibilities whenever the Chief Warden is absent.

Deputy Chief Wardens, within their area of responsibility, will ensure that:

- They are familiar with the layout of the Camp environment and the general locations used by staff and the students as well as visitors and contractors.
- They are familiar with the location of all first aid facilities and other emergency equipment.
- New employees are thoroughly briefed on safety procedures as part of their induction process.
- They oversee the nomination of Area & Assembly Wardens in an emergency.
- They represent the Camp at debriefings.

Deputy Chief Wardens will take appropriate action to ensure:

- Good housekeeping, so that litter does not accumulate to increase the danger of fire.
- All suspicious packages/bags are reported.
- Hazardous materials are not stored or used incorrectly, not with standing the nature of work.
- Equipment does not impede access and egress
- Pathways are free of obstruction
- Fire extinguishers, safety signs and safety equipment are serviceable at all times.
- Hydrants and hose reels are accessible.
- Access to emergency equipment is not obstructed.

## UTC EMP

- Safety barriers are in place where required.
- Any irregularities are reported to the Chief Warden.
- Maintenance issues are attended to.
- All incidents are logged on the forms provided.
- Inspection checklists are completed.
- Incident report forms are forwarded to the Director of UTC.

### **Area Wardens**

The role of the Area Warden is to assist the Deputy Chief Warden to assess the nature and extent of the emergency. The Area Warden's will be trained in the safe use of firefighting equipment and their responsibilities will include:

- Checking all EXIT pathways and routes to the Emergency Assembly Areas are clear of obstructions.
  - Checking all fire equipment is easily accessible and clear from obstructions at each venue before each Camp.
  - Check all equipment is ready for use
- \* Investigate any potential emergency situation & make the decision in consultation with the Assembly Warden(s) whether to evacuate or lockdown the Camp until Emergency Services arrives.

### **Assembly Wardens**

The role of the Assembly Warden is to assist the Deputy Chief Warden and Area Warden by overseeing the evacuation of all persons from the Camp to the nominated Emergency Assembly Area.

The Assembly Warden's responsibilities include:

- Liaise with the Area Warden on the well being of the group.
- Roll call and supervision of students.
- Communication of developing needs.
- Communicating calm and supportive messages to students.

## 4.6 INCIDENT MANAGEMENT

support staff to follow warden roles. Keep calm and seek additional support if required and available. Maintain safety of the whole group.

## 4.7 MEDIA MANAGEMENT

During emergencies there is a possibility that the media may want to obtain an



## UTC EMP

interview or statement from a representative of UTC. All staff and students visiting the Camp are reminded that they are advised to direct all media inquiries to the Director of UTC via Email [discoveries@upthecreek.melbourne](mailto:discoveries@upthecreek.melbourne)

### 4.8 DEBRIEFING ARRANGEMENTS

#### **Camp Debrief**

A debrief will take place as soon as practicable after an emergency. The Chief Warden will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues. The meeting should include details of any feedback from Camp staff, and Counselors.

#### **Debrief**

A full debrief in relation to any major or critical incident will take place within 21 days of the completion of the incident occurring. Venue and timing will be advised to all participants.

### 4.9 MAINTENANCE OF THE PLAN

This plan will be reviewed prior to the bushfire season each year to ensure that the information it contains is accurate and current. Critical changes such as contact list information will be implemented and promulgated immediately.

### 4.10 TESTING THE PLAN

The Emergency Control Organization will conduct testing of this plan in “Table Top” form. The transient nature of events makes physical testing of the plan impractical in most circumstances, however if it is warranted for a particular activity, the Emergency Control Organization may request it.

### 4.11 COMMUNICATIONS

UTC TABLETS & Mobile phones are the primary form of communications between staff. In an Emergency the Chief Warden will nominate a Communications Officer to monitor and coordinate the use of the mobile phones. Designated members of the Emergency Control Organization and Emergency Wardens will be expected to have their mobile phone charged and on them at all times, when on duty. Area & Assembly Wardens will be briefed on which staff to contact in an Emergency.

## 5 PREVENTION ARRANGEMENTS

### 5.1 THE ROLE OF STAFF

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Staff have a key role in identifying ways to reduce the risk, or minimize the effects of a hazard causing an incident.

## 5.2 PREPAREDNESS

An Emergency Control Organization has been identified and will be trained in all aspects of the Emergency Management Plan and specific tasks of their duties. Assembly areas & emergency access routes have been determined for use during emergencies.

## 5.3 RISK SOURCE REVIEW

During the preparation of this plan a risk assessment was carried out to identify potential natural and man made risk sources that may impact on UTC. The EMP for this ORGANISATION will be made available to all stakeholders to assist with creating a unified approach to Risk Management across UTC operations.

## 5.4 EDUCATION AND AWARENESS

The ability of Camp staff and leaders to respond to an emergency situation, and in turn recover from the effects of an emergency, will depend on the attitude of the people affected. Appropriate actions from Camp staff and leaders during emergencies, will require education and awareness programs to be implemented for this purpose. The Emergency Control Organization will develop, support and promote appropriate prevention and awareness programs.

## 5.5 TERRORISM REVIEW

The risk of UTC becoming a target for an act of terrorism is considered to be 'Low' to 'Negligible'.

- Emergency Management Plans are in place. The Wardens implementing these plans are an integral element of UTC's risk management plan. Consequently, these Wardens are trained to assess and communicate in an emergency situation. The Wardens are also trained to assist people to Shelter-in-Place (Lockdown) or Evacuate.

The Teacher-in-Charge will decide whether to Shelter-in-Place or Evacuate, in consultation with the Wardens, Director of UTC and/or Emergency Services. The Warden System allows for the alarm to be raised quickly should the need arise.

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### 5.6 PREVENTION AND MITIGATION STRATEGIES

The following processes have been implemented to prevent or mitigate emergencies at the Camp:

<b>STRATEGY</b>	<b>RESPONSIBLE OFFICER/GROUP</b>
Employee & Volunteer Safety Induction	Director
Emergency Control	Teacher-in-Charge
EMP Templates & Checklists	Director
First Aid Room and Kits	Deputy chief warden
Hazard & Risk Assessments	Teacher-in-Charge
Incident Reporting	Deputy Chief Warden
Major Emergency Response Guide	Teacher-in-Charge
Mass Casualty Station	TBC
Police patrols	Victoria Police
Risk Management	Teacher-in-Charge
Safe Operation Procedures	Contractors
Emergency Management Plan	Director
Staff Safety briefings	UTC OHS Coordinator
Site Inspections	Area & Assembly Wardens
Traffic Management	Teacher-in-Charge
Safety & Risk briefings	Director
Emergency Warden training	Director
Policies training & induction	Director

## 5.7 FIRE READINESS PROTOCOL

Each November staff will participate in a briefing on the:

- Emergency Management Plan
- Shelter-in-Place and Evacuation Assembly Areas
- Warden roles (Deputy/Chief/Area/Assembly)
- Emergency Contact details

Staff will also check that all emergency contact numbers are stored in each staff members mobile phone & remind them to keep their phones charged at all times when on duty. Staff will check the Emergency Kit contents as per the checklist detailed in the Appendices.

Given the transient nature of UTC staffing programs Briefings may need to be carried out each week to ensure all staff are aware of roles and responsibilities.

### 5.7.1 FIREPLACE AND PORTABLE COOKING EQUIPMENT PROTOCOLS

- Camp Cooking Is considered a potentially dangerous. Risk Management is covered in Accepted practices Document and should be considered and actively planned and managed.

### 5.7.2 FIRE SEASON PREPAREDNESS

During Fire Danger Period ; At the beginning of each Camp assess the relevant weather and fire situation.

- Assess fuel loads using table below
- Slash and rake around the Camp to remove or reduce fuel load around buildings:
  - o Overall fuel load rating should be kept at or below Moderate within 100m of the main buildings. (See ratings below)
  - o Overall fuel load rating within 30m of a structure should be Low-Moderate
  - o Overall fuel load rating within 10 m of a structure should be Low
- Initiate a fuel reduction if ratings exceed Moderate
- Communicate with Facilities and arrange for additional resources to be allocated to assist with grass-fire / bushfire mitigation planning & fuel reduction activities.
- Check that all fire suppression equipment, and a set(s) of protective

## UTC EMP

clothing, are in good working order and ready for use in an emergency.

- Check the Emergency Kit contents – recharge power bank for electronic devices and replace all batteries and bottled water.
- Check dedicated extinguishers required to protect any structures, in the event that these spaces need to be used as a shelter-in-place.

	<b>fuel loads - table below</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>• Bark Hazard high (limited amount of bark to cause spotting)</li> <li>• Surface fuel low (&lt; 15mm depth)</li> <li>• Elevated fuels low-high (moderately dense, 0.5-1.0m, &lt;20% dead)</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>• Bark hazard high</li> <li>• Surface fuel moderate (&lt;25 mm depth)</li> <li>• Elevated fuel high</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>• Bark hazard high</li> <li>• Surface fuel high (&lt;35 mm depth)</li> <li>• Elevated fuel high</li> </ul>

### 5.7.3 FIRE RISK MITIGATION STRATEGIES AND FIRE DANGER RATING DISTRICTS

Prior to each camp a weather assessment shall be carried out.

If there are pre-existing fires, or an FDI rating of *Very High*, *Severe* or *Extreme* fire conditions forecast, the Camp staff will consult with the Director of UTC to determine whether the camp is to be cancelled or discontinued.

Continuously monitor the Vic Emergency app

(<https://www.cfa.vic.gov.au/plan-prepare/vicemergency-app/>) on their mobile phones and review the Program to minimize the risk to staff and students.

## UTC EMP

All year, the viability of all current and forthcoming camps, day trips, and transport arrangements, will be assessed by the Director UTC. Staff, students and parents will be notified of any potential Camp closures or cancellations

On all declared 'Code Red' days, arrangements will be made to transport everyone back to the home the day before any forecast 'Code Red' day.

Every day during the fire season, the Bureau of Meteorology forecasts an outlook of the FDI by considering the predicted weather including: temperature, humidity, wind speed and dryness of the vegetation. A FDR (a prediction of fire behavior so that an informed decision can be made as to what action should be taken) will also be issued if the FDI is close to or above 50 for the following day. This advice may be upgraded at any time if the need arises. Any district that declares a Total Fire Day (*TFB*) will also identify the FDR which relates to the FDI.

Any bushfires that start in Victoria will be posted on CFA Vic Emergency App

<b>General overview</b>		
<b>FDI</b>	<b>FDR</b>	<b>Published Advice</b>
10 0+	<b><i>Code Red</i></b> <i>(catastrophic)</i>	<b>These are the worst conditions for a bush or grass fire. If you are staying in a bushfire prone area the safest option is to leave the night before, or early in the morning.</b>
75 – 99	<b><i>Extreme</i></b>	Expect extremely hot, dry and windy conditions. The safest option is to leave early in the day, if you have students at the camp. Arrange a day trip to Bairnsdale or another less remote location.

## UTC EMP

50 – 74	<i>Severe</i>	Expect extremely hot, dry and windy conditions. The safest option is to leave early in the day if you have students at the camp. Arrange a day trip to Paynesville or Bairnsdale.
25 – 49	<i>Very High</i>	If you are staying in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of the day.
12 – 24	<i>High</i>	Check your Bushfire Survival Plan.
0 – 11	<i>Low – moderate</i>	Check your Bushfire Survival Plan.

### 6 RESPONSE ARRANGEMENTS

#### 6.1 CONTROL AGENCIES

The following agencies have the authority to take control of the dedicated emergency:

<b>Emergency</b>	<b>Control Agency</b>
Armed or dangerous intruder	Victoria Police
Biological, radio logical or chemical threat	Victoria Police - Department of Health & Human Services
Bomb threat / Suspicious package	Victoria Police
Explosion	Victoria Police - CFA
Fire	CFA
Flood	SES

## UTC EMP

Gas leak	CFA
Hazardous materials	CFA - Department of Health & Human Services
Infectious diseases	Department of Health & Human Services
Riot	Victoria Police
Severe storm	SES
Structural damage	CFA and SES
Transport accident	Victoria Police
Trapped person	CFA - SES
Water or food contamination	Department of Health & Human Services

### 6.2 EVACUATION OR SHELTER-IN-PLACE

The Deputy/Chief Wardens need to agree upon a designated location to meet in an emergency, if they are undertaking activities away from the Base Camp. They need to identify and agree upon the location, so they can coordinate an emergency response. They also need to decide who is going to be the designated **Area Warden** (responsible for assessing the emergency) and who is going to be the **Assembly Warden** (responsible for assembling the staff, students and visitors) at the Camp.

Once the Emergency Warden roles are decided, they should communicate a plan to report back to the Deputy/Chief Warden. The Area Warden should then move to assess the situation. The Deputy/Chief Warden should use a mobile to call the Director UTC to inform them of the emergency and to seek their advice on how best to proceed.

Once the Area Warden has assessed, the situation they report back to the Deputy/Chief Warden. They can then decide whether Emergency



## UTC EMP

Services are to be called and whether they intend to initiate an 'Evacuation' or 'Shelter-in-Place'. Once decided they need to instruct the Assembly Warden to move the staff and students to the nominate Assembly Area.

The Initial response from staff on duty, in the immediate area, may require a combination of the following:

- Removal of persons from immediate danger (e.g. evacuate or shelter-in-place at the venue)
- Call "000" on a mobile phone and request Emergency Services.
- Providing first aid as required.
- Notify the Director of UTC.

Send staff to meet Emergency Services and direct them to the emergency.

### 6.3 MOBILITY IMPAIRED PERSONS

During evacuation mobility impaired persons should be assembled in a safe holding area (or the mobility impaired assembly point closest to your area), and while held in this area should be constantly attended by at least one Warden. Those incapable of using the stairs should be evacuated via other means under the control of CFA. After evacuation of the 'most able' staff, students and visitors, the mobility-impaired persons, commencing with the more able, should be evacuated. Lifts cannot be used without the authority of emergency services. If it is unsafe for the warden to assist a mobility-impaired person from a venue or building, advise the emergency services. If it is safe and appropriate to do so, a Warden can remain with the person concerned. Often mobility-impaired persons are accompanied by a carer. These persons should be utilized in the management of such persons.

### 6.4 ASSEMBLY AREA CONTROL

Assembly Wardens will manage the assembly area and prioritize the safety and security of the evacuees. They will use their mobile phone to liaise with the Deputy/Chief Wardens.

### 6.5 FIRST AID AND MEDICAL

# UTC EMP

**First Aid Officers;** Camp staff will be trained in first aid.

Each group will be carrying first aid equipment

## 6.6 EMERGENCY RESPONSE PROCEDURES

***Nothing in this section removes the requirement for the first available person to seek assistance from the Emergency Services***

**NOTE: *The following guides are intended to assist decision-making in event of an emergency, prior to the arrival of Emergency Services.***

### 6.6.1 CALL RESPONSE PROCEDURE

- Call received
  - Maintain log of call
  - Assess level of report (A, B, C, D,)
  - Assess resource required and notify
  - Maintain log of response

#### EMERGENCY RESPONSE LEVELS

<b>A. Emergency</b>	<ul style="list-style-type: none"><li>• Life threatening</li><li>• Will or is causing significant damage</li><li>• Poses a material health and safety risk</li></ul>
<b>B. Urgent/High Priority</b>	<ul style="list-style-type: none"><li>• May pose material health and safety risk if not rectified</li><li>• Has the potential to interrupt camp</li><li>• May develop into level <b>A</b> if not attended to</li></ul>
<b>C. Medium Priority</b>	<ul style="list-style-type: none"><li>• Poses no more than a minor health and safety risk</li><li>• Causes no more than a minor disruption or inconvenience to the camp</li></ul>
<b>D. Low Priority</b>	<ul style="list-style-type: none"><li>• Is considered highly unlikely to develop into <b>A, B</b> or <b>C</b></li><li>• Does not pose any immediate or potential danger or risk in any way</li><li>• Causes no meaningful disruption or inconvenience</li></ul>

## UTC EMP

<b>RESOURCES REQUIRED</b>	
<b>A. Emergency</b>	Emergency Services, Emergency Control Organization, affected services, Media Communications, Key Stakeholders
<b>B. Urgent/High Priority</b>	Emergency Control Organization, service providers
<b>C. Medium Priority</b>	Emergency Control Organization, service providers
<b>D. Low Priority</b>	Service providers

<b>METHOD OF CONTACT</b>	
<b>A. Emergency</b>	Via staff within Camp and mobile phones
<b>B. Urgent/High Priority</b>	Via staff within Camp and mobile phones
<b>C. Medium Priority</b>	Via staff within Camp and mobile phones
<b>D. Low Priority</b>	Via staff within Camp and mobile phones

### 6.6.2 FIRST RESPONSE

It is reasonable to assume that an incident or emergency situation may occur at some point during the Camp Program. In most cases, notification of such an incident will occur by a student or member of the staff reporting to the leader-in-Charge.

Therefore, all Camp staff have a responsibility to report any incident or emergency situation they become aware of immediately. If persons are injured or there is danger to staff and students, the following steps

## UTC EMP

should immediately be taken by staff at the incident site:

- Report the incident to the leader-in-Charge, advising:
  - 1. Nature of the hazard is, e.g. smoke, fire, gas, suspicious package**
  - 2. Exact hazard location**
  - 3. Control agencies required (medical, fire, etc.)**
  - 4. Status of hazard – increasing, changing, neutral**
  - 5. Estimation if incident site is safe to enter and work within**
- If possible, isolate and contain the incident site.
- Seek assistance from other staff.
- Take instructions from the Chief Warden & Police which may include:
  - Evacuate incident site if possible and if it is safe to do so.
  - Attend to needs of any victims.
  - Provide clear access corridors for emergency services entry to the incident site.

### 6.6.3 ARMED OR DANGEROUS INTRUDER (CODE BLACK) RESPONSE GUIDE

- Relocate all staff and students to a appropriate safe shelter in place zone , if safe to do so
  - Secure doors and windows between you and the intruder
  - Be reasonably slow (consider your safety) in handing over keys, money or information.
  - Observe the offender (height, weight, age, clothing, speech disabilities, accent etc.)
  - Immediately notify the Area Warden
  - Warn others using SMS messages to remain unobtrusive
  - Avoid confronting / challenging the intruder, unless you believe it is safe to do so
  - Evacuate staff and students at risk quietly
- AREA / ASSEMBLY WARDEN**
- Remove people from immediate danger, if safe to do so.
  - Secure all doors and windows as you pass through the building(s)

## UTC EMP

- Notify the Deputy/Chief Warden

### **CHIEF WARDEN**

- Seek information on whereabouts and details of intruder
- Establish an Emergency Coordination Centre
- **Call "000" to establish emergency service contact with - Victoria Police**
- Use mobile phones to call or SMS Emergency Wardens. Avoid using two-way radios.
- Determine safest evacuation plan (shelter-in-place or evacuate off site)
- Have staff meet and provide details to Police on arrival

### **SPECIAL CONSIDERATIONS**

#### **DO NOT PROVOKE OR CONFRONT THE INTRUDER**

##### **Instruct everyone to:**

- **Remain quiet**
- **Secure all doors and windows**
- **Move away from all windows**
- **Turn off all lights & switch all phones to silent/vibrate**
- **Wait for further instructions or advice by SMS**

### 6.6.4 ARMED OR DANGEROUS INTRUDER CHECK LIST

#### **Office Use Only Item No:**

Time Reported.....Date .....

Reported BY.....

Description of incident e.g.:

Hostage.....

.....  
..Exact Location of Incident .....

Number of Hostages ..... Names of

Hostages.....

.....  
..Names of Staff

# UTC EMP

.....  
If Name(s) are Unknown

Height .....

Sex .....

Age .....

Complexion .....

Number of Assailants .....

Notable Characteristics of Assailant(s)  
.....  
.....  
.....

Identifying Features

(tattoos,scars).....  
.....  
.....

.....Number of Weapons .....

Description of Weapons .....

...Mood of Assailant(s)

- Calm - Angry - Excited - Crying - Nervous - Irrational -

Other.....

... Other Information  
.....  
.....  
.....  
.....

## 6.6.5 BOMB THREAT / SUSPICIOUS LETTER / PACKAGE RESPONSE GUIDE

### PERSON RECEIVING CALL

- Attract someone's attention to notify Chief Warden
- Do not notify any others of the threat
- Try to keep caller talking
- Fill out Bomb Threat Check List
- Remain at telephone until relieved
- Do not hang up the telephone
- Have someone else notify the Director of UTC

#### **CHIEF WARDEN**

- **Call "000" and notify VICTORIA POLICE**

## UTC EMP

- Instruct Wardens to move everyone at Camp a minimum of 300m away from the location of the bomb / suspicious package
  - **DO NOT USE Radios or mobile phone within 300m's** of the bomb / suspicious package
  - Establish Emergency Coordination Point and designate emergency roles to staff.
  - Have Wardens complete a search of the evacuation route and assembly area, before marshaling all staff and students.
- If a bomb threat call is received, relieve the person receiving the call, to allow completion of the Bomb Threat Checklist.
- The Chief Warden needs decide whether to Shelter-in-Place or Evacuate, in consultation with the ECO members.
  - Chief Warden then instructs the Wardens to Marshall all staff and students at the designated assembly area (internal or external) and inform them of the situation and action plan. Remind evacuees to turn off their mobile phones to avoid any interference with the bomb / suspicious package
  - Leave doors and windows open and instruct evacuees to take all personal bags with them

### **AREA / ASSEMBLY WARDEN**

- Assist Chief Warden as directed.
- Advise Chief Warden of any abnormalities.
- Coordinate students and staff
- Following an evacuation, check all persons are cleared from the area and advise Chief Warden

### **ALL OTHER STAFF, STUDENTS AND VISITORS**

- Evacuate when instructed
- Take all bags and personal items to assist Emergency Services with identify suspicious packages or bags
  - Report any suspicious items to Area Warden

### **WARNING**

### **IF SUSPICIOUS ARTICLE IS DISCOVERED**

### **DO NOT TOUCH, TILT OR TAMPER**

**A letter or parcel bomb could exhibit one or more of the following features:**

# UTC EMP

- Oily stains on wrapper
  - Ridged or bulky envelope
  - Excessive postage
  - Wrong name or title
  - Address - handwritten or badly typed
  - Restrictive markings e.g. "Personal / Special Delivery"
  - Mailed from a foreign country
  - No return address
  - Excessive securing material
  - Excessive weight
  - Protruding wires
  - Lopsided packaging
  - It is unexpected

## 6.6.6 BOMB THREAT TELEPHONE CHECKLIST DON'T HANG UP YOUR TELEPHONE

### Office Use Only Item No:

#### **WORDING OF THE THREAT CALLERS VOICE: circle all applicable boxes** (Try to record the exact words)

- Calm - Nasal - Angry - Stutter - Excited - Lisp - Slow - Raspy
- Rapid - Deep - Soft - Ragged - Loud - Clearing Throat - Laughter - Deep Breathing - Crying - Cracking Voice - Normal
- Disguised - Distinct - Accent - Slurred - Familiar - Other -

If voice is familiar, whom did it sound like?

.....

Other?

.....

...

**KEEP THE CALLER TALKING** (Try to obtain as much information as possible)

.....

.....

#### **Questions to ask: Background Sounds:**

1. When is the bomb going to explode?

..... - Street

Noises - Factory Machinery - Crockery - Animal Noises



# UTC EMP

2. Where is it right

now?.....

.....

- Voices - Clear - PA system - Static -

3. What does it look like?

.....

..

- Music - Local - House Noises - Long Distance -

4. What kind of bomb is

it?.....

....

- Motor - Booth - Office Machinery - Aircraft -

5. What will cause it to explode?

.....

- Children - Other

.....

.....

6. Who placed the bomb?

.....

.....

**Threat Language:**

.....

.....

7.

Why?.....

.....

- Well Spoken - Incoherent - (Educated) - Taped -

8. Where are

you?.....

.....

- Foul - Message read by - Irrational threat maker -

9. What is your name?

.....

.....

**REMARKS:**.....

.....

# UTC EMP

10. What is your address?.....  
.....

..... Estimated Age of caller ..... Sex of caller ..... Intoxicated? .....  
Number at which call is received?.....

**REPORT CALL IMMEDIATELY TO: 000 & Director**

Time:..... Date: ..... Name: .....  
..... Duration of call:..... Phone Number:.....

**Call received by:** ..... **Signature:** .....

**6.6.7 CIVIL DISTURBANCE / HUNTING / SPOTLIGHTING RESPONSE GUIDE**

**ANY STAFF DIRECTLY INVOLVED OR AWARE**

- Inform leader-in-Charge of group so they can notify the local Police
  - Advise Police of the situation e.g. how many, position, actions
  - Remain calm, attempt to navigate the Camp group away from the location
  - If in the proximity of a suspected hunting / spotlighting party, instruct group to talk in loud clear voices to help the hunting / spotlighting party identify that you are nearby.
- If considered appropriate, the leader-in-Charge may choose to announce to a hunting / spotlighting party that you are part of a school camp that is operating in the area.
  - Alternatively, if considered appropriate, avoid interacting with or provoking them in anyway. **CHIEF WARDEN**
  - As the situation dictates, notify - **VICTORIA POLICE**
  - Seek co-operation from group leaders.
  - Negotiate to de-escalate the situation.
  - Arrange for staff to meet Police and provide details on arrival.

**6.6.8 DROWNED PERSON RESPONSE GUIDE**

## UTC EMP

### **FIRST STAFF ON SCENE**

- Move the patient out of water, if safe to do so
- Place in recover position and commence providing emergency life support
- Send someone to collect Camp defibrillator and instruct someone to call "000". Put the operator on speaker so they can provide medical advice and keep a record your actions.

### **AREA / ASSEMBLY WARDEN**

- **Check immediate area for anyone else in danger**
- Advise Deputy/Chief Warden
- If the person cannot be resuscitated, cover and secure the body. Await arrival of Ambulance Services **CHIEF WARDEN**

- Assess situation
- Inform the Director of UTC to activate Critical Incident Management Team
- Establish an Emergency Control Point
- Assist Police

## 6.6.9 ELECTRICAL FAILURE RESPONSE GUIDE

### **AREA / ASSEMBLY WARDEN**

- Notify Chief Warden by any means possible
- Contact the Facilities approved electrician
- If no emergency lighting, marshal students and staff and distribute camping torches & lanterns
  - Prepare to evacuate, if required
- Follow instructions of Chief Warden

### **CHIEF WARDEN**

- Determine situation
- Contact Power Company, confirm failure and indicate priority.
- Arrange alternative power, if it is required.
- Marshal students and staff away from any hazardous area, (e.g. steep embankments)
  - Check for any injured persons as a result of slips, trips or falls in the dark.
- Be prepared as power may be reinstated at any moment without

warning.

## 6.6.10 ENTANGLEMENT RESPONSE GUIDE

### FIRST WARDEN ON SCENE

- Quickly assess the situation and remove any persons in danger, if safe to do so
- Turn off machine, if practicable and safe to do so
  - Quickly assess and raise the alarm by immediately contacting Area Warden
  - Notify the Camp staff who are trained in First Aid (all are?)

### AREA / ASSEMBLY WARDEN

- Assess the situation
- **Notify the Teacher-in- Charge and call “000”, if Emergency Services required**
  - Give nature of injury, are they conscious?, breathing?, their approximate age
  - Give exact location of injured patient and your location and contact details
  - Render assistance to patient if able, until First Aid arrives
  - If required, have staff direct all uninvolved students away from incident or to bed
  - Start planning for Emergency Services arrival – send someone to meet and guide them to the patient. **CHIEF WARDEN**

- Determine the situation
- Confirm Emergency Services has been contacted
- Establish an Emergency Control Point, if necessary
- Confirm staff have been sent to meet and assist Emergency Services
- Notify WorkSafe(1800 136 089) if entanglement involves Registered Plant and results in a serious injury
- Ensure that a staff member with mobile phone travels with the injured person to hospital
- Confirm with Emergency Services which hospital they intend to travel too.
- Notify the Deputy/Principal of the above and arrange for the emergency contact to be notified.

### WARNING

## UTC EMP

**DO NOT ENTER A CONFINED SPACE WITHOUT THE APPROPRIATE PPE AND ONLY THEN IF PROPERLY TRAINED IN CONFINED SPACE ENTRY PROCEDURES.**

### 6.6.11 EXPLOSION RESPONSE GUIDE

#### **FIRST STAFF ON SCENE**

- Turn off gas and electricity, if practicable
- Remove any person in danger, if safe to do so
- Quickly assess and raise the alarm by contacting the Area Warden
- Evacuate the area immediately
- Keep everyone on site away from hazardous area

#### **AREA / ASSEMBLY WARDEN**

- Quickly assess the situation and ensure the alarm has been raised and Chief Warden notified
- Remove any persons in danger if safe to do so
- Consider evacuation

#### **CHIEF WARDEN**

- Determine situation
- **Confirm controlling emergency service contact - CFA**
- **PHONE "000"**
- Establish an Emergency Control Point, if safe to do so
- Determine appropriate evacuation routes (Note wind direction)
- Identify injured persons
- Arrange staff to meet and assist Emergency Services on arrival

#### **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment.***

***If irritating or noxious vapors are present, withdraw immediately and stop all personnel from entering the area.***

***Municipal Safety and Emergency Management Plans will override this plan if warranted.***

### 6.6.12 EXTERNAL EMERGENCY RESPONSE GUIDE

This could include any emergency occurring outside the Camp which impacts on students and staff. In most cases the Municipal Safety and Emergency Management Plan would become effective and we would seek or receive advice from the Municipal representatives.

#### **PERSON RECEIVING NOTIFICATION**

## UTC EMP

- Notify leader-in-Charge immediately

### **AREA / ASSEMBLY WARDEN**

- Notify Chief Warden and Director of UTC immediately by any means possible

### **CHIEF WARDEN**

- If in immediate danger, call “000” and marshal everyone at the Camp away from the hazard area

- If no immediate danger, contact the local CFA, SES or Council personnel detailed in Section 4.1

- Seek advice on the impact on the Camp and expected timeframe for the emergency to be resolved

- Advise Emergency Control Organization and decide on actions to be taken. For example, Shelter-in

Place or arrange with bus line to evacuate the Camp back HOME

- Advise students and employees of actions to be taken

### **SPECIAL CONSIDERATIONS**

***Municipal Safety and Emergency Management Plans will override this plan if warranted.***

## 6.6.13 FIRE (BUILDING / BUSHFIRE / GRASSFIRE) RESPONSE GUIDE FIRST STAFF ON SCENE

- Ensure **Fire Service** contacted – **CFA**
- Via EMC on Radio Channel One or Phone “000”
- Quickly assess and raise the alarm by sending runners to Area Warden
- Attack fire with appropriate firefighting equipment if able and safe to do so
- Withdraw when instructed

### **AREA / ASSEMBLY WARDEN**

- Quickly assess the situation
- Remove any persons in danger if safe to do so
- Consult with the Director of UTC on whether to evacuate the camp
  - Ensure Chief Warden and Fire Brigade are notified.
- Via Radio Channel One or Phone “000”
- Arrange for Wardens to meet and guide the Fire Brigade to the scene

## UTC EMP

### **CHIEF WARDEN**

- Determine situation
- Confirm **Fire Service** contacted
- Provide Fire Services with update on type of fire and access
- Establish an Emergency Control Point, if safe to do so
- Determine appropriate evacuation route (note wind direction)
- Arrange for buses to transport everyone from camp back to HOME
  - Instruct Area Wardens to evacuate if required
  - Identify injured persons
  - Arrange for staff to meet and assist Emergency Services on arrival

### **SPECIAL CONSIDERATIONS**

*The camp does not have a designated 'Shelter-in-Place' suitable for fire emergencies. In the unlikely event of a fire emergency, arrange for the evacuation of everyone from the camp,*

*Do not attempt to remove debris from electrical equipment.*

*If irritating or noxious vapors are present, withdraw immediately and stop all personnel from entering the area.*

*Municipal Safety and Emergency Management Plans will override this plan if warranted.*

## 6.6.14 FLOOD RESPONSE GUIDE

### **FIRST STAFF AWARE**

- Assess situation
- Raise the alarm by immediately contacting Area Warden
- Do not enter affected area

### **AREA / ASSEMBLY WARDEN**

- Ensure alarm has been raised to Emergency Services
- Do not enter affected area
- Assist with implementing plan to Shelter-in-Place or Evacuate staff and students **CHIEF**

### **WARDEN**

- Determine situation
- Assess need to Shelter-in-Place or to Evacuate
- Contact **Victoria State Emergency Service Phone 132 500**
- Brief members of the Emergency Control Organization

## UTC EMP

- Marshal staff and students away from affected area, if appropriate

### **SPECIAL CONSIDERATIONS**

***Do not attempt to touch electrical equipment or leads.***

***Municipal Safety and Emergency Management Plans will override this plan if warranted.***

### 6.6.15 GAS LEAK / SEWERAGE LEAK RESPONSE GUIDE

#### **FIRST STAFF AWARE**

- Raise the alarm by immediately contacting Area Warden
- Do not enter affected area
- Shut off Gas Bottle, if safe to do so

#### **AREA / ASSEMBLY WARDEN**

- Assess situation
- Ensure Teacher-in-Charge notified of situation
- Do not enter any confined space to minimise the risk of asphyxiation.
  - Assist with implementing plan to either Shelter-in-Place or Evacuate staff and students

#### **CHIEF WARDEN**

- Determine the situation
- Call "000" and ask for Emergency Services, if suspected gas leak
- Assess need to Shelter-in-Place or to Evacuate
- Establish an Emergency Control Point, if safe to do so
- Check gas bottle has been isolated, if safe to do so
- Assist the Emergency Services if requested

### 6.6.16 HAZARDOUS SUBSTANCE / CHEMICAL SPILL RESPONSE GUIDE FIRST STAFF ON SCENE

- Keep staff, students and visitors away
- Do not attempt to rescue without appropriate protection (see special considerations)
- Contain the spill, if safe to do so using available products i.e. soil, sand, blankets, etc.
- Withdraw to safe position
- Raise the alarm by immediately contacting Area Warden

#### **AREA / ASSEMBLY WARDEN**

- Quickly assess the situation and ensure the alarm has been raised with



## UTC EMP

the leader-in-Charge

- Remove any persons in danger if safe to do so
- Consider Shelter-in-Place or Evacuation options

### **CHIEF WARDEN**

- Determine situation
- **PHONE "000" – Request Emergency Services** - advise any injuries and on type of spill and quantity
- Consider advice from Area/Assembly Wardens on Shelter-in-Place or to Evacuate and decide. Arrange evacuation, if required
- Establish an Emergency Control Point, if safe to do so
- Identify & triage injured persons until Emergency Services arrive
- Arrange for staff to meet and assist Emergency Services

### **SPECIAL CONSIDERATIONS**

***If irritating or noxious vapors are present, withdraw immediately and stop all personnel from entering the area.***

***In some instances rescuers must wear specialized protective clothing. (Seek advice from attending Emergency Services).***

***Rescue may have to be performed by Emergency Services.***

***Municipal Safety and Emergency Management Plans will override this plan if warranted.***

## 6.6.17 LOST / MISSING PERSON / GROUP RESPONSE GUIDE

### **FIRST PERSON AWARE**

- Inform leader-in-Charge of situation immediately

### **AREA /ASSEMBLY WARDEN**

- Attempt to contact person using mobile phone / two way radio on Channel One.
- Attempt to use GPS tracker App on mobile phone or gamin to locate missing person/group
- Missing Person:- Attempt to call Teacher-in-Charge and remain in one location until help arrives
- Provide update to leader-in-Charge on attempts made to contact the missing person/group and complete the Lost Person Checklist.
- Advise and update Chief Warden of situation

### **CHIEF WARDEN**

- Consider the time of the day and the forecast weather conditions before consulting with the Director of UTC

## UTC EMP

- In consultation with the above, decide whether to notify Emergency Services to initiate a search
- Assist Police where appropriate

### 6.6.18 LOST PERSON CHECKLIST

<b>Lost Person</b>		<b>Lost Group</b>	
<b>Person's name</b>		<b>Group Leader's name</b>	
<b>Contact mobile</b>		<b>Contact mobile</b>	
<b>Next of Kin</b>		<b>Size of Group</b>	
<b>Person's age</b>		<b>Group ages</b>	
<b>Hair colour</b>			
<b>Eyes</b>			
<b>Clothing</b>			
<b>Height</b>			
<b>Time last seen</b>		<b>Time last seen</b>	
<b>Other information</b>		<b>Other information</b>	

## UTC EMP

<b>Time Found</b>		<b>Time Found</b>	
<b>Found by</b>		<b>Found by</b>	
<b>Time re-united</b>		<b>Time re-united</b>	
<b>Date</b>		<b>Date</b>	

### 6.6.19 MEDICAL EMERGENCY (CODE BLUE) RESPONSE GUIDE

#### **FIRST STAFF AWARE**

- Quickly assess the situation and remove any persons in danger, if safe to do so
- Notify the Camp staff who are trained in First Aid
- **Call “000” and request Ambulance, if required**
- Give nature of injury, are they conscious?, breathing?, their approximate age
- Give exact location of injured patient and your location and contact details
- Render assistance to patient if able, until First Aid arrives.

#### **AREA / ASSEMBLY WARDEN**

- Assess the situation
- **Notify the leader-in- Charge**
- **Confirm that “000” has been called, if Emergency Services required**
- If required, have staff direct all uninvolved students back to their cabins
- Start to clear immediate area and consider screening if required
- Start planning for Emergency Services arrival – send someone to meet at nearest gate and guide them to the patient

#### **CHIEF WARDEN**

- Determine situation and confirm that “000” has been called
- Establish an Emergency Control Point, if necessary
- Collect the injured persons medical records for Emergency Services

## UTC EMP

- Confirm staff have been sent to meet and assist Emergency Services
- Ensure that a staff member with mobile phone travels with the injured person to hospital
- Confirm with Emergency Services which hospital they intend to travel too.
- Notify the Director of UTC of the above and arrange for the emergency contact to be notified.

### **SPECIAL CONSIDERATIONS**

***Employees involved in treating injured should ensure they make use of personal protective equipment such as rubber gloves, face-masks etc. and should only treat if trained in such treatment.***

## 6.6.20 PANDEMIC / INFECTION CONTROL RESPONSE GUIDE

### **FIRST STAFF AWARE**

- Isolate the infected person(s) from the group
- Notify Area Warden

### **AREA / ASSEMBLY WARDEN**

- Assess the situation
- Confirm person(s) are isolated from the remainder of the group.
- Advise Chief Warden and Camp staff

### **CHIEF WARDEN**

- Consult with ECO members and follow COVID-19 Emergency Response Plan for Outdoor Education
- Instruct Area Warden to wear appropriate personal protective clothing when examining or conducting observations of the infected person (mask & gloves)
- Arrange for person to be transported to nearest COVID-19 Infection Control clinic or outpatient service for assessment & testing or home.
  - Call emergency contact to advise them of the situation
  - If diagnosed as infectious, arrange for person to be picked up or transported back home.
    - Arrange for complete disinfectant clean of all common areas and infected persons cabin/tent before allowing students to return to these areas.
  - Complete incident report
  - Instruct staff to closely monitor all students

## UTC EMP

for sign of the infection spreading.

- Use approved bio waste and spill clean-up kits for vomit and blood.
- Notify the Director of UTC of the above and arrange for the emergency contact to be notified.

### **SPECIAL CONSIDERATIONS**

***Employees involved in handling bio waste should ensure they make use of personal protective equipment such as rubber gloves and face-masks and only do so, if trained in procedures.***

## 6.6.21 SEVERE WEATHER / STORM RESPONSE GUIDE

### **FIRST STAFF AWARE OF STORM APPROACH**

- Assess information
- Warn all staff and students of impending storm

### **CHIEF WARDEN**

- Determine situation
- Assess threat and required response in consultation with the Director of UTC
  - Ensure Camp staff are monitoring weather conditions and lightning proximity
- Brief all members of the Emergency Control Organisation
- Instruct Area Wardens to move all staff and students from base camp to shelter in place locations.
- If lightning or wind storm are imminent and more than one hour from the Camp, instigate evacuation procedure, prior to the storm arrival.
- Alternatively, if evacuation not possible, Shelter-in-Place until the lightning or wind storm passes.
  - Ensure all Emergency Services are aware of possible outcomes.

### **AREA / ASSEMBLY WARDEN**

- Continually assess the situation.
- Ensure all Wardens are notified and instructed.
- Ensure all vulnerable structures and equipment are evacuated.
- Remove or relocate any persons in danger, if safe to do so.

### **POST STORM**

- Assess impact
- Identify casualties
- Assist Emergency Services

## UTC EMP

- Evacuate staff and students away from affected areas, if appropriate
- Establish isolation of areas and services as required
- Contact **Victoria State Emergency Service (SES) on 132 500**

### **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment and stay clear of damaged structures and equipment***

***Municipal Safety and Emergency Management Plans will override this plan if warranted.***

## 6.6.22 SHARPS (NEEDLES) AND BIOHAZARD RESPONSE GUIDE

### **FIRST STAFF AWARE**

- Keep students away and isolate the area
- Notify Area Warden

### **AREA / ASSEMBLY WARDEN**

- \* Assess the situation
- Confirm area isolated
- Advise Chief Warden and Camp staff

### **CAMP STAFF**

- \*Determine situation
- Wear appropriate personal protective clothing
- Place sharps in portable sharps container
- Complete incident report
- Use approved bio waste clean-up kits for vomit etc.

### **SPECIAL CONSIDERATIONS**

***Employees involved in handling bio waste should ensure they make use of personal protective equipment such as rubber gloves and face-masks and only do so, if trained in procedures.***

## 6.6.23 STRUCTURE DAMAGE RESPONSE GUIDE

Earthquake, storm damage or other type of emergency could cause this.

### **AREA / ASSEMBLY WARDEN**

- Raise the alarm by contacting the Chief Warden by any means possible
- Proceed to evacuate immediately, if safe to do so
- Note degree and nature of damage
- Assist and guide students and staff to the designated Assembly Area
- Await instructions from the Chief Warden
- Assist Emergency Services as required

## UTC EMP

### **CHIEF WARDEN**

- **Call “000” and request Emergency Services, if required**
- Advise Emergency Services of best access route in consideration of the conditions
- Establish Emergency Control Point, if safe to do so
- If not safe to Shelter-in-Place, notify Director of UTC and implement plan to evacuate the Camp
- Use the minibus & camp vehicles to arrange for the emergency transport of staff and students from the Camp to local town.
  - Identify and treat injured persons until Emergency Services arrives
  - Assist Emergency Services on arrival

### **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment.***

***If irritating or noxious vapors are present, withdraw immediately and stop all personnel from entering the area.***

***Municipal Safety and Emergency Management Plans will override this plan if warranted.***

## 6.6.24 VEHICLE COLLISION (ON ROUTE) RESPONSE GUIDE

### **STAFF ON SCENE**

- Quickly assess the situation, check for entrapment.
- If safe to do so, Assist people away from danger
  - Appoint someone to establish an Assembly Area away from collision scene
  - Turn off vehicle engine, check for fuel leaks, ensure vehicle brake applied
- Appoint someone to be an Area Warden and remove firefighting equipment & the first aid kit from the vehicle
- Call “000” and request Emergency Services, as required
- Attend to any injured persons whilst waiting for Emergency Services to arrive
  - If collision involves another vehicle, check that occupants are ok and then take pictures of the damage and the other vehicle’s registration number, using a mobile phone. Collect insurance details from other party to provide to Victoria Police.
- Call the Chief Warden (leader-in-Charge of Camp) and Director of UTC to notify them of situation

# UTC EMP

## CHIEF WARDEN

- Determine situation and in consultation with the Director of UTC
  - Decide whether group can continue on to Camp or return then home.
- Confirm Emergency Services has been called, and if the collision involves another vehicle, check that Police have been called to attend the scene, for insurance purposes.
  - Arrange for alternative transport, if required
  - Arrange for counseling services for staff and students to be available, if required

## CONSIDERATIONS

***Employees involved in treating injured should ensure they make use of personal protective equipment such as rubber gloves, face-masks and should only treat if trained in such treatment.***

## 7 RECOVERY ARRANGEMENTS

### 7.1 POST TRAUMA COUNSELLING

Being involved in emergencies, particularly those resulting in the death or serious injury may have both short and long term impact for staff and students. The person responsible for “Post Trauma Counseling” will be allocated by the Director of UTC

### 7.2 WELFARE

The welfare of evacuees is an important issue, especially if the emergency/incident becomes protracted. The following issues need to be considered as early as possible:

- Shelter
- Medical treatment
- Counseling
- Provision of public information
- Transport
- Investigation

With the exception of investigation, Director UTC will be responsible for ensuring there are contingency plans for establishing the above services



# UTC EMP

if required.

## 7.3 RETURN

Generally speaking, when a full evacuation of the Camp has occurred the students will be transported back to home, for parent pick up. If possible, UTC will try to reschedule the Camp for the students affected by an emergency.

Accreditation and access control monitoring will be re-established prior to any return of staff and students.

## 7.4 BUSINESS CONTINUITY

In the event of an incident or emergency, it may take some time to return to an acceptable post incident level of functioning. Consideration should be given to the need to communicate with Stakeholders in relation to this. The person responsible for this is the Chief Financial Officer in consultation with the Director of UTC.

- Consideration should be given to the operational effectiveness of the Camp following an incident.

## 8 APPENDICES

### 8.1.1 TRAINING AND EMERGENCY BRIEFING SCHEDULE

The Teacher-in-Charge and duty staff are responsible for conducting an emergency drill with each group of students that arrive at the Camp. This drill is necessary to establish what the students should do when they hear an alarm and where they should assemble.

<b>Group</b>	<b>Dates</b>	<b>Times</b>	<b>Location</b>	<b>Facilitator</b>
Student briefing	On Site on Arrival			Area Warden
Staff briefing semester 1 & 2				Specialists on Safety
Contractor briefing	On Site on Arrival			Area Warden
Catering	On Site on Arrival			Area Warden

# UTC EMP

Annual ECO/ECP Meeting				Head of OE
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## 8.1.2 RADIO COMMUNICATIONS GUIDE – WHEN PROVIDED

- **Emergency** – problem needs to be corrected immediately.
- **Urgent** – problem that has major and/or severe hazardous conditions.
- **Medium** – problem that is less hazardous, but still represents safety risk.
  - **Low** – problem with minimum danger to life, but correction will enhance safety.

<b>Phonetic Alphabet</b>						
Alpha	Bravo	Charlie	Delta	Echo	Foxtrot	Golf
Hotel	India	Juliet	Kilo	Lima	Mike	November
Oscar	Papa	Quebec	Romeo	Sierra	Tango	Uniform
Victor	Whiskey	X-ray	Yankee	Zulu		

<b>Type of Emergency</b>	<b>Colour Code</b>
Fire or Smoke	<b>Red</b>
Medical Emergency	<b>Blue</b>
Bomb Threat or suspect package	<b>Purple</b>
Internal Emergency – failure or threat to essential services	<b>Yellow</b>

## UTC EMP

Personal threat – armed or dangerous threatening person	<b>Black</b>
External Emergency	<b>Brown</b>
Evacuation	<b>Orange</b>

VHF EMERGENCY RADIO..... CHANNEL ONE

### 8.1.3 EMERGENCY KIT CHECKLIST

<b>Our Camp Emergency Kit contains:</b>	<b>Term 1</b> (✓)	<b>Term 2</b> (✓)	<b>Term 3</b> (✓)	<b>Term 4</b> (✓)
A copy of the student and staff medical records and emergency contact information				
Clearly identifiable and separate section for staff/student medications				
A copy of the Emergency Management Plan				
2 x High visibility Warden vests				
1x High visibility Chief Warden vest				
Basic First Aid Kit with snake bite, anaphylaxis, asthma and burn module				
Lantern/Torch – dynamo preferable or replace batteries every 12 months				
Jelly beans for diabetic emergencies				
Sunscreen				
Plastic garbage bags and ties				
Toiletry supplies				

## UTC EMP

Tissues				
Hand Sanitizer				
Battery bank – for charging mobile phones or laptops – needs to be charged at the beginning of each Term				

### 8.1.4 DEBRIEF FORMAT GUIDE

To be convened by leader-in-Charge or Director of UTC

<b>Discussion Topics</b>	
Pre-emergency and Pre-camp planning	Communications
Emergency Management Planning	Assembly Areas (for each part of Program)
Cleaning and Waste Management	Media Management
Incident Reporting and Management	Medical Records Management
Parking and Traffic Management	Publicity

## UTC EMP

Other Business	Conclusion
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Issue	Action / Note / Task	Responsible

8.1.5 CAMP INSPECTION CHECKLIST (TO BE COMPLETED EACH TERM)			
DESCRIPTION	OK	NOT OK	N /A
Check emergency exit doors, walkways and gates unlocked / clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check emergency vehicle access is a minimum 4 meters wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camp indoors and outdoors areas are clean, neat & tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Checklists & Response Procedures in easily access location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## UTC EMP

Check availability & location of fire extinguishers and blankets in risk areas			
Fire hydrants & hoses clear and accessible			
Check First Aid kits full and includes burns & snake bite modules			
Flammable storage protected and isolated			
Gas bottles secured/ in date / upright and no ignition source nearby			
Check overhead items secured & safety wired			
Students and visiting teachers are briefed on emergency assembly location(s) & participate in an emergency drill			
Check roadway and walkway conditions before each group arrives			
Radio function and / or mobile phone communications checked from different program locations and practiced each Term			
Complete staff briefing at the beginning of each Camp on emergency assembly areas; allocation of emergency roles (Area / Assembly Wardens etc.)			
Check tents secured			
Toilets and showers clean & functioning			
Trees and branches checked for hazards			
Tripping hazards / pegs, ropes, leads etc.			
Check weather & wind conditions are suitable before each			

## UTC EMP

Camp			
COVID 19 SIGNAGE AND COVID safe Plan			

<b>Date:</b>					
<b>Initials</b>					

**NOTE: Trip Leaders is expected to complete this form, initial & date it before each Camp.**

### 8.1.7 WARDEN TRAINING AND INFORMATION SESSION

Secti on	Details	OK	Secti on	Details	OK
	Contact List			General Evacuation Rules	
	Emergency Service Locations			Medical Emergency Response	
	Evacuation Maps			Fire Response Guide	
	Assembly Areas			Suspicious Bags & Packages	
	Emergency Vehicle Access			Media Inquiry Guidelines	
	Venue Evacuation Routes			Radio Usage Guide	
	Emergency Control Organisation			Fire Extinguisher & Equipment	
	Warden Safety Obligations			Venue Inspection Checklist	

# UTC EMP

	Incident Reporting			Emergency Checklists	
	Emergency Response Procedures				
