



Department of
Local Government, Sport
and Cultural Industries

WOODMAN POINT RECREATION CAMP

Emergency Response Plan *for Clients*

*Version 1.1
Last updated June 2018*

SR/WP2017/12/11

Contents

Contents	- 2 -
Overview	- 3 -
Purpose of the Manual	- 3 -
Emergency Contact Numbers	- 4 -
Emergency Equipment Map	- 5 -
Emergency Equipment (continued)	- 6 -
On Site Emergency Resources	- 7 -
Types of Emergencies.....	- 8 -
Emergency Control Organisation	- 8 -
Communications.....	- 9 -
Warden Identification.....	- 10 -
Phase 1 - Standard Emergency Order	- 10 -
Phase 2 - Fire Response.....	- 11 -
Phase 2 - Medical Emergency Response.....	- 12 -
Apollo Health / St John Urgent Care	- 13 -
Fiona Stanley Public Hospital.....	- 14 -
St John of God Private Hospital	- 14 -
Perth Children's Hospital	- 15 -
Phoenix Medical Centre	- 15 -
Phase 3 - Standard Emergency Orders.....	- 17 -
Bites and Stings Information.....	- 18 -
Locality Map	- 21 -

Overview

These procedures were formulated to meet the requirements of Australian Standard AS3745-2010 Emergency Control Organisation and Procedures for Buildings, and the National Competency Standard – Fire Emergency Response.

All full time staff of the Woodman Point Recreation Camp participate in regular emergency training and evacuation exercises. Other DLGSC employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation / Woodman Point Full Time Staff) in emergency situations.

Department of Sport and Recreation (DLGSC) Camps staff refer to additional Critical Incident and Emergency Response documents, covering details responses and management of emergency situations. The specific responses and procedures mentioned in this Emergency Plan are an abridged version of these broader documents, to guide immediate emergency response for groups visiting or staying at Woodman Point Recreation Camp.

Incidents and Emergency situations that arise at Woodman Point Recreation Camp 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. **This includes group leaders and participants.

***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 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

This abridged version of the Woodman Point Recreation Camp’s Emergency Response Plan will assist group leaders and participants to respond effectively and safely to emergency situations.

The following procedures are meant to provide a basis for handling various types of 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	04/10/16	Original Version – Abridged from full plan.	Matt Hayes
1.1	11/06/18	Annual review, new PCH details, reformat and page ordering, new agency details and general error correction	Matt Hayes

Emergency Contact Numbers

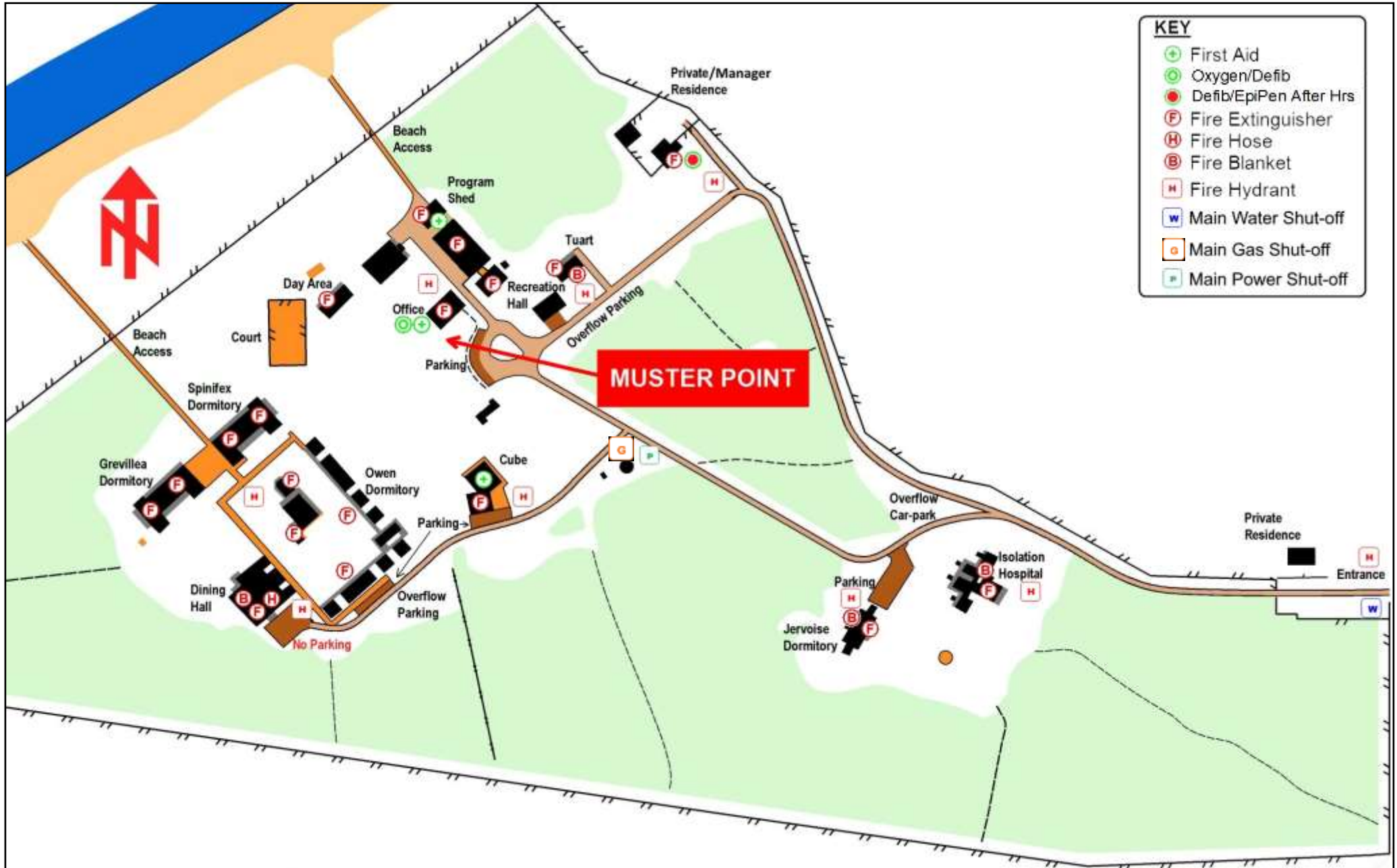
Woodman Point Recreation Camp, O’Kane Court, Coogee WA 6166

*Nearest main road intersection: Cockburn Road. When giving directions, use suburb name “Munster”.
Front Gate Access: Gate Code will be provided as necessary or on request*

WOODMAN POINT CAMP	Camp Office Emergency On call staff member <i>Manager (For emergency contact only if required)</i> <i>Operations Coordinator (For emergency contact only)</i>	9492 9797 0414 448 088 0434 363 714 0401 823 308
EMERGENCY	Emergency services (If ‘000’ is not working from mobile try)	000 112
POLICE	Police Assistance (non-emergencies) Cockburn Police Cockburn Police Mobile # for Coogee/Spearwood	131 444 6174 9666 0466 318 134
FIRE	Success Fire Station (non-emergencies) DFES recorded information line	9417 2394 1300 657 209
HOSPITALS	Fiona Stanley Public Hospital, Murdoch [see map] St. John of God Hospital, Murdoch (Private) [see map] Perth Children’s Hospital, Nedlands [see map]	6152 2222 9366 1111 6456 2222
MEDICAL CENTRES	Apollo Health / St John Urgent Care [see map] (Cockburn Gateway Shopping City, 816 Beeliar Drive Success – across internal road from outdoor dining area, northern end – 8am-10pm; Dental 8am-6pm) Phoenix Medical Clinic, Spearwood [see map] (Rockingham Road – will take after-hours emergencies) Fremantle After Hours GP (Block A, Fremantle Hosp, South Tce – Mon to Fri: 7-10pm. Sat/Sunday/PH: 1pm-9pm) Healthdirect 24hr / After-Hours GP	6174 6000 9434 3555 9430 8912 1800 022 222
WA POISONS INFO	24hr Poisons and Bites/Stings Information Line	13 11 26
SES	General assistance Cockburn SES Unit	132 500 9418 5800
RANGERS / SECURITY	City of Cockburn Ranger Services City of Cockburn Security	9411 3444 1300 653 643
WESTERN POWER	Report and enquire faults and emergencies	13 13 51
WATER CORP	Faults, emergencies and security	13 13 75
DEPT PARKS & WILDLIFE	WP Regional Park Senior Ranger WP Regional Park Ranger	0418 385 397 0419 941 556
WATER POLICE	24 hours, 7 days a week, incl shark sightings	9442 8600

All numbers correct at June 2018

Emergency Equipment Map



Emergency Equipment (continued)

- **Emergency Muster Point** is at the Southern Corner of the Office.
- Emergency Evacuation will be via either the Front Gate or the Beach.
- Fire extinguishers are located in or at the manager residence, main kitchen/dining area, recreation hall, office, program shed and storage sheds. There are extinguishers located in each of the Accommodation Areas.
- An Automatic Electronic Defibrillator (AED) and EpiPen is available for after-hours emergencies, located on the front veranda of the manager's house in a white cabinet. The manager's house is the orange and cream building, located to the north of Tuart Cottage, next to two tall Norfolk Pine Trees. EpiPens are also kept in the Chef's office at the main camp Kitchen.
- *First Aid Kits, medical oxygen and spinal board are available by contacting camp staff only. Access of this equipment is limited to trained and qualified Camp staff. Groups should make their own arrangements for the supply of first aid kits throughout their stay, including the provision of emergency equipment and medication relevant to their group (e.g., EpiPens for anaphylaxis, Ventolin for asthma, etc).*

**In an emergency please contact emergency services
and camp management immediately!
(If life-threatening, call "000" before alerting camp staff)**

On Site Emergency Resources

Medical Oxygen

- Available by contacting camp staff.
- Can only be provided by qualified staff.

Automatic Electronic Defibrillator (AED)

- Located in white cabinet on the front veranda of Manager's Residence.
- Open red zippered case, push green power button and follow verbal instructions

Epipen

- Located in AED cabinet as above, and also from the main kitchen.



Remove blue cap, place on mid-outer thigh (clothing is OK), push until a “click” sound and hold for 3 seconds only (regardless of what the label says).

Fire extinguishers

Portable Fire Extinguisher Guide									
Department of Fire and Emergency Services www.dfes.wa.gov.au									
TYPE OF FIRE, CLASS AND SUITABILITY									
Two colour schemes for fire extinguishers exist.	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats	D Metal Fires	Comments
Pre-1997		Water	YES	NO	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Wet Chemical	YES	NO	NO	NO	YES	NO	Dangerous if used on energised electrical equipment.
		Foam*	YES	YES	NO	NO	LIMITED	NO	Dangerous if used on energised electrical equipment.
		Powder (ABE)	YES	YES	YES	YES	NO	NO	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
		Powder (BE)	NO	YES	YES	YES	YES	NO	Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only.
		Carbon Dioxide	LIMITED	LIMITED	NO	YES	NO	NO	Check the characteristics of the specific extinguishing agent.
		Vaporising Liquid	YES	LIMITED	LIMITED	YES	NO	NO	
		Fire Blanket	LIMITED*	LIMITED	NO	NO	YES	NO	* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.
		Fire Hose Reel	YES	NO	NO	NO	NO	NO	Maximum length of hose is 30m.

■ The class to which the agent is most effective.
 ■ Not recommended for this class of fire.
 * LIMITED: The Extinguisher is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.
 * Solvents such as alcohol or acetone mix with water and therefore require special care.

Fire hydrant hoses

- Hoses and branches to connect to fire hydrants are located in the Middle Shed with the portable fire pump trailer.

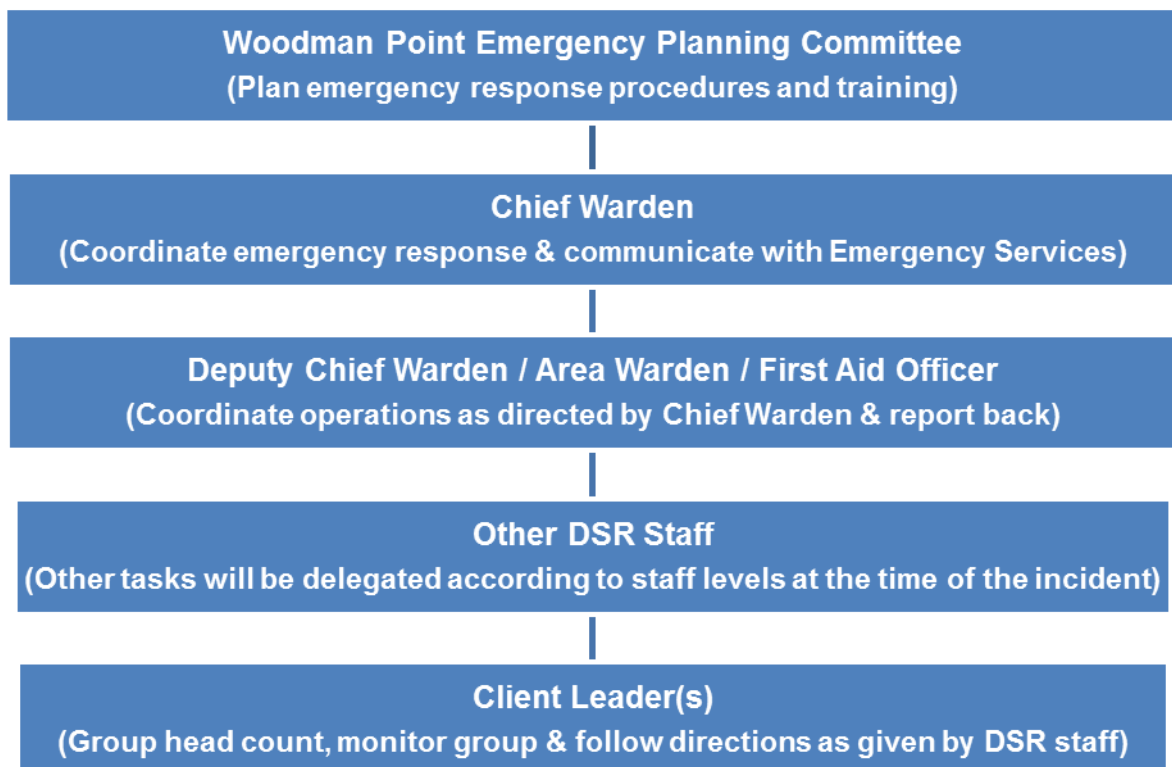
Types of Emergencies

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

- Fire
- Medical Emergency
- Bomb Threat
- Earth Quake
- Missing Person
- Armed Intrusion / Hold Up
- Tsunami/Flood
- 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.



Communications

The office has land line telephones (phone # 08 9492 9797) and access to the internet. The main kitchen has a land line telephone in the Chef's office (phone # 08 9434 3220).

DLGSC Public WiFi is also available near the office, Cube and outside the Dining Hall. Contact camp staff for access / password.

If emergency assembly is required a blast horn will be sounded for 30 seconds at 30 second intervals or as required. Wardens will travel on foot or via camp vehicles with the blast siren to alert all people onsite and give directions to the Muster Point as required.

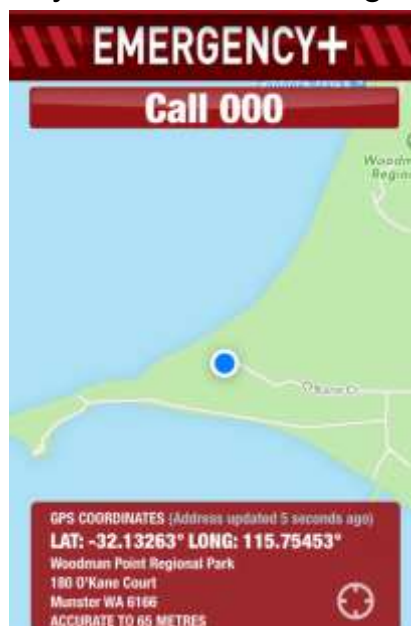
Residential or day group leaders are to be contacted by mobile phone where possible.

On a weekend where the site may not be attended by a staff member, mobile phone will be the primary means of contact until a staff member is onsite. Note that mobile reception is poor in some areas of the camp.

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

Emergency+ App

Groups leader may also want to consider downloading the free mobile app on Apple and Android devices – '**Emergency +**'. It is a useful app that helps to locate your position in an emergency, and provides a range of non-critical phone numbers in Australia that may assist in an emergency or incident.



Warden Identification

Where possible, all Wardens will be identified during an emergency by wearing a helmet and/or armbands as follows:

Chief Warden: White Helmet, and/or Yellow Reflective Vest or Jacket

Deputy Chief: White Helmet, and/or Yellow Reflective Vest or Jacket

Warden: Red Helmet, and/or Yellow Arm Band

First Aid Officer: Green Helmet, and/or Green Arm Band

Phase 1 - Standard Emergency Order

In the event of an incident or accident it is expected all DLGSC staff & groups leaders will;

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

Phase 2 - Fire Response

Group leaders to use this list to help respond to the incident

- If required **Call '000'**, provide information on numbers at site
Woodman Point Camp, O'Kane Court, Coogee
Nearest road/intersection - Cockburn Road (Time of call _____ am / pm)
Gate Code provided to emergency services, or staff assigned to Front Gate.
- Contact Woodman Point Camp Office (08 9492 9797) or On Call mobile (0414 448 088) to alert of situation.**
- Account for all group members & ensure their immediate safety.
Adults _____ Children _____ Total _____
- If safe attempt to put out **small** fires without PPE using extinguishers or hose reels available.
- Move group members by foot to the Muster Point next to the Camp Office if safe to do so.
- Alert other client groups onsite if after office hours
- Is it best to **stay or evacuate?** _____
 - Advice from DFES (Department of Fire and Emergency Services)
 - If evacuating, this needs to be done prior to the fire getting out of control, Leave Early!!
- Follow instructions from Camp Staff & DFES or other emergency service employees.

If Camp Staff or DFES advises **evacuation** to safe location:

- Client Group Leader to ensure all persons accounted for when leaving site.

If unable to Evacuate site move group to a position opposite the fire direction and smoke

- If radiant heat or smoke fumes present, move inside building
- Fill door gaps to prevent smoke entering
- Continue to re assess and adjust as needed

Phase 2 - Medical Emergency Response

Group leaders to use this list to help respond to the incident

- Commence DRSABCD
- If required **Call '000'**
 - Woodman Point Camp, O'Kane Court, Coogee
 - Nearest road/intersection - Cockburn Road (Time of call _____ am / pm)
 - Gate Code provided to emergency services, or person assigned to Front Gate.
- Place someone at main entry gate to direct ambulance to medical emergency location.
 - Ensure this person has code for entry gate.
- On site resources available 24/7
 - Defibrillator, EpiPen and basic Snake-bite Immediate Treatment Kit –
Located on front veranda of Manager's Residence (See map): Orange and white building north of Tuart Cottage / Recreation Hall, next to two tall Norfolk Island Pine trees.
- Medical Oxygen, First Aid Kits and Spinal Board are only available by contacting camp staff. Additional EpiPens are kept in the Chef's office at the Main Kitchen.
- Have someone remain with the injured person until help arrives
- If ambulance not required arrange for group to transport to further medical assistance
 - Maps and contact details
- Complete reports**, ensure relevant persons are notified

Apollo Health / St John Urgent Care



Cockburn Gateway Shopping City, 816 Beeliar Drive, Success WA 6164
6174 6000 www.apollohealth.biz
10.5km about 13-17 mins

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

St John Urgent Care Centres are open 7 days a week, 8am – 10pm. No appointment is necessary and you will be bulk billed if you bring your current Medicare card (bulk billing is only made available for current Medicare cardholders where a benefit exists).

Come to St John Urgent Care Centres for:

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

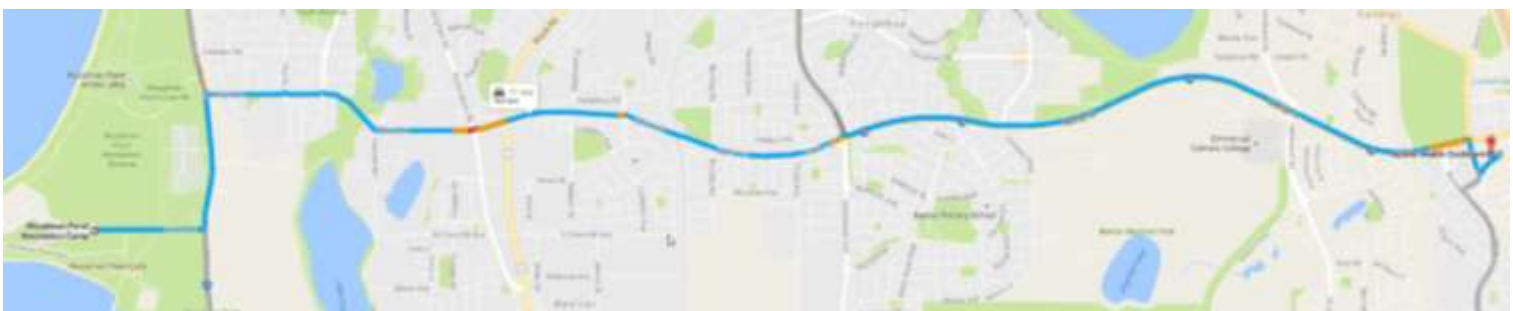
Attend Emergency Department or call 000 for:

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

What will happen when I call an ambulance?

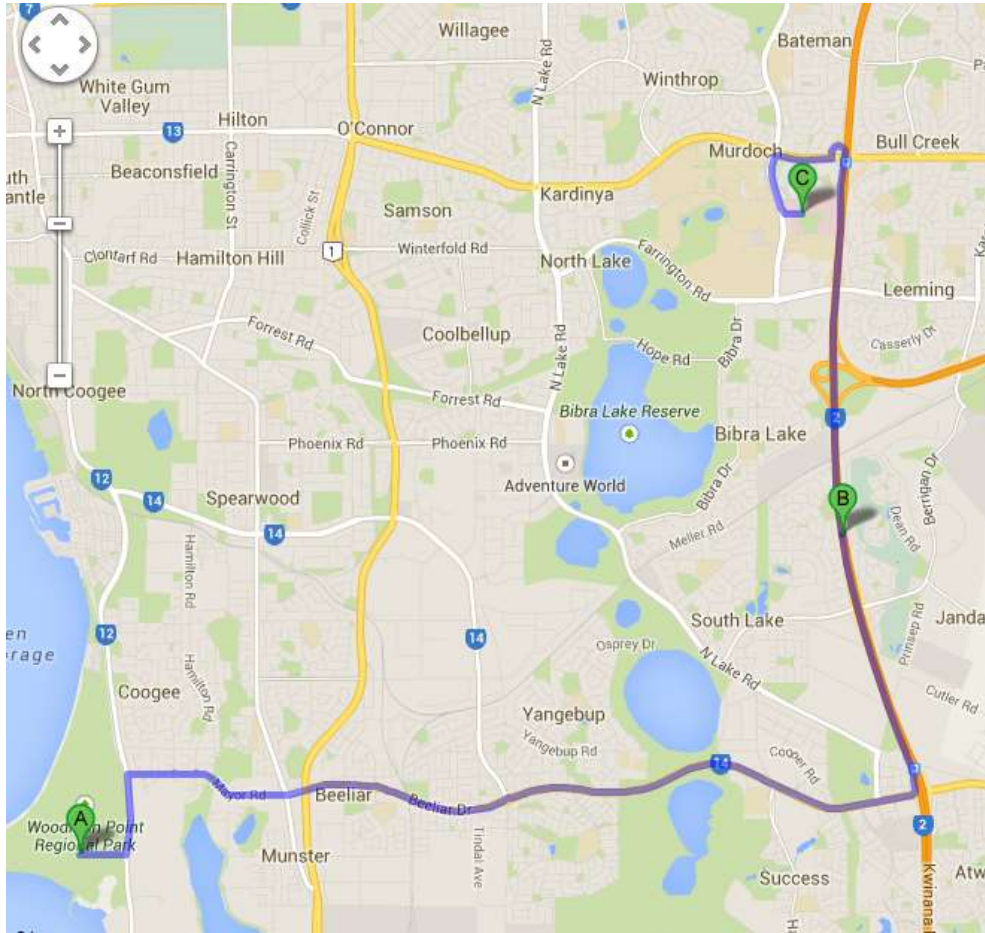
St John Ambulance will continue to respond as usual to triple zero (000) calls in the community. However, when attending to the call paramedics will assess a patient's unscheduled care requirements and determine the most appropriate care pathway in the best interests of the patient. This pathway may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

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



Fiona Stanley Public Hospital St John of God Private Hospital

Murdoch Drive, Murdoch, Western Australia
Fiona Stanley: 6152 2222
SJOG: 9366 1111
19.5km about 20-25 mins



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

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

Woodman Point Recreation Camp
Phone 9492 9797 / On Call Mobile 0414 448 088

Perth Children's Hospital

15 Hospital Avenue, Nedlands WA 6009

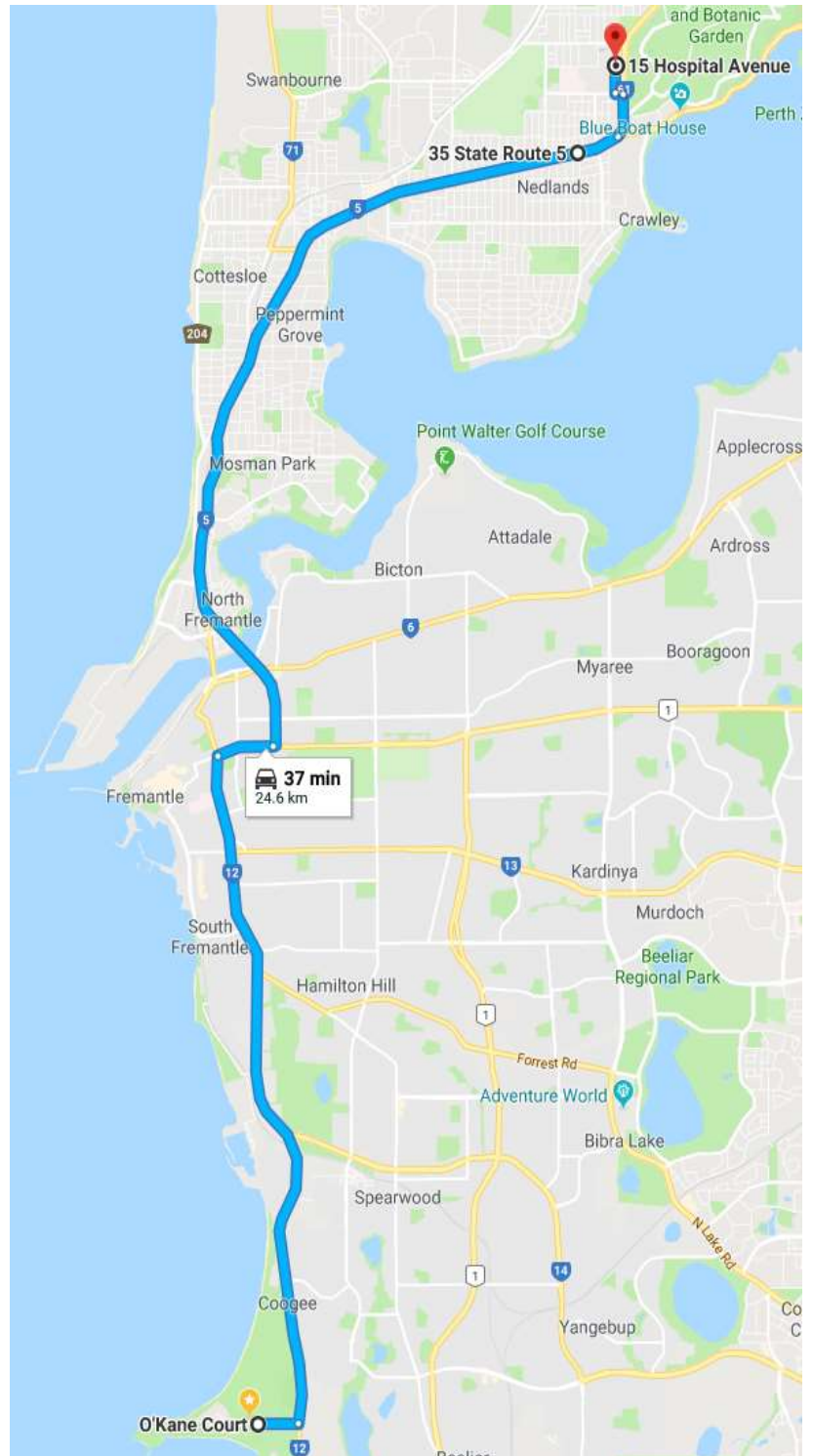
6456 2222

25km about 35-40 min

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

Alternate route via Kwinana Freeway (northbound):

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



Woodman Point Recreation Camp

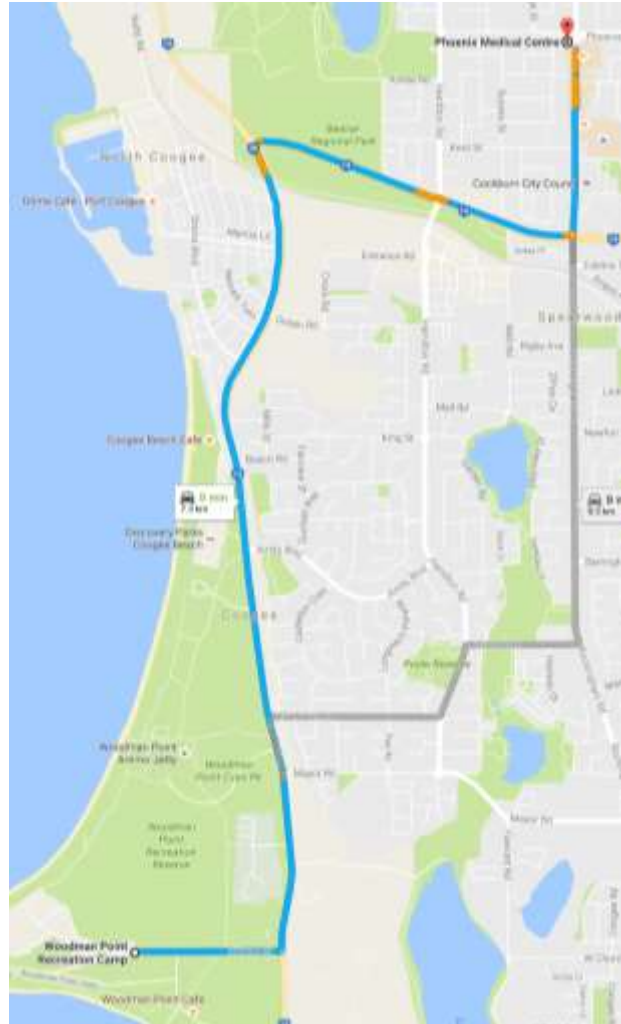
Phone 9492 9797 / On Call Mobile 0414 448 088

Phoenix Medical Centre

Unit 1, 223 Rockingham Road, Spearwood, WA 6163

9434 3555

7.8 Km about 13 min



- Turn **left** at **Cockburn Rd**
- Turn **right** at **Spearwood Avenue** (Traffic Lights)
- Go through 1 roundabout
- Turn **left** at **Rockingham Rd** (Traffic Lights)
- Destination will be on the left (Opposite Hungry Jacks / BP Service Station)

Woodman Point Recreation Camp
Phone 9492 9797 / On Call Mobile 0414 448 088

Phase 3 - Standard Emergency Orders

This phase is handled by Camp staff post incident.

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

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

Considerations

- Counseling services are arranged as needed for the participant, participant's family, staff involved and other group members
- Ensure first aid kits are re-stocked
- Site is cleaned and disinfected as needed
- Review response process and document any learning's, adjusting plans as necessary
- Consider if staff members involved should be removed from the camp/program
- Ensure all staff involved are in a state of mind to be able to operate a motor vehicle to drive home. If not, arrange alternate mode of transport for these staff.
- If major structural damage has occurred building inspections should be carried out on affected buildings before entering
- Liaise with Western Power and Water Corporation if services are disrupted or should be turned off

Bites and Stings Information

Serious allergic reactions occur in approximately 2% of stings from ants, bees and wasps. Symptoms such as swelling of the face, lips and tongue, breathing difficulties or a generalised rash are potentially life-threatening and require urgent medical attention.

Insects

Bee stings: Remove the sting by scraping, never squeeze the site. Wash the area and apply antiseptic cream. Keep the sting site rested, elevated and cool. Local swelling and irritation may last for several days.

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

Ant and other insect bites: Treat as above.



Scorpions: Stings can be very painful and the pain may persist for several hours. Local redness and numbness often occur. Wash the sting site; apply antiseptic and a cool pack. Give oral analgesia such as paracetamol. Australian scorpions do not cause severe symptoms.

Centipedes: Apply antiseptic to the bite site. Local redness, itching and pain are common. Severe pain sometimes occurs.

Spiders

Red-back spider (Lactrodectus): Wash the bite site; apply antiseptic and a cool pack. In the majority of cases only minor pain and redness occur. In 25% of cases, severe pain and other symptoms such as sweating, headache, vomiting and muscle pain develop over the first few hours. Hospital assessment is required for severe symptoms.

White-tailed spider (Lampona): There is no clear scientific evidence that bites from these spiders cause skin ulceration. Treat as for bites from spiders-other.

Spiders-other: Wash the bite site, apply antiseptic and see your GP if signs of local infection develop.

(This information only applies to the regions of South Australia, Western Australia and the Northern Territory).



First Aid for Snake Bites

Spotted Mulga Snake

Key points:

Treat all bites, including suspected bites as potentially life threatening

Do not wash, squeeze or puncture the bite site

Apply a pressure immobilisation bandage (see diagram)

Keep the victim calm and still

Do not give food or alcohol

Do not allow the victim to walk.

Get urgent medical/ambulance assistance. Call 000 for the ambulance

Do not attempt to catch or kill the snake

Bites to the head and trunk must be bandaged as firmly as possible

Apply a broad pressure bandage from below upwards and over the bite site as soon as possible. Do not remove trousers, as the movement of doing so will assist venom to enter blood stream. Keep the bitten leg still.

The bandage should be as tight as you would apply to a sprained ankle. The patient should avoid any unnecessary movements.

Extend the bandage as high as possible.

Apply a splint to the leg, immobilising joints either side of the bite

Bind it firmly to as much of the leg as possible. Walking should be restricted



Also used for Blue Ringed Octopus & Funnel Web Spiders

Marine

Jellyfish (non-tropical):
Apply vinegar or Stingose® then shower in hot water for at least 15 minutes.

Blue-ringed octopus:
Muscle paralysis with breathing difficulties can occur within minutes of the bite. The bite may not be painful. Apply a pressure immobilization bandage, perform mouth to mouth resuscitation as required and seek urgent medical attention.



Fish stings:
Immerse the sting site in hot water (as hot as can be tolerated for at least 30 minutes). Medical assessment is required for severe pain or if the pain is not relieved by the hot water



WOODMAN POINT RECREATION CAMP

Locality Map

