



Emergency Management Plan for CYC Blue Lagoon

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6th Revision Aug 2024



Emergency Management Plan Manual

**Produced by
CYC Blue Lagoon**

**41-55 Bally Park
Road
Dodges Ferry
TAS**

**on
01/08/2024**

**Emergency
Contacts**

**Emergency
Response
Procedures**

**Site Plans and
Assembly Areas**

**Specific
Responsibilities**

**Recording &
Reporting Forms**

EMERGENCY CONTACT TELEPHONE NUMBERS

PLEASE PHONE THE MANAGER IMMEDIATELY

(03)6265 8192 OR 0437 130 835

BEFORE AND AFTER MAKING ANY EMERGENCY CALL.

Fire Brigade, Police, Ambulance	000
State Emergency Service (Storms Etc.)	132 500 6173 2707
Aurora Energy	1300 132 003
Department for Education - Tasmania	1800 816 057
Worksafe - Tasmania	1300 366 322 6166 4600
Poisons Information Centre	13 1126
Interpreter Service (24 Hours)	13 1450
Hobart Hospital	6222 8308
Hobart Private Hospital	6214 3000
Redline Coaches	1300 360 000
Doctor - Sorell	6165 1595
Chemist – Dodges Ferry	6265 7457
St George’s Anglican Church- Sorell	6265 2445

EMERGENCY RESPONSE PROCEDURES

Australian Standards AS 3745-2002 defines an emergency as: "Any event that arises internally, or from external sources, which may adversely affect persons, or the community generally, and which requires an immediate response."

Procedures given in this section cover the following situations:

Evacuation of Buildings

Evacuation of Site

Fire or the threat of fire

Flood / severe storm

Gas leakage

Medical Assistance

Missing / Lost Guest

Personal Threat

At the conclusion of any of the above incidents appropriate reports must be completed.

In all incidents the Camp Manager will be the Officer In Charge (OIC) and Chief Warden. This does not mean they do everything, they are in control. The leader of the guest group and Blue Lagoon staff must work with the OIC to carry out the steps outlined in the EMP.

EVACUATIONS

BUILDING EVACUATION

Where the decision to evacuate a building has been made the evacuation plan as shown in this document and each building must be followed.

- Staff must inform guests of the need to evacuate and help to direct them to the appropriate assembly point.
- Assistance may be required for those who are less mobile elderly or have vision or hearing impairment. These guests should be located and assisted as required.
- All guests and staff must report to the Area Warden at the assembly area so that everyone on site is able to be accounted for.
- If the Assembly area warden does not have everyone accounted for the Chief Warden will coordinate a search using the wardens to locate the missing persons.

WHOLE SITE EVACUATION

Where the decision to evacuate the site has been made the evacuation of the site is to be carried out in accordance with **the Pre-incident plan**. In essence this will be by private vehicle or bus as arranged. Evacuees are to be transported in the first instance to Sorell Anglican Church and then to their school/church/homes when all are present.

- Any guests with disabilities should be identified and allocated a person to assist them, ensure they are aware of the situation and guide/take to safety:
- These people may include People who are:
 - Hearing impaired
 - Vision impaired
 - With impaired mobility
 - Intellectually handicapped

FIRE (RED ALERT)

In the event of a FIRE IN A BUILDING:

Group leaders and Blue Lagoon Staff should:-

- 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 (only if safe to do so);
- Call the fire brigade on **000** and **notify the site manager**;
- Extinguish the fire (only if safe to do so);
- If threat to life exists, evacuate immediately, closing all doors;
- In the case of an electrical fire turn off the power if safe to do so.
- When the Site Manager is informed an alarm, siren or announcement will sound to alert all campers to the need to evacuate.
- Ensure all campers leave the buildings and assemble at the emergency assembly area.
- Check to see that all camper, leaders, teachers and visitors are present.
- No one is to re-enter any building until cleared to do so by the fire brigade. Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

In the event of a BUSH FIRE:

Group leaders and Blue Lagoon Staff should:-

- Alert all persons nearby and request assistance;
- Assist any person in immediate danger (only if safe to do so);
- Call the fire brigade on **000** and **notify the site manager**;
- Extinguish the fire (only if safe to do so);
- Call all Guests to the **Bay Room**, checking roll to ensure all guests are in attendance.
- In the event that the **Tasmanian Fire Service** determines that evacuation of the site is required (only in the event of a major bush fire and with more than 4 hours notice),
Guests will be evacuated to St George's Anglican Church, 16 Gordon Street, Sorell .
- Any guests with disabilities should be identified and allocated a person to assist them, ensure they are aware of the situation and guide/take to safety:
- These people may include People who are:
 - Hearing impaired
 - Vision impaired
 - With impaired mobility
 - Intellectually handicapped

SEVERE STORM

In the event of a SEVERE STORM

Blue Lagoon Staff should notify Guests of the expectation of a severe storm.

If Off Site:-

- Ensure you have a mobile phone with you and that Blue Lagoon Management have the number of the offsite phone so that warning can be given.
- Depending on your location either find a suitable place to shelter and stay, or if safe to do so make your way to Blue Lagoon or another safe building as quickly as possible.
- It is important to ensure everyone in the group is accounted for at all times.

If On Site:-

Everyone must Assemble in the Rec Hall.

- Conduct a Roll Call to ensure all guests are accounted for.
- The Chief Warden should then designate wardens to search and locate missing guests.
- Wardens to store or secure all loose items external to the building (if safe to do so)
- Close all windows and doors.
- Disconnect electrically sensitive equipment like computers and TV's.
- Emergency power generator to be used if required.
- Remain inside the buildings, keeping away from exposed windows,
- After the storm,
 - evaluate the need to evacuate buildings due to damage or the potential for fire.
 - Report on the status of the guests to the Site Manager.

GAS LEAKAGE

In the event of a GAS LEAK

Group leaders and Blue Lagoon Staff should:-

- Call the **Site Manager immediately**, and then if deemed necessary call the Fire Brigade on **000**.
- Turn off the Gas Supply (if safe to do so);
- Hit the emergency gas switch in the kitchen if safe to do so.
- Turn off the electrical supply to the main building
- If deemed necessary notify all persons to evacuate the building, making sure the designated evacuation assembly area is upwind & well away from the leak.
- Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

HAZARDOUS MATERIALS

In the event of HAZARDOUS MATERIALS SPILL

Group leaders and Blue Lagoon Staff should:-

- Call **000** asking for the Fire Brigade and **notify the Site Manager**;
- Provide as much information about the material as possible;
- Open windows and doors if possible;
- If the spill is suspected of being flammable:- Remove any ignition sources (if safe to do so) before evacuating the area.
- Notify all persons to evacuate the building, making sure the evacuation assembly area is upwind.
- Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area, checking roll to ensure all guests are in attendance.

MEDICAL EMERGENCY (BLUE ALERT)

In the event of a MEDICAL EMERGENCY on Site

Group leaders and Blue Lagoon Staff should:-

- Check for any threatening situation and remove or control it (if safe to do so);
- Remain with the casualty and provide appropriate support;
- Notify First Aid Personnel (If no Group Leaders are qualified Blue Lagoon Staff have Level 2 First Aid Certificates);
- Notify Site Manager;
- The site manager, in consultation with the group coordinator will call the Ambulance Service on **000**. The ambulance may take up to 30 minutes to arrive and consideration may be given to transporting the patient by private vehicle if deemed appropriate;
- The chief warden will designate someone to meet the ambulance and direct it to the location of the casualty;
- NOTE
 - Provide support and appropriate assistance
 - Do not leave the casualty alone
 - Do not move casualty unless they are exposed to a life threatening situation by being left as and where they are.
 - Witnesses are required to fill in incident reports (supplied by Blue Lagoon)
- Try to keep other guests away from the area and ensure that guests and witnesses are debriefed afterwards.

In the event of a MEDICAL EMERGENCY off Site

Group leaders and Blue Lagoon Staff should:-

- Check for any threatening situation and remove or control it (if safe to do so);
- Remain with the casualty and provide appropriate support;
- Notify the designated First Aid Person (Blue Lagoon Staff have Level 2 First Aid Certificates);
- Do not move casualty unless they are exposed to a life threatening situation by being left as and where they are.
- Notify **Site Manager**, either by phone or by sending two responsible persons with details;
- Call the Ambulance Service on **000** if needed. This may take up to 30 minutes to arrive and consideration may be given to transporting the patient from the area if deemed appropriate by Site Manager (some walking tracks and beaches are reachable by vehicle so please await instructions);
- Designate someone to meet the ambulance and direct it to the location of the casualty.
- Try to keep other guests away from the area and occupied
- Ensure that guests and witnesses are debriefed afterwards.
- Witnesses are required to fill out an incident report (Supplied by Blue Lagoon)

MISSING OR LOST GUEST

In the event of a MISSING OR LOST GUEST

Group leaders and Blue Lagoon Staff should:-

- In the first instance determine if any one is missing and then who is missing can be determined by a roll check.
- Notify Site Manager who will oversee search.
- Use PA system to call for the person.
- If a guest is missing then:
- Check all buildings systematically, especially bedrooms and bathrooms, systematically. (Start at room 16, through room 9, Amenities in Sleeping Block, Rooms 8-1, Bathrooms in Main Building, Assembly & Dining Rooms then downstairs in the Games Room, toilets, Laundry area, Store rooms.
- Check playing fields, Playground, Slides, Outdoor Areas and Pump shed.
- Call Police on **000** if deemed necessary and person is not found.

PERSONAL THREAT

In the event of a PERSONAL THREAT

Group leaders and Blue Lagoon Staff should:-

- Call **the Site Manager immediately**, and then if deemed necessary the site manager will call the POLICE on **000**.
- Do not do anything that may encourage irrational or threatening behaviour.
- Initiate action to:-
 - Restrict the offenders entry into a building
 - Confine or isolate the intruder(s) / offender(s) from other guests.
- Evacuation may be considered, if necessary and safe to do so.
- If it is not safe to evacuate instruct guests to take cover and shut themselves into a secure building to restrict the intruder(s) / offender(s) access.
- Have as many people as possible complete the "Description of Offender" form.
- Debrief all persons involved in the incident and contact a counsellor if required.

ROLES AND RESPONSIBILITIES IN EMERGENCY SITUATIONS:

Campsite Manager (Chief Warden): White Vest

The campsite manager is responsible for coordinating the movements of staff and for clearing the site in the case of an emergency situation. They will need to have with them an emergency management kit in order to clear the site.

They will liaise with emergency personnel who are onsite and will check in with both the office manager and Program director regarding the movements of people around the site. They should meet and direct emergency services as they arrive on site. The Campsite Manager is responsible for keeping track of any extra staff who are helping them to clear the site and locate missing people.

Office Manager (Area Warden): Yellow Vest

The office manager will be responsible for contacting emergency services, collecting important camper information (if safe to do so) and reporting back to the campsite manager regarding information or instructions given by emergency services. They should stay in contact with both the program director and camp manager by radio or phone and are responsible for directing emergency services if the Campsite manager is unavailable. The office manager should deal with any press if they call through or arrive at the scene.

Program Director (Area Warden): Yellow Vest

The program director is responsible for managing the assembled campers, staff, leaders, teachers and visitors at the emergency assembly area. They should ensure they have with them both the accommodation list, a first aid kit, visitor book and emergency kit. They are responsible for checking to make sure everyone is accounted for and for keeping them contained, calm and out of the way of emergency services personnel.

Other Staff (Wardens): Red Vests

all other staff are to report to the program director at the emergency assembly area. Until they do this they may not go anywhere else or assist other staff in any way. The Campsite manager may recruit some staff members to help clear buildings and search for missing campers. This must be reported to the program director so that all people remain accounted for. They are to refer all press or emergency services personnel to the Campsite Manager, Program Director or Office Manager.

Leaders, Teachers, Parents, Visitors: are to remain in the emergency assembly area and report to the Program Director. They are to assist the Program director in maintaining control of the campers and should help the campers to remain calm. If they are aware of someone who is missing they should report it to the program director. They are to refer all press or emergency services personnel to the Campsite Manager, Program Director or Office Manager.

Emergency equipment:

Chief Warden Kit

Location: Managers Office

Area Warden Kit

Locations: Office and In the Staff Room

First Aid Kit

Locations: Foyer treatment area, Kitchen, Office, Rec Hall, Archery Shelter

Fire Extinguisher

See site map for locations

Gas shut off valve

Location: Kitchen wall beside staff room door

Power

Switchboard behind Tiger Head Dorm(Site Mains)

Switchboard on south end of Tigerhead block (Tiger head only)

Switchboard on south end of Red Ochre Block (Red Ochre only)

Switchboard beside Dining Room door in foyer (Main Building only)

Switchboard in store room of Rec Hall (Rec Hall only)

Fire hose

In the garden between the kitchen and the fire pit

Side access door on Rec Hall

Fire Pump

See fire pump instructions in pump shed beside rec hall

Water

See instructions in each pump location

Main building pump – Store room under kitchen

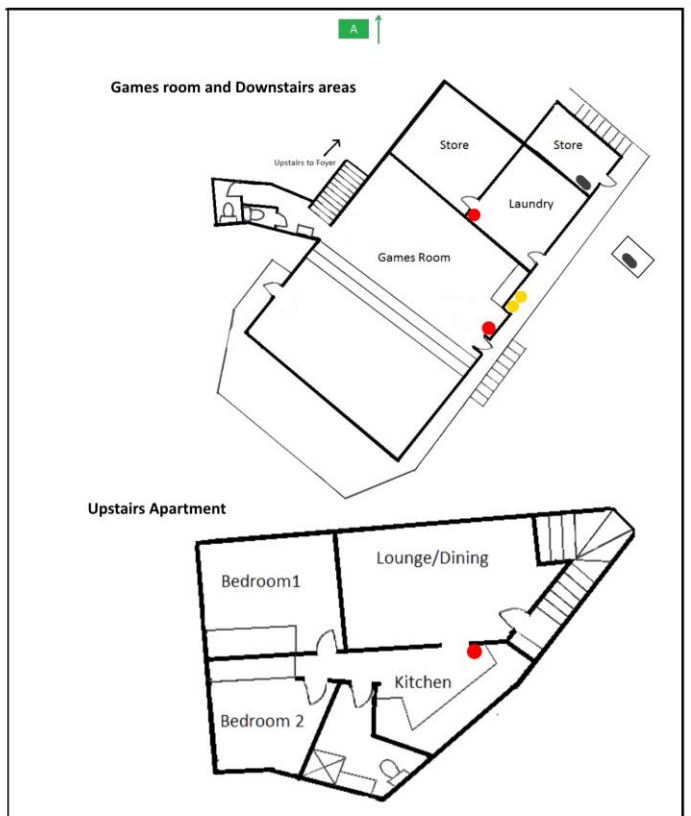
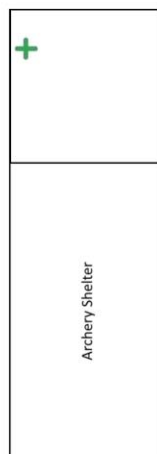
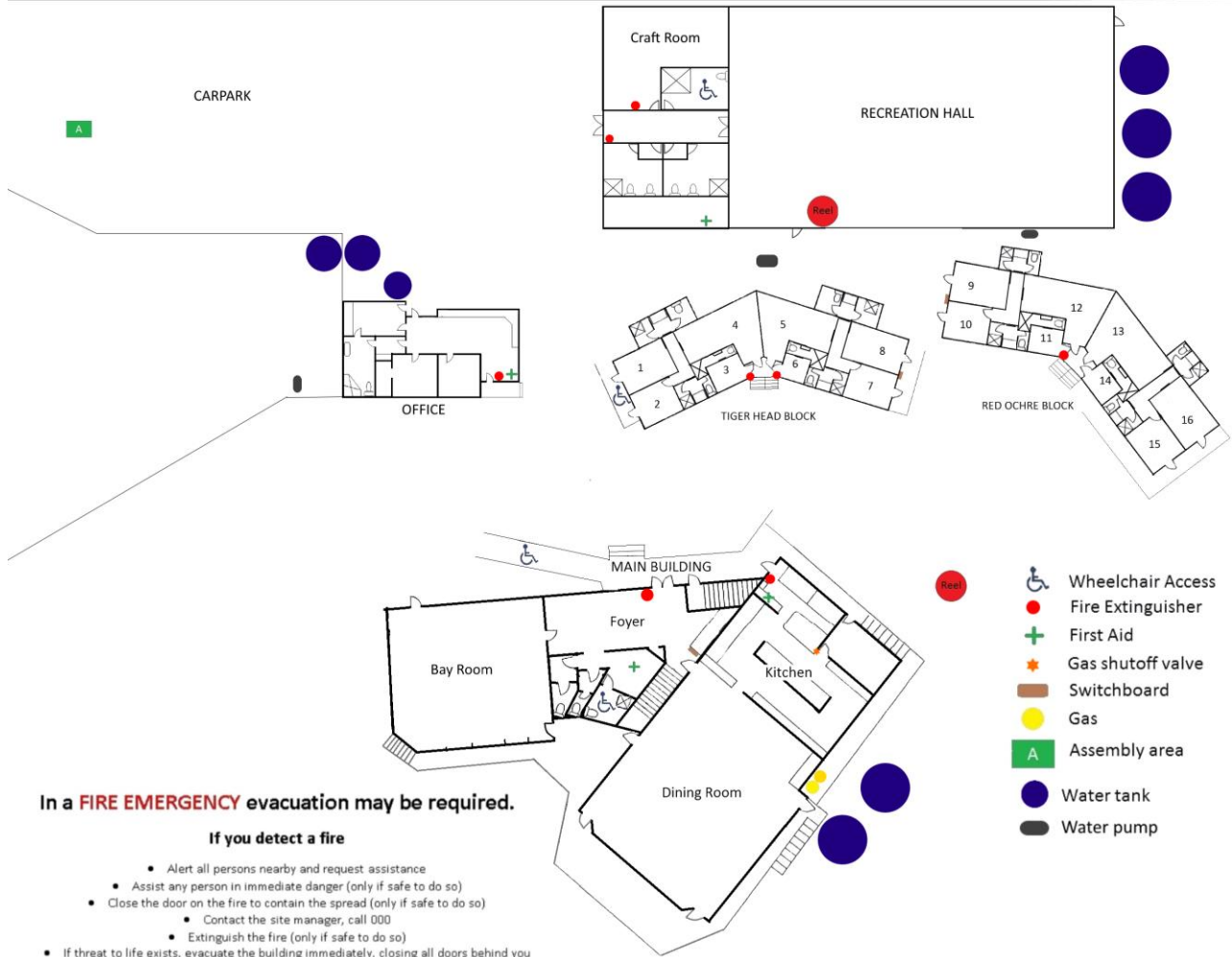
Dormitory and staff house pump – Shed in backyard of house 2

Rec Hall pump – Rear western side wall of Rec Hall

Bore Pump – bottom of stairs to archery shelter

Pump shed – outside laundry

BALLY PARK ROAD





Emergency Incident Report Form

To Be completed by the Chief Warden after every emergency situation and any incidents requiring Emergency Services involvement.

- Incident Reports are to be completed at the debrief of all incidents
- A copy is to be forwarded to the Blue Lagoon Board
- A copy is to be made and kept in the file for the camp during which the incident occurred
- The Chief Warden should keep a copy for their records.

Date: _____

Time: _____

TYPE OF EMERGENCY

Fire	<input type="checkbox"/>	Medical Emergency	<input type="checkbox"/>
Bushfire	<input type="checkbox"/>	Severe Storm	<input type="checkbox"/>
Gas Leak	<input type="checkbox"/>	Personal Threat	<input type="checkbox"/>
Bomb Threat	<input type="checkbox"/>	Other: (Please specify)	<input type="checkbox"/>
Missing Person	<input type="checkbox"/>	_____	

EMERGENCY SERVICES IN ATTENDANCE

TFS (FIRE)	<input type="checkbox"/>	POLICE	<input type="checkbox"/>
SES	<input type="checkbox"/>	AMBULANCE	<input type="checkbox"/>
OTHER	<input type="checkbox"/>		

LOCATION OF INCIDENT (Building, Room, Area, ect)

DETAILS OF INCIDENT (What happened?)

Chief Warden's Name

Signature

FOLLOW UP ACTIONS

Issues Identified	Action Taken	By Who



Offender Description Form

Notes for completion:

1. The form is to be completed by staff and bystanders IMMEDIATELY AFTER AN INCIDENT.
2. Use a separate form for each person.
3. No consultation should take place when completing the form.
4. The Manager is to collect the forms and pass them on to police.
5. Please indicate the correct response. If unknown, write 'UK'

PREMISES NAME:

Blue Lagoon Christian Camp

LOCATION:

Dodges Ferry, Tasmania

OFFENCE:

Robbery Theft Assault
 Other:

Date: **Day:** **Time:**

COMPILER'S DETAILS

Surname

Occupation

Given Name(s)

Contact No. Home **Work**

Address

Employer

BUILD M F Thin Fat Medium Large **Approx Weight**

AGE 10-15 15-20 20-25 25-30 30-35 35-40 40-45 **Approx Age**

NAME **Was Called:** **Sounded like:**

HAIR	Colour	<input type="checkbox"/> Black <input type="checkbox"/> Grey	Type	<input type="checkbox"/> Straight <input type="checkbox"/> Wavy	Length	<input type="checkbox"/> Long <input type="checkbox"/> Medium	Condition	<input type="checkbox"/> Clean <input type="checkbox"/> Scruffy
		<input type="checkbox"/> Brown <input type="checkbox"/> Sandy		<input type="checkbox"/> Blonde <input type="checkbox"/> Afro		<input type="checkbox"/> Short <input type="checkbox"/> Bald		<input type="checkbox"/> Greasy <input type="checkbox"/> Thick
		<input type="checkbox"/> Blonde		<input type="checkbox"/> Dreadlock		<input type="checkbox"/> Shaved		<input type="checkbox"/> Thinning

HEIGHT CM's **Red Zone** **White Zone** **Blue Zone** **Yellow Zone**



EYES	Colour <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Blue	Type <input type="checkbox"/> Narrow <input type="checkbox"/> Wavy <input type="checkbox"/> Bulging <input type="checkbox"/> Afro <input type="checkbox"/> Deep set	Eyebrows <input type="checkbox"/> Bushy <input type="checkbox"/> Medium <input type="checkbox"/> Thin <input type="checkbox"/> Thick <input type="checkbox"/> Shaved	Eyeglasses <input type="checkbox"/> Clear <input type="checkbox"/> Tinted <input type="checkbox"/> Plastic <input type="checkbox"/> Metal <input type="checkbox"/> Dark
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DESCENT	Race <input type="checkbox"/> Caucasian <input type="checkbox"/> Aboriginal <input type="checkbox"/> Maori/Pacific <input type="checkbox"/> Indian <input type="checkbox"/> Asian	Skin Colour <input type="checkbox"/> Fair <input type="checkbox"/> Brown <input type="checkbox"/> Pale <input type="checkbox"/> Black <input type="checkbox"/> Dark	Skin Type <input type="checkbox"/> Clear <input type="checkbox"/> Greasy <input type="checkbox"/> Pimpley <input type="checkbox"/> Flushed <input type="checkbox"/> Acne
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CLOTHING	Upper Body Outer	Upper Body inner	Lower Body	Head Gear	Footwear	Gloves
	Colour	Colour	Colour	Colour	Colour	Colour

MANNERISMS	Posture <input type="checkbox"/> Stooped <input type="checkbox"/> Straight	Movement <input type="checkbox"/> Jerky <input type="checkbox"/> Normal <input type="checkbox"/> Limp	Face <input type="checkbox"/> Twitch <input type="checkbox"/> Normal	Eyes <input type="checkbox"/> Blinking <input type="checkbox"/> Normal <input type="checkbox"/> Glancing	Speech <input type="checkbox"/> Slow <input type="checkbox"/> Fast <input type="checkbox"/> Slurred <input type="checkbox"/> Stutter <input type="checkbox"/> Accent

FUTHER DETAILS

Describe any distinctive features not covered above.

VEHICLE DETAILS

Registration:	_____
Type:	_____
Make:	_____
Model:	_____
Year (approx):	_____
Colour:	_____
Distinguishing features:	_____
Accessories:	_____
No. of occupants:	_____

WEAPON TYPE SHORT DESCRIPTION OF EVENTS	<input type="checkbox"/> Knife <input type="checkbox"/> Syringe <input type="checkbox"/> Air rifle/pistol <input type="checkbox"/> Revolver <input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun
	<input type="checkbox"/> Other _____

