



# Emergency Management Plan

with Bushfire Management  
Plan

## Farm + Lake Camps

## In an Emergency

1. Verify	Verify the Report	Confirm with other campers, campsite staff, emergency services or other reliable people the accuracy of the information about the emergency				
2. Notify	Notify Camp Staff & Emergency Services	By the quickest means possible notify: <ul style="list-style-type: none"><li>• Camp Coolamatong staff; and</li><li>• Emergency Services</li></ul>				
3. Assess	Assess the danger posed	Observe what is happening to decide: <ul style="list-style-type: none"><li>• if the danger has passed;</li><li>• if the danger is increasing or decreasing</li></ul>				
4. Act	Take action based on assessment	<ul style="list-style-type: none"><li>• Sound the emergency siren (located in Store Room 2 at Farm Camp or Office at Lake Camp)</li><li>• Move people away from the danger</li><li>• Collect camper medical forms &amp; medication</li></ul>				
5. Assemble	All leaders and campers proceed to Assembly Areas	Assembly Areas				
		<table><tr><td><i>Farm Camp site</i></td><td><i>Lake Camp site</i></td></tr><tr><td>Volleyball court</td><td>Deck outside Dining Hall</td></tr></table>	<i>Farm Camp site</i>	<i>Lake Camp site</i>	Volleyball court	Deck outside Dining Hall
		<i>Farm Camp site</i>	<i>Lake Camp site</i>			
Volleyball court	Deck outside Dining Hall					
<ul style="list-style-type: none"><li>• Priority is always the safety of human life</li><li>• Do not return to buildings or tebins</li><li>• Identify any campers not accounted for</li></ul>						
6. Refuge	Move to Refuge Area	Refuge Areas				
		<table><tr><td><i>Farm Camp Site</i></td><td><i>Lake Camp Site</i></td></tr><tr><td>Dining Hall</td><td>Dining Hall Move to Farm Camp if necessary (only if directed or clearly safe to do so)</td></tr></table>	<i>Farm Camp Site</i>	<i>Lake Camp Site</i>	Dining Hall	Dining Hall Move to Farm Camp if necessary (only if directed or clearly safe to do so)
<i>Farm Camp Site</i>	<i>Lake Camp Site</i>					
Dining Hall	Dining Hall Move to Farm Camp if necessary (only if directed or clearly safe to do so)					
7. Wait	Keep the group together in Refuge Area until further notice	<ul style="list-style-type: none"><li>• Stay in Refuge Area unless told to move by Coolamatong Director, SU staff or Emergency Services.</li><li>• In consultation with Coolamatong Director, two leaders may be sent together to find missing camper.</li><li>• Leaders may be sent to perform tasks by Coolamatong Director.</li></ul>				

## Emergency Services Phone Numbers

(Farm Camp landline: dial '0' first to get an outside line)

<b>(Dial) 000 - Fire</b>		<b>Police</b>	<b>Ambulance</b>
Fire: Bairnsdale	03 5153 7400 Not to be used in an emergency	Fire: Paynesville	03 5156 6548 Not to be used in an emergency
Police: Bairnsdale	03 5152 0500 Not to be used in an emergency	Hospital: Bairnsdale	03 5150 3333
Paynesville Water Police	03 5156 7462	Poison Information Line	13 11 26
SES Bairnsdale	132 500	Nurse on Call	1300 60 60 24
Parks Victoria	13 19 63	Plumber (Jamie)	0413 678 338
Bairnsdale Office	5152 0600	Electrician (Paul)	0419 440 644

## Camp Coolamatong Location (nearest intersection – Lake Victoria Rd)

**Farm Camp** - 39 Cranswick Road, Banksia Peninsula Vic 3875 **5156 6511**

**Lake Camp** – 76 Cranswick Road, Banksia Peninsula Vic 3875

**Office** – 38 Cranswick Road, Banksia Peninsula Vic 3875 **5156 6511**

**SU Victoria Office** – 455 Springfield Road, Mitcham Vic 3132 **9482 5700**

### Contacts for Camp Coolamatong Staff

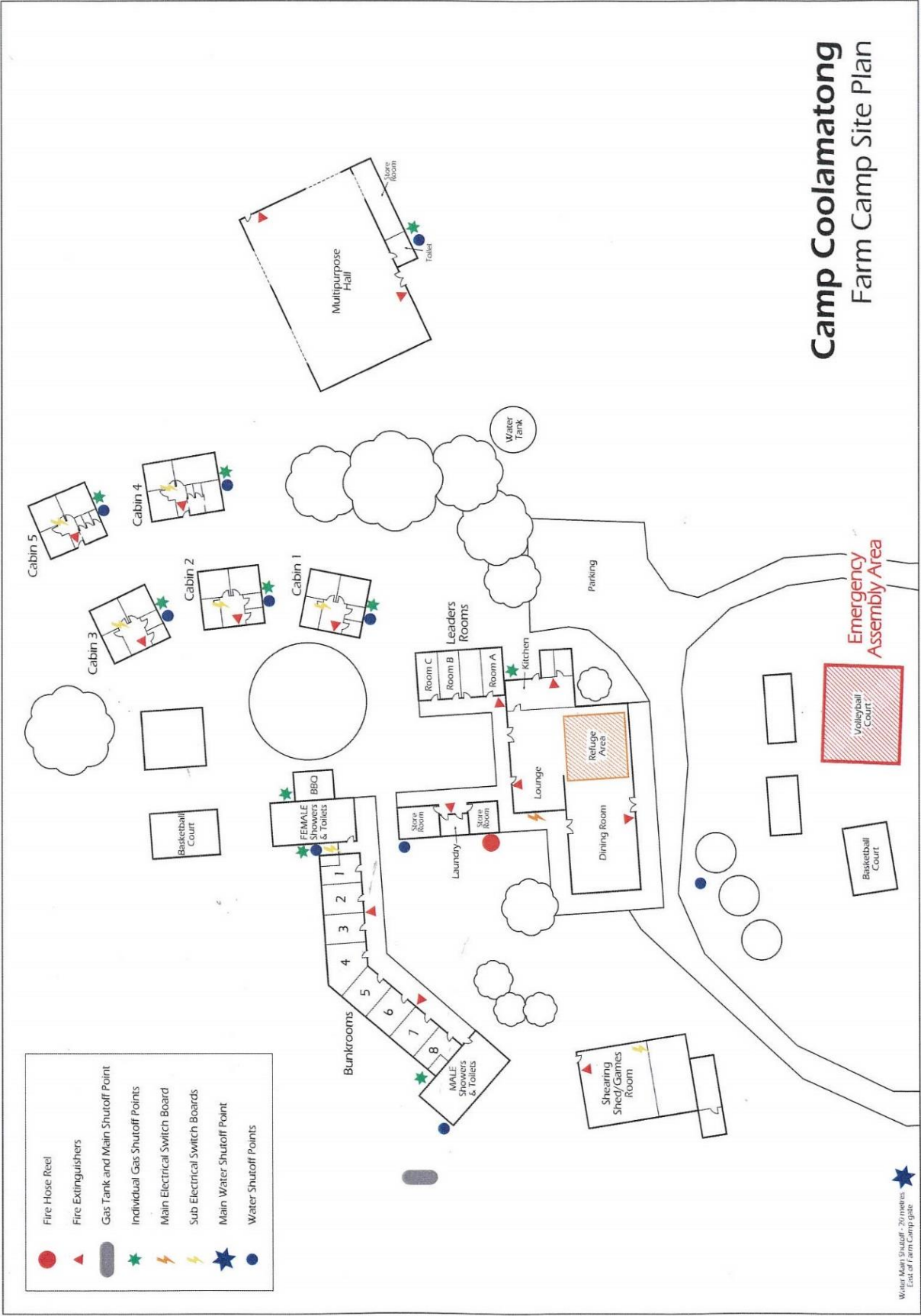
Chris Kynoch - Director	0459 151 175
Amy Stork– Assistant Director	0417 774 227
Andy Packett – Maintenance & Property Manager	0407 220 110
Jeremie Buck – Program Leader	0429 177 489
Jack Andrewartha – Program Leader	0435 141 412
Alisha Hutton – Office	0458 982 082

### Location for CFA purposes

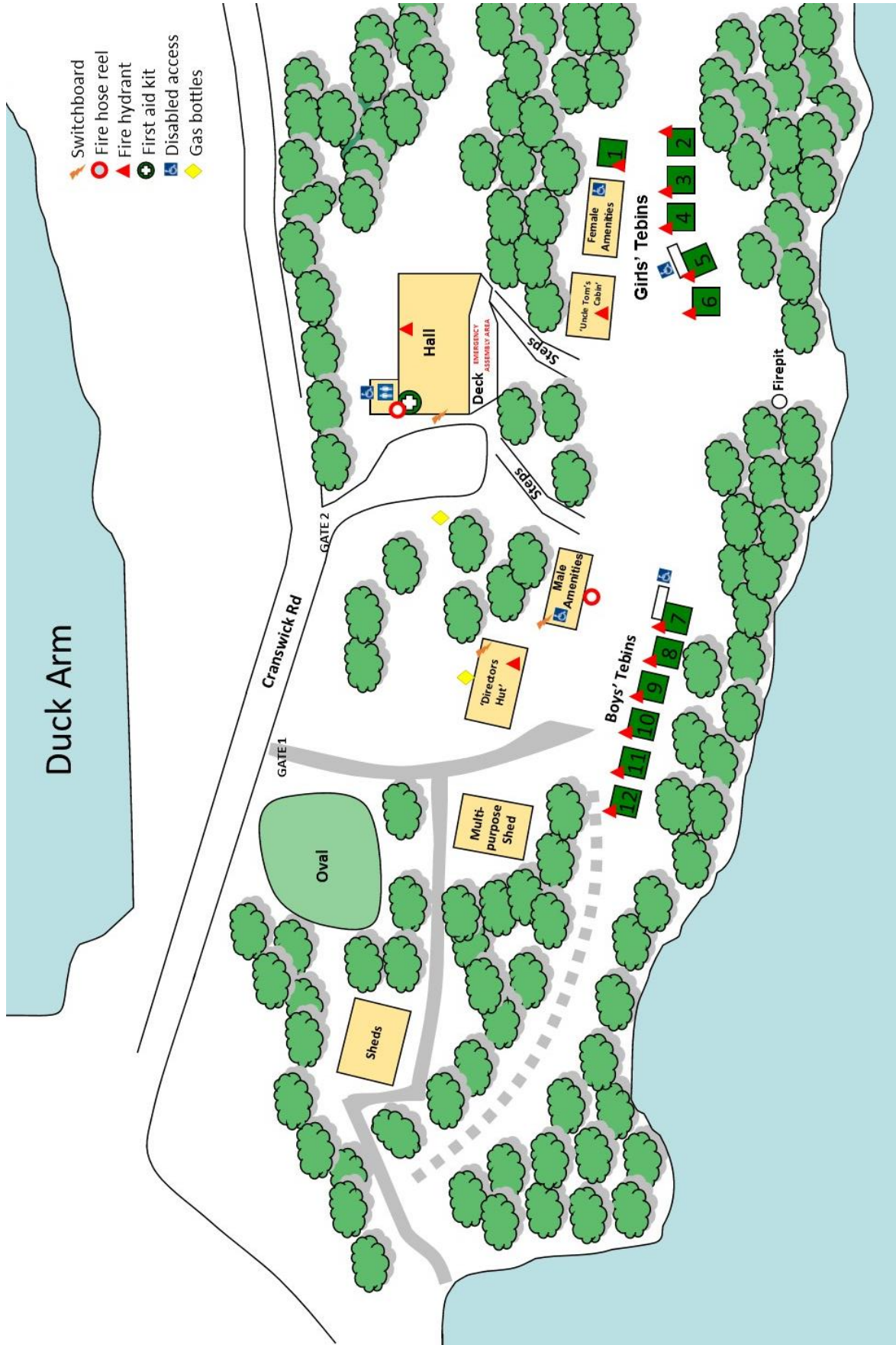
CFA Directory:

SVSE Map 6716

Grid Reference 583 993



Lake Camp Site Plan





# Introduction

Camp Coolamatong is owned and operated by Scripture Union Victoria, a worldwide Christian organisation. Both campsites are located on the Banksia Peninsula approximately 17km from Bairnsdale and 10km from Paynesville.

Camp Coolamatong occupies over 70 hectares comprising cleared pastures, bush paddocks, lake frontage, staff residences, camp buildings, and farm sheds. Coolamatong operates two distinctively different campsites:

- **Farm Camp** site consists of dormitory or cabin style accommodation in a pastoral setting with bushland towards the rear of the property.
- **Lake Camp** site consists of tebin and cabin style accommodation situated on the banks of Lake Victoria in remanent bushland/wetlands.

Camp Coolamatong's Director and Assistant Director (and their families) live opposite Farm Camp. There are also numerous other full-time and casual staff and volunteers who live off-site.

The smooth running of a camp and the appropriate handling of any emergency depends on adherence to the following principles:

## Key Principles

1. User Group Coordinator and Booking Form
2. List of Campers
3. On-site Management
4. Briefing

### 1. User Group Coordinator and Booking Form

User Groups must have completed a booking form/hire agreement, after which a 'User Group Coordinator' is nominated from the members of the group. This person will be the first point of contact for Camp Coolamatong staff. If the User Group Coordinator leaves the site, he/she must delegate this role and inform Camp Coolamatong staff.

### 2. List of Campers

Groups must have a list of all campers, including both first and last name. Camp Coolamatong requires a copy of this list prior to arrival and must be notified of any changes during the stay.

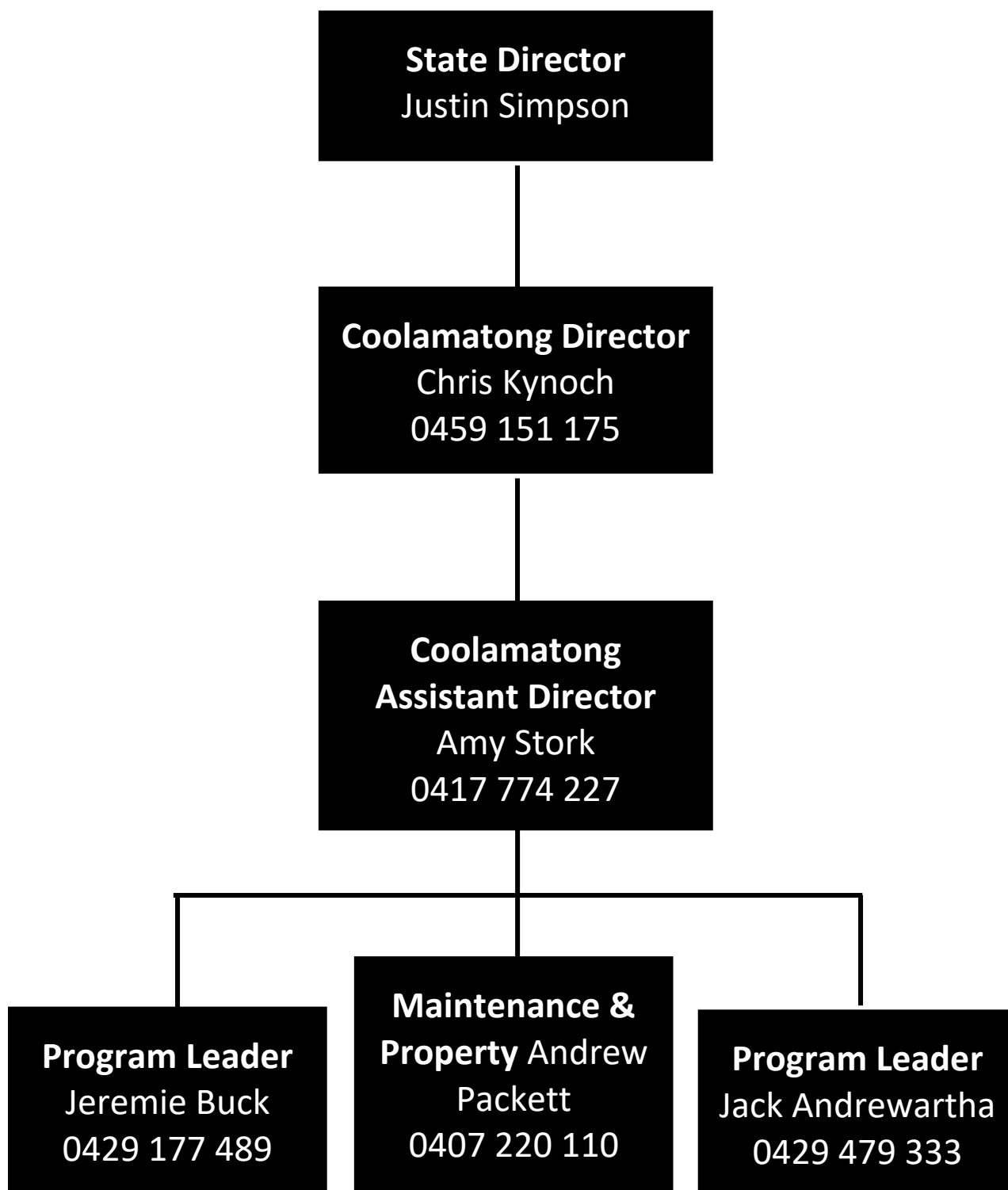
### 3. On-site Management

Camp Coolamatong provides 24-hour on-call staffing when a group is at either campsite. The User Group Coordinator of each group will be informed who is on duty and how to contact management. In many emergency situations, Camp Coolamatong staff will control the incident. Note: staff will generally be available on site and where Bushfire Danger Rating is Severe or higher or there is another emergency situation present or imminent a staff member will be on site at all times.

### 4. Briefing

In addition to the emergency briefing for all campers, it is expected that the User Group Coordinator (and as many group leaders as possible) will be available for 10-15 minutes shortly after arrival to be briefed by Camp Coolamatong Staff regarding emergency procedures and other important information.

## Roles and Responsibilities



## Incident Control Protocols

In the event of an incident/emergency at a Camp Coolamatong site, responsibility for 'Incident Control' will vary depending on:

- if there are guests on-site;
- availability of emergency services;
- skill and experience of User Group leaders/staff; and
- immediate risk to people and infrastructure.

At the point of notification of an incident, the most senior Camp Coolamatong staff member present will liaise with the most senior member of the User Group/s available to determine who will take charge of the situation until authorities arrive.

Camp Coolamatong management and staff will take responsibility for the facility and grounds of the property.

Camp Coolamatong management will offer advice and support to the User Group to the best of their knowledge and expertise. They will seek advice from relevant authorities as required and in accordance with this Emergency Management Plan.

If the User Group decides to overlook the advice of Camp Coolamatong management or authorities it will be at their own risk, and Camp Coolamatong will take no responsibility for the events directly related to that decision.



# 1. Building Fire

**CALL 000**

User Group Coordinator	Camp Coolamatong Site Staff
<input type="checkbox"/> Notify Site Management  <input type="checkbox"/> Assemble campers in Emergency Assembly area  <input type="checkbox"/> Collect camper records and medications  <input type="checkbox"/> Roll call  <input type="checkbox"/> Inform Site Staff of any injuries or missing people within group  <input type="checkbox"/> Maintain calm within the group  <input type="checkbox"/> Await further instruction from site management, Police or CFA	<input type="checkbox"/> Sound bell/fire alarms  <input type="checkbox"/> Evacuate buildings through designated exits  <input type="checkbox"/> Meet with User Group to explain situation and instructions  <input type="checkbox"/> Isolate services (gas)  <input type="checkbox"/> Assist group with gaining medical assistance if required  <input type="checkbox"/> Communicate with Emergency Services  <input type="checkbox"/> Escort group to more comfortable area if appropriate  <input type="checkbox"/> Activate fire hoses/extinguishers  <input type="checkbox"/> Communicate situation and hand over to authorities  <input type="checkbox"/> Complete and submit Incident Report

## 2. Bushfire – Initial Response

**CALL 000**

**Note:** Specific response for Bushfire is detailed in the Bushfire Management Plan.

User Group Coordinator	Camp Coolamatong Site Staff
<input type="checkbox"/> Notify Site Management  <input type="checkbox"/> Assemble campers in Emergency Assembly area  <input type="checkbox"/> Collect camper records and medications  <input type="checkbox"/> Roll call  <input type="checkbox"/> Inform Site Staff of any injuries or missing people within group  <input type="checkbox"/> Campers are requested to dress appropriately (sturdy footwear, long pants, jumpers)  <input type="checkbox"/> Maintain calm within the group  <input type="checkbox"/> Await further instruction from site management, Police or CFA  <input type="checkbox"/> No person shall leave the Assembly Area unless under the direction of the person in charge at the time; i.e. CFA, Police, Site Management.	<input type="checkbox"/> Sound bell/fire alarms  <input type="checkbox"/> Notify Coolamatong Director and State Director / ERT team  <input type="checkbox"/> Meet User Group in Emergency Assembly area and relocate to Refuge Area (Dining Room)  <input type="checkbox"/> Isolate services (gas)  <input type="checkbox"/> Assist group with gaining medical assistance if required  <input type="checkbox"/> Activate Bushfire Management Plan  <input type="checkbox"/> Communicate situation and hand over to authorities  <input type="checkbox"/> Await further instruction from authorities  <input type="checkbox"/> Complete and submit Incident Report

### 3. Severe Storm & Flood

User Group Coordinator	Camp Coolamatong Site Staff
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble campers in the designated area (preferably Refuge Area – Dining Room)</li> <li><input type="checkbox"/> Collect camper records and medications</li> <li><input type="checkbox"/> Roll call</li> <li><input type="checkbox"/> Inform Site Staff of any injuries or missing people within group</li> <li><input type="checkbox"/> Maintain calm within the group</li> <li><input type="checkbox"/> Await further instruction from site management or authorities</li> <li><input type="checkbox"/> No person shall leave the assembly area unless under the direction of the person in charge at the time; i.e. CFA, Police, Site Management.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble campers in the designated area (preferably Refuge Area – Dining Room)</li> <li><input type="checkbox"/> Close windows and secure loose objects, i.e. garbage bins</li> <li><input type="checkbox"/> Isolate any services that may cause additional hazards, i.e. electricity, gas</li> <li><input type="checkbox"/> Facilitate evacuation with advice from authorities</li> <li><input type="checkbox"/> Assist group with gaining medical assistance if required</li> <li><input type="checkbox"/> Contact relevant authorities for assistance if required</li> <li><input type="checkbox"/> Complete and submit Incident Report</li> </ul>

## 4. Gas Leak

User Group Coordinator	Camp Coolamatong Site Staff
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble campers in Emergency Assembly Area</li> <li><input type="checkbox"/> Collect camper records and medications</li> <li><input type="checkbox"/> Roll call</li> <li><input type="checkbox"/> Inform Site Staff of any injuries or missing students within group</li> <li><input type="checkbox"/> Maintain calm within the group</li> <li><input type="checkbox"/> Await further instruction from site management or authorities</li> <li><input type="checkbox"/> No person shall leave the Assembly Area unless under the direction of the person in charge at the time; i.e. CFA, Police, Site Management.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify authorities</li> <li><input type="checkbox"/> Sound emergency bell/siren</li> <li><input type="checkbox"/> Isolate gas tank at main valve and call professional assistance</li> <li><input type="checkbox"/> Assemble in Emergency Assembly Area</li> <li><input type="checkbox"/> If deemed necessary, facilitate evacuation in conjunction with authorities</li> <li><input type="checkbox"/> Assist group with gaining medical assistance if required</li> <li><input type="checkbox"/> Contact relevant authorities for further assistance</li> <li><input type="checkbox"/> Complete and submit Incident Report</li> </ul>

## 5. Off-Site Activity Critical Incident

**CALL 000**

User Group Coordinator	Camp Coolamatong Site Staff
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess situation, including immediate dangers to self and group</li> <li><input type="checkbox"/> Assemble group</li> <li><input type="checkbox"/> Roll call</li> <li><input type="checkbox"/> Administer first aid as required</li> <li><input type="checkbox"/> If not with site staff - notify Coolamatong Staff as soon as possible</li> <li><input type="checkbox"/> If unable to contact via phone – send two group leaders to get help (allowing appropriate leader:camper ratio with remainder of group)</li> <li><input type="checkbox"/> Take appropriate actions relevant to situation with advice from Coolamatong site management or authorities</li> <li><input type="checkbox"/> Maintain calm within group</li> <li><input type="checkbox"/> In the event that police/authorities are notified; User Group Coordinator must contact relevant people, i.e. School Principal</li> <li><input type="checkbox"/> Await further instruction from site management or authorities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify authorities as required</li> <li><input type="checkbox"/> Assess situation, including immediate dangers to self and group</li> <li><input type="checkbox"/> Provide first aid assistance to User Group as required</li> <li><input type="checkbox"/> Provide User Group with advice regarding evacuation and other appropriate action to take</li> <li><input type="checkbox"/> Remain available to communicate with User Group and authorities</li> <li><input type="checkbox"/> Complete and submit Incident Report</li> </ul>

- In the event that Coolamatong Site Staff are or are not present at the incident, they will offer advice to best of their knowledge regarding appropriate action. It is up to the discretion of the User Group to make a final decision on actions to be taken.
- Camp Coolamatong will take no responsibility in the case that the User Group does not heed Coolamatong's advice and wishes to take their own course of action.

## 6. Missing Person On-Site

User Group Coordinator	Camp Coolamatong Site Staff
<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify Site Management</li> <li><input type="checkbox"/> Assemble campers in designated Assembly Area</li> <li><input type="checkbox"/> Collect camper records and medications</li> <li><input type="checkbox"/> Roll call – establish all missing persons</li> <li><input type="checkbox"/> Document events and procedures that are taken including time each event occurs</li> <li><input type="checkbox"/> Provide medical forms of missing person/s to Camp Coolamatong management</li> <li><input type="checkbox"/> Maintain calm within group</li> <li><input type="checkbox"/> In the event that Police/authorities are notified; User Group Camp Coordinator must contact relevant people, i.e. School Principal</li> <li><input type="checkbox"/> Await further instruction from Site Management or authorities</li> <li><input type="checkbox"/> No person shall leave the Assembly Area unless under the direction of the person in charge at the time; i.e. CFA, Police, Site Management.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect medical form of missing person/s from User Group leader</li> <li><input type="checkbox"/> Establish where missing person/s were last sighted to determine where person/s may be lost</li> <li><input type="checkbox"/> Carry out initial search (10-15min)</li> <li><input type="checkbox"/> If initial search is unsuccessful, immediately notify Bairnsdale Police</li> <li><input type="checkbox"/> Remain on-site and available to communicate with authorities</li> <li><input type="checkbox"/> Complete and submit Incident Report</li> </ul>



## 7. Missing Person Off-Site

User Group Coordinator	Camp Coolamatong Site Staff
<ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble group</li> <li><input type="checkbox"/> Roll call – establish all missing persons</li> <li><input type="checkbox"/> Remain in current location</li> <li><input type="checkbox"/> Document events and procedures that occur, including relevant times</li> <li><input type="checkbox"/> Allocate appropriate number of staff to supervise remainder of group. Remaining staff to conduct initial search.</li> <li><input type="checkbox"/> Nominated staff to conduct initial search for 10-15 mins of immediate area and retrace the last 5 mins. <b>Do not involve children in search.</b></li> <li><input type="checkbox"/> If initial search is unsuccessful notify Site Management immediately</li> <li><input type="checkbox"/> Maintain calm within group</li> <li><input type="checkbox"/> In the event that Police/authorities are notified; User Group Coordinator must contact relevant people, i.e. School Principal</li> <li><input type="checkbox"/> Await further instruction from Site Management or authorities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish the last sighting of missing person/s to determine where person/s may be lost</li> <li><input type="checkbox"/> Collect medical form and medication of missing person/s</li> <li><input type="checkbox"/> Carry out initial search (10-15min)</li> <li><input type="checkbox"/> If initial search is unsuccessful, immediately notify Bairnsdale Police <i>(or Water Police if on Boat Trip or Overnight Hike at Bunga Arm or Rotamah Island)</i></li> <li><input type="checkbox"/> Remain on-site and available to communicate with authorities</li> <li><input type="checkbox"/> No person shall leave the Assembly Area unless under the direction of the person in charge at the time; i.e. CFA, Police, Site Management</li> <li><input type="checkbox"/> Complete and submit Incident Report</li> </ul>

## 8. Strangers/Intruders

User Group Coordinator	Camp Coolamatong Site Staff
<input type="checkbox"/> Report strangers/intruders to Site Management  <i>If it is determined that the person is an intruder follow steps below.</i>  <input type="checkbox"/> Assemble group  <input type="checkbox"/> Roll call  <input type="checkbox"/> Maintain calm within group  <input type="checkbox"/> Await further instruction from Site Management or authorities.	<input type="checkbox"/> Notify authorities as required  <input type="checkbox"/> Assess situation and establish if the person is an intruder.  <input type="checkbox"/> In the case that the person is an intruder, Site Management will establish the danger of the intruder and escort him/her off the site.  <input type="checkbox"/> If the person cannot be escorted, local police will be called  <input type="checkbox"/> Hand over to Police on arrival  <input type="checkbox"/> Complete and submit Incident Report

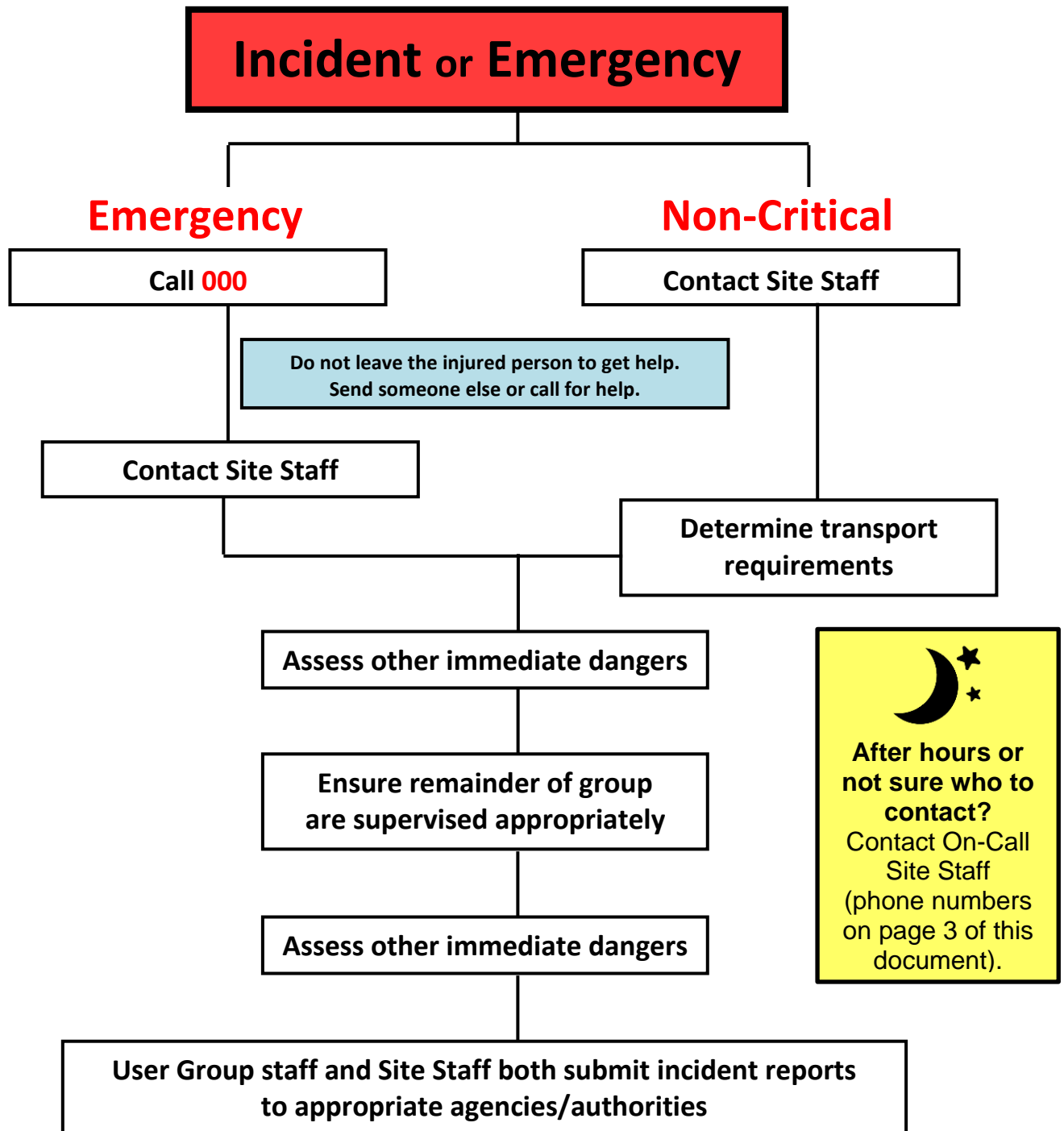
## 9. Outbreak of Disease or Illness

Evidence of a contagious sickness will result in that person being isolated from the rest of the group. They will be placed in the designated sick room and no other campers are permitted to attend to them. On the advice of a trained first aid officer, the person may be monitored for a period of time or evacuated.

- The camper should be taken to a doctor or to casualty at Bairnsdale Hospital.
- The parent should be contacted.
- If the situation deteriorates the camper needs to be taken home (this is the responsibility of the User Group Coordinator to organise).
- A sick camper should not stay on-site for a total period of longer than 18 hours from when they are first reported sick.
- Government Infection Control Guidelines should also be consulted Phone: 1300651160 or <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines>

## 10. Plan for Other Emergencies

In the case of serious injury, acute Asthma attack, drug overdose or any other medical emergency not covered in the above Emergency Management Plan, follow the steps below.



## Contact with Scripture Union Victoria

Farm Camp and Lake Camp are owned and operated by Scripture Union Victoria (SU Vic). An emergency at Camp Coolamatong would be reported to SU Vic Emergency Response Team.

The Emergency Response Team would liaise with the Coolamatong Director or Assistant Director and organise as necessary for:

- contact with the media;
- provision of trained counsellors;
- emergency services;
- notification of next of kin (Coolamatong staff only); and
- contact with User Group emergency contacts.

## Evacuation Procedures / Policy

**Given the necessity for local and on-ground knowledge in evacuation decisions, the Camp Coolamatong Director (or in his/her absence, the Assistant Director) will consult with local authorities, the User Group Coordinator/s, and relevant Coolamatong staff as necessary, and SU Victoria's RMO where available and timely, but he/she maintains final authority regarding decisions around the evacuation of the site.**

**Stance:** A mass evacuation from Camp Coolamatong is to be avoided during times of emergency such as bushfire or natural disaster. In the event of an emergency, it is considered too dangerous to have large numbers of campers leave Banksia Peninsula. Therefore, where possible evacuation should happen early ahead of an emergency.

**Reasoning:** Road access to the Peninsula is only via Lake Victoria Road and Cranswick Road. If Emergency Services needed to travel along these roads at speed it would be risky to evacuate campers at the same time.

**In the case of Evacuation:** If an evacuation is necessary, the User Group Coordinator/s must wait for the Coolamatong Director (or in his/her absence, the Assistant Director) to authorise individual cars/buses to leave the campsite. This decision will be made in consultation with Police and/or Fire Brigade.

**In the case of forecasted 'Code Red' days:** All personnel on site must evacuate the day before to **Bairnsdale Baptist Church (134 Princes Highway, Lucknow) or Riviera Christian Centre (103 Bairnsdale-Dargo Road, Bairnsdale), or another location if these were deemed unsafe.** Cooper's Bus Company (Richard – 0412092540 or 51527558) and Dyson Buses (Scott – 0438 602 128) have agreed to make themselves available for emergency evacuation for these days.

**In the case of forecasted ‘Severe’ and ‘Extreme’ days:** Evacuation will be considered (and escalated accordingly) with analysis of relevant factors including: current fire activity, forecast winds, readiness of site, camp groups on site.

**In the case of ‘Advice’ & ‘Watch and Act’ Vic Emergency notifications:**

In the case of Camp Coolamatong being identified as being in an Advice or Watch and Act zone by Vic Emergency, evacuation will be considered along with other options, as all information available is analysed.

**In the case of ‘Emergency Warning’ or ‘Evacuate’ Vic Emergency notifications:**

In the case of Camp Coolamatong being identified as being in an Emergency Warning or Evacuation zone by Vic Emergency, evacuation will be implemented if it is deemed safe to do so according to above reasoning.

**Evacuation Procedures:** If the decision is made to evacuate Camp Coolamatong, the ‘In an Emergency’ documentation will be followed as outlined in the Emergency Management Plan. After Step 7 Wait (page 2 of this document), proceed to evacuate in the following manner:

- Allocate all people to vehicles and check that all are present in vehicles.
- Drive in convoy to off-site refuge point (as outlined above – page 18).

## Emergency Drills / Training Schedule

All members of Coolamatong staff have read and are familiar with the procedures as outlined in this Emergency Management Plan.

Staff are familiar with the location and use of safety procedures and equipment.

Twice per annum, a review and refresh of procedures occurs in conjunction with a weekly staff meeting. This is documented in staff meeting minutes.

At the commencement of each camp, the User Group orientation briefing includes an outline of the emergency assembly details. Coolamatong’s staff are responsible for conducting this orientation and therefore must be fully aware of the Emergency Management Plan.

## Emergency Management Plan Reviews

Activity procedures, first aid, customer service and emergency management are reviewed regularly. The Emergency Management Plan will be reinforced and reviewed bi-annually or following any emergency.



# Bushfire Management Plan

## Farm + Lake Camps

Camp Coolamatong  
P: 5156 6511

39 Cranswick Road, Banksia Peninsula Victoria, 3875  
[www.campcoolamatong.com](http://www.campcoolamatong.com)

[coolamatong@suvic.org.au](mailto:coolamatong@suvic.org.au)



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## Introduction

This document provides detail as to roles and procedures relevant to the preparation for and dealing with a Bushfire emergency impacting on Camp Coolamatong including Farm Camp, Lake Camp and Staff Buildings (incorporating Office and Workshop).

## Onset of Emergency

1. Verify	Verify the Report	Confirm with other campers, campsite staff, emergency services or other reliable people the accuracy of the information about the emergency				
2. Notify	Notify Camp Staff & Emergency Services	By the quickest means possible notify: <ul style="list-style-type: none"><li>• Camp Coolamatong staff; and</li><li>• Emergency Services</li></ul>				
3. Assess	Assess the danger posed	Observe what is happening to decide: <ul style="list-style-type: none"><li>• Has the danger passed;</li><li>• Is the danger increasing or decreasing;</li></ul>				
4. Act	Take action based on assessment	<ul style="list-style-type: none"><li>• Follow direct procedures from Emergency Management Plan (EMP) located in Dining Halls for relevant emergency.</li><li>• Move people away from the danger</li><li>• Collect camper medical forms and medication</li></ul>				
5. Assemble	All leaders and campers proceed to Assembly Areas:	Assembly Areas				
		<table><tr><td>Farm Camp Site</td><td>Lake Camp Site</td></tr><tr><td>The Volleyball court</td><td>Deck – adjacent Dining</td></tr></table>	Farm Camp Site	Lake Camp Site	The Volleyball court	Deck – adjacent Dining
		Farm Camp Site	Lake Camp Site			
The Volleyball court	Deck – adjacent Dining					
<ul style="list-style-type: none"><li>• Priority at all times is safety of human life</li><li>• Do not return to buildings or cabins</li><li>• Identify any campers not accounted for</li></ul>						
6. Refuge	Move to Refuge area:	Refuge Areas				
		<table><tr><td>Farm Camp Site</td><td>Lake Camp Site</td></tr><tr><td>Dining Hall</td><td>Dining Hall. Move to Farm Camp site if necessary - only proceed to farm if directed or it is clearly safe to do so</td></tr></table>	Farm Camp Site	Lake Camp Site	Dining Hall	Dining Hall. Move to Farm Camp site if necessary - only proceed to farm if directed or it is clearly safe to do so
Farm Camp Site	Lake Camp Site					
Dining Hall	Dining Hall. Move to Farm Camp site if necessary - only proceed to farm if directed or it is clearly safe to do so					
7. Wait	Keep group together in Refuge Area until further notice	<ul style="list-style-type: none"><li>• Stay in Refuge Area unless told to do otherwise by Coolamatong Director or delegate, SU Emergency Response Team or Emergency Services</li><li>• In consultation with Coolamatong Director, 2 leaders may be sent together to find any campers not accounted for.</li><li>• Leaders may be sent to perform tasks.</li></ul>				
8. Evacuation	Group to be evacuated together	<ul style="list-style-type: none"><li>• Allocate all people to vehicles and check that all are present in vehicles. For organising buses, see page 13.</li><li>• Drive in convoy to off-site refuge point</li></ul>				

## Bushfire – Initial Response

**CALL 000**

User Group Coordinator/ Volunteer Director	Camp Coolamatong Site Staff
<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify Site Management</li> <li><input type="checkbox"/> Assemble Campers in Emergency Assembly area</li> <li><input type="checkbox"/> Collect camper records and medications</li> <li><input type="checkbox"/> Roll Call</li> <li><input type="checkbox"/> Inform site staff of any injuries or missing students within group</li> <li><input type="checkbox"/> Campers are requested to dress appropriately (sturdy footwear, long pants, jumpers)</li> <li><input type="checkbox"/> Maintain calm within the group</li> <li><input type="checkbox"/> Await further instruction from site management, police or CFA</li> <li><input type="checkbox"/> No person shall leave the assembly area unless under the direction of the person in charge at the time; i.e. CFA, Police, Site Management.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sound bell/fire alarms</li> <li><input type="checkbox"/> Notify Coolamatong Director and State Director/ERT team</li> <li><input type="checkbox"/> Meet User Group in Emergency Assembly area and relocate to Refuge area (Dining Room)</li> <li><input type="checkbox"/> Isolate services (Gas)</li> <li><input type="checkbox"/> Assist group with gaining Medical assistance if required</li> <li><input type="checkbox"/> Activate Bushfire Management Plan (this document)</li> <li><input type="checkbox"/> Communicate situation and hand over to authorities</li> <li><input type="checkbox"/> Await further instruction from authorities</li> </ul>

## Emergency Services phone Numbers and site details

(Farm Camp landline: dial '0' first to get an outside line)

<b>(Dial) 000 - Fire</b>		<b>Police</b>	<b>Ambulance</b>
Fire:	03 5153 7400	Fire:	03 5156 6548
Bairnsdale	Not to be used in an emergency	Paynesville	Not to be used in an emergency
Police:	03 5152 0500	Hospital:	03 5150 3333
Bairnsdale	Not to be used in an emergency	Bairnsdale	
Paynesville	03 5156 7462	Poison Information	13 11 26
Water Police		Line	
SES Bairnsdale	132 500	Nurse on Call	1300 60 60 24
Parks Victoria	13 19 63	Plumber (Jamie)	0413 678 338
Bairnsdale office	5152 0600	Electrician (Paul)	0419 440 644

## Camp Coolamatong Location (nearest intersection Lake Victoria Rd)

**Farm Camp** - 39 Cranswick Road, Banksia Peninsula Vic 3875 **5156 6511**

**Lake Camp** – 72 Cranswick Road, Banksia Peninsula Vic 3875

**Office** – 38 Cranswick Road, Banksia Peninsula Vic 3875 **5156 6511**

**SU Victoria Office** – 455 Springfield Road, Mitcham, Vic, 3132 **9482 5700**

## Contacts for Key Camp Coolamatong Staff

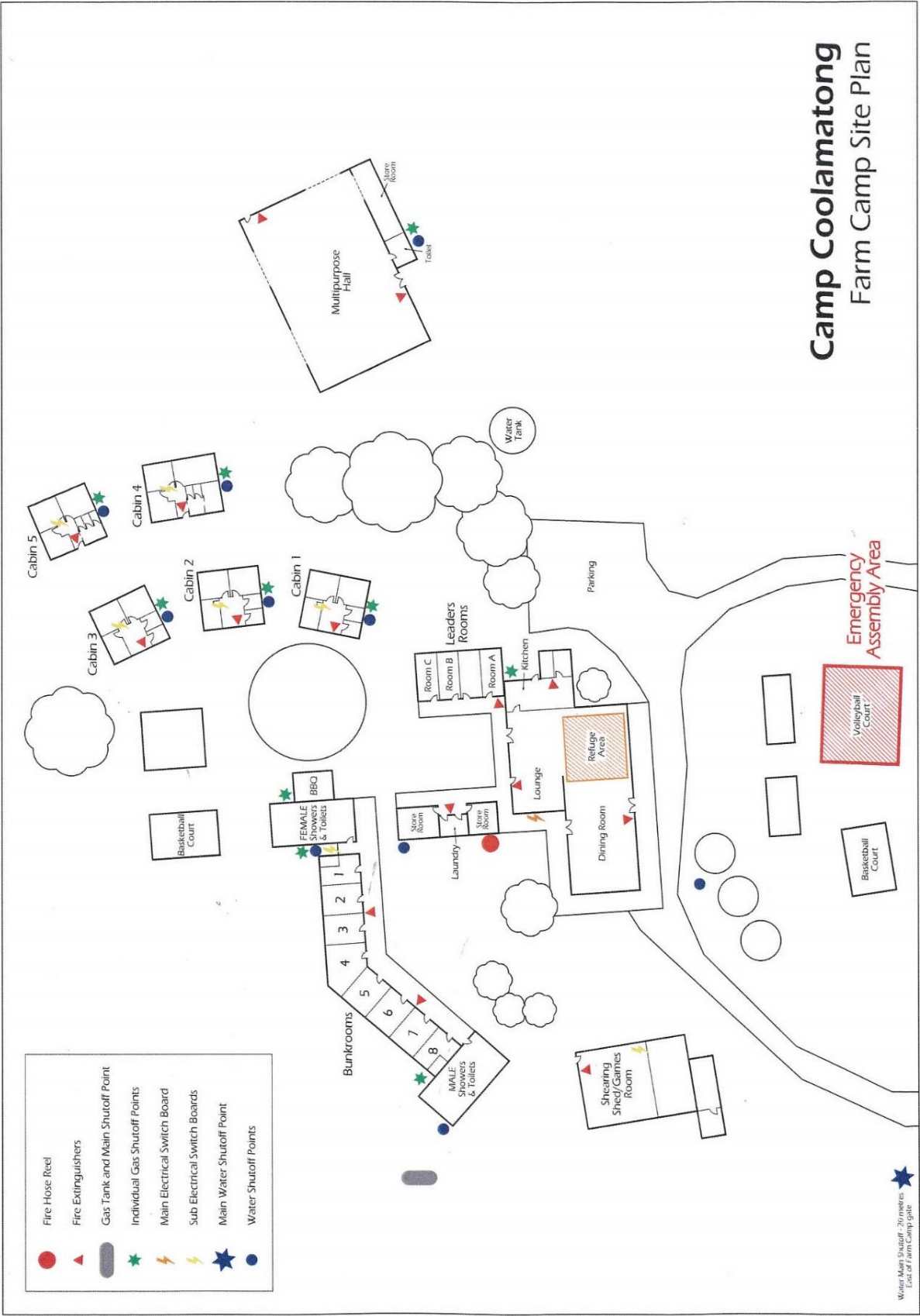
Chris Kynoch - Director	0459 151 175
Amy Stork– Assistant Director	0417 774 227
Andy Packett – Maintenance & Property Manager	0407 220 110
Jeremie Buck – Program Leader/Summer Camp Coord	0429 177 489
Jack Andrewartha – Program Leader	0435 141 412
Alisha Hutton – Office Manager	0458 982 082

### Location for CFA purposes:

CFA Directory:

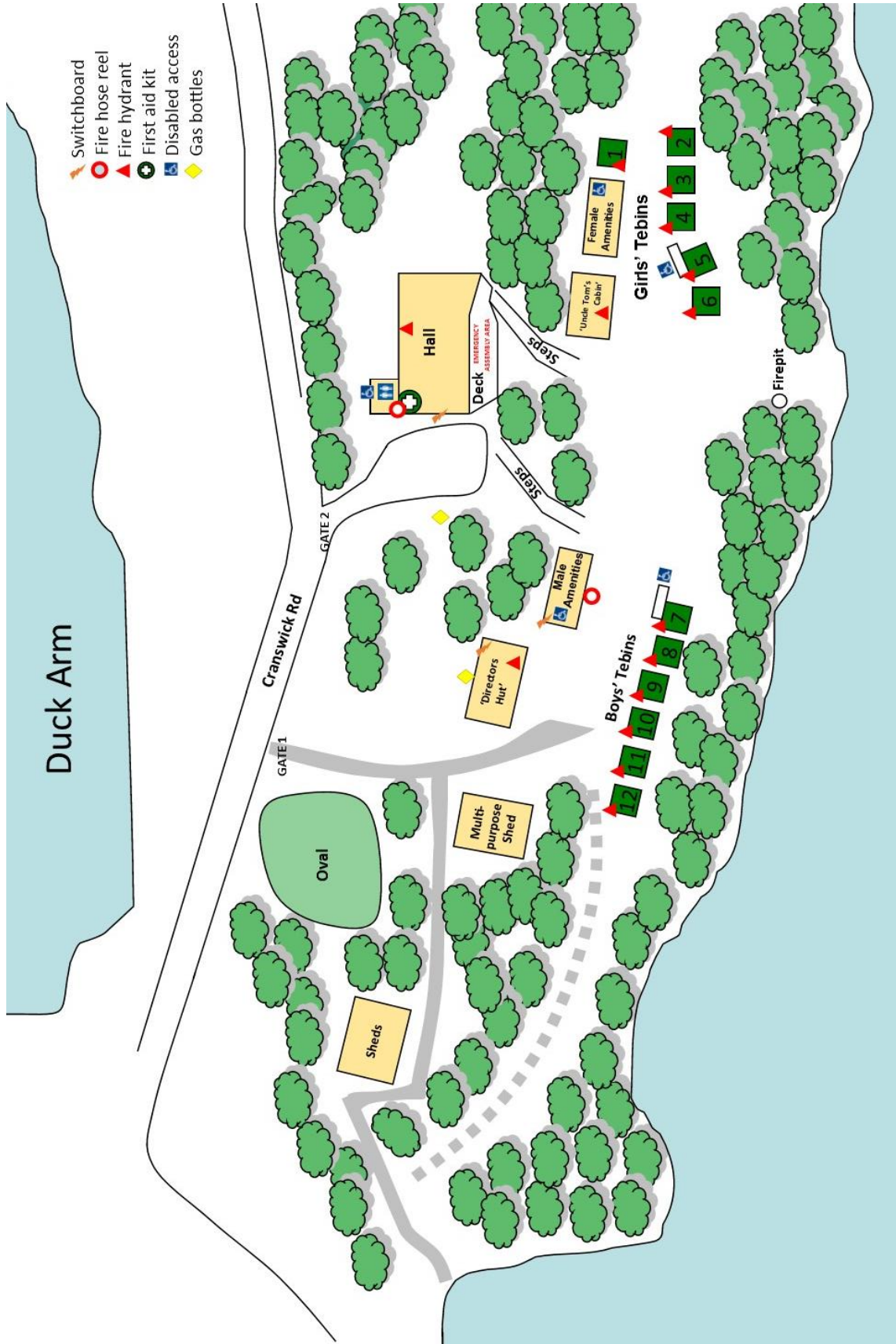
SVSE Map 6716

Grid Reference 583993





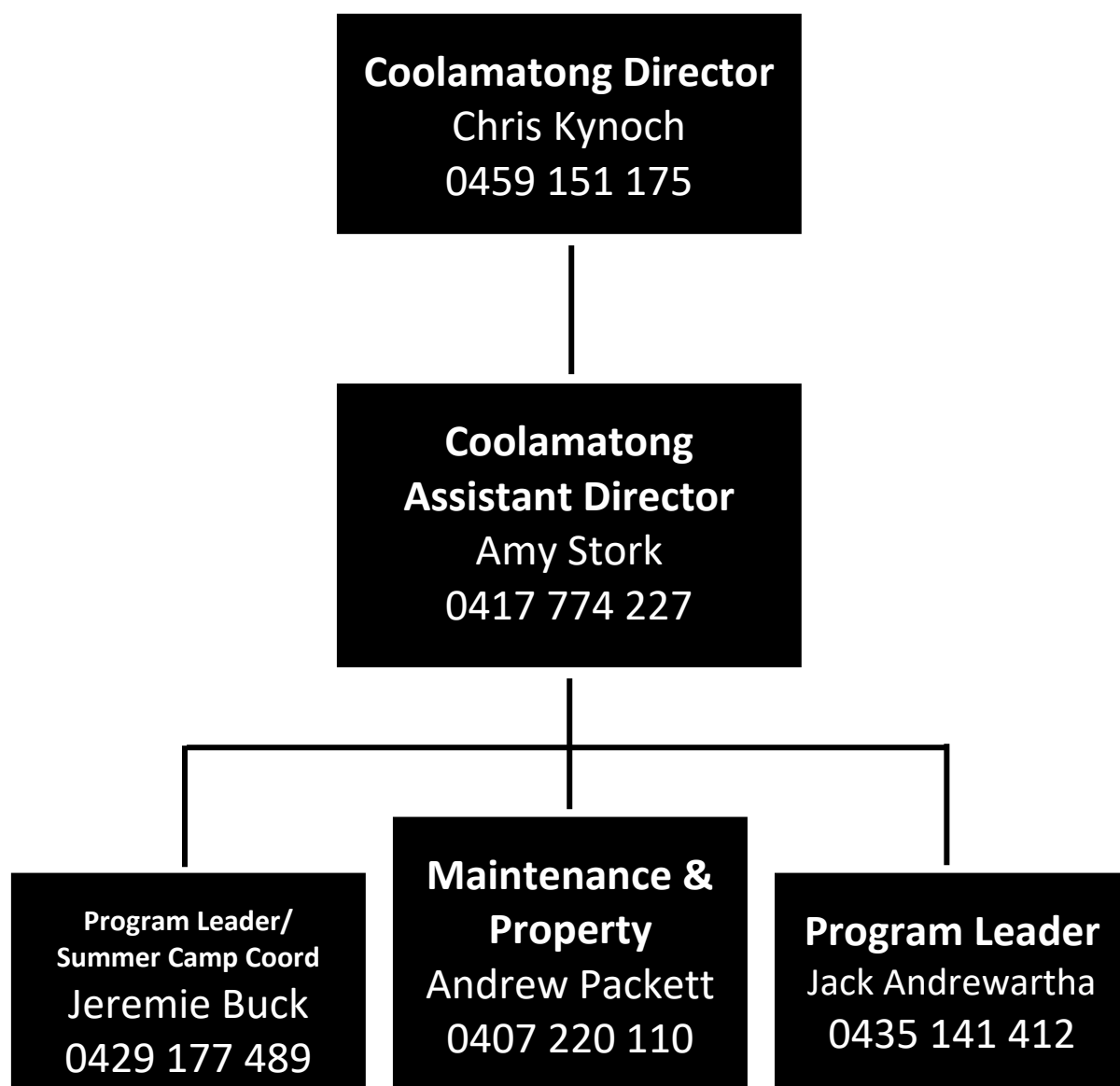
Lake Camp Site Plan





## Roles and Responsibilities

In the event of a bushfire emergency, the senior most member of this flowchart onsite will assume leadership of dealing with the emergency. The role of property protection will be delegated to an appropriate staff member with necessary training and experience early in the emergency.



## Camp Coolamatong Bushfire Preparation:

### On arrival

All groups are led through a safety briefing and a demonstration of the emergency signal and where the designated Assembly Area and Refuge Area is for each campsite within the first 60 minutes of arriving at Coolamatong.

Lake Camp Assembly Area – Deck adjacent to Dining Hall

Lake Camp Refuge Area – Farm Camp Dining Hall

Farm Camp Assembly Area – Volleyball Court on front oval

Farm Camp Refuge Area – Farm Camp Dining Hall

### Weather Conditions and Fire Danger Ratings

Each day the Coolamatong Program Manager/Staff Member On Call will be checking forecasted weather conditions and Fire Danger Ratings including Total Fire Bans for that day. A decision to modify or cancel activities will be made via consultation between the Coolamatong Program Manager/Staff Member On Call and Group Coordinator/Volunteer Director. They will consider the forecast in conjunction with:

- Area of intended program
- Nature of the activity
- Wind direction & speed
- Capacity to add more instructors to the group

RATING	Guidelines for Campsite	Guidelines for Outdoor Activities
CODE RED (FDI 100+)	Evacuate the campsite 24hours/ the day prior when a Code Red day is forecast. If it is unsafe and not possible to evacuate, the Coolamatong Farm Camp Dining Hall has been designated as the Refuge Area.	
EXTREME (FDI 75-99)	Consider evacuating site based on weather conditions forecasted, fires in the area and number of extreme rating days predicted	<ul style="list-style-type: none"> <li>• All activities cancelled.</li> <li>• Expeditions cancelled; any overnight expeditions evacuated back to Coolamatong</li> </ul>
SEVERE (FDI 50-74)		<ul style="list-style-type: none"> <li>• Expeditions cancelled; any overnight expeditions evacuated back to Coolamatong</li> <li>• Land based modified or cancelled</li> <li>• Water based activities reviewed or modified</li> </ul>

VERY HIGH (FDI 25-49)		<ul style="list-style-type: none"> <li>• Most activities can continue, some may be modified based of weather forecast</li> <li>• Bushcraft modified or cancelled</li> <li>• Offsite expeditions modified</li> </ul>
HIGH (FDI 12-24)	Monitor conditions	
LOW– MODERATE (FDI 0-11)	Monitor conditions	

### **Fire Season Preparation:**

Camp Coolamatong will undertake the necessary preparation of site prior to the fire danger period coming into effect. This includes the maintenance of all fire-fighting equipment, reduction of fuel around the site and accessibility of equipment.

In preparation for the Fire Season, annually in October, fire preparation boxes (located in right hand side storeroom next to laundry at Farm Camp) are checked against the check list to ensure all gear is present. If anything is missing it is replaced immediately.

Fuel reduction – planning and working bees etc. to happen from August 1.

### **Total Fire Ban Day**

All fire-fighting equipment and fire preparation box are checked against the checklist to ensure all gear is present. If anything is missing it is replaced immediately.

## Emergency Response Plan in the event of immediate fire front

Evidence of a bush fire will be:

- warning that a fire is approaching;
- a dense cloud of smoke approaching;
- a strong smell of smoke;

### **Phase 1: Raising the alarm**

- Sound the alarm (continuous for at least one minute – take outside Dining Hall to sound)
- Phone Emergency Services - 000
- Contact Coolamatong Director, Chris Kynoch (0459 151 175). If no answer, call Program Manager/Staff Member On Call. All numbers in flow chart on p 28 of this document.
- As soon as this person is on site, they assume onsite leadership and wear the orange safety vest.

### **Phase 2: Assemble Group for roll call**

- All people on site proceed immediately to Assembly Area – Volleyball Court (Farm Camp) or Deck – Dining Area (Lake Camp) following designated emergency evacuation route (These are located in each room onsite). If unable to proceed to Assembly Area go directly to Refuge Area – Farm Camp Dining Hall (deemed the appropriate refuge area by local CFA). A decision will need to be made as to whether it is safe to move a Lake Camp group to Farm Camp Dining Hall. If not, the group would seek refuge in the Lake Camp Dining Hall.
- Delegate User Group Coordinator/Volunteer Director to collect camper list, medical forms, and camper medications.
- Delegate to appropriate Coolamatong Staff Member to ensure readiness checklist on Appendix 2 of this document is complete. This person to wear a yellow safety vest.
- At Assembly Area check roll and confirm list with leaders.
- The priority always is the safety and welfare of human life.
- Do not return to bunkrooms, buildings, or tents to retrieve valuables.
- Identify any campers not accounted for and inform Coolamatong Director or other staff member in charge.

### **Phase 3: Seek Refuge**

- Proceed to Refuge area when everyone is accounted for - Farm Camp Dining Hall. A decision will need to be made as to whether it is safe to move a Lake Camp group to Farm Camp Dining Hall. If not, the group would seek refuge in the Lake Camp Dining Hall.
- Do not wait for any 'missing' camper (the director will authorise specific leaders or camp staff to locate and move them to refuge).
- Keep designated leaders with groups and remain in refuge area until notified by Coolamatong Director or other staff member in charge.

### **Phase 4: Waiting**

- Do not send any person out of refuge to perform a task unless authorised by Coolamatong Director or other staff member in charge.

- Tasks which may be undertaken and may involve user group leaders (adults) if safe to do so: outside checks for signs of fire, embers etc, additional fire protection measures.
- Reassure campers and wait calmly for further instructions.
- Fill emergency fire buckets with water. Buckets are kept with fire preparation boxes.

### **Phase 5: Leaving Refuge**

Do not leave refuge until:

- Told to do so by Coolamatong Director or Emergency Services.
- When the 'all clear' is given by Director, or other staff member in charge, move group to assembly area or other area as directed and wait for further instructions.

## **Contact with Scripture Union Victoria**

Coolamatong Farm and Lake Camps are owned and operated by Scripture Union Victoria. An emergency at Camp Coolamatong is to be reported to the Scripture Union Emergency Response Team (ERT). The ERT includes the Camp Coolamatong Director and Assistant Director, as well as members of the Camp Coolamatong staff team. The Emergency Response Team will liaise with the Coolamatong Director or Assistant Director and organise as necessary for:

- Contacting the media;
- Provision of trained counsellors;
- Emergency services;
- Notification of next of kin (Coolamatong staff only);
- Contact with User Group Emergency Contacts.

## **Evacuation Procedures / Policy**

**The Camp Coolamatong Director (or in his/her absence, the Assistant Director) will consult with local authorities, the User Group Coordinator/s, relevant Coolamatong staff and SU Victoria's Risk Management Officer as necessary, but he/she maintains final authority regarding decisions around the evacuation of the site. As early as is practical, they will communicate a decision to evacuate to the CEO of SU Victoria.**

**Camp Coolamatong Farm Camp Dining Hall has been constructed in line with requirements for Bushfire Attack Level (BAL) 19. However, people will always come before property, so in situations of heightened risk early evacuation before a time of immediate emergency will be the first option.**

**Stance:** A mass evacuation from Camp Coolamatong is to be avoided during times of emergency such as bushfire or natural disaster. In the event of an emergency, it is considered too dangerous to have large numbers of campers leave Banksia Peninsula. Therefore, where possible evacuation should happen early ahead of an emergency.

**Reasoning:** Road access to the Peninsula is only via Lake Victoria Road and Cranswick Road. If Emergency Services needed to travel along these roads at speed it would be risky to evacuate campers at the same time.

**In the case of Evacuation:** If an evacuation is necessary, the User Group Coordinator/s must wait for the Coolamatong Director (or in his/her absence, the Assistant Director) to authorise individual cars/buses to leave the campsite. This decision will be made in consultation with Police and/or Fire Brigade.

**In the case of forecasted 'Code Red' days:** All persons on site must evacuate the day before to Bairnsdale Baptist Church (134 Princes Highway, Lucknow) or Riviera Christian Centre (103 Bairnsdale-Dargo Road, Bairnsdale), or another location if these were deemed unsafe. Cooper's Bus Company (Richard – 0412092540 or 51527558) and Dyson Buses (Scott – 0438 602 128) have agreed to make themselves available for emergency evacuation for these days.

**In the case of forecasted 'Extreme' or 'Severe' days:** Evacuation will be considered (and escalated accordingly) with analysis of relevant factors including: current fire activity, forecast winds, readiness of site, camp groups on site. If the decision is made to not evacuate, a suitable staff member will always be on site.

**In the case of 'Advice' & 'Watch and Act' Vic Emergency notifications:**

In the case of Camp Coolamatong being identified as being in an Advice or Watch and Act zone by Vic Emergency, evacuation will be considered along with other options, as all information available is analysed.

**In the case of 'Emergency Warning' or 'Evacuate' Vic Emergency notifications:**

In the case of Camp Coolamatong being identified as being in an Emergency Warning or Evacuation zone by Vic Emergency, evacuation of all personnel will be implemented if is deemed safe to do so according to above reasoning.

**Evacuation Procedures:** If the decision is made to evacuate Camp Coolamatong, the 'In an Emergency' documentation will be followed as outlined in the Emergency Management Plan. After Step 7 (Wait), proceed to evacuate in the following manner:

- Allocate all people to vehicles and check that all are present in vehicles.
- Drive in convoy to off-site refuge point (as outlined above).

If an evacuation is necessary, campers will be taken via car or bus to the preferred Emergency Relief Centres below or if these are deemed unsafe an alternative centre, Emergency Relief Centre's are located at;

**Bairnsdale Baptist Church**  
**134 Princes Highway, Lucknow**  
**Geoff Freiberg**  
**0418 972 786/5153 0672**

**Riviera Christian Centre**  
**103 Bairnsdale Dargo Road, Bairnsdale**  
**Shannon Riley**  
**0409 394 477/5152 5933**

If transport is required in an emergency, buses can be provided by Coopers Buses or Dyson Buses

**Coopers Buses**  
**Richard - 0412 092 540**

**Dyson Buses**  
**Scott – 0438 602 128**



## Appendix 1. Information for dealing with Fire Emergency

If sheltering in a house or another building during a bushfire, you must:

- Actively monitor and defend the house while inside during this time. Check for embers in the roof space and elsewhere in the house
- Make sure you have a point of exit to the outside in every room used as a shelter. Do not shelter in the bathroom as it typically has only one door and a small window that is often frosted
- Remain alert and maintain visibility with the outside to know what is happening with the fire
- Keep hydrated, drink water even if you don't feel thirsty
- If the house catches fire, move through the house away from the rooms on fire, closing doors behind you
- Plan an exit strategy for when the fire front has passed, or it is no longer safe to shelter in the house
- Move outside to burnt ground as soon as you can
- If it is no longer safe to shelter in the house but still too hot outside in the open, seek another shelter option

### Process for dealing with a camper on fire:

STOP, DROP, and ROLL to extinguish flames.

Subsequent treatment:

- Lie victim down unless signs of breathing difficulty in which case they should sit;
- Raise the burned area above the level of the heart if possible;
- Maintain body temperature by covering with a sheet or light blanket;
- Remove rings and jewellery if able without undue stress on victim;
- Call ambulance (000);
- Cover the burn with a dry, sterile dressing;
- Minimise shock – reassure victim.

## Appendix 2. Camp Coolamatong Fire Season Readiness Plan

General principle: With the Lake Camp site being in such close proximity to bush, it is not considered easily defensible in the case of a bush fire, therefore the focus there is on minimising the risk of buildings catching fire and an early evacuation of the site would be the strong preference.

### Site Preparations

	Date	Who	Notes
Farm Camp, Office and Staff Houses - Grass kept low and regularly watered to within 50 m of buildings, particularly within warmer months			
Lake Camp – Fire barrier zone (area cleared of vegetation) maintained around Tebins and other buildings			
All gutters Cleaned/Checked			
Combustible fuels removed from around buildings			

### Firefighting equipment on hand

Firefighting equipment is stored in storeroom adjacent to laundry at Farm Camp or \*as mentioned.

	Date	Who	Notes
*Pump and Fire hoses to underground tanks operational and stored in Dairy Lean To			
*Back-up generator operational (next to Farm Camp Kitchen)			
*Water cart on trailer full and pumps checked (kept near workshop)			
Nappies for all down pipes			
*Sprinklers positioned and fixed on roof			
*Hoses on all outside taps (see below)			
Buckets and mops per checklist below			
Firefighting overalls x 3 sets			
Firefighting gloves x 3 sets			
Face masks			
Fire fighting Goggles			
Fire rakes (2)			

Garden Hoses			Mops and Buckets		
Positions	Chk	Who	Positions	Chk	Who

Farm Camp - Cabin 1-5			Farm Camp (4)		
Farm Camp – Behind Kitchen			Office		
Farm Camp – Webbie’s Shed			Staff House 1		
Farm Camp - Shearing Shed			Cottage		
Farm Camp - Garden outside Laundry			Staff House 2		
Farm Camp – behind Laundry			Unit 1		
Farm Camp – behind Girls’ Toilets			Unit 2		
Farm Camp – behind Boys’ Toilets			Alf’s		
Office Rear					
Staff House 1					
Cottage					
Staff House 2					
Unit 1					
Unit 2					
Alf’s					
Lake Camp – Directors’ Hut					
Lake Camp – Uncle Tom’s					
Lake Camp – Boys’ Toilets					
Lake Camp Girls’ Toilets					
Lake Camp - Laundry					

## Training

**Training to take place in October (leading into fire season) and January (for new interns while still in fire season) each year.**

Training to include:

- Using fire trailers hoses
- Dealing with embers
- Use of fire extinguishers
- Other skills relevant to defending site in case of fire

## Appendix 3. Camp Coolamatong Bush Fire Defence Action Plan

**To be implemented in situation where time may allow for preparation of site for defending or defence is a necessity due to campers in refuge.**

### Stage I: Coolamatong Staff Preparation

Before leaving home, each person should:

- Have cover up clothes (not synthetic), boots and broad brimmed hat, personal water bottle, ready to take to refuge area.
- Leave towels, bucket of water or wheelie bins and mop at door
- Close all windows, curtains and doors

**Ute Prepared** - ladder, back-pack pump, fire rake, shovel, spare garden hose, plastic buckets, leather gloves on ute. Check generator and pumps. Double check fire trailer is attached to vehicle, water, fuel and oil are full and pump operates.

**Stage II: Implementing Fire Plan: In the event of a fire front approaching report to Coolamatong Director and/or Assistant Director who will advise on whether to proceed with tasks below or to proceed immediately to Refuge. In the event of not being able to contact Director or Assistant Director go immediately to Refuge and wait for instructions.**

- Fill buckets and wheelie bins with water and position at:
  - North side of Dining Hall
  - Alcove behind Girls toilet block
  - Kitchen alcove
- Ensure mops positioned with buckets
- Hose gardens / mulch and lawn area around all buildings
- Plug all down pipes with disposable nappies (soaked).
- Place sprinklers on buildings and fill gutters (fire hose at farm) or attach hoses to sprinklers if already on roof.
- Bring animals to front paddock and ensure all gates are closed
- Close all windows and position towels and blankets at doors
- Turn off all gas pipes at bottles (see map)
- Hose facias, eaves, veranda posts of Farm Camp buildings
- Hose under Shearing Shed
- Fill all basins and baths in staff residences

- Fill all basins and baths in ensuites and toilets at camp

### Stage III: After fire front passes

- Patrol Site
  - Staff Houses
  - Farm Camp
  - Lake Camp

***Extinguish burning embers with mops and hoses as necessary***

***Fill buckets from baths, sinks and basins first then from water cart***

## Appendix 4. CFA Defined Trigger Points for Fire Danger Ratings

RATING	Recommended Action for Households	Recommended Action for Outdoor Activities
CODE RED (FDI 100+)	If you live in a bushfire prone area the safest option is to leave the night before, or early in the morning.	Leave the area the night before or early in the morning. If this is not practical, take immediate action to protect the group. Practice or remind the group about behaviour in the event of a threat from fire.
EXTREME (FDI 75-99)	The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared, well-constructed and you can actively defend it.	Leave the area the night before or early in the morning. If this is not practical, take immediate action to protect the group. Practice or remind the group about behaviour in the event of a threat from fire.
SEVERE (FDI 50-74)	The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your home is well prepared and you can actively defend it.	If your activity is in a bushfire prone area, consider leaving early in the day. <ul style="list-style-type: none"> <li>• remind group of the location and route to your severe weather site.</li> <li>• practice or remind the group about behaviour in the event of a threat from fire.</li> <li>• reassess the likelihood of meeting the goals of the activity</li> <li>• re-evaluate route selection and evacuation options</li> <li>• re-evaluate campsite choices</li> </ul>

		<ul style="list-style-type: none"> <li>• ensure procedures are modified to account for the heightened fire risk</li> </ul>
VERY HIGH (FDI 25-49)	If you live in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of a day.	<p>If your activity is in a bushfire prone area</p> <ul style="list-style-type: none"> <li>• reassess the likelihood of meeting the goals of the activity</li> <li>• re-evaluate route selection and evacuation options</li> <li>• re-evaluate campsite choices</li> <li>• ensure procedures are modified to account for the heightened fire risk e.g. meals that do not require cooking, waste disposal, campsite procedures</li> <li>• practise or remind the group about behaviour in the event of a threat from fire.</li> </ul>
HIGH (FDI 12-24)	Check your Bushfire Survival Plan	Review your activity plan including severe weather sites, particularly those for bushfires
LOW– MODERATE (FDI 0-11)	Check your Bushfire Survival Plan	Review your activity plan including severe weather sites.

## BUSHFIRE MANAGEMENT PLAN REVIEWS

The Bushfire Management Plan will be reinforced and reviewed bi-annually or following any bushfire related emergency.