



Camp Quaranup

Emergency Response Plan

Camp Quaranup

Phone – 08 9844 4087 / On Call Mobile 0407 029 343

**Address – 743 Quaranup Road,
Vancouver Peninsula, Albany WA 6330**

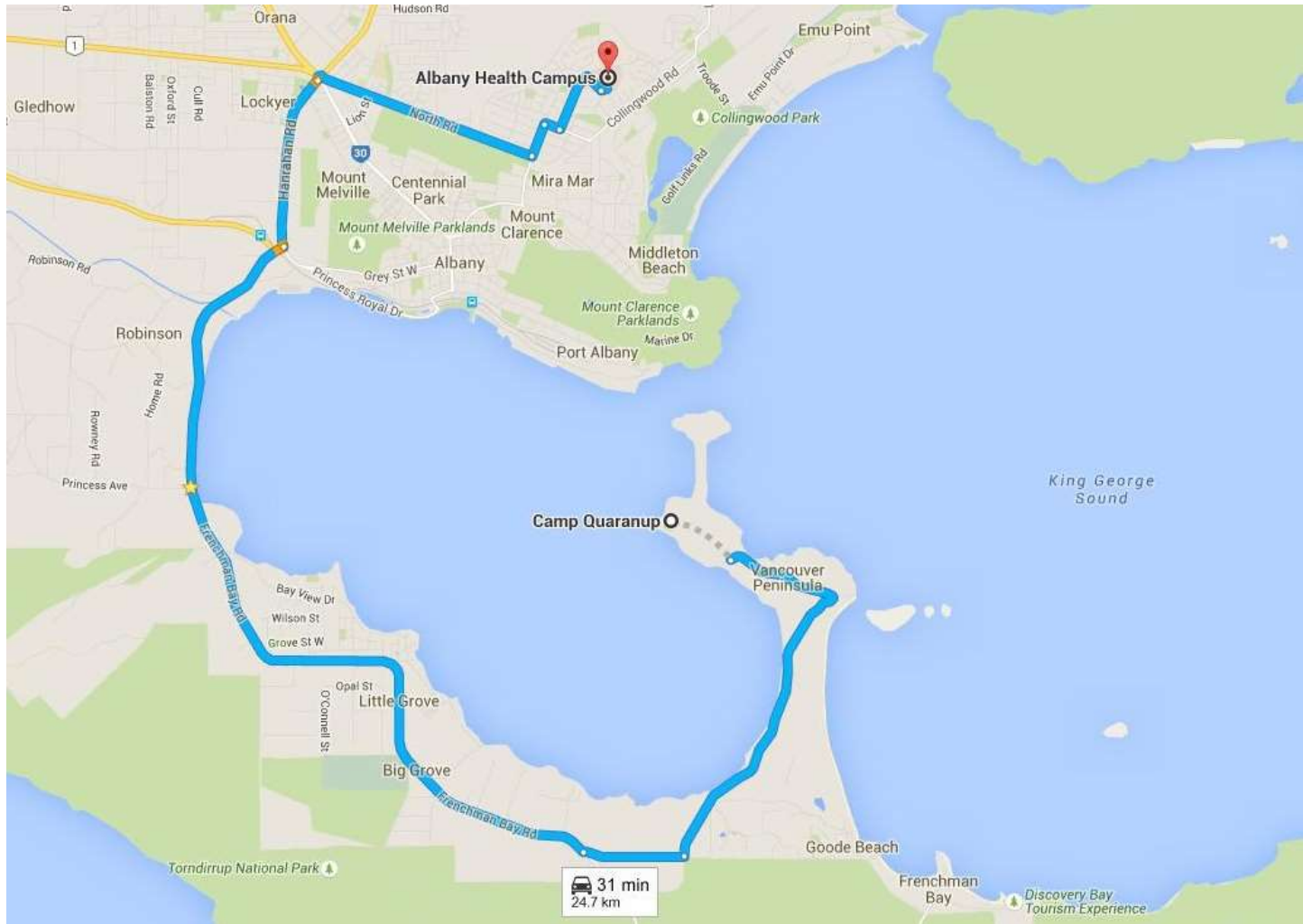
Contents Page

| | |
|---|--------|
| Contents Page..... | - 2 - |
| Hospital Route Map..... | - 3 - |
| Overview | - 5 - |
| Purpose of the Manual | - 5 - |
| Emergency Contact Numbers | - 6 - |
| Emergency Equipment and Lay Out - Map..... | - 7 - |
| Emergency Equipment and Lay Out..... | - 8 - |
| Types of Emergencies..... | - 9 - |
| Emergency Control Organisation | - 9 - |
| Emergency Control Organisation | - 10 - |
| Responsibility | - 10 - |
| Warden Identification..... | - 11 - |
| Communications..... | - 11 - |
| Phase 1 – Standard Emergency Response..... | - 13 - |
| Phase 2 – Fire Response 1/2 | - 14 - |
| Phase 2 - Fire Response 2/2..... | - 15 - |
| Phase 2 - Earthquake Response 1/1..... | - 16 - |
| Phase 2 - Bomb Threat Response 1/2 | - 17 - |
| Phase 2 - Bomb Threat Response 2/2 | - 18 - |
| Phase 1&2 - Suspicious Package Response | - 20 - |
| Phase 2 - Medical Emergency Response..... | - 21 - |
| 3 First Aider System | - 22 - |
| Phase 1&2 – Missing person response | - 23 - |
| Phase 1&2 – Missing person response | - 24 - |
| Phase 1&2 - Armed Intrusion Response | - 24 - |
| Phase 2 Unforeseen Emergency Response..... | - 31 - |
| Phase 2 – Shark Sighting / Incident | - 32 - |
| Albany Health Campus – Map..... | - 34 - |
| Phase 3 – Standard Emergency Orders 1/1..... | - 35 - |
| On Site Emergency Resources | - 36 - |
| Notes..... | - 37 - |



Quarant Emergency Response Plan

Hospital Route Map





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This page to be used for note taking.**

Overview

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

All full-time staff of Camp Quaranup are required to participate in regular emergency training and evacuation exercises. These should be conducted every 12 months. Other Sport and Recreation (WA) employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation / Camp Quaranup Full Time Staff) in emergency situations.

The Critical Incident Management Planning and Learning (CIMPL) Plan covers the overarching responses and chain of communications for the Department of Local Government, Sport & Cultural Industries (DLGSC) camps. The specific responses and procedures mentioned in this document are to be used in conjunction with the CIMPL plan to help enable the best emergency response possible.

Incidents and Emergency situations that arise at Camp Quaranup will be dealt with in three phases.

Phase 1 – Deals with any immediate actions required by those physically close to the incident such as first aid, smothering fires and rescues etc.

Phase 2 – Starts as soon as communications commence to anyone not directly responding to the incident. Will generally start with radio contact to the office and includes the responses then conducted by other support staff including communications with emergency services, line managers, public affairs, coordinating evacuations and general bigger picture tasks.

Phase 3 – Relates to the cleanup of incidents and follow up needed. Re stocking first aid kits and other resources used, putting into effect counseling and debriefs while assessing staff and resources for return to work plan.

Purpose of the Manual

The implementation of a workplace emergency program helps to ensure the effective utilisation of life safety features in a workplace to protect people from fire, bomb threats and other emergency situations.

The following procedures are meant to provide a basis for handling various types of workplace emergencies. They should not be regarded as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated situations.

| Version | Date | Revision Description (Section, content etc.) | Completed by |
|---------|----------|--|--------------|
| 1.0 | 1/5/13 | Original Version – Titled 'Risk Management Plan' | Ian Sprigg |
| 2.0 | 2/9/15 | Revised format into 'Emergency Response Plan' | Ian Sprigg |
| 2.1 | 24/11/15 | Updated | Ian Sprigg |
| 3.0 | 16/8/16 | Revised format into 'Emergency Response Manual' | Ian Sprigg |
| 3.1 | 1/9/16 | Updated | Ian Sprigg |
| 3.2 | 26/2/18 | Updated to reflect DLGSC | Ian Sprigg |
| 3.3 | 11/5/18 | Updated per CCSG request. Insert caretaker home phone #. | Ian Sprigg |

Emergency Contact Numbers

Camp Quaranup

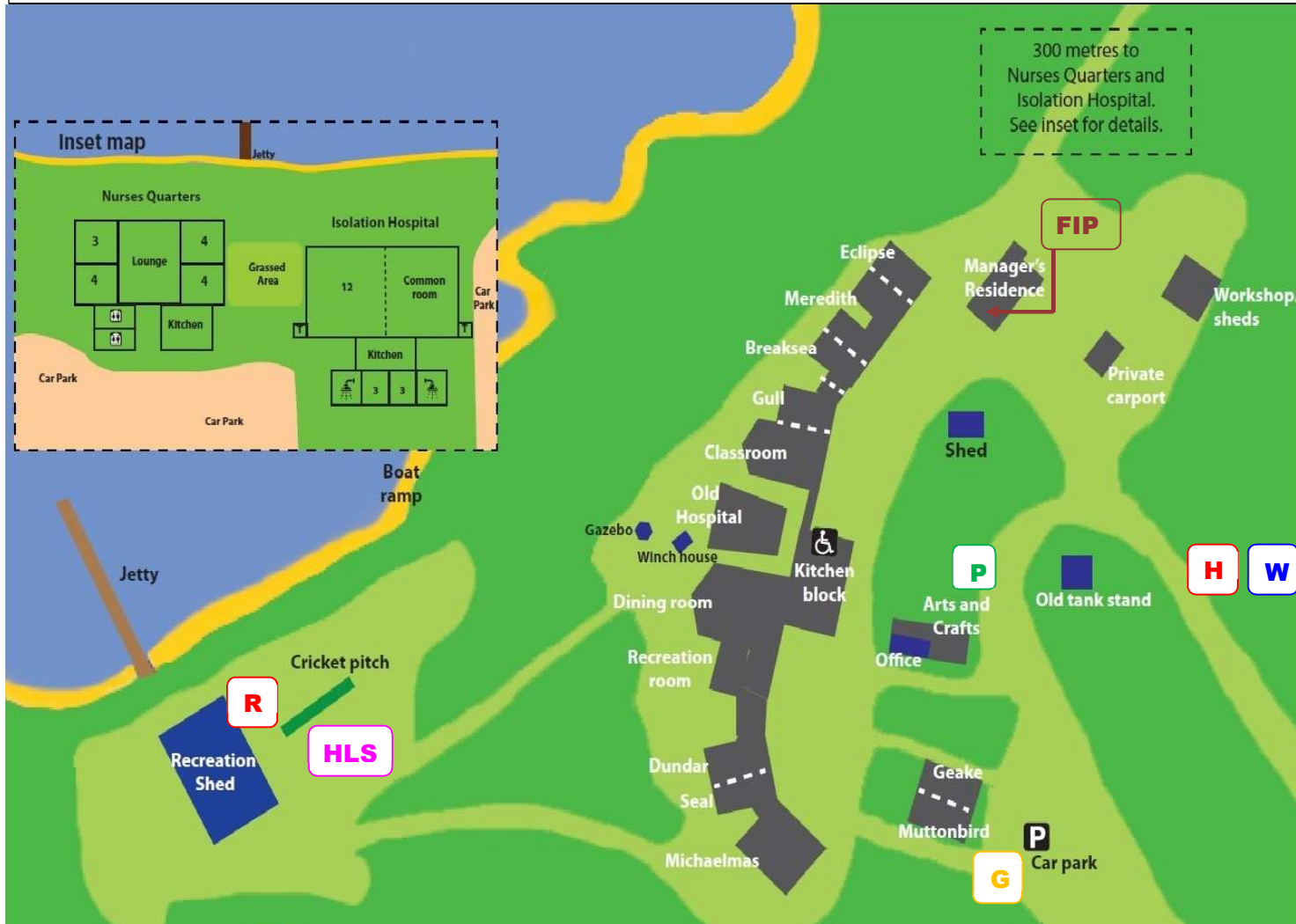
Located at the end of Quaranup Road, Vancouver Peninsula, Albany.

Nearest intersection Shoal Bay Retreat, Big Grove, Albany.

| | | |
|--|--|--|
| Camp Quaranup | Office On call staff member Camp Manager Onsite residence (private number) | 9844 4087 0407 029 343 0401 695 798 6812 0132 |
| EMERGENCY | Emergency services (If 000 is not working from mobile, try) | 000 112 |
| POLICE | Police Assistance (non-emergencies) Albany Police Station | 131 444 9892 9300 |
| FIRE | Albany Fire Station (non-emergencies) DFES recorded information line Regular fire reports - ABC local radio | 9841 2122 1300 657 209 720 am radio |
| HOSPITALS | Albany Hospital | 9892 2222 |
| MEDICAL CENTRES | Southern Regional Medical Group Albany Medical Centre | 9845 9000 9841 8455 |
| SES | General assistance Albany State Emergency Service | 132 500 9841 2400 |
| CITY OF ALBANY | Administration Centre (8am – 5pm) Duty Ranger (After hours emergency only) Road works (After hours emergency only) | 9841 9333 9841 9349 9841 9241 |
| WESTERN POWER | Report and enquire faults and emergencies | 13 13 51 |
| KLEENHEAT GAS | Faults and emergencies | 1800 093 336 |
| Silver Star (100 capacity boat) | Albany Ocean Adventures Paul Guest | 0428 429 876 |
| Sail-A-Way (40 capacity boat) | Albany Whale Tours John and Forest Woodbury | 0408 451 068 |
| King GSS (10 capacity boat) | King George Sound Safari Mark Muscat | 0429 080 397 |



Emergency Equipment and Lay Out - Map



- H** Fire Hydrant Stand
- G** Bulk Gas Isolation
- P** Power Main Isolation
- W** Water Main Isolation
- HLS** Helicopter Landing
- FIP** Fire Info Panel
- R** Fire Reel (Unrated)

Emergency Equipment and Lay Out

- An unrated Fire hose **R** is located at the Recreation Shed, stored in a red cabinet. This hose can be used on the unrated hydrant located nearby.
- Fire hydrants (both unrated) located at; Cricket pitch area, adjacent Recreation Shed and in front of Dining Room. Total of two onsite.
- Fire extinguishers and/or blankets are located in or at the kitchen areas at Meredith, Nurses Quarters and Isolation Hospital and at various locations around the main dormitories.
- Water **W** isolation points are located at various points around the site. The Gas **G** isolation is located at the bulk gas point. Main Power **P** isolation is located at end of the power line behind the Office. Note: A backup generator is located to the east of the Office. In the event of a Main Power failure, this unit will start within 15 seconds. This will need to be isolated in the event of an electrical emergency.
- First aid kits are located in the Office, the Kitchen, the Workshop and Camp Ute
- Medical oxygen is in the Office.
- Defibrillator is located outside of the Office (24-hour access).
- Radio systems are in the Office.

In an emergency please contact emergency services (Dial 000) and then camp management 0407 029 343 immediately!

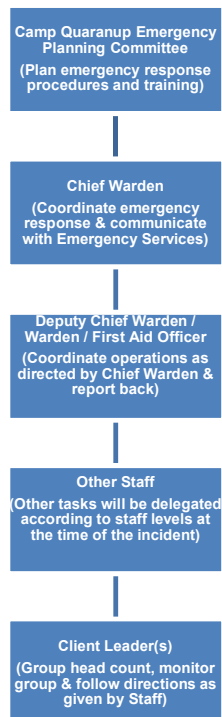
Types of Emergencies

An emergency may arise as a result of any of the following:

- Fire.
- Bomb Threat.
- Earth Quake.
- Medical Emergency.
- Armed Intrusion / Hold Up.
- Hazardous Materials.
- Other Unforeseen Emergency.

Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located within the facility and its environments.



Emergency Control Organisation Responsibility

Any staff forming part of the Emergency Control Organisation who have received the required training as specified AS 3745-2010 are expected to behave in a competent and responsible manner. It should be clearly understood that the primary duty of the Chief Warden and Wardens is not to combat emergencies but to ensure, as far as practicable and to the best of their ability, the safety of the occupants and the orderly evacuation from the danger area when appropriate.

Persons appointed to the Emergency Control Organisation (ECO) should:

- Be aware of their responsibilities in this area.
- Be capable of undertaking such duties.
- Have leadership qualities.
- Have clear diction and be able to communicate with the majority of the people in the workplace.
- Have maturity of judgment, good decision-making skills and capable of remaining calm under pressure.

INDEMNITY

“ECO personnel should be indemnified against the civil liability, resulting from practice or emergency evacuation of a building (or workplace) where the personnel act in good faith and in the course of their duties.” AS 3745-2010

Warden Identification

The Chief Warden / Senior Staff member must be contactable at all times.

Where possible, all Wardens will be identified by wearing an identifiable Warden hat as follows during an emergency:

- White hat – Chief Warden

In an emergency, a person must be identifiable as being in charge.

- Red hat – Warden
- White hat with Green Cross – First Aid Warden

Communications

Where possible ECO members should be contactable via two-way radio on CB channel 20 (476.90000, bandwidth 12.5Khz) for all standard communications. Select “8” on Camp Quaranup portable radios (make/model Tait TP8100).

CB channel 24 (477.00000, bandwidth 12.5Khz) should be used for any conversations not suitable for transmission to all personnel. Select “9” on Camp Quaranup portable radios.

The office has land line telephone (ph. 08 9844 4087) and the internet.

The onsite residence has a voice-over internet phone line (private number) 6812 0132.

If emergency assembly is required, use the kitchen siren (located within the main kitchen) on a continuous setting or as required. A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

Group leaders are to be contacted by mobile phone where possible if not immediately accessible.

Wardens will travel along the internal road from the Office to the Nurses Quarters/Isolation Hospital area on foot or via camp vehicle with the vehicle horn sounding to alert all people onsite and give directions to the Assembly Area as required.

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

Phase 1 – Standard Emergency Response

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

1. Ensure their own safety
2. Provide direction to ensure bystanders safety
3. Care for casualties according to training
 - DRSABCD should be followed
4. Notify office or other parties as soon as practicable to enable Phase 2 to commence
5. If emergency siren sounded and/or call given by radio communication, head to assembly point as a group, follow instructions from Wardens.

Phase 2 – Fire Response 1/2

Senior staff to use this list to help respond to the incident

- **Call '000'**, if no response 112 from a mobile, provide information on numbers at site Time of call _____ am / pm
 - Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
 - Assess the fire
 - Location _____
 - Speed and direction _____
 - Size _____
 - Fuel _____
 - Numbers on site Groups ____ STAFF ____ Visitors ____ Total ____
 - If safe, attempt to put out small, instantaneous fires without PPE
 - Emergency **siren** needs to be sounded. Assemble at “The Well Area”, “Jetty Precinct” or another designated safe zone
 - Activate fire alarm via break glass panel at Onsite/Caretakers Residence fire monitoring system
 - Ensure all staff are aware of the situation and their expected roles. Contact ALL groups outside camp via two-way radio or mobile and provide direction
 - Is it best to **stay or evacuate?** _____
 - Advice from DFES?
 - If evacuating, this needs to be done prior to the fire getting out of control, Leave Early!!
 - Follow instructions from DFES
 - **Inform Group** of situation and response.
- Is **everyone accounted** for?
- Clients and Visitors (check visitor log)
 - Staff (see staff board and program diary)
 - Onsite/Caretakers Residence (0428 197 622)

Phase 2 - Fire Response 2/2

- Follow CIMPL plan flow chart
- If safe, search camp IN PAIRS with radios, for any more persons, closing doors and windows, including;
 - Main Dorms, including Geake/M'Bird and Old Hospital/Inhalation
 - Main Dining room, Main Kitchen, Classroom, Rec room, Laundry
 - Nurses Quarters and Isolation Hospital areas, (morgue, gravesite)
 - Rec Shed/Jetty precinct
 - Work shop (yard, chook pen, storage areas)
 - Office/Art craft area and store rooms
 - Program areas onsite
 - On site/caretaker's residence
 - Track areas, if required
- **Turn off Gas (main valve** on Kleenheat bulk gas tank, near car park).
- **Turn off Gas bottles**, Nurses Quarters, Isolation Hospital.
- Designate fire attendants, put on protective gear. If safe, attempt to put out fire
- If safe to do so, hose down buildings
- If DFES advises **evacuation** to safe location:
 - Client Group Leader to ensure all persons accounted for when leaving site.
 - Chief Warden to ensure all Staff and Visitors are accounted for when leaving site.
 - If unable to Evacuate site move group to a position opposite the fire direction and smoke
- If radiant heat or smoke fumes present move inside a safe building
- Fill door gaps to prevent smoke entering,
- Continue to re assess and adjust as needed
- **Complete reports**, ensure relevant persons are notified

Phase 2 - Earthquake Response 1/1

When the tremor has subsided the Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
 - If safe have Assembly Manager/Staff check paths and access for evacuation
 - Emergency **siren** to be sounded if appropriate.
Assemble at “The Well area”, “Jetty precinct” or alternate location
 - **If safe**, search camp IN PAIRS with radios, for any more persons and damage report including;
 - Main Dorms, including Geake/M’Bird and Old Hospital/Inhalation
 - Main Dining room, Main Kitchen, Classroom, Rec room, Laundry
 - Nurses Quarters and Isolation Hospital areas, (morgue, gravesite)
 - Rec Shed/Jetty precinct
 - Work shop (yard, chook pen, storage areas)
 - Office/Art craft area and store rooms
 - Program areas onsite
 - On site/caretaker’s residence
 - Confirm numbers on site;
 - Groups ___ Staff ___ Visitors ___ Total _____
 - Follow instructions from DFES _____
 - **Inform Group** of situation and response
- Is **everyone accounted** for?
- Clients and Visitors (check visitor log)
 - Staff (see staff board and program diary)
 - Onsite/Caretakers Residence (0428 197 622)
- **Complete reports**, ensure relevant persons are notified

Phase 2 - Bomb Threat Response 1/2

When notified of a bomb threat the Chief Warden / Senior Staff member should:

- Assign **Roles** – Chief Warden, Wardens, First Aid, Group Supervisor
- **Call '000'**, if no response call 112 from a mobile, provide information on numbers at site, Camp Quaranup, Quaranup Road, Albany
Nearest road/intersection – Shoal Bay Retreat (Time of 000 call ____ am / pm)
- Camp staff to follow CIMPL Plan (Critical Incident) flow chart
- If safe, have Wardens / Staff check their area and surrounds for anything suspicious
- If safe, have Wardens / Staff check the assembly area for anything suspicious
- Emergency **siren** to be sounded if appropriate.
Assemble at “The Well area”, “Jetty precinct” or alternative
- Confirm numbers on site;
Groups ____ STAFF ____ Visitors ____ TOTAL ____
- Is it best to **stay or evacuate?** _____
- Follow instructions from DFES _____
- **Inform Group** of situation and response
- Is **everyone accounted** for?
 - Clients (group leaders) and Visitors (check visitor log in Office)
 - Staff and GSP Contractors (see staff board and program diary)
 - Onsite/Caretakers Residence (0428 197 622)
- On site resources available
Extinguishers, fire blankets, oxygen.
- **Complete reports**, ensure relevant persons are notified

Move group to Emergency Assembly Area or appropriate space away from buildings and car parks.



Phase 2 - Bomb Threat Response 2/2

BOMB THREAT CHECK LIST (PHONE)

Officer Name (print):
Phone:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it?
2. When is the bomb going to explode?
OR
When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode?
OR
How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS:

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

BOMB THREAT QUESTIONS:

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

EXACT WORDING OF THREAT:

CALLER'S VOICE:



Male / Female:
Estimated age:
Accent (specify):
Voice (loud, soft, etc.):
Speech (fast, slow, etc.):
Diction (clear, muffled, etc.)
Manner (calm, emotional, etc.):
Did you recognise the caller?
If so who do you think it was?
Was the caller familiar with the area?

THREAT LANGUAGE:

Well-spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES:

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

CALL TAKEN:

Date: Time:
Duration of call:
Number called:

ACTION:

Call reported to:

Phase 1&2 - Suspicious Package Response

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

YOU HAVE **NOT** OPENED IT.

- Alert Chief Warden / Senior Staff
- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that bag.

YOU **HAVE** OPENED IT.

- Alert Chief Warden / Senior Staff
- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try and clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.

Then in Both Situations

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Camp staff to follow CIMPL Plan (Critical Incident) flow chart
- **Call '000'**, if no response call 112 from a mobile, provide information on numbers at site, Camp Quaranup, Quaranup Road, Albany
Nearest road/intersection – Shoal Bay Retreat (Time of 000 call ____am / pm)
- Complete reports**, ensure relevant persons are notified

Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.

Without leaving your work area if possible, wash your hands.

Phase 2 - Medical Emergency Response

When notified of a medical emergency the Chief Warden / Senior Staff member should:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor.
- Assess accessibility and condition of casualty, if no vehicle access will DFES also be required for transportation?
- **Call '000'**, if no response call 112 from a mobile, provide information on numbers at site, Camp Quaranup, Quaranup Road, Albany
Nearest road/intersection – Shoal Bay Retreat (Time of 000 call ____am / pm)
- Place someone adjacent the Old Water Tower to direct ambulance to medical emergency location.
- Camp staff to follow CIMPL Plan (Critical Incident) flow chart
- On site resources available
Oxygen, Defibrillator, First Aid Kits, Epi Pens, neck collar
- Have someone remain with the injured person until help arrives
- If ambulance not required, arrange for group to transport to further medical assistance. Provide Maps and contact details
- **Complete reports**, ensure relevant persons are notified

Team First Aid Procedure

Minor Emergencies

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

Major Emergencies

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

3 First Aider System

| First Aider 1 | First Aider 2 | First Aider 3 |
|--|--|---|
| <ul style="list-style-type: none"> ● Recognise the emergency ● Signal to First Aider 2 (radio, whistle, mobile phone) ● Respond/act | <ul style="list-style-type: none"> ● Recognise signal – communication (radio, whistle, mobile phone) ● Signal to First Aider 3 ● Assist First Aider 1 | <ul style="list-style-type: none"> ● Recognise signal – communication (radio, whistle, mobile phone) ● Evaluation of the casualty ● Contact emergency services ● Set up medical equipment (in the Office) oxygen/defibrillation equipment ● Transport medical equipment to First Aider 1 & 2 ● Crowd control (looking after other participants) ● Witnesses ● Information ● Utilise bystanders |

Phase 1&2 – Missing person response

Definitions

A mission person is where a client notifies either the on-call staff member, duty officer or instructor advising them of a missing person.

Procedure

The responding staff members should make ‘information gathering’ the priority, before declaring the type of response required. The camp should follow a series of escalating procedures to handle lost and found persons.

| # | Action | Details |
|---|--------------------------|-----------------------|
| 1 | Information gathering | 0 – 2 minutes |
| 2 | Type of search declared | Water / Land |
| 3 | Assistance requested | Radio or mobile phone |
| 4 | Initial search conducted | Onsite assets |
| 5 | Coordinated search | WA Police |

Information gathering

In all search incidents, it is imperative that the following information is collected and recorded on paper.

| | |
|-----------------------|--------------------------|
| • Name | • Location last seen |
| • Age | • Activity undertaken |
| • Sex | • Floatation device |
| • Clothing | • Likelihood of in water |
| • General Description | • Swimming ability |

Phase 1&2 – Missing person response

It is imperative that a solo search is not conducted. Assistance should always be sought through the on-call mobile or radio.

Response:

- Details collected
- Informant retained (for questioning if required)
- Observers at last seen location
- Use of camp vehicles
- General locality search
- If a water search is required then utilise appropriately qualified staff
- Other services requested

Phase 1&2 - Armed Intrusion Response

During an armed intrusion / hold up;

- Obey the intruder(s)' instructions
- Stay out of the way if you are not directly involved
- Make no sudden or unpredictable movements that may alarm the intruder(s)
- Be calm and observe as much as possible (appearance, clothes, accent, distinguishing features, direction of departure and mode of transport)
- Do NOT attempt to apprehend or overpower the intruder(s)

When notified of an armed intrusion / hold up: the Chief Warden / Senior Staff member should:

- **Call '000'**, if no response call 112 from a mobile, provide information on numbers at site, Camp Quaranup, Quaranup Road, Albany
Nearest road/intersection – Shoal Bay Retreat (Time of 000 call ____am / pm)
- Have Wardens / Staff close off the area to others until the Police have assessed the area
- Camp staff to follow CIMPL Plan (Critical Incident) flow chart
- Have Wardens / Staff try to get the names and addresses of witnesses
- Have Wardens / Staff get witnesses to complete the intruder description without consultation with each other
- Make no statement to anyone except the Police or management
- Repeat for the Police the actual words spoken by the intruder(s)
- On site resources available
Defibrillator, Oxygen, First Aid Kits, Neck Collar
- **Complete reports**, ensure relevant persons are notified

ARMED HOLD UP CHECK LIST – PAGE 1/3

Witness Name

Address

Phone(s)

Occupation

DESCRIPTION OF INTRUDER(S)/OFFENDER(S)

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

Sex: Male Female Not Known

| | |
|--------------------|--|
| RACE | Caucasian Asian European (N or S) Aboriginal Indian Negro Islander Maori |
| AGE | 5-10 10-15 16 17 18 19 20 21-25 25-30 30-35 35-40 40-45 50-60 60-80 Not known |
| HEIGHT | 4'1120 4'6"/137 5'1/152 5'6"/168 5'8"/173 5'10"/178 6'1/183 6'2"/188 6'4"/192 Not known |
| WEIGHT | 8/51kg 8'7/53kg 9/57kg 9'7/61kg 10/64kg 11/70kg 11'7/74kg 12/76kg 12'7/80kg 13/83kg 13'6/89kg 14/94kg 14'6/97kg 15/100kg |
| BUILD | Thin Slim Medium Heavy Husky Muscular Fat Stout Obese |
| HAIR | Black Brown Blonde Dirty Blonde Grey White Silver Dyed Bald Shaved Head Straight Curly Wavy Neat Wig Afro Tied Tapered Crew Neck Shoulder Long Spiked Flat top Dirty Specific |
| EYES | Black Brown Hazel Blue Green Grey Not known |
| GLASSES | Sunglasses Prescription Wire Frame Plastic Frame Rimless Clear Bi Focal |
| COMPLEXION | Pale Fair Medium Swarthy Ruddy Tanned Brown Black Acne Freckled Scarred Fresh Not Known Specific |
| FACIAL HAIR | Moustache Beard Sideburns Unkempt Goatee Full Stubble Colour Specific |
| SPEECH | Normal Foreign Impediment Uneducated Swearing Husky Deep High Squeaky Quiet Loud |
| HANDS | Gloves Cotton / Leather / Rubber / Motorbike / Garden / Work / Washing Colour Type Specific |

ARMED HOLD UP CHECK LIST – PAGE 2/3

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

ARMED HOLD UP CHECK LIST - PAGE 3/3

PECULIARITIES

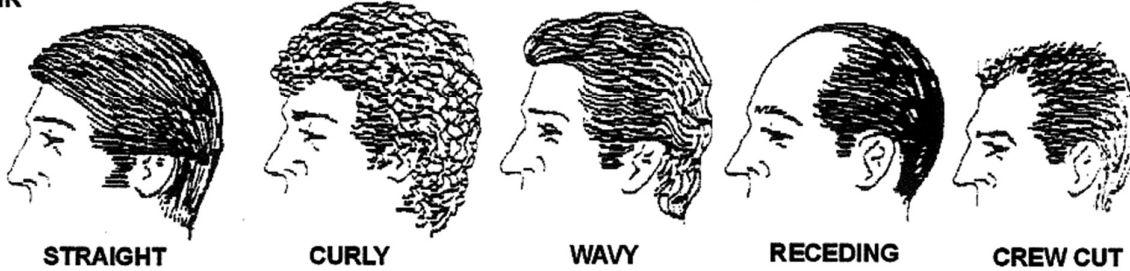
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| | |
|-------------------------------|---|
| JEWELLERY | Earrings Studs Bangles Rings Necklaces Anklets Piercings Description |
| TATTOOS | L/R Arm – Upper / Lower L/R Leg – Upper / Lower Torso Shoulder Neck Head Face Hand Description |
| CLOTHING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

GUIDE TO FEATURES

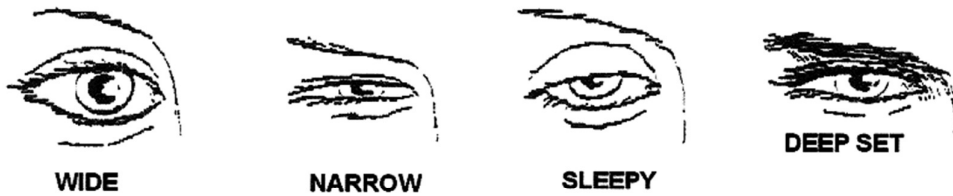
HAIR



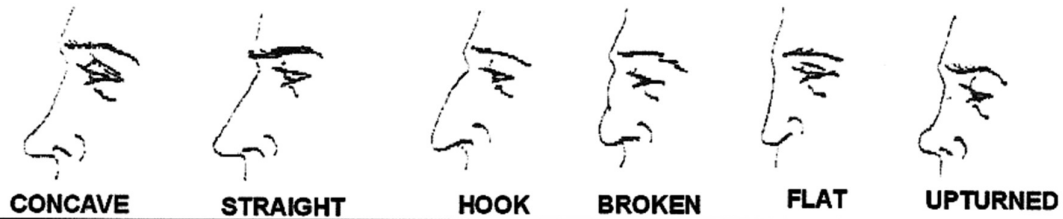
EYEBROWS



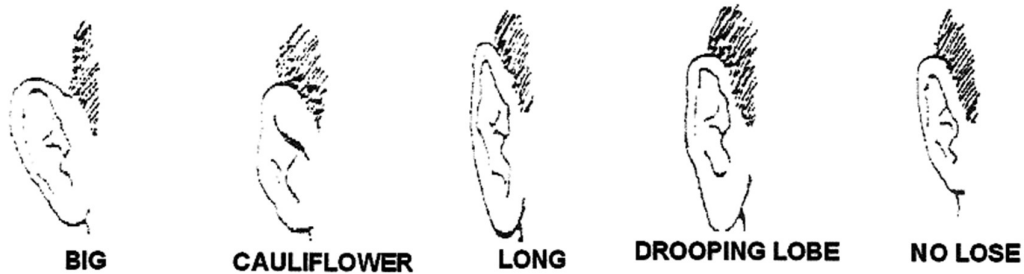
EYES



NOSE

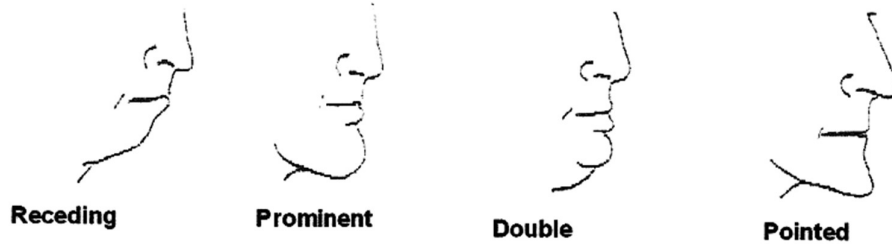


EARS



LIPS

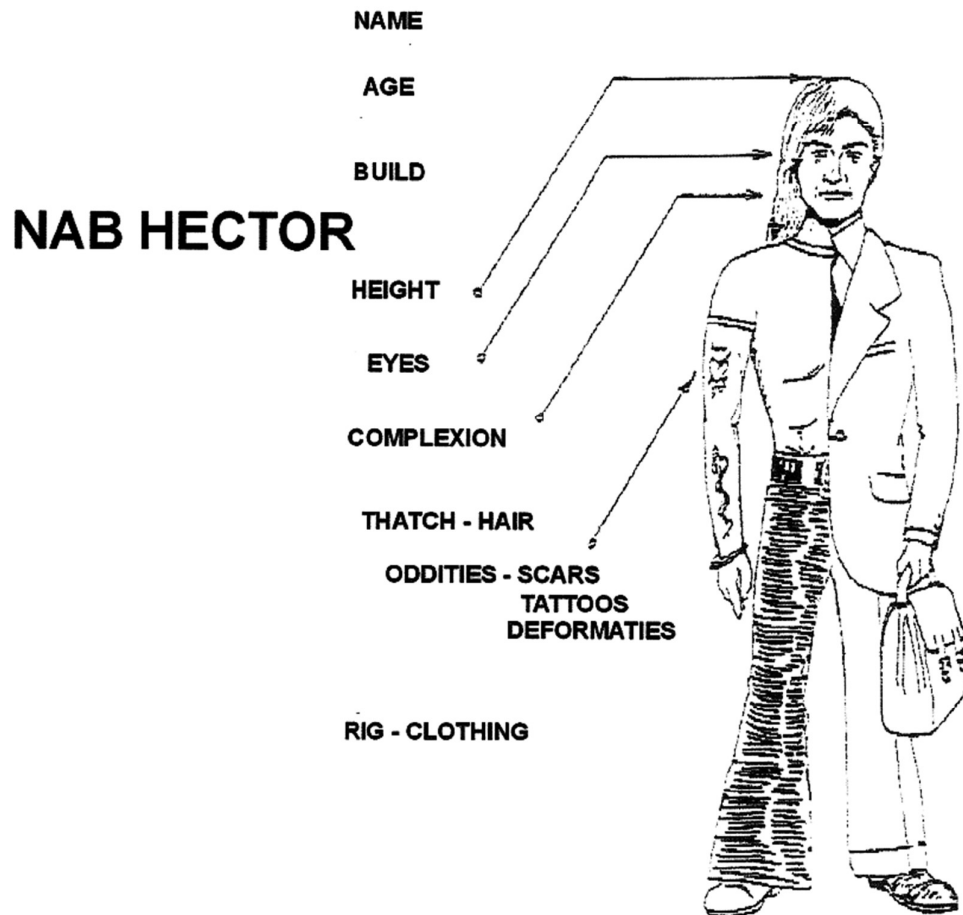




The features to be observed are many.....

Try to observe to a system - start at the top of the face and move down!!

Be alert and observant.....watch and take mental note of all you can see.



Phase 2 Unforeseen Emergency Response

When notified of an Unforeseen Emergency the Chief Warden / Senior Staff member will:

- Assign **Roles**; Chief Warden, Wardens, First Aid, Group Supervisor
 - **Call '000'**, if no response call 112 from a mobile, provide information on numbers at site, Camp Quaranup, Quaranup Road, Albany
 - Nearest road/intersection – Shoal Bay Retreat (Time of 000 call ____ am / pm)
 - Camp staff to follow CIMPL Plan (Critical Incident) flow chart
 - On site resources available (Defibrillator, Medical Oxygen, First Aid Kits)
 - Have someone remain with any injured person until help arrives
 - Emergency **siren** to be sounded if appropriate.
 - Assemble at “The Well area”, “Jetty precinct” or alternative
 - **If safe**, search camp IN PAIRS with radios, for any more persons and damage report including;
 - Main Dorms, including Geake/M’Bird and Old Hospital/Inhalation
 - Main Dining room, Main Kitchen, Classroom, Rec room, Laundry
 - Nurses Quarters and Isolation Hospital areas, (morgue, gravesite)
 - Rec Shed/Jetty precinct
 - Work shop (yard, chook pen, storage areas)
 - Office/Art craft area and store rooms
 - Program areas onsite
 - On site/caretaker’s residence
 - Confirm numbers on site;
 - Groups ____ STAFF ____ Visitors ____ TOTAL ____
 - Is it best to **stay or evacuate?** _____
 - Follow instructions from DFES/Police/Ambulance
 - **Inform Group** of situation and response
- Is **everyone accounted** for?
- Clients and Visitors (check visitor log)
 - Staff (see staff board and program diary)
 - Onsite/Caretakers Residence (0428 197 622)
- **Complete reports**, ensure relevant persons are notified

Phase 2 – Shark Sighting / Incident

While it is recognised that not all sharks are dangerous, this guideline is designed for the three major dangerous types of sharks for which data exists for fatal or near miss attacks; bull sharks, tiger sharks and white sharks.

ACTIONS IN EVENT OF SHARK SIGHTING

1. Advise all persons to leave the water.
2. Close the beach to all swimming and post appropriate signage (if specific signage is not available standard “no swimming” and “danger” signs may be utilised).
3. Advise beach visitors to remain clear of the water.
4. Do not attempt to kill, capture or injure the animal.
5. Advise WA Water Police 08 9442 8600 (24/7 Contact Number)
6. Do not send out a vessel of any kind to drive the shark(s) away from the area.

In the best-case scenario, the shark is scared out of the area, but more than likely it will simply force the animal to dive deeper (and hence not be visible anymore) and worst-case scenario it frustrates or antagonises the shark and this results in a negative interaction between the vessel (person on vessel) and the shark. Its recommend that the animal’s movements are simply monitored. The only time recommendation for a vessel to go out is if it carries experienced shark researchers that know how to work with large sharks.

7. Record as much detail regarding the sighting as possible, including the size, number and behaviour of the shark(s), presence of other marine creatures (e.g. fish schools, dolphins, seals).
8. Keep water clear for 1 hour after last sighting during normal daylight hours.
9. If the sighting is at Dawn (first light), keep the water clear for 2 hours.
10. If the sighting is at Dusk, keep the water clear until the end of duties and let the Council Ranger take over beach clearance. The council can do this by placing relevant signage on the beaches.
11. If the sighting is on the high tide, allow the tide to go out before reopening the area (for beaches that are affected by tidal movement).

ACTIONS IN EVENT OF SHARK ATTACK

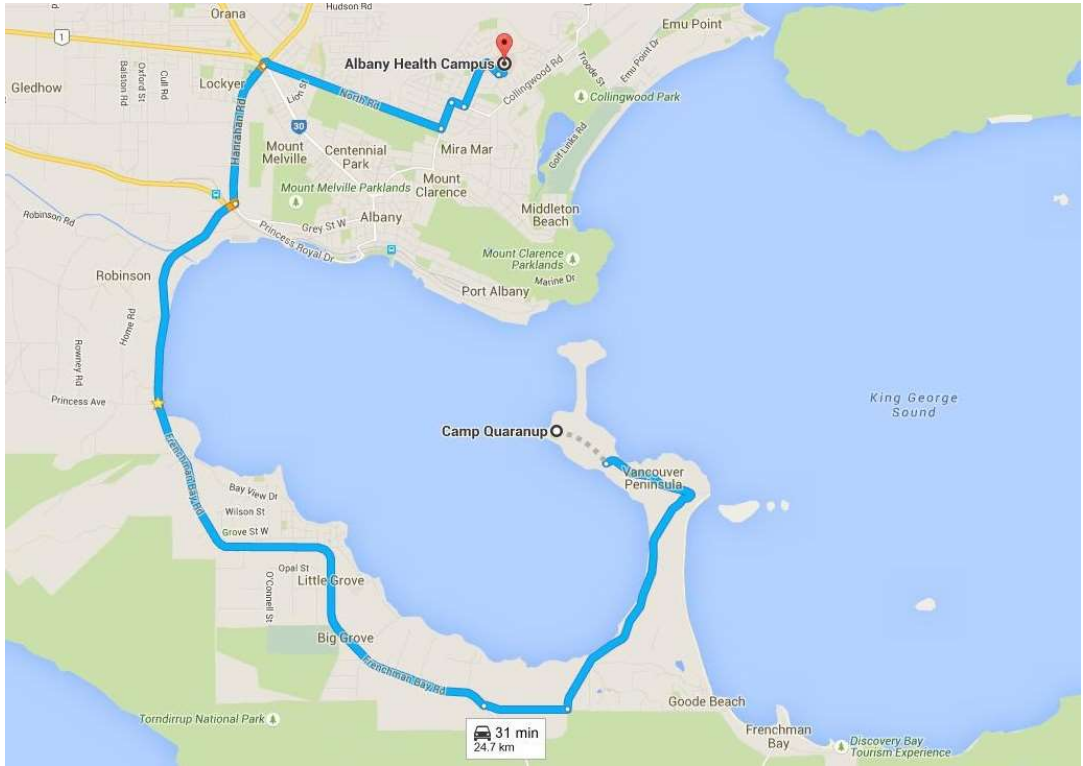
Shark attacks can result in massive tissue damage and severe blood loss. The following general treatment applies (specific information is contained within the SLSA training manual):

1. Bring the patient to the beach as quickly as possible. The best protective equipment for an instructor attending a shark bite victim is an inflatable safety boat.
2. Initiate Phase 1 Standard Emergency Response and STAFF Camps CIMPL Plan.
3. Once injury has been inflicted to the victim, heavy bleeding is likely, so rescue from the water and immediate medical aid may be essential to victim survival.
 - *Surf Life Saving Western Australia (SLSWA) or STAFF cannot issue a blanket recommendation that a water safety staff without protective equipment and/or without adequate rescue training, attempt to intervene during a shark bite incident, due to the potential danger. International Shark Attack File statistics however, suggest that danger to the water safety staff in an attempt to intervene is extremely limited. Moreover, in the vast majority of cases, the shark will affect a bite, and then leave the victim alone, well before anyone could possibly intervene.*
4. If a rescue boat is not available and if, as is most typically the case for rescues, the shark bite appears to be a single hit and run incident, and if the lifeguard considers it safe and within agency guidelines to enter the water, the water safety staff should perform a rescue and treat the wounds of the victim.
5. Once the victim has been evacuated to shore or to a rescue boat, appropriate emergency first aid must be applied - Phase 2 Medical Emergency Response may be initiated.
6. Coordinate hospital transport and pre-hospital emergency care.
7. Follow precautions outlined in 'Actions on Sightings'.
8. Advise relevant Government Department as soon as possible and refer to any state/territory 'Shark Response Plan' where applicable (currently established in SA and WA).
9. Follow any further advice from SLSWA / Water Police / Department of Fisheries.
 - Water Police - Phone: (08) 9442 8600 (24/7 Contact)
 - Surf Life Saving Western Australia - Phone: 9243 9444 (Office Hrs)
 - Department of Fisheries - Phone: 9482 7333 (Office Hrs)

Ref: 2010/163/10 – STAFF Camps Shark Sighting and Safety Policy

Albany Health Campus – Map

Albany Health Campus – 9892 2222
Warden Avenue, Albany, WA, 6330
24.7km – About 30 Minutes



| Directions – Camp Quararup to Albany Health Campus | |
|--|---------|
| 1. Follow Quaranup Road to Frenchman Bay Road, turn right | 6.6 km |
| 2. Follow Frenchman Bay Road to Hanrahan Road, turn left | 13.4 km |
| 3. Follow Hanrahan Road to the roundabout | 2.2 km |
| 4. At the roundabout, take the 3rd exit onto North Road | |
| 5. Follow North Road to Campbell Road | 2.9 km |
| 6. At the roundabout, take the 1st exit to Campbell Road | |
| 7. Continue on Campbell Road to Angove Road | 450m |
| 8. Continue on Angove Road to Hardie Road | 230m |
| 9. Continue on Hardie Road to Warden Avenue | 1.1km |
| 10. Albany Health Campus on the left | |

Phase 3 – Standard Emergency Orders 1/1

Major Medical Emergencies

- Counseling services are arranged as needed for the participant, participant's family, staff involved and other group members as per CIMPL plan
- Ensure first aid kits are restocked
- Site is cleaned and disinfected as needed
- If possible avoid debriefing the incident instead get trained professionals to conduct debriefing along with a member of staff who has a good understanding of operations and responses (manager)
- Review response process and document any learning's, adjusting plans as necessary
- Designate who will conduct follow up with the group leaders, guardians and participants
- Complete insurance reports

If accident occurred on one of our programs

- Ensure staff immediately involved are removed from following activity sessions if needed including other camps later in the week or longer
- Activity where accident occurred to be assessed for suitability to run in terms of practical (everything's still working) and Social (will the group be concerned plus general public concern)

Severe Fire Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Ensure first aid kits are re stocked
- Building inspections should be carried out on affected buildings before entering
- Liaise with Western Power and Kleenheat if services are disrupted or should be turned off
- Insurance reports to be completed
- Clean up and repairs to commence

Earthquake Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Buildings and facilities should be assessed prior to use including activity sites

Armed Hold Up Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Affected staff to be provided with time off as per consultation with counseling services
- Insurance reports to be completed

On Site Emergency Resources

Oxygen flow rates














| | | |
|-------|-------------------|--------------------|
| | Therapy | Resuscitation |
| Adult | 8 litres / minute | 15 litres / minute |
| Child | 8 litres / minute | 8 litres / minute |

Can be decreased if limited oxygen is available.

Defibrillator Operation

Push green power button. Follow automated instructions

Types of extinguishers

|  Fire & Emergency Services Authority of Western Australia | | Portable Fire Extinguisher Guide | | | | | Fire & Emergency Services Authority of Western Australia website: www.fesa.wa.gov.au | |
|---|---|----------------------------------|--|---|---|---|--|---|
| | | CLASS A | CLASS B | CLASS C | CLASS E | CLASS F | | CLASS D |
| Two colour schemes for fire extinguishers exist. | | EXTINGUISHANT | Wood Paper Plastics | Flammable & combustible liquids | Flammable gases | Electrically energised equipment | Cooking oils and fats | For fire involving combustible metals use special purpose extinguisher. |
| PRE 1999 | FROM 1999 | | YES | NO | NO | NO | NO | Dangerous if used on flammable liquid, energised electrical equip- ment and cooking oils/fat fires. |
|  |  | WATER | YES | NO | NO | NO | NO | Dangerous if used on flammable liquid, energised electrical equip- ment and cooking oils/fat fires. |
|  |  | FOAM | YES | YES | NO | NO | LIMITED | Dangerous if used on energised electrical equipment. |
|  |  | POWDER | YES <small>(ABE)</small> NO <small>(BE)</small> | YES <small>(ABE)</small> YES <small>(BE)</small> | YES <small>(ABE)</small> YES <small>(BE)</small> | YES <small>(ABE)</small> YES <small>(BE)</small> | NO <small>(ABE)</small> LIMITED <small>(BE)</small> | Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different. |
|  |  | CARBON DIOXIDE | LIMITED | LIMITED | LIMITED | YES | LIMITED | Limited outdoor use. |
|  |  | VAPORISING LIQUID | YES | LIMITED | LIMITED | YES | LIMITED | Check the characteristics of the specific extinguishing agent. |
|  |  | WET CHEMICAL | YES | NO | NO | NO | YES | Dangerous if used on energised electrical equipment. |

LIMITED indicates that the extinguishant is not the agent choice for the class of fire, but that it may have a limited extinguishing capability.
Solvents and alcohol mix with water and therefore require special foam.



Notes

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This page to be used for note taking.**