



Emergency Procedures

Assembly Area

This is situated on the oval at the top of the sandstone stairs across from the building. You will see an Emergency Assembly Area sign.

Alarm System

The building is fitted with a local fire detection and alarm system. It can be manually activated by the manual call point located at the Fire Indicator Panel installed at the front entrance or by breaking glass in alarms located both upstairs and down near the stairways. Once activated it is mandatory that all persons leave the building immediately and move to the nominated assembly area.

As it is a local system which is not connected to the Fire Service, the Fire Service must be contacted by ringing '000' or '112' on a mobile with no coverage. Give the following information as requested:

Place	Spring Beach Youth Camp
Address	138 Happy Valley Road, Spring Beach, Orford, TAS, 7190
Building Description	<p>Two story Brick. Dormitory Accommodation on 1st floor</p> <p>Ground Floor: Large Hall (basketball court), Kitchen and Washroom, 2x Common Rooms, Male and Female Showers and Toilets and 3 Staff Rooms with Ensuites</p> <p>First Floor: 12 Rooms with up to 90 occupants plus 2 Staff Rooms</p> <p>Total Occupancy up to 106 persons</p>

Evacuation Procedures

The Centre Fire panel is NOT connected to a monitoring service you must ring '000'

On discovery of a fire remember RACE:

Remove people from the immediate fire area. (Do not obstruct Exits and Exit Routes)

Alert others, verbally and Activate the manual call point. (Raise an Alarm, Dial 000 and ask for Fire Brigade)

Confine fire and smoke. Close doors behind you and where practical windows)

Extinguish or contain fire. (If trained and if safe to do so, operate appropriate extinguishers and/or hose reels)

NOTE:

DO NOT stop to collect personal belongings,

DO NOT take risks,

DO NOT return to building until authorised to do so

Emergency Procedures Cont.

In preparation for an emergency, the group leader is the Chief Warden and must appoint a Deputy and Wardens for upstairs and downstairs (these should be according to who is staying in the staffrooms up stairs and those staying downstairs), informing them of their responsibilities if an emergency should arise.

The Camp Managers need to be notified and are the Communication Officers.

Vests are available in each foyer to be worn by the Chief and Deputy Wardens (White), and Wardens (Red)

The Emergency Control Organisation Form must be completed and placed on the board next to the Switchboard with the names of the Chief Warden, Deputy Warden and Wardens for both the boys and girls end of the building.

Chief Warden Roles and Responsibilities	Warden Roles and Responsibilities
<p>The Chief Warden needs to:</p> <ul style="list-style-type: none"> Familiarise themselves with the layout of the building Respond and take appropriate control of the situation Ascertain the nature of the emergency and implement appropriate action <p>Ensure the relevant emergency service has been notified (ring 000)</p> <ul style="list-style-type: none"> Ensure Wardens are advised of the situation, as appropriate If necessary, after assessing the situation, initiate action appropriate to the situation and have entry to the affected areas controlled Monitor the situation and ensure any action taken is recorded in an incident log <p>Brief the Senior Emergency Service Officer upon arrival on the type, scope and location of the emergency and the status of the evacuation, and thereafter assist the officer as required and</p> <ul style="list-style-type: none"> Any other actions considered to be necessary or as directed by the Senior Emergency Service Officer. 	<p>The appointed warden must be aware of their roles and responsibilities.</p> <p>On becoming aware of an emergency, a Warden will:</p> <ul style="list-style-type: none"> Implement the emergency procedures for their area Check to ensure that the relevant emergency service has been notified Check their allocated area and report on any abnormal situation Commence evacuation if the circumstances in their area warrant it <p>Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated</p> <p>Ensure orderly flow of people into protected areas especially the stairways</p> <ul style="list-style-type: none"> Assist occupants with disabilities or those requiring assistance Communicate with Chief Warden by whatever means available and act on instructions Check that any fire doors and smoke doors are properly closed Advise the Chief Warden as soon as possible of the circumstances and action taken
<p>Deputy Chief Warden Roles and Responsibilities</p>	<p>Co-opt persons as required to assist a Warden during an emergency and</p>
<p>The deputy chief warden shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.</p>	<p>Confirm that activities have been completed and report back to the Chief Warden or the Senior Emergency Service Officer if the Chief Warden is not contactable.</p>

Emergency Procedures Cont.

Medical Emergency

Group leader must have:

1. Medical details for group and any medications they might need
2. A satisfactory group first aid kit
3. A currently trained first aid provider
4. Transport on site at all times

Render assistance to the injured and make them comfortable. If the injury has resulted from a fall DO NOT move them or leave unattended.

Call '000' and ask for an ambulance.

Organise activities for the rest of the group away from the injured person.

Notify camp management and complete an incident report form.

Bush Fire

On high fire danger days listen to ABC 936 radio or look on the fire service website www.fire.tas.gov.au for more information and recommendations. Groups may need to stay indoors depending on the situation. Camp Managers will keep you informed of what is happening if there is a fire in the area.