Journeys Risk Control Plan

The purpose of this plan is the

- prevention of;
- preparedness for;
- response to and good management of;
- recovery from; and
- review of;

Emergencies and Critical Incidents which impact on the young people, volunteers and staff in order that:

- Injury is prevented, minimized or effectively dealt with.
- Trauma and distress to young people, staff, volunteers and damage to property are minimized.
- There is containment of effect of a critical incident on the young people, staff and volunteers.
- The individuals involved are returned to normal functioning as quickly as possible after the event.
- Likelihood of further traumatic incidents occurring is minimized.

1 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
Significant Considerations for Management and Key Staff

- Risk Management, Excursions, Health Care, Duty of Care, Child Protection policies etc.
- Hard copies of essential lists and contact information at home.
- Mobile phones/ emergency communication arrangements.
- First Aid training for all staff and volunteers.
- Location of power, telephone and water mains.
- Daily list of all people on site.
- Weather Considerations

3 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
Young people are expected to be connected to a support person. Each support person will be responsible for no more than 4 young people at any time. As far as possible, support staff, the leadership group and volunteers will be familiar with the young people attending the program and will be responsible for addressing any behavior concerns. Support staff, the leadership group and volunteers will be aware of the whereabouts of all young people at all times and will be responsible for addressing any behaviour issues that arise.

Adult to young person ratio to be no more than 1:4 for the duration of any Journeys Camp
Supervision of young people by those most familiar with their behaviour and substance use history where this is applicable
Crisis/substance use plans are to be provided for clients these apply to

Support people, the leadership team and volunteers must:
- Ensure every young person has an adult with them
- Make sure young people are supervised at all times
- Participate in all organized activities and encourage young people to do so as well
- Ensure the young people have access to hats, sun screen, drinks and snacks during all outdoor activities
- Be responsible for supervising young people they are sharing accommodation with at night
- Remain vigilant in terms of sharing responsibilities and assisting others

Expectations of young people:
- Must want to participate in the Journeys program
- Be willing to participate in or at least attempt all activities whilst on camp
- Be responsible for bringing and wearing appropriate clothing and footwear
- Be willing to do what is being asked of them and assist where appropriate

Pre Camp Briefing:

At the commencement of each camp all participants will be briefed on what the expectations of them will be and will be informed of what they will be expected to participate in during the weekend. Prior to the commencement of all activities all young people will be briefed on what will be expected of them and any safety matters will be covered, highlighting particular safety concerns regarding that day’s activities and addressing general behavioural concerns that could have an impact on the safety of themselves or other participants.

Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
## Risk Management Plan for Hazards

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Rating</th>
<th>Solution</th>
<th>Tasks</th>
<th>By Whom</th>
<th>Comments / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Client Behavior</td>
<td>Almost Certain</td>
<td>High</td>
<td>Extreme</td>
<td>• Young people must want to participate in the Journeys program.</td>
<td>Prior: Program staff to refer young people who wish to participate in the Journeys Program.</td>
<td>Support staff/Leadership team, volunteers</td>
<td>As far as possible, support staff, leadership group and volunteers will be familiar with the young people attending the program and will responsible for addressing any behavior concerns.</td>
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<tr>
<td></td>
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<td></td>
<td>• Supervising staff must: Ensure every young person has an adult support person with them at all times.</td>
<td>Camp: Staff to attempt to resolve behaviour. If YP is unmanageable speak to coordinator.</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>• Ensure that young people are supervised during all activities.</td>
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</tr>
<tr>
<td>2. Absconding</td>
<td>Almost certain</td>
<td>High</td>
<td>Extreme</td>
<td>• Ensure appropriate staff ratio's</td>
<td>Support staff, leadership group and volunteers to remaining vigilant at all times. Ensure that all young people are accounted for at all times.</td>
<td>Support staff/Leadership team, volunteers</td>
<td></td>
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<td></td>
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<td></td>
<td>• Supervise young people at all times.</td>
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</table>

4 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
<table>
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<tr>
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<th>Tasks</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Substance use</td>
<td>Occasionally</td>
<td>Moderate</td>
<td>Medium</td>
<td>Supervision of young people by those most familiar with their behavior and substance use history.</td>
<td>All young people will be supervised by support staff, leadership group and volunteers.</td>
<td>Support staff/Leadership team, volunteers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Crisis/Substance Abuse plans</td>
<td>Follow plans provided by referring person. Follow MacKillop policy on substance use.</td>
<td>Support staff/Leadership team, volunteers</td>
</tr>
<tr>
<td>4. Camp fires</td>
<td>Rare</td>
<td>Moderate</td>
<td>Medium</td>
<td>Camp fires if permitted shall be contained to purpose constructed facilities in keeping with camp fire safety standards as set by CFA.</td>
<td>All young people to be supervised by support staff, leadership group and volunteers during all camp fires.</td>
<td>Support staff/Leadership team, volunteers</td>
</tr>
<tr>
<td>5. Sleeping arrangements</td>
<td>Rare</td>
<td>Extreme</td>
<td>High</td>
<td>All young people to be accommodated in cabins provided.</td>
<td>All young people will be supervised by support staff, leadership group and volunteers. Allocate accommodation according to gender.</td>
<td>Supervising staff/Leadership team</td>
</tr>
</tbody>
</table>

5. Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
<table>
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<tr>
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<th>By Whom</th>
<th>Comments / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Lack of Sleep</td>
<td>Almost Certain</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Staff monitor own fatigue and ensures they keep rested and alert for undertaking responsibilities.</td>
<td>Ensure adequate staff/young person ratio.</td>
<td>Client Program Management Supervising staff/ Leadership team Leadership team</td>
<td>Many risks may be exacerbated by the impact of a lack of sleep. This is particularly pertinent for those responsible for driving and responding to the behavior of challenging young people.</td>
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<tr>
<td></td>
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<td></td>
<td>Provision of respite is to be made available as back up to staff if needed.</td>
<td>Supervising staff to take breaks from direct care of young people as required.</td>
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<td></td>
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<td></td>
<td>Encourage a culture of awareness and mutual support between supervisory staff.</td>
<td>Encourage a culture of awareness and mutual support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Leisure and recreation time</td>
<td>Occasionally</td>
<td>High</td>
<td>High</td>
<td>Safety precautions related to activities to be observed.</td>
<td>Organized leisure and recreation activities.</td>
<td>Supervising staff/ Leadership team Supervising staff/ Leadership team</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff trained in First aid and communications with transport available in case of injury requiring medical attention.</td>
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<td></td>
</tr>
<tr>
<td>8. Travel to and from camp sites.</td>
<td>Rare</td>
<td>Extreme</td>
<td>High</td>
<td>Drivers to have relief available if required to avoid fatigue.</td>
<td>Take breaks and swap drivers as required.</td>
<td>Drivers</td>
<td></td>
</tr>
<tr>
<td>9. Cold</td>
<td>Almost Certain</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Sleep in insulated sleeping bags in cabin accommodation provided.</td>
<td>Referring worker to inform young people of what they should bring to the camp. Some spare sleeping bags will be available.</td>
<td>Supervising staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All participants to bring warm clothes and appropriate footwear</td>
<td></td>
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</tbody>
</table>

6. Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
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<th>By Whom</th>
<th>Comments / Status</th>
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</thead>
</table>
| 10. Dehydration                 | Rare       | Moderate    | Medium      | • Water and other drinks supplied at rest breaks, meal times and overnight.  
• All bikes to be fitted with drink bottles and holders.                          | Encourage hydration throughout day.                                    | Supervising staff         |                                                                                  |
| 11. Snakes                      | Rare       | High        | High        | • Travel on clearly defined tracks. Ensure support staff are trained in level 2 First Aid.  
• All participants to be alert when participating in outdoor activities.  
• Mobile phones to be carried for communication with emergency services | Supervise young people  
Communicate in case of incident.                                          | Supervising staff/Leadership team Supervising staff/Leadership team | Mobile phones including a satellite phone for communicating with emergency services |
| 12. Insect bites etc.           | Rare       | High        | High        | • Insect repellant  
• First Aid  
• Medical information forms                                                                                              | Apply first aid repellant and sunscreen to young people as required | Supervising staff         |                                                                                  |
| 13. Other Wildlife interaction? | Occasionally| High        | High        | • Travel on clearly defined tracks. Ensure support staff are trained in level 2 First Aid.  
• Mobile phones to be carried for communication with emergency services                                                   | Supervise young people  
Communicate in case of incident.                                          | Supervising staff         |                                                                                  |
| 14. Major Storm weather         | Occasionally| High        | High        | • Contingency plans to allow for the termination of outdoor activities if the leadership group determines the weather is likely place participants at a significant risk. | If required stop the activity and collect all participants.          | Leadership team, support staff |                                                                                  |

7 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
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<tr>
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<th>Solution</th>
<th>Tasks</th>
<th>By Whom</th>
<th>Comments / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Bush walk and other outdoor activities</td>
<td>Almost Certain</td>
<td>High</td>
<td>High</td>
<td><strong>Ensure that outdoor activities are conducted in appropriate areas.</strong>&lt;br&gt;<strong>Ensure that a risk assessment of all activities is conducted prior to the activity occurring.</strong>&lt;br&gt;<strong>Ensure that qualified &amp; experienced facilitators are there to ensure the activity is conducted safely.</strong></td>
<td>Ensure that expert facilitators are brought in to conduct any activities that may be considered high risk.&lt;br&gt;Ensure that support staff, Leadership team and all volunteers are on hand to assist with the activity and supervise young people. All high risk activities must be approved by guardian/parent/DHS</td>
<td>Leadership team, support staff</td>
<td></td>
</tr>
<tr>
<td>16. Bush fire</td>
<td>Rare*</td>
<td>High</td>
<td>High</td>
<td><strong>Monitor radio reports.</strong>&lt;br&gt;<strong>Terminate outdoor activities and evacuate the area if fire is a threat.</strong>&lt;br&gt;<strong>Low fire risk season.</strong></td>
<td>If required stop the activity and collect all participants for evacuation</td>
<td>Leadership team, Support staff</td>
<td></td>
</tr>
<tr>
<td>17. Non-participation by clients</td>
<td>Likely</td>
<td>Low</td>
<td>Low</td>
<td><strong>Ensure that facilitators have a range of alternative activities that young people can choose from and supervise young people during these activities.</strong></td>
<td>Encourage young people to attempt all activities.&lt;br&gt;Separate young people not wishing to participate in activities and offer them other activities. Ensure all young people are supervised at all times.</td>
<td>Leadership team, support staff and volunteers</td>
<td></td>
</tr>
<tr>
<td>18. Returning young people to Melbourne</td>
<td>Likely</td>
<td>Low</td>
<td>Low</td>
<td><strong>One person to be responsible for transporting young people back to Melbourne if required.</strong></td>
<td>Identify one person who can transport young people back to Melbourne if required.</td>
<td>Colin</td>
<td></td>
</tr>
<tr>
<td>19. Dietary requirements</td>
<td>Likely</td>
<td>Moderate</td>
<td>High</td>
<td><strong>Ensure that special needs/dietary requirements of all participants are met</strong></td>
<td>Identify one person who can take responsibility for purchasing of all food supplies and meal preparation for all camps</td>
<td>Colin</td>
<td></td>
</tr>
</tbody>
</table>

8 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
**LEGEND:**

<table>
<thead>
<tr>
<th>Leadership Team</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gee + Volunteers</td>
<td>On call or line management to be notified if extra support is required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervision Staff</th>
<th>Program Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff to support young people from their program. Leadership group and volunteers to support all young people.</td>
<td>Line management responsible for program or residential unit that young person is a client of.</td>
</tr>
</tbody>
</table>

**Likelihood (Probability)**

<table>
<thead>
<tr>
<th>Certain</th>
<th>Is expected to occur in most circumstances at least 2-3 times per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain</td>
<td>Will probably occur in most circumstances (2-3 times per 6 weeks)</td>
</tr>
<tr>
<td>Likely</td>
<td>Will occur at some times (2-3 times in 6 months)</td>
</tr>
<tr>
<td>Occasional</td>
<td>May occur at some time (2-3 times per year)</td>
</tr>
<tr>
<td>Rare</td>
<td>Only in exceptional circumstances (less than once a year)</td>
</tr>
</tbody>
</table>

**Consequences (Severity)**

<table>
<thead>
<tr>
<th>Extreme</th>
<th>Injury or illness requiring medical attention and prolonged absence from the workplace greater than 10 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Injury or illness requiring medical attention or absence from work of 10 days or less</td>
</tr>
<tr>
<td>Moderate</td>
<td>Injury or illness not requiring medical attention</td>
</tr>
<tr>
<td>Minor</td>
<td>Injury or illness of a minor nature</td>
</tr>
<tr>
<td>Minimal</td>
<td>No injury</td>
</tr>
</tbody>
</table>

**Risk Rating Matrix**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequences</th>
<th>Minimal</th>
<th>Minor</th>
<th>Moderate</th>
<th>High</th>
<th>Extreme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>Almost certain</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>Occasionally</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td></td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

*Medical attention may also include referral to other services eg Physiotherapy or counselling*

**Communications:**

Communications may be critical in the case of a crisis and at times regular Mobile phones may be out of range due to the topography and or isolation of the area. If no other form of communication is available, an identified person will be sent to a location where mobile phone coverage is available and will call for assistance. In most cases access to emergency services personal should be available in the locations that activities are being held.

**General Supervision:**

Young people taking participating in the Journeys Program are likely to exhibit challenging behaviours and will largely be in unfamiliar environments. To facilitate the supervision the following are expected:

---

9 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
MEDICAL INFORMATION

Student Name: ___________________________ Home Phone: ___________________________

Date of Birth: ___________________________ Mobile Phone: ___________________________

Parent’s Names: ___________________________ Emergency Name & Phone: ___________________________

Address: _____________________________________________________________

Name and Address of Family Doctor: _________________________________________ Phone: ___________________________

Medicare Number: ___________________________

Medical/Hospital Insurance Fund ___________________________ Number: ___________________________

Please tick if your child experiences the following:

( ) Fits of any type ( ) Heart Condition

( ) Dizzy spells ( ) Sleep Walking ( ) Asthma

( ) Black Outs ( ) Migraine ( ) Travel Sickness

( ) Bed wetting ....if yes, please supply appropriate night gear and extra bedding.

( ) Other

Has allergies to any of the following:

( ) Penicillin ( ) Any Foods ___________________________

( ) Other Drugs ( ) Other Allergies ___________________________

What special care is recommended? __________________________________________

In the event your child requires pain relief, do you give Staff permission to administer PARACETAMOL following the dosage recommendations on packaging? ( ) YES ( ) NO

Last Tetanus Immunisation was on ___________________________

Is this the first time your child has been away from home? ___________________________

Current Medication: ( ) No

( ) Yes... Please complete additional form.

Signed ____________________________________________ Date: ____________________________
MEDICAL RECORD for NAME:

Please supply name of medication, dosage, time

**EARLY MORNING**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name of MEDICATION</th>
<th>Dose</th>
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<tbody>
<tr>
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</tbody>
</table>

**MID MORNING**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name of MEDICATION</th>
<th>Dose</th>
</tr>
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<tbody>
<tr>
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</table>

**MIDDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name of MEDICATION</th>
<th>Dose</th>
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<tr>
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</table>

**MID AFTERNOON**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name of MEDICATION</th>
<th>Dose</th>
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<tbody>
<tr>
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</table>

**TEA TIME**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name of MEDICATION</th>
<th>Dose</th>
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**EVENING**

<table>
<thead>
<tr>
<th>Time</th>
<th>Name of MEDICATION</th>
<th>Dose</th>
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</table>

Other

Your previously signed Consent and Permission Forms for medical attention and treatment for 2008 also apply to this excursion.
Shoreham Camp– Mackillop Journeys Program

CAMP ACTIVITIES
The activities to be conducted whilst on camp may include the following:

- Sailing
- Seakayaking
- Day and Night Walk
- Initiative Activities
- Camp cooking
- Sports Activities /Beach Games
- Orienteering
- Overnight camping
- Surfing/Swimming
- Snorkelling
- Power boating
- Fishing
- Rock Pool Rambling

As there are inherent risks associated with outdoor activities such as these, we have implemented the following procedures –

STAFFING
Qualifications
All activities will be conducted in accordance with the Australian Activity Standards by Diploma of Outdoor Recreation students, under supervision from Qualified Chisholm Staff.

1st Aid
All Chisholm staff possess current Remote Area 1st Aid qualifications

Safety / medical attention is available in under 20 minutes from any Mornington Peninsula venue.

Pastoral Care
This will be the responsibility of the Mackillop staff, with support from Chisholm Diploma of Outdoor Recreation Staff.

Transport
Provided by Mackillop Family Services

ACTIVITIES

Safety Briefings
A safety briefing will be conducted before commencement of each activity

Equipment
All equipment is suitable for the activity and maintained according to manufacturer/ industry guidelines

Ratios
The supervision of activities will be with a staff to student ratio well above the industry recommendations for each activity.

Planning & Preparation
All activities have been pre-planned and documented together with a full Risk Assessment

Clothing
Chisholm Institute will supply all the specialised equipment necessary for the activities, including buoyancy Vests, helmets, paddles, canoes and spray jackets.

Students will need to supply their own personal gear. For water activities we recommend wet suit / thermals and wet suit boots or old runners for paddling and sturdy shoes and waterproof jacket for all other activities. Participants should also bring a towel, hat & sunscreen.

FURTHER INFORMATION
For further information please contact Pauline Cleaver, Chisholm Institute of TAFE, Sport and Recreation.

Work Hours
03 9238 8403

In an emergency
0405 591 625
**Activity Consent**

**Trip Details:**

Venue: Shoreham-Pt Leo- Balnarring Region

Dates: January 2010 – December 2010 (One Camp Per Month + 3 full week camps during school holidays)

Meeting place: Shoreham Camp

General trip information:
- Students will be provided with transport from the camp to the activity venue

**Safety and Emergency Contacts:**

Students must supply an emergency contact person and number as follows:

Emergency contact person (full name):

Emergency contact telephone no’s:

FOR EMERGENCY CONTACT OF THE PARTICIPANT PLEASE USE THE NUMBER:

0419586035

Supplied by the Leader

**Authorisation:**

I have read and understood all of the information provided in this brochure:

Student's name:

Student's signature: Date

For participants below 18 years parental/guardian authorisation:

Name (print):

Signature: Date
Fire Plan Journeys Camp 2009

If there is a total fire ban warning for the weekend of the camps, then the facilitator of the camp will contact the local CFA and inform them of the camps location, and get an update of any fires in the region.

Young people will be advised of fire evacuation plan on Friday night. Safety precautions will be discussed. Young people will be advised of below fire emergency plan.

**FIRE/EMERGENCY PLAN**

**When to leave:**
- When the emergency warden or a staff member instructs you to do so.
- When a total fire ban has been issued (staff decision)
- When a high fire danger threat has been issued
- DO NOT LEAVE LAST MINUTE, BE PREPARED AND LEAVE EARLY

**What to take:**
- Take only essentials if you are not prepared.
- As much water as possible, a mobile phone, medication, protective clothing such as shoes, and a long sleeved top (to protect from burns). Glasses can also protect your eyes from smoke and ash.
- DO NOT WORRY ABOUT MATERIALISTIC POSSESSIONS. - THEY CAN BE REPLACED, YOU CAN’T BE.
- Have an emergency suitcase/pack packed early on high risk days.

**How to protect yourself and others:**
- Drink plenty of water
- Turn off gas main to prevent explosions
- Know what the emergency plan is and where all exits and assembly/evacuation areas are.
- Cover your mouth from any smoke with a wet top, scarf or towel.
- Look out for and assist others
- If there is a fire in the building and smoke everywhere, get down low on the floor and make your way out.
- If you think there may be a fire on the other side of a closed door touch the door knob with the back of your hand. If it is hot DO NOT OPEN THE DOOR.
- If an exit door is blocked, climb out a window to safety and make your way to the outside evacuation point.

12 Note: Risk assessment may vary due to the location of the campsites or due to the nature and location of activities being held during the course of the weekend.
Where to go:
- Inside the building the assembly point is the POOL ROOM.
- Outside the building the evacuation point is the GRASS OVAL.

Designate an assembly area for inside the building. Occupants of the building should be directed to assemble in this area when required to evacuate the building in an emergency. This will facilitate checking that all occupants are safe and enable speedy return to the building when the "all clear" is given.

Ensure that in each area, a current list of emergency wardens (and telephone numbers) is displayed, together with an emergency floor plan. The emergency floor plan should show all rooms, exits, assembly area to be used in case of fire or emergency, fire alarms, first aid kits, extinguishers, and special emergency equipment.

Ensure that all staff in the building are given instruction in relation to:
- Evacuation procedures; means of escape from the building and location of assembly areas
- Location and operation of fire alarms
- Location and operation of fire extinguishers or other emergency equipment in the building.

Before FIRE or EMERGENCY:
All occupants should make themselves familiar with the Emergency Evacuation Procedures for their building, the location of fire exits and the operation of fire fighting and emergency equipment.

If you discover a fire or emergency:
- Sound the fire alarm system (if there is a push button alarm) or notify the emergency warden or a member of staff.
- Notify the appropriate emergency services by dialling 000.
  E.g. Provide the following information:
  Details of location, type and scale of the emergency, and the name and location of the caller.
- Alert other people of the emergency.
- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher).

If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the emergency warden:
- Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
- Listen and follow instructions from the emergency Wardens.

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List of Hospitals in the Shoreham Area *(Hospitals—Public)*

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosebud Hospital</td>
<td>1527 Point Nepean Road Rosebud West VIC 3940</td>
<td>5986 0666</td>
</tr>
<tr>
<td>Located 20 minutes from Shoreham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frankston Hospital</td>
<td>Hastings Road Frankston Vic 3199</td>
<td>(03) 9784 7777</td>
</tr>
<tr>
<td>Located 30 Minutes from Shoreham</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Mornington (medical centre) Centre</td>
<td>Cnr Tyalla Grove and Separation Street Mornington Vic 3931</td>
<td>(03) 5976 9000</td>
</tr>
<tr>
<td>Located 21 minutes from Shoreham</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Call</td>
<td>000</td>
</tr>
<tr>
<td>On Call after hours</td>
<td>0409 116 431</td>
</tr>
<tr>
<td>Gee Bilal</td>
<td>0409 340 667</td>
</tr>
<tr>
<td>Tenille Thomson</td>
<td>0416 195 325</td>
</tr>
<tr>
<td>CFA WESTERN PORT</td>
<td>0421 673 701</td>
</tr>
<tr>
<td></td>
<td>9786 1800</td>
</tr>
</tbody>
</table>

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Debriefing and Review

Purpose: A review of the management of an emergency or incident in order to affirm and reinforce what worked well, and refine and improve future processes and practice.

Process:
Who? Key staff or entire staff to be involved?
When? Management will convene when the emergency or incident is declared over.
How? Independent facilitator (Pastoral Worker/Management)
Verbal format
Brief introduction
Formal sequential process or informal small group discussion
Confidentiality

Outcome: Post Incident Report compiled
Modification to Risk Management Plan

POST INCIDENT REPORT
Briefly record what happened taking into account.
The event
Who was involved?
Where?
When?
Who else was present?
Response Actions taken
Other important details
Recovery current situation
Future actions?
Review what worked well?
Recommendations for change/improvement.

NB: Remember:
Record factually correct information
Avoid defamatory statements
Avoid attributing motives or explanations for other people’s behaviours.

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