

Brucknell Park Scout Camp

1215 Timboon - Nullawarre Rd

Brucknell VIC 3268



EMERGENCY RESPONSE PLAN

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INTRODUCTION

This manual sets out policy and procedures relating to the handling of emergencies should they arise at the Brucknell Park Scout Camp

The purpose of this manual is to ensure that emergencies are handled in the most effective manner.

All emergencies must be reported immediately to relevant authorities and to Brucknell Park Management as listed on page 4



ESSENTIAL CONTACT NUMBERS

EMERGENCY SERVICES	
Emergency Ambulance, Fire and Police	000
Victorian Bushfire Information Line	1800 240 667
Local Fire Captain – Trevor Smith	5595 0338
CFA – Warrnambool	5562 3260
State Emergency Service	132 500
Timboon & District Healthcare	5558 6000
South West Healthcare Warrnambool	5563 1666
Timboon Police Station	5598 3026
Warrnambool Police Station	5560 1333

BRUCKNELL PARK ADMINISTRATION			
Damien Glynn	Park Caretaker	0447 571 990	55665205
Melina Glynn	Park Caretaker	0400 339 557	55665205
Norm Sheppard	Chairman	0408 595 822	
Peter Newell	District Commissioner	0417 011 910	
David Baker	Treasurer	0419 810 553	
Georgina Luckman	Secretary	5565 9318	

NEIGHBOURS			
Matthew & Glenda Walker	1180 Timboon – Nullawarre Rd	Over road with large machinery shed	55665165
Owen & Dawn Wallace	1150 Timboon – Nullawarre Rd	Over road on the bend towards Timboon	55950281
Robert & Robyn Wallace	1070 Timboon – Nullawarre Rd	Over road past creek towards Timboon	55950370
Ian & Marianne Preece	Timboon – Nullawarre Rd	Same side of road past creek towards Timboon	55950329
Phillip & Allison Wallace	29 Cowans Lane	Owens the farm on the south side of the bush	55665348

SECTION 1 - EMERGENCY RESPONSE AND CONTROL

ENTRY BY VISITORS

All visitors are to report to the caretaker's residence upon arrival.

Overnight groups will be required to complete a Campsite Register upon arrival providing all names of persons staying.

The group leader is responsible for their own group's awareness of the park's Emergency Response Plan and evacuation muster points.

EVACUATION – MUSTER POINT

In the event of an emergency, all persons are to evacuate and assemble at the applicable area:

- **Muster Point 1 Coleman Hall - ON THE ARENA ADJACENT TO THE COLEMAN HALL - SIGNED SAFETY ASSEMBLY AREA**
- **Muster Point 2 Neville Dance Hall - ON THE PICNIC AREA AT THE REAR OF THE NEVILLE DANCE TRAINING CENTRE – SIGNED EMERGENCY ASSEMBLY AREA**
- **Muster point 3 Outdoor Chapel - VIA THE MARKED FIRE EXIT TO THE GATE BY THE ROADSIDE – SIGNED EMERGENCY ASSEMBLY AREA**
- **Complete Park Evacuation – VIA THE MAIN ENTRANCE IF POSSIBLE OR VIA THE CLOSEST MARKED FIRE EXIT TO THE SAFEST CLEAR AREA AVAILABLE**

DANGEROUS GOODS ON SITE

Dangerous goods are stored in the machinery sheds adjacent to the caretaker's residence:

- Petrol UN 1203 (Flammable Class 3) – Approx 100L
- Liquid Petroleum Gas (Flammable Class 2) – Approx 200L
- Distillate (Diesel) (Combustible C1) – Approx 220L
- Mixed Lubes (Combustible C2) – Approx 100L
- Mixed Detergents (Non Dangerous Goods) – Approx 200L

SITE LAYOUT

See Appendix 2,3 & 4. Pages 10,11 & 12

TERMINATION OF EMERGENCY AND DEBRIEF

Re-entry to the evacuated area must not take place until authorised by Park Management after consultation with any other controlling authority on site such as Police or Fire Brigade.

Park management or the senior person in charge is responsible for issuing the ALL CLEAR to persons to return to the camp area.

If any persons are permitted to depart the site, a record of who and when must be made on the roll call to enable subsequent roll calls to be finalised accurately.

SECTION 2 - EVACUATIONS

The Evacuation Checklist is attached at Appendix 1

In the event of an emergency where either:

- An emergency occurs
- A fire alarm sounds
- The Park Management order an evacuation
- A person responsible (in the absence of Park Management) may order an evacuation
- Evacuation is ordered by external personnel (CFA / Police)

All people are to assemble at the relevant **MUSTER POINT** and wait for further instructions.

This area shall be designated as the central control area unless otherwise advised by the Park Management or external emergency personnel.

Once assembled at the **MUSTER POINT**, the Group Leader shall check that all people are present. If some are missing, the following **Search and Rescue Plan** should be put into use:

1. Establish whether all persons are accounted for. Group Leader to determine by roll call.
2. If it is suspected someone is missing:
3. Instigate methodical search plan, if safe to do so.
4. A search party(s) (2 people per party) to be sent to the most likely location.
5. If unsuccessful, the search party will be directed to another likely area and so on until the missing person/s is/are found.

NO RISKS TO BE TAKEN BY ANYONE!!!
People first – property second

SECTION 3 – ACTION TO BE TAKEN

1. Evacuate to relevant Muster point
2. Raise the alarm; Fire Brigade / Police - Call 000.
3. Account for all persons in the group
4. Call for First Aid Officer and/or ambulance if required.
5. Evacuate injured personnel if safe to do so.
6. If small fire, attempt to extinguish with hand held equipment only if confident and if safe to do so.
7. Notify Park management
8. Advise neighbours if a threat to them is likely

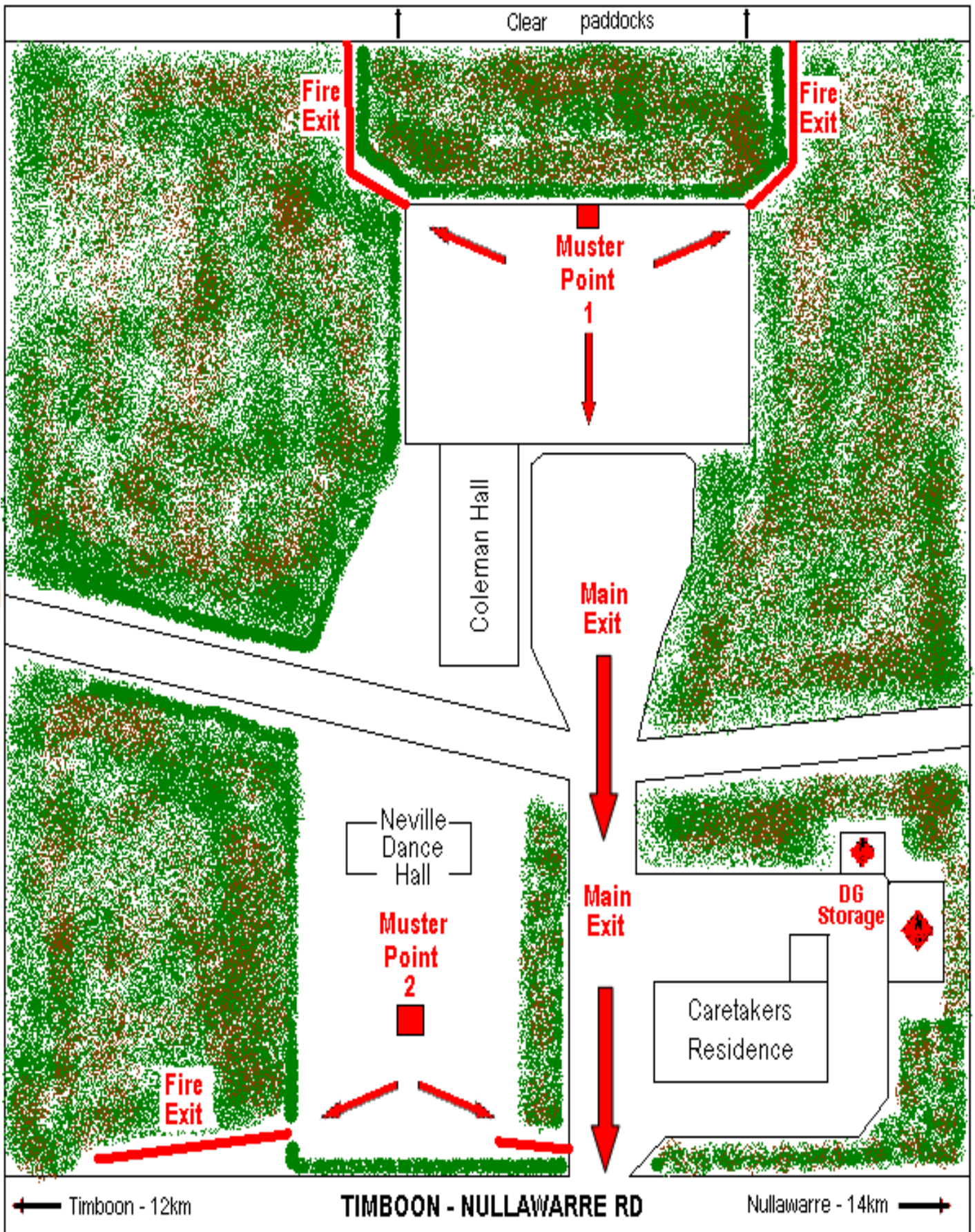


DO NOT DISREGARD YOUR OWN SAFETY

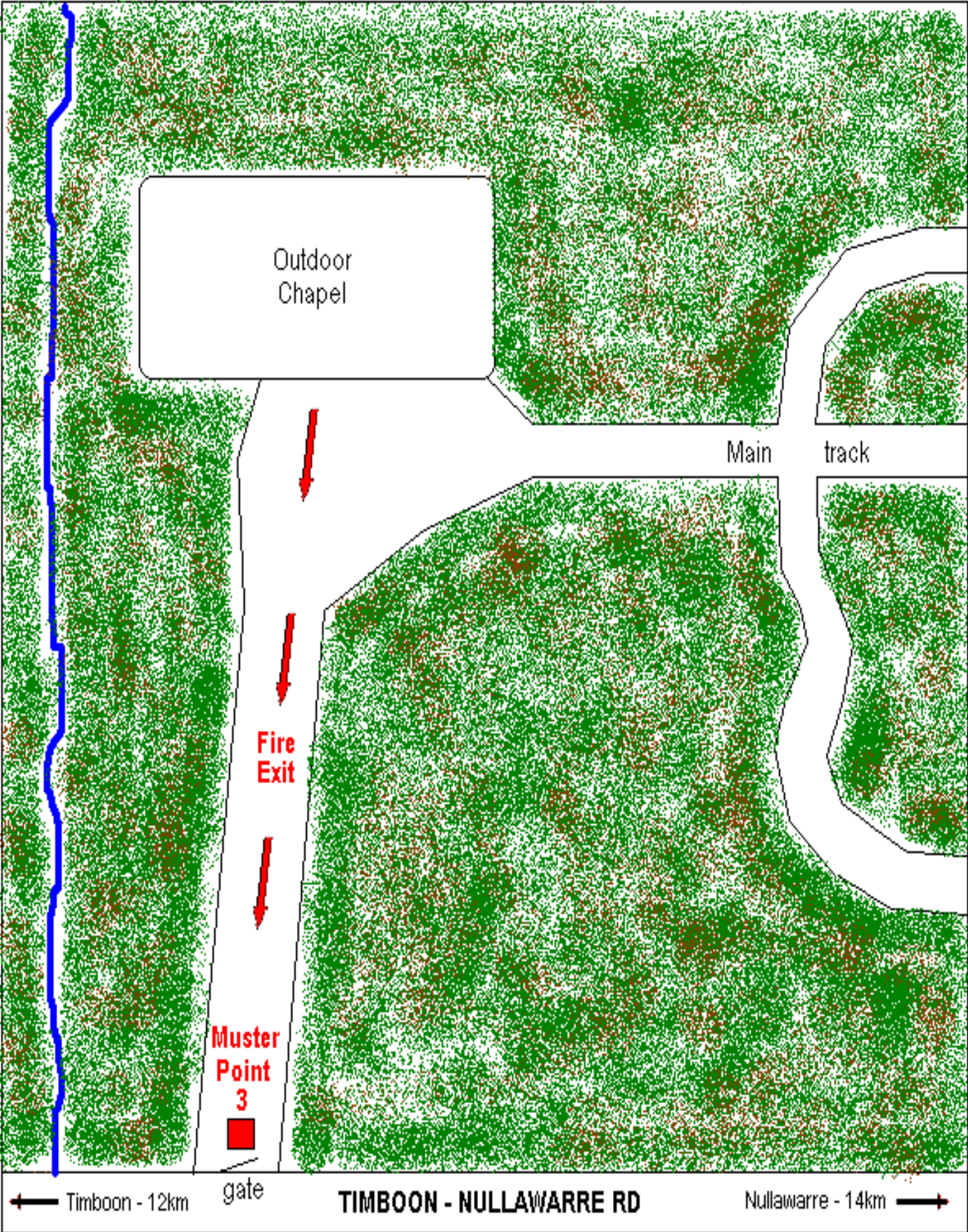
APPENDIX 1 – EVACUATION CHECKLIST

Action/Item	Time	Comment
Raise Alarm:		
• Summon help		
• Alert others		
Evacuate:		
• Muster Point		
• Roll Call		
• Search & Rescue Plan (if reqd)		
Render Assistance:		
• Apply first aid if required		
• Call Ambulance if necessary		
• Remove Injured if safe to do so.		
Mitigation:		
• Fight Fire if confident and if safe to do so		
• Prevent fire from spreading		
Allocate Duties:		
• Accurate Recording of events		
• Control entrance gate.		
• Control vehicles		
• Notify Authorities (if reqd)		
• Inform Park Management		
• Notify neighbours (if threatened)		

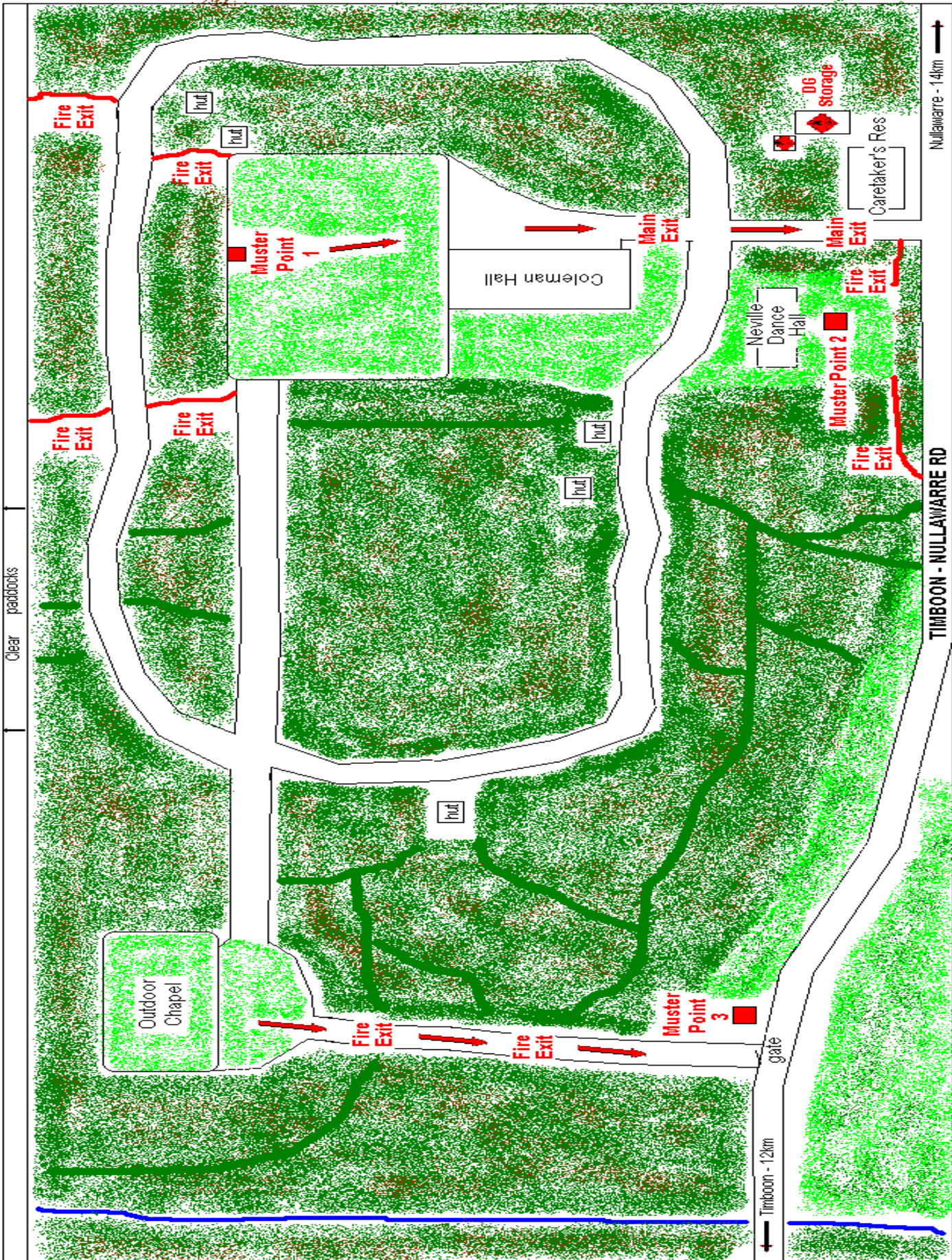
APPENDIX 2 - SITE MAP – ACCOMMODATION



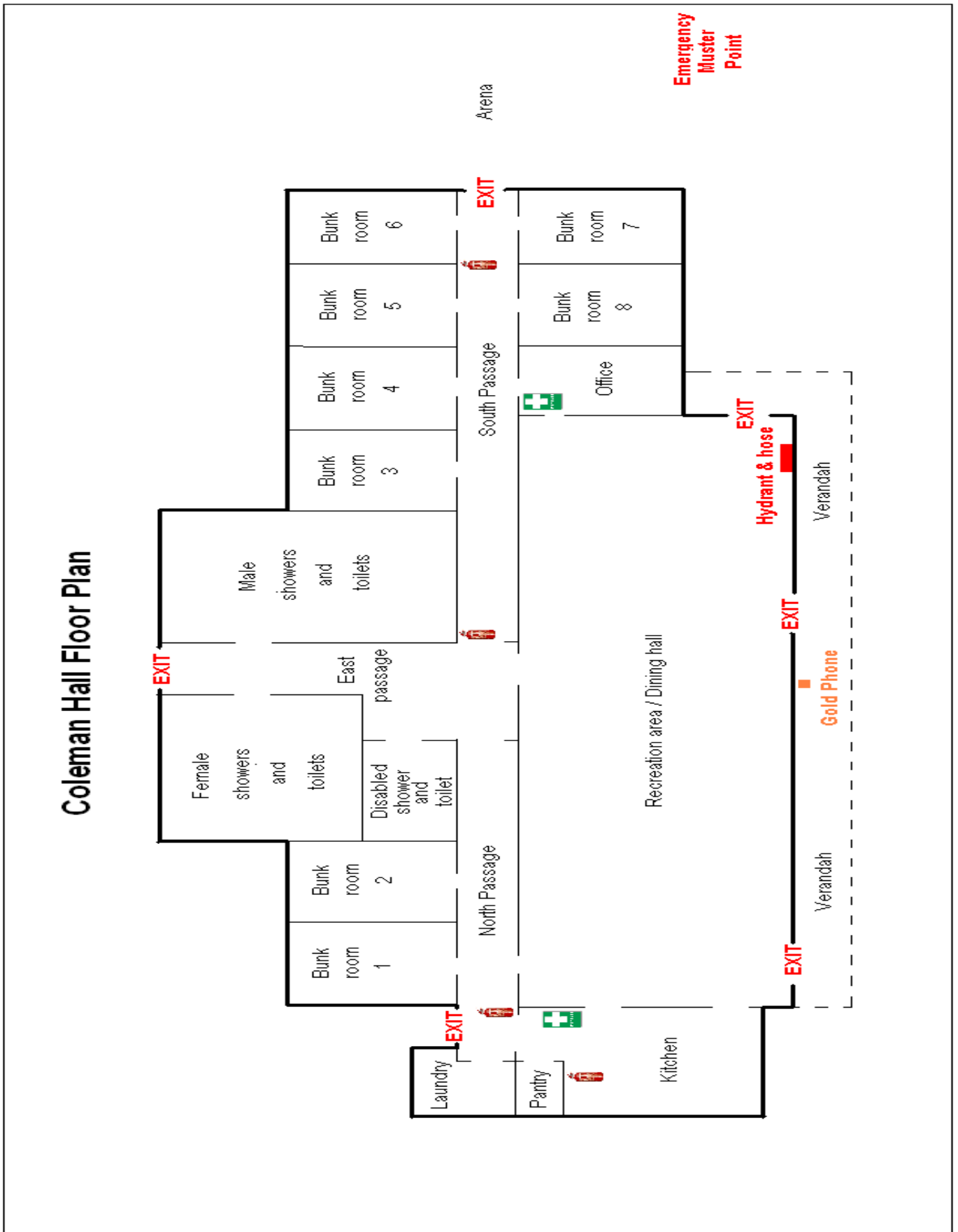
APPENDIX 3 - SITE MAP – OUTDOOR CHAPEL



APPENDIX 4 - SITE MAP – ENTIRE PARK



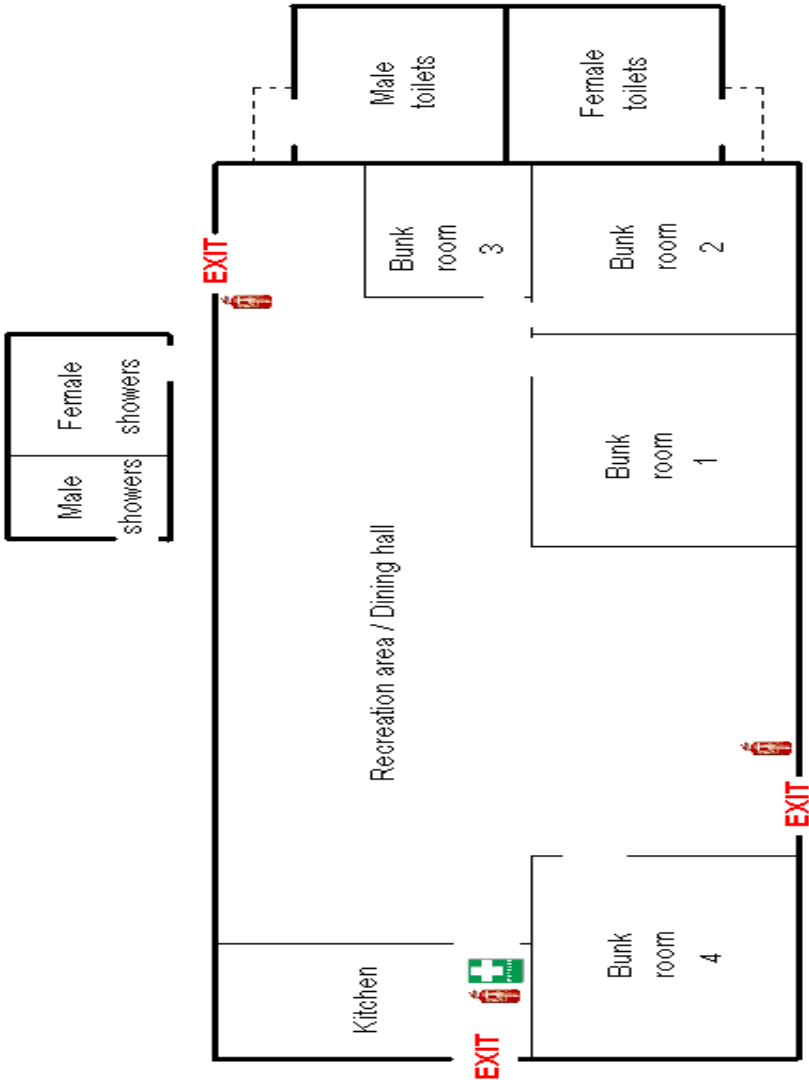
APPENDIX 5 – FLOOR PLAN – COLEMAN HALL



APPENDIX 6 – FLOOR PLAN – NEVILLE DANCE TRAINING CENTRE

Neville Dance Training Centre Floor Plan

**Emergency
Mustering
Point**



APPENDIX 7 – AREA MAP

