



EMERGENCY MANAGEMENT PLAN POLICY, AIM, AND AUTHORITY

Policy for Emergencies

DOXA have produced this Emergency Management Plan for their Malmsbury Camp as part of their commitment to the safety and well-being of Camp staff, contractors and visitors.

Aim of this Plan

This Emergency Management Plan (EMP) has been developed in order to reduce the likelihood and consequences of potential emergencies associated with the Camp.

The plan covers a wide range of possible emergency scenarios and focuses on those that are most likely and/or have major consequences. It is designed to be an important element in DOXA's risk management efforts and to supplement the existing procedures and practices.

The plan has been developed by DOXA with the assistance of Australian Consulting Network Pty Ltd. The EMP is specific to the Camp site and the known risks. It has been developed using the Emergency Management Planning Guideline (produced jointly by the CFA and MFESB). The format of the EMP is designed to be easily recognised by Emergency Services Personnel.

Authority

This Emergency Management Plan (EMP) has been approved by Doxa.

Authorised by:

Name: Julie Rolfe

Paul Chalkley

Title: Doxa CEO

Doxa Malmsbury Camp Manager

Date: December 2007



PREFACE

Doxa is a voluntary, non-denominational organisation established in 1972. Its mission is: " To create opportunities for disadvantaged young people by investing in education related programs that help them achieve their potential and meaningfully participate in the community.

The Malmsbury Camp Complex (Camp) provides opportunities for young people from disadvantaged schools and groups to enable Educational and Recreational Programs. The Camp is located at:

1000 Vaughan Springs Road,
Malmsbury, Victoria
Tel: (03) 5473 4310
Fax: (03) 5473 4230

Directions for Emergency Services: Melways reference – Map 609 D8.

The camp is 14km's from Malmsbury. Malmsbury is on the Calder Highway, approximately 63km south of Bendigo, 110km NW of Melbourne.

From Malmsbury turn west into Daylesford Road and then after 4km right into Vaughan Springs Road (sign posted). The camp is 10km along the road, on the right (sign posted).

DOXA aim to ensure the safety and wellbeing of Camp staff, contractors and visitors. One element in meeting this aim is an effective Emergency Management Plan.



Fire - Emergency Management Planning

Risk: Fire presents a risk to the Camp visitors, users and contractors. The Camp is located in a bush setting and thus there is a possibility of a bush fire passing through the Camp. A fire originating within one of the Camp buildings is also a possibility. With appropriate physical protection systems, procedures, training and emergency management planning these risks can be controlled to an acceptable level.

Risk Rating: (based on Risk Management Matrix within this manual and assuming minimal emergency planning)

- Bush fire is rated as a “Severe Risk” with a “moderate” likelihood and a “catastrophic” consequence.
- Building fire is rated a “Significant Risk” with an “unlikely” likelihood and a “major” consequence.

Effective emergency management planning and training will greatly reduce these risks.

Back ground information: The following information is considered relevant to the development of an effective fire emergency management plan.

1. The Camp is located in a bush setting and adjacent to a state forest and near the Castlemaine Diggings National Heritage Park. Fires have occurred in this part of Victoria however it is not considered a “high” risk area when compared to the larger National Parks.
2. Bush fires can spread at very high speeds (20 km/hr) and can change direction very quickly.
3. In this area, the high fire risk time is usually in the early to mid afternoon on a day with a hot, dry, strong northerly wind blowing. The risk generally reduces significantly after 4pm as the wind and temperature drop.
4. In bushfires, radiant heat, dehydration and asphyxiation are the main killers. If evacuation is not possible the toilet block is believed to provide the best shelter.
5. During high risk periods the Camp should keep informed of fires by calling the Victorian Bush Fire Information Line (1800 240 667), reviewing the following web sites: www.cfa.vic.gov.au , www.dse.vic.gov.au , listening to ABC radio 774 or by being informed by the CFA or DOXA head office. Note: The CFA have no formal system to ensure that the Camp is notified.
6. Due to the surrounding bush, walking to safety is not considered an option.
7. Visitors, users and contractors are not expected to fight a fire.
8. The Camp may contain groups of up to 71 people. The Organs Bus Company (ph: 5422 1788 – 24 hours, large company with approximately 50 buses) can usually have a bus at Camp within 25 minutes. The camp can also be reached from two directions (second route – 50 minutes).
9. The facility has a fire water supply and a number of hydrants and hose reels that the CFA may use to fight a fire. Grass and other combustible materials are kept to a minimum.
10. The local CFA is located in Fryerstown and the Captain is Jim Cole (contact via the CFA region 15, number 5331 7966). The Camp has organised CFA training on site in the past and it is the intention to maintain a strong relationship with the CFA and conduct regular drills and training sessions. It is expected that the CFA could be on site within 20 to 30 minutes. During the fire season, four tankers respond and two during the winter (Fryerstown and Malmsbury).
11. In a bush fire situation, the CFA will be at the fire front and cannot be relied on to protect the Camp occupants and buildings. The Camp needs to be self sufficient and arrange evacuation.
12. The facility has smoke detectors and fire extinguishers in the sleeping cabins/dormitories, managers house and the cottage.
13. The Camp buildings are small and basic which will assist in the evacuation of any building. The main building on site contains a number of areas (Resource Centre, Kitchen, Dinning room and staff room) and thus an evacuation floor plan has been developed showing the location of exits and emergency equipment.



Emergency Management Planning - Fire

The following plans have been divided into five sections, three relating to an escalation of a bush fire situation, one regarding bush fire survival and one relating to a building fire. The sections are as follows:

1. Bush Fire – Preparation: Total Fire Ban days etc
2. Bush Fire – Evacuate Camp: Fire in area, advised by CFA etc
3. Bush Fire – Stay and Take Shelter: No time to evacuate.
4. Bush Fire – Survival: Additional Information
5. Building Fire – Evacuate Building: Smoke alarm, etc.

Bush Fire – Preparation

In the event “high potential threat” of a bush fire:

Trigger Point for “high potential threat” bush fire

1. Total Fire Ban days (in Central or North Western), or
2. Dry, hot northerly wind picks up, or
3. As advised by Emergency Services.

The Chief Warden should –

- Visit the websites www.cfa.vic.gov.au and www.dse.vic.gov.au each morning to update knowledge on fire threat.
- Alert the Deputy Chief Warden – Group Leader
- Contact Organs Bus Service (5422 1788) and confirm that a bus is available and could be at Camp within 30 minutes
- Call a group assembly and advise:
 - Confirm all accounted for
 - Arrange search party, if required – groups of two adults to search in different directions, **within the camp grounds only**, for 15 minutes and report back
 - If not found after initial search call Police (“000”)
 - All members of the group to remain in the Camp grounds, prepared to leave
 - No spark or flame generating activities are conducted (outside of the kitchen)
 - No smoking
- Contact the Victorian Bush Fire Information Line (hourly) on 1800 240 667 and ask if there are any fires in the area. Document discussion.
- Review emergency preparedness check list.



Bush Fire – Evacuate Camp

In the event of a bush fire:

Trigger Point for bush fire

1. Signs of a bush fire (smoke and smell) are evident
2. Advised of nearby bush fire (within state forest or national park) that has potential to reach the Camp in under one hour
3. Advised by Emergency Services to evacuate

The Chief Warden should –

- Call 000 and report the fire and proposed action plan
- Alert the Deputy Chief Warden – Group Leader
- Request Organs Bus Service (ph: 5422 1788) to bring bus to the Camp immediately
- Request family groups to leave the Camp using their own vehicles in a convoy behind the group leader. The Group leader should take the group to the Malmsbury Sports Ground and confirm all are accounted for. The Police and CFA should be notified that the camp has been vacated and all persons are accounted for
- Advise CFA (“000”) if any delay in obtaining a bus is expected
- Call a group assembly and advise:
 - Confirm all accounted for
 - Arrange search party, if required – groups of two adults to search in different directions, ***within the camp grounds only***, for 15 minutes and report back
 - If not found after initial search call Police (“000”)
 - All members of the group to remain calm and collect their belongings (if time permits, i.e. waiting for the bus) and remain at the assembly point
- Confirm bus is on the way
- While waiting for the bus, with the assistance of the group leaders, isolate the power, start fire pump, start wetting down areas, fill gutters with water, close all doors and windows etc
- Load all visitors onto the bus when it arrives, re-confirm all visitors, users and contractors are accounted for
- Ensure your own vehicle is in operating condition and then ask the bus driver to take the group to the Malmsbury Sports Ground. Follow the bus to Malmsbury.
- Confirm all are accounted for and notify the Police and CFA that the Camp has been vacated and all persons are accounted for
- Contact Victorian Bush Fire Information Line after 4pm on 1800 240 667 and ask if there are any fires in the area, if not return to Camp

Bush Fire – Stay and Take Shelter

In the event of the bush fire arriving before evacuation:

Trigger Point for bush fire

1. Obvious signs of a bush fire (smoke and smell) in the immediate area are evident
2. Advised that the a fire is likely to arrive before the evacuation bus
3. Advised that a bus is not coming due to the fire risk

The Chief Warden should –

- Call CFA (“000”) and advise situation and request immediate assistance
- Move all visitors to the toilet block, ensure an adult in each section
- Ensure all accounted for and in suitable clothing and with a wet towel
- Obtain Bush Fire Kit (rags, rubber mats to block drains, face masks (for all), eye goggles (group leaders) and First Aid Kit and move to toilet block
- Turn off gas and power
- Activate the sprinkler system
- Start fire pump and provide hoses in each section of the toilet block
- Close all external windows and doors, and block gaps from inside with wet towels
- Fill baths, sinks, buckets, etc with reserve water
- Plug downpipes with rags and fill gutters with water
- Remove curtains and furniture away from windows
- Wear long, woollen or heavy cotton clothing, solid boots or shoes, a hat or woollen balaclava, and gloves.

In bushfires, radiant heat, dehydration and asphyxiation are the main killers.



Bush Fire – Survival – Additional Information

BEFORE THE BUSHFIRE SEASON - Prevent/Prepare*

- Maintain the firebreak around the camp buildings, trim branches well clear of the buildings. Clear roof and gutters of leaves, twigs, etc.
- Remove all rubbish, leaf litter and native shrubs growing too close to buildings. Keep grass short and green.
- Fit wire screens to doors, windows, vents, and enclose all gaps, roof eaves and the area under buildings.
- Store wood, fuel, paints, etc well clear of the main buildings.
- The local CFA can provide assistance and advice in these areas.

IF CAUGHT IN FIRE, DRIVING - Shelter in Car*

- Don't drive into or near bushfires.
- If caught in a bushfire don't drive through flames or thick smoke.
- Stop at a clearing or roadside in a low vegetation area.
- Turn ignition off, and hazard lights and headlights on.
- Stay inside unless near safe shelter.
- Keep vents, windows and doors closed.
- Lie inside, below window level, under a woollen blanket until fire-front passes.
- After the main fire-front passes, if heat or fumes inside become severe, get out and move to already burnt ground, keeping your whole body covered.
- The petrol tank is unlikely to explode in the period you need to stay in the car while being shielded from the deadly radiant heat of the fire-front.

IF CAUGHT IN FIRE, ON FOOT - Find Shelter*

- Don't panic - cover all exposed skin.
- Move across-slope, away from the fire-front, then down-slope towards the rear of the main fire.
- Find open or already burnt ground.
- Don't try to out-run fire, or go uphill, or even through low flames, unless you can clearly see a safe area close by.
- If you can't avoid the fire, lie face down under a bank, rock, loose earth, or in a hollow, or if possible get into a dam or stream, but not a water tank.



EMERGENCY SURVIVAL REQUIREMENTS*

If faced with the dangers of radiant heat from flames, body dehydration and smoke inhalation, emergency protection is possible, even in high intensity fires. Wrap yourself in a heavy, pure wool blanket and carry a flask of water to drink and moisten a blanket corner as a smoke mask.

*Information supplied by Emergency Management Australia.

Building Fire

In the event of a fire (within the camp):

The Chief Warden and Group Leaders should –

- Request someone to call the fire brigade on “000”;
- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Close the door on the fire to contain the spread;
- Confirm that the fire brigade has been called on “000”;
- Extinguish the fire (only if safe to do so);
- If threat to life exists, evacuate immediately, closing all doors;
- Check that all areas have been cleared & inform the Chief Warden;
- Control the movement of occupants to the Evacuation Assembly Area (between water tanks and the cottage);
- Maintain control of persons at the Evacuation Assembly Area;
- Place Deputy Chief Warden to monitor group
- Meet CFA and direct them to the fire



Medical Emergency- Emergency Management Planning

Risk: There are a number of possible risks at the Camp that may result in the need for medical treatment. The Camp is located in a bush setting and outside medical assistance may take 30-60 minutes to arrive.

Risks include (but not exclusive to); Snakebite, Bee sting, Drowning, Burns, Trips and falls (Fractures, Spinal Injury, Soft Tissue Injury), Food Poisoning, Sunstroke, Dehydration, Hypothermia, Eye injuries, Heart Attack, Asthma Attack, Epileptic Fit. With appropriate procedures, training and emergency management planning these risks can be controlled to an acceptable level.

Risk Rating: (based on Risk Management Matrix within this manual and assuming minimal emergency planning).

Risk	Likelihood	Consequence	Rating	Comments
Trips and Falls	Moderate	Moderate	Significant	First aid response
Poison/bite/sting	Moderate	Moderate	Significant	First aid response
Burn	Unlikely	Major	Significant	First aid response
Heart Attack	Rare	Catastrophic	Significant	High level aid
Asthma/Epileptic	Moderate	Moderate	Significant	Mid level aid

Effective emergency management planning and training will reduce these risks.

Background information: The following information is considered relevant to the development of an effective medical emergency management plan.

14. The Camp is located in a bush setting 30 minutes from the Kyneton Hospital (see following page for detail).
15. The Camp may contain groups of up to 71 people.
16. The Ambulance can be at the Camp within 30 to 60 minutes, or via a second route, 50 to 80 minutes.
17. In a medical emergency, the Camp will need to be self sufficient for the first 30 to 60 minutes.
18. The Camp's staff room offers a sick bay and first aid room.
19. St John Ambulance has recommended that someone at Camp receive Level 2 First Aid training and advanced resuscitation and asthma management training.
20. It is expected that someone at Camp will be a qualified First Aider (Level 2 or higher).
21. At least one member of every group is required to have First Aid training (minimum level 1, ideally level 2).
22. The Camp has two first aid kits and the groups are requested to bring their own (suitable for the number of people in the group and the environment). An additional kit is to be provided in the staff room. St John Ambulance will ensure the kits are adequate for the location and operations and are kept up to date.



Local Medical Services

Kyneton Hospital is a private hospital and does not always have a doctor on duty in their Accident/Emergency department.

Therefore, if there is an **accident at Camp during the day**, please contact the Campaspe Family Medical Practice, not the Kyneton Hospital, to make arrangements to see a doctor. A doctor at the Campaspe Family Medical Practice will then assess the patient to decide whether or he/she needs to go to the hospital.

Contact details:

Campaspe Family Medical Practice

2 Jennings St, Kyneton
Ph: 5422 2877

If there is an **accident at Camp after hours**, a nursing triage service is available from the Kyneton Hospital. The nurse will make an assessment over the phone as to whether or not the patient should attend the hospital, and if a doctor needs to be called.

Contact details:

Nursing Triage Service

1300 557512

Hours of operation:

Mon - Fri: 6pm to 8.30am

Sat 1pm to Mon 8.30am

Kyneton Hospital:

Lot 2, Caroline Chisholm Drive, Kyneton
Ph: 5422 9900

Directions to Kyneton & hospital:

Turn left out of Camp driveway. Travel 10 km to end of road. Turn left at T-intersection and travel 4km to Calder Fwy. Turn right and drive through Malmsbury. As per map, take second signed Fwy exit to hospital.

Ambulance Ph: 000

If an ambulance is needed, it will most likely come from Kyneton (20 minutes drive).

Please give the following details:

Doxa Camp

1000 Vaughan Springs Road

Melways Ref 609 D8

From Malmsbury, turn west into Daylesford Rd. Travel 4km then turn right into Vaughan Springs Rd. Doxa Camp is located 10km down this road, on the right hand side. There is a large entrance sign.

In the case of an emergency, use the phone in the manager's office, or if this is not available, the public telephone located in the staff/teachers area (coins required).

If a return number is needed, the Camp number is (03) 5473 4310. If using the payphone, it can be reached on 03 5473 4301.



If there is a **suspected broken bone after hours**, the Kyneton Hospital does not have an after hours X-ray department. Therefore, to save time, it is advisable to consider going immediately to the Bendigo Hospital.

Contact details:

Bendigo Hospital
Emergency Department
Stewart Street, Bendigo
Ph: 5454 8100

Directions to Bendigo & Hospital

Turn left out of Camp driveway. Travel 10 km to end of road. Turn left at T-intersection and travel 4km to Calder Fwy. Turn left and drive direct to Bendigo. Travel to the centre of Bendigo and turn left up View St at the fountain intersection. At top of View St, turn right at the traffic lights and travel until you see the hospital on your left at a set of traffic lights.

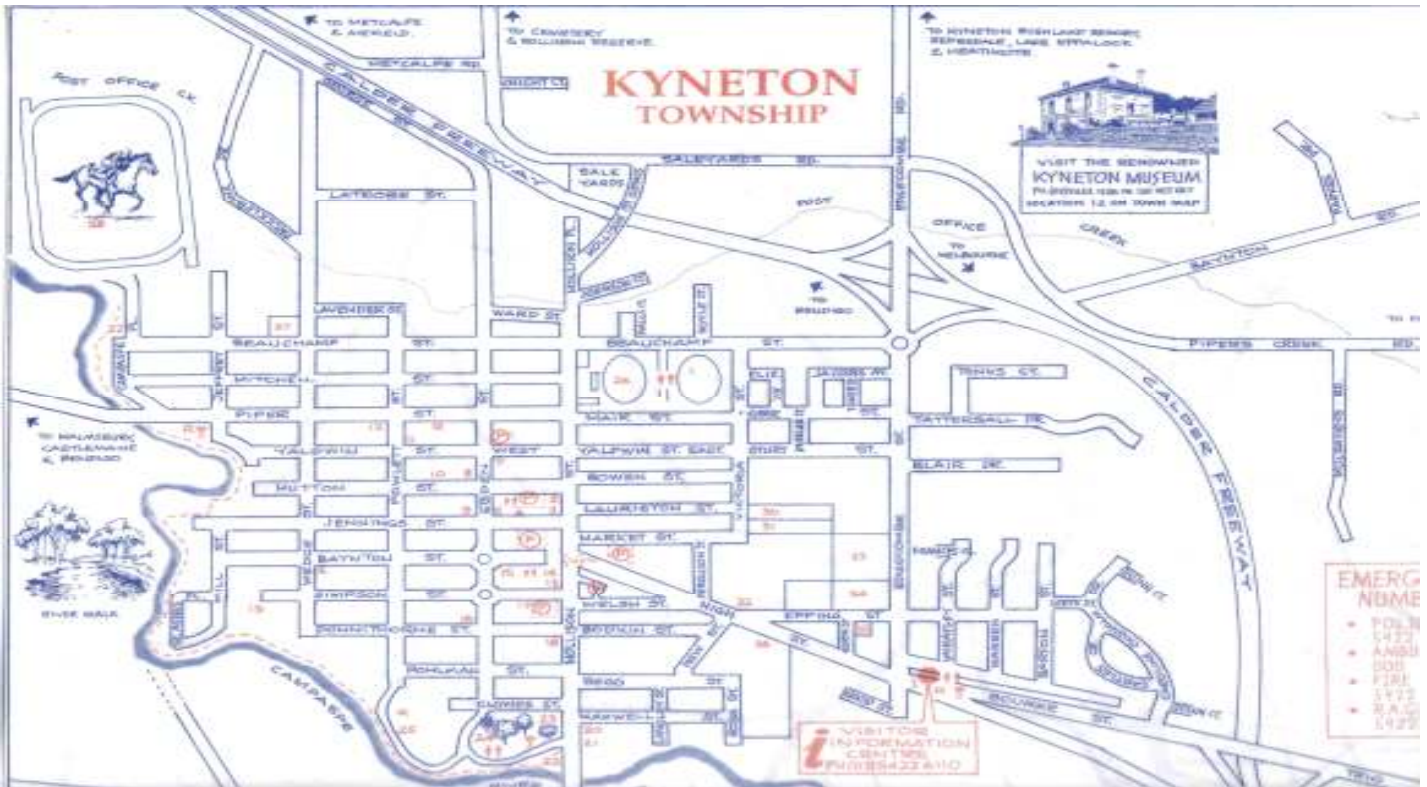
Note: If in any doubt about a person's condition call "000"

DOXA YOUTH FOUNDATION, MALMSBURY CAMP



EMERGENCY MANAGEMENT MANUAL

Map of Kyneton:

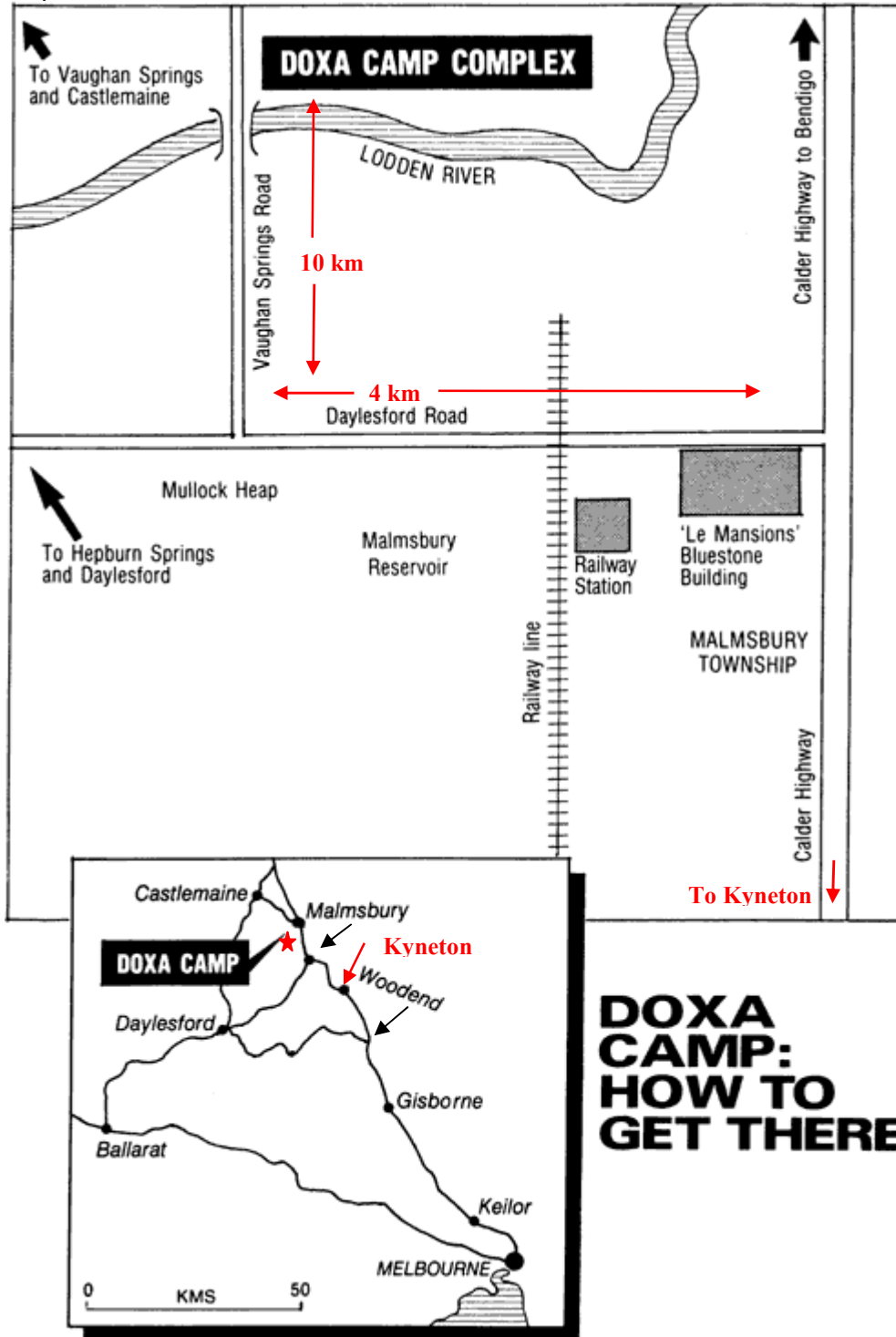


DOXA YOUTH FOUNDATION, MALMSBURY CAMP



EMERGENCY MANAGEMENT MANUAL

Map of local area:



DOXA CAMP: HOW TO GET THERE



Emergency Management Planning - Medical

In the event of required medical assistance:

The Chief Warden (Nominated First Aider) should –

- Check for any threatening situation and remove or control it (if safe to do so);
- Check the casualty for a Response, then Airway, Breathing and Circulation followed by an overall search for obvious bleeding and control immediately;
- Place casualty in appropriate position;
- Remain with the casualty and provide appropriate support;
- Notify the ambulance service by dialling “000”. Give details of injury and address (including Victoria) and location of casualty;
- Designate someone to meet the ambulance and direct it to the location of the casualty;
- Do not move a casualty unless they are exposed to a life threatening situation;
- Record all action and treatment rendered

Note: For any other injuries or illnesses which are non-life threatening and the casualty is able to be moved, assistance can be rendered in the Staff Room (Designated First Aid Room). Refer to the First Aid Handbook for treating specific injuries. This is located in the First Aid Kit in the Staff Room (Designated First Aid Room).

It is important to remember that a casualty is in a dynamic, not a static condition. This is particularly important in head and abdominal injuries, where a gradual deterioration in condition can occur. Therefore it is important to continually monitor the casualty, especially in protecting the airway and control of bleeding. Shock, cyanosis (turning blue) and loss of consciousness are the principle conditions a First Aider should watch for.

The First Aider should be aware of the following possible injuries and their associated treatments: (refer to the First Aid Handbook for details)

- Snakebite, Bee Sting
- Drowning
- Burns
- Trips and falls
 - Fractures
 - Spinal Injury
 - Soft Tissue Injury
- Food Poisoning
- Asthma or Epilepsy Attack
- Dehydration, Sunstroke, Hypothermia
- Eye injuries



Floods / Severe Storms - Emergency Management Planning

Risk: Storms and flooding present minimal risk to the Camp visitors and users and moderate risk to contractors. The Camp is located in a bush setting and adjacent to the Loddon River. However, the Camp is on high ground above the river and the likelihood of flooding in the Camp is minimal. The only risk would be to people on low ground (including contractors) but the Rules for Camp users state this area is strictly out of bounds.

Risk Rating: (based on Risk Management Matrix within this manual and assuming minimal emergency planning)

- The risk of someone being injured during a storm or flood is rated as a “Moderate Risk” with an “unlikely” likelihood and a “moderate” consequence.

With appropriate physical protection system, procedures, training and emergency management planning this risk can be controlled to an acceptable level.

Background information: The following information is considered relevant to the development of an effective flood/severe storms emergency management plan.

1. The Camp is located in a bush setting and adjacent to the Loddon River.
2. This part of the river (upper reaches) can flood but a flash flood is not expected.
3. Heavy rains in the local area and around Daylesford and Trentham will cause the river to flow and rise.
4. The river does not flow at all times and often pools of water are left in the river, adjacent to the camp.
5. The area is not considered a high risk regarding severe storms; however it is possible that a severe storm could occur at some time.
6. The camp buildings provide good shelter in a storm.
7. The Bureau of Meteorology can provide storm and flood warning and can be contacted on 9669 4916 (recorded message – select option 1, then option 4 to talk to someone). Also contact them on 9669 4000 or at www.bom.gov.au
8. The State Emergency Service can be contacted on 9696 6111 if assistance is required. The SES has information on staying safe during a flood or storm (North West Region 5447 0845, www.ses.vic.gov.au)



In the event of a flood or severe storm:

The Chief Warden should –

- Call a group assembly and:
 - Confirm all accounted for
 - Arrange search party, if required – groups of two adults to search in different directions, ***within the camp grounds only***, for 15 minutes and report back
 - If not found after initial search call Police (“000”)
 - All members of the group to remain in the Camp grounds
 - Within the resource centre, if possible
 - Strictly no access to the river
- Store or secure all loose items external to the building, such as outdoor furniture, etc.;
- Secure all windows (closing curtains/blinds) and external doors;
- Tape windows and glass entrances, and protect them with boards and sand bags (if necessary);
- Isolate / shut off electricity, water and gas services;
- Protect valuables, disconnect electrical equipment and cover and/or move it away from windows;
- During a severe storm remain in the building, keeping the occupants away from windows;
- Call the Bureau of Meteorology (see below) for information
- Listen to the ABC radio
- After the storm, evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm. Beware of fallen power lines, damaged buildings, trees and flooded drains. Check trees within the Camp for damage and stability;
- Consult with the Deputy Chief Warden regarding the status of the occupants’ safety;
- Call State Emergency Services (SES) on 9696 6111 if assistance is required

Note: During periods of heavy rain in the area the Loddon River may rise creating an increased risk of drowning and injury. No access to the River should be allowed.

The Bureau of Meteorology can provide storm and flood warning and can be contacted on 9669 4916 (recorded message – select option 1, then option 4 to talk to someone). Also review their web site at: www.bom.gov.au

You should be prepared before the storm hits

- Trim tree branches well clear of buildings.
- Ensure you have a battery radio and torch with fresh batteries.
- Clear Camp of loose objects, clean and check roof, guttering and down-pipes.



EMERGENCY PLANS

Lost Person(s)

In the event of a Lost Person(s) being reported:

The Chief Warden/Manager should –

- Consult with Duty Chief Warden (Group Leader)
- Call a group assembly:
 - Confirm name of missing person(s) and likely whereabouts
 - Arrange search party – groups of two adults to search in different directions, **only within the camp grounds**, for 15 minutes and report back
 - If not found after initial search call Police (“000”)
 - All members of the group to remain within the assembly point until advised by the Police
- Take advice from police

Note: Group assembly should be called at least three times per day and prior to each time the group leaves camp to confirm all are accounted for.



Power Failure

In the event of a Power Failure:

The Chief Warden/Manager should –

- Consult with Duty Chief Warden (Group Leader)
- Call Power Core on 13 24 12 and report failure and request expected time frame of outage.
- Call group assembly:
 - Advise group on status
 - Request all group members to carry their torch at night
 - Restrict movement around the camp at night
- Determine if evacuation is required



Hazardous Materials

In the event of hazardous material spill:

The Chief Warden/Manager should –

If the spill may give off toxic or noxious fumes:

- Call the fire brigade on “000” & notify the Deputy Chief Warden - Group Leader;
- Provide as much information about the hazardous material as possible;
- Turn off air conditioning and recirculation fans – ventilate to the open air if possible;
- Notify all persons in the building to evacuate (ensure Evacuation Assembly Area is upwind);

~ and ~

If the spill is a suspected flammable material:

- Remove any ignition sources;
- Evacuate all persons in immediate danger;
- Call the fire brigade on “000” & notify the Deputy Chief Warden - Group Leader;
- Do not attempt to re-enter the affected area;
- Control the movement of occupants to the Evacuation Assembly Area (if required);
- Remain at the Evacuation Assembly Area until advised by emergency services.



Bomb Threats

In the event of receiving a telephone bomb threat:

*Keep the caller talking (do not hang up at any time), and note as many details as possible on the **Bomb Threat Checklist**.*

Important details include –

- Exact wording of the threat;
- Location of the device;
- Time of detonation;
- Sex and other details of the caller, such as estimated age;
- Details of speech, accent, delivery and background noises.

Action to be taken by Recipient:

- Complete Bomb Threat Checklist (**DO NOT HANG UP THE PHONE**);
- Notify the Chief Warden who will notify the Police by dialling “000” – but do not do or say anything that may encourage irrational behaviour;
- **The Police will take any further action required.**

Action to be taken by Chief Warden/Manager:

- Ensure that the Police are notified immediately;
- Do not do or say anything that may encourage irrational behaviour;
- Ensure that doors are left **open**;
- DO NOT touch any suspicious object found;
- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.
- Evacuate all people to a safe area.

IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND:

1. **Do not touch.**
2. **Clear the area.**
3. **Notify the Chief Warden immediately.**
4. **Follow the directions given**
5. **Prevent all persons from entering her area where the device is located.**



Gas Leakage

In the event of a gas leak:

The Chief Warden/Manager should –

- Ensure that the Deputy Chief Warden – Group Leader is notified;
- Isolate the gas supply at the LPG tank (if safe to do so);
- Notify the fire brigade by dialling “000”;
- Notify Gas Company
 - Call ELGAS on 13 11 61 – Customer # 0732580998
 - Second option, call 13 27 71 to report gas leak
- Shut down the air conditioning to prevent the spread of any flammable and/or toxic gases;
- Remove all ignition sources (if safe to do so). Turn off the electrical supply;
- Report to the Deputy Chief Warden regarding any actions taken;
- Control the movement of occupants to the Evacuation Assembly Area (if required);
- Remain at the Evacuation Assembly Area until further advised by emergency services.



Personal Threat

In the event of a civil disturbance:

The Chief Warden should –

- Ensure the Deputy Chief Warden – Group Leader is notified immediately;
- Notify the police by dialling “000” and requesting assistance;
- Do not do or say anything that may encourage irrational behaviour;
- Alert any other staff or group leaders in your vicinity;
- Initiate action to:-
 - i. Restrict entry to the building if possible;
 - ii. Confine or isolate the presence from building occupants;
- Consult the Deputy Chief Warden regularly regarding the status of the occupants’ safety;
- Evacuation should be considered (only if safe to do so);
- Have as many people as possible complete the “DESCRIPTION OF OFFENDER” form.



Earthquakes

In the event of an earthquake:

The Chief Warden should –

- Instruct occupants to keep away from windows and seek shelter under a table or desk;

After the earthquake...

- Evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred;
- Evacuation Assembly Area (if required) is to be clear of trees, powerlines, buildings, etc.;
- Isolate / shut off electricity, water and gas services if necessary;
- Arrange medical assistance where required;
- Consult the Deputy Chief Warden regarding the status of the occupants' safety;
- Tune in radios and follow any emergency instructions.



CHIEF WARDEN'S NORMAL RESPONSIBILITIES

- Assist Doxa Management with implementing the Emergency Management Policy
- Regularly review the Emergency Management Plan
- Be familiar with location and procedure to isolate power, gas and water
- Monitor current fire and storm warnings, including total fire ban days, river flood warnings, severe storm warnings
- Appointment of every Group Leader to the emergency position of Deputy Chief Warden
- Conduct emergency drill with every group
- Induct all groups into Camp
- Determine training strategies as required
- Co-ordinate all drills and exercises
- Support any outside agencies e.g. Fire brigade, Police etc.
- Encourage CFA to visit the site and to conduct drills
- Refer any Media attention/personnel to the designated Communications Officer



CHIEF WARDEN'S EMERGENCY RESPONSIBILITIES

- Ascertain the nature and scope of the emergency
- Ensure that the emergency services have been notified
- Attend the assembly point or the emergency location
- Ensure the appropriate response has been actioned
- Initiate evacuation of affected areas if necessary
- Review relevant Emergency Response Plan to check that nothing has been overlooked
- Brief the incoming emergency services and respond to their requests
- Refer any Media attention/personnel to Ken Swanson. Note: Security may be required to control access to site
- Notify Doxa Management of any emergencies
- Complete any relevant Doxa documentation



DEPUTY CHIEF WARDEN'S NORMAL RESPONSIBILITIES

- Discuss your responsibilities with Chief Warden
- Review the Emergency Management Plan
 - Emergency Numbers
 - Specific Emergency Plans
- Tour site with Chief Warden and become familiar with the Assembly Point, Evacuation Point, First Aid Kit, Fire Extinguishers
- **Review the responsibilities of the Chief Warden as the Deputy may be required to become the Chief Warden in an emergency**



DEPUTY CHIEF WARDEN'S EMERGENCY RESPONSIBILITIES

- Ascertain the nature and scope of the emergency
- Attend the assembly point or the emergency location
- Assist Chief Warden to action appropriate response
- Assist in any evacuation of affected areas
- Review relevant Emergency Response Plan to check that nothing has been overlooked
- **Take over the responsibilities of the Chief Warden if required**



COMMUNICATION OFFICER'S NORMAL RESPONSIBILITIES

- Handle all press enquires
- Monitor severe weather warnings in the Malmsbury area
- Monitor days of total fire ban and advise Chief Warden
- Monitor fires in the Malmsbury area and advise Chief Warden
- Maintain records such as training, CFA visits, fire equipment maintenance and inspection, incident reports



COMMUNICATION OFFICER'S EMERGENCY RESPONSIBILITIES

- Handle all press enquires
- Keep in contact with Chief Warden and provide support, security may need to be sent to site to control access
- Monitor severe weather and keep Chief Warden advised
- Monitor days of total fire ban and advise Chief Warden
- Monitor fires in the Malmsbury area and advise Chief Warden
- After the emergency, ensure all appropriate documentation is completed and collected