



Revival Centre International

Freshwater Creek Retreat

EMERGENCY MANAGEMENT RESPONSE
PROCEDURES MANUAL
(E.M.R.P.M.)

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1 E.M.P. Overview

In all cases the safety of campers is to be the prime consideration when determining the response to any situation.

Any incident that results, or could result in injury, to any persons, or cause damage to property, must be reported immediately to the Duty Officer or the Camp Leader by whoever observes such an occurrence.

The Camp Administrator, together with the Camp Committee, is to carry out regular site inspections to identify any potential hazards and to act upon them as detected.

Campers are to be informed of the emergency management procedures.

The Camp Administrator, with the Camp Committee is to ensure that emergency equipment is sufficient and regularly maintained.

A **first aid kit** is located in the First Aid Room in the No 1 Amenities Block. A list of personnel with first aid training is to be maintained and kept with the first aid kits. The details of any first aid treatment provided to a camper or a visitor must be recorded in the First Aid Casualty Record. This book is to be kept with the first aid kit.

Any Camp Leader must be provided with a copy of this plan, prior to usage of the Facility by that Activity Leader.

In the event of an emergency occurring the plan is to be reviewed as soon as possible after the event to determine whether the plan procedures were followed and whether they were adequate.

The Camp Administrator must be informed of all emergencies that arise, the action taken and the result.

This plan is to be reviewed annually by the Camp Administrator and the Camp Committee.

2 Procedures for responding to:

This section describes the procedures which must be followed in the event of an internal fire, emergency evacuation, medical emergencies, acts of nature, utilities malfunction and unwanted persons.

2.1 Internal Fire

Any sign of fire must be reported immediately to the Activity Leader, Camp Leader, Camp Administrator or Camp Caretaker.

The Camp Leader, or Authorised Officer must immediately take steps to ensure the safety of all campers.

The emergency alarm system is located in the Baby Bath Room No 1 Amenities Block
A microphone for emergency announcements is kept in this area.

In the first instance the “ALERT” signal should be operated, then if required the “ACTION” (Assemble/Evacuate) signal should be operated.

On the sounding of the “ALERT” alarm the Camp Emergency Wardens will go immediately to their designated stations. All other persons are to go to their own units.

On the sounding of the “ACTION” (Assemble/Evacuate) alarm all personnel, other than the emergency wardens, will assemble at the Emergency Assembly Area, which is located at the pavilion. A secondary emergency assembly area is located in front of the No 1 (New) Amenities Block.

No person is to leave the emergency assembly area without permission, until the **ALL CLEAR** announcement is made.

The Camp Leader, or Authorised Officer is to make an immediate assessment of the situation, and if considered more than minor, to :

- a) Nominate a communication person who is to contact the Fire Brigade and where necessary, the Police, and to handle any further communications, logging all outgoing and incoming calls associated with the emergency
- b) To direct any possible fire fighting actions until the Fire Brigade arrives.

If necessary the Activity Leader or Authorised Officer is to arrange the contact of the ambulance service.

The Camp Leader, Camp Administrator or Authorised Officer are to consult with the emergency services and take any action required regarding possible evacuation of the Facility. If so directed, this may be to: -

The Freshwater Creek Emergency Evacuation Area is located at the Freshwater Creek Community Hall in Dickens Road

Fire, Police, Ambulance – Phone 000, and Ask for the service required.

Give name of Facility and address:

Freshwater Creek Retreat
660 Anglesea Rd
Corner Anglesea & Dickens Rds
Freshwater Creek

Do not “hang up” until told to do so.

2.2 Emergency Evacuation of the pavilion during meeting times

In the case of an emergency situation occurring during a gathering in the pavilion, such as fire or storm, or serious electrical fault –

The person in charge of the platform is to direct evacuation procedures.

House leaders and officers are to stand by to assist people out of the pavilion in an orderly manner.

Designated Fire teams are to –

Man the fire extinguishers which are located throughout the Facility.

Fire Hoses No’s 1, 2 and 3 are to be run out and made ready.

On vacating the facility all persons should move straight out of the pavilion (campers are not to try to save belongings, (ie chairs)) through the nearest, safest exit door and go directly to the Secondary Emergency Assembly Area in front of the No1. Amenities Block.

If required the necessary emergency response service is to be contacted.

Fire, Police, Ambulance – Phone 000, and Ask for the service required.

Give name of Facility and address:

Freshwater Creek Retreat
660 Anglesea Rd
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Freshwater Creek

Do not “hang up” until told to do so

2.3 Medical Emergencies

A **first aid kit** is located in the First Aid Room in the No 1 Amenities Block together with a list of persons trained in first aid.

All campers under 18 years who are not accompanied by a parent must submit a medical Authorisation and Record Form with the application, giving –

- a) Parents Consent. Authorising such medical or surgical treatment as may be deemed necessary
- b) Camper Record. Detailing any current medical condition or medication

Any medical emergency should be reported immediately to one of the designated First Aiders, and the Camp Leader or Authorised Officer, who will contact the Ambulance service if considered necessary.

Minor medical requirements, for band aids, Panadol etc. should be treated by one of the designated First Aiders.

The Camp Leader, Authorised Officer, or officiating First Aider, is to assure that any non-ambulance transport required, is arranged.

In major emergencies the Camp Leader, or Authorised Officer is to select a communications person who is to make and log all necessary contacts. Following the emergency all actions taken should be recorded in the communications log.

Fire, Police, Ambulance – Phone 000, and Ask for the service required.

Give name of Facility and address:

Freshwater Creek Retreat
660 Anglesea Rd
Corner Anglesea & Dickens Rds
Freshwater Creek

Do not “hang up” until told to do so

Geelong Hospital: 5226-7111

Poisons Information Centre: 131126

2.4 Unusual Activity (Act of nature, Storms etc.)

In the event of an unusual circumstance i.e.: a storm; an act of terrorism; etc, that would effect the safety of the campers or visitors or would effect the smooth running of the camp, the following procedures will apply.

The Camp Leader or Authorised Officer is to assess the potential danger, if necessary by contacting outside emergency agencies, and to make ready all possible emergency equipment and protection measures.

In situations considered dangerous the Police are to be contacted and informed of the situation.

The Camp Leader or Authorised Officer is to assemble the campers, and advise the campers of the situation.

No persons are to leave the assembly area without permission. Duty officers, and leaders are to remain with the campers

Consideration should be given to possible consequences of power or water loss.

If evacuation of the facility is deemed necessary by outside emergency agencies, the Camp Leader or Authorised Officer are to oversee the orderly evacuation of all persons in accordance with instructions from the Emergency Agency.

In the case of evacuation the Camp Leader or Authorised Officer in consultation with the Emergency Agency is to consider the security arrangements for the facility.

Details of all actions taken should be logged.

Police:	000
Fire Brigade:	000
State Emergency Service (Geelong)	5226-4771

2.5 Utilities Malfunction.

Any such occurrences should be reported immediately to the Camp Administrator or Duty Officer who will:

- a. Organise any necessary action;
- b. Contact any necessary authority; and
- c. Advise the Camp Caretaker of the situation.

Electricity: **Origin 13 2114**

Gas: **Origin 13 2114**

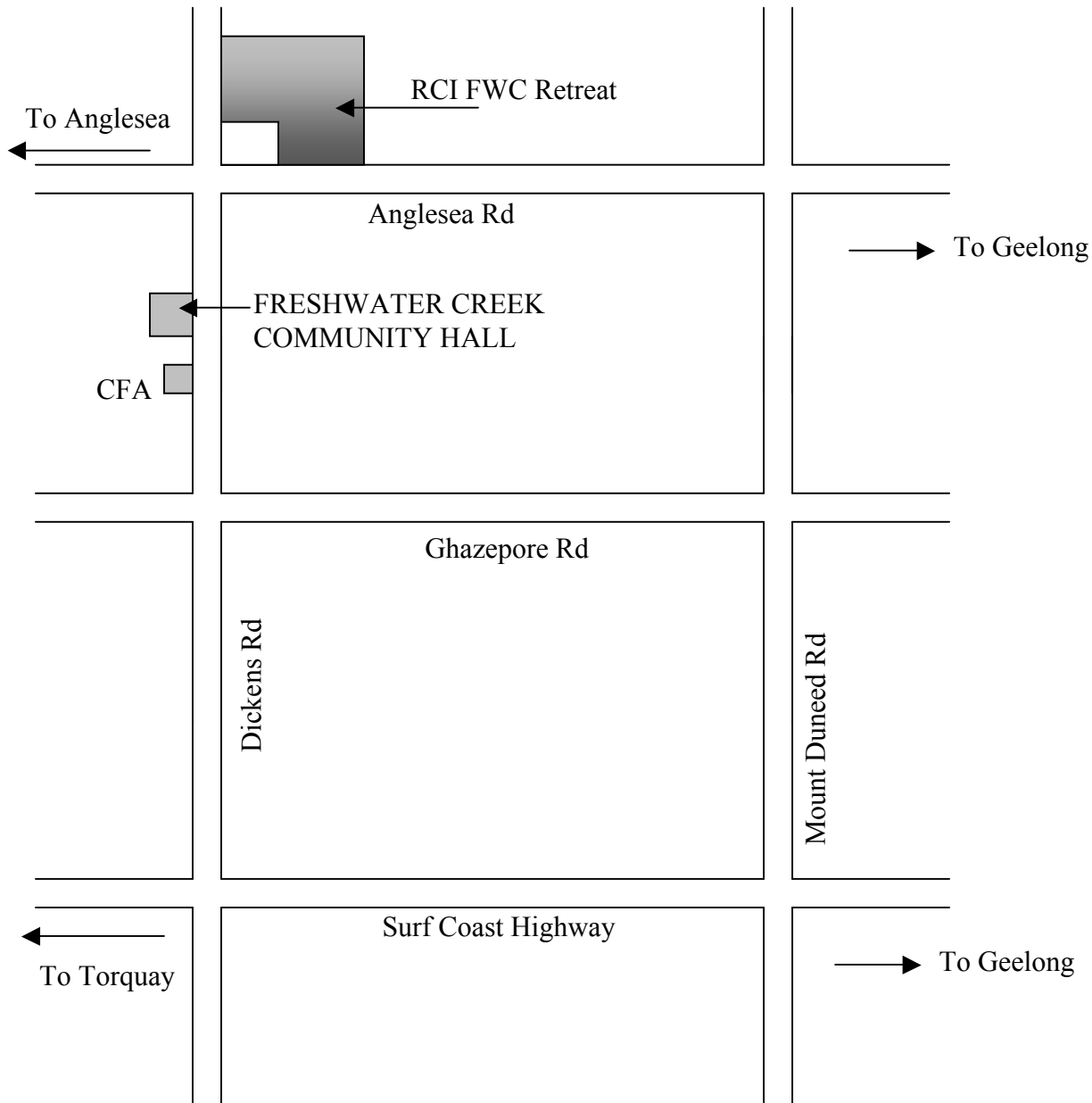
Water: **Barwon Water emergency 1300-656-007**

2.6 Unwanted Persons

The Camp Leader or Authorised Officer shall determine the appropriate action to be taken, and contact the police if considered necessary.

Police: 000

3 RCI FWC retreat area location – Freshwater Creek



4 RCI FWC retreat facility Emergency Contacts

If life threatening emergency call 000

Ask for required service

**Police
Ambulance
Fire Brigade**

At all other times call the following numbers

Ambulance		133009
Doctor -	Waurm Ponds Family Clinic Shop 604 173 Pioneer Rd, Waurm Ponds 3216	52458850
Electricity – Origin		132412
Electrician (Brad Ott)		0401 824 916
Fire Brigade - Emergency		000
General Information		52645138
Gas Supply – Origin		132412
Hospital – Geelong (Barwon Health)		5226-7111
	Ryrie Street Geelong	
Plumber (Skene Plumbing)		52613196
		0412 351 457
(Hayden Storr)		0419 895 425
Poisons Information Centre		131126
Police – Non emergency	Torquay	52643000
State Emergency Service (SES)	Geelong	52264771
24 hour emergency		132500
Surf Coast Shire		5261 0600
		1300 610 600
Water - Barwon Water		
24 hour emergency		1300656007

5 What To Do In An Emergency

Freshwater Creek Retreat

WHAT TO DO IN AN EMERGENCY

If you detect any situation that may place any camper or property at risk, immediately report it to any of the following:-

Camp Leader, Duty Officer, Camp Caretaker, Camp Administrator

In case of fire, make an announcement over the P.A. System that is located in the Baby bathroom, No.1 Amenities block.

Upon hearing an emergency announcement all campers (apart from fire crews and first aiders) must proceed immediately to their own units or if so instructed to the main emergency area located at the pavilion.

A secondary emergency assembly area is located in front of the No 1 Amenities Block.

Fire crews are to go to their designated stations.

First aiders should stand by at the First Aid room.

Await further instructions, and do not leave emergency areas until instructed to do so.

Should evacuation of the camp, by the emergency authorities, be necessary the district emergency evacuation assembly point is at the Freshwater Creek Community Hall in Dickins Road.

6 Definitions

	Definition
Activity Leader	Person who is leading an activity, ie chairing a meeting, camp organiser (for small retreats),
Authorised Officer	House leader, Young People's leader, Young Revivalist leader, person nominated on the spot as authorised.
Camp Administrator	Currently Dennis Kay, ph 0428840889
Camp Caretaker	Occupier of the ranch house
Camp Committee	Persons who provide general direction as to the development of the retreat.
Camp Leader	Person who is organising the retreat or camp
Duty Officer	Nominated person/s performing specific functions on the day
RCI FWC	Revival Centres International, Freshwater Creek