

Emergency Response Procedure – Core response procedures

Siren sounds - Air horn blasts in ets of 3, continuously.

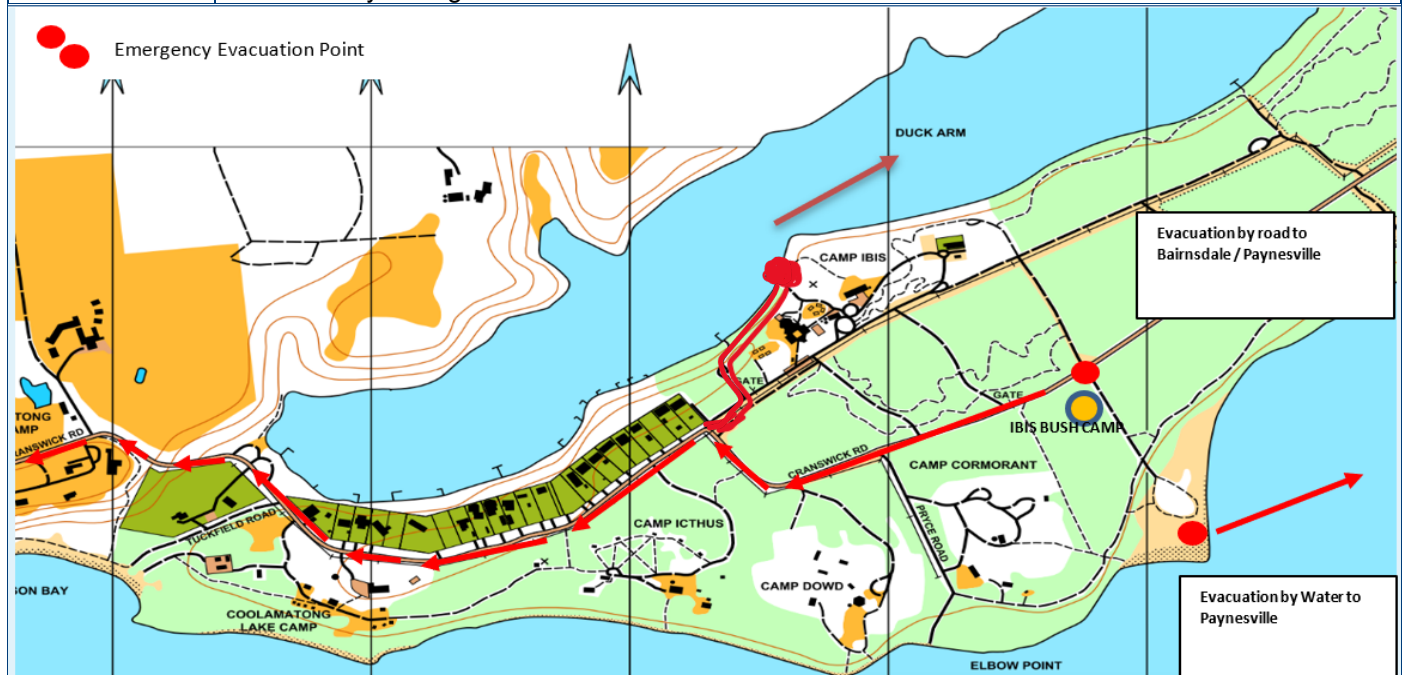
All staff and students to move to the siren – without collecting personal belongings.



Type of event	Source of support / assistance
Life threatening emergency	<p>000 or 112 from mobile for Police / Fire / Ambulance <i>Stay calm, speak clearly – help is on its way – the operator will assist you.</i></p> <p>Actions after life-threatening emergency procedure:</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
Shelter-in-place	<ul style="list-style-type: none"> • When an incident occurs and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building. • Trigger the Lodge Siren – assemble in lodge <ul style="list-style-type: none"> ○ This is the preferred option as there is cover, communication, food and toilets ○ In the event that the lodge is not safe, or students are away from the lodge, megaphone will be used • Call 000 for emergency services and seek and follow advice. • Chief Warden activates the Incident Management Team. • Move all students, staff and visitors to the pre-determined shelter-in-place area - Lodge • Take emergency kit/first aid kit • At the Lodge, check all students (Mentors collect rolls in First Aid room), staff and visitors are accounted for. • Ensure communications with emergency services is maintained. • Wait for emergency services to arrive or provide further information. • Maintain a record of actions/decisions undertaken and times. • Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations. • Notify College, Contact parents as required by utilising the College Incident Response Team. • Notify other ST L groups if off-site • Notify other Banksia Peninsula camps <p>Actions after shelter-in-place procedure</p> <ul style="list-style-type: none"> • Ensure any students, staff or visitors with medical or other needs are supported. • Determine whether to activate your parent re-unification process. • Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid). • Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
Evacuation – off site	<ul style="list-style-type: none"> • Chief Warden determines the College's pre-identified offsite evacuation point is most appropriate to use. • Follow direction of Chief Warden / Reserve Chief • Notify College of Evacuation • Liaise with Paynesville CFA / Police regarding safe venue • Phone 000 to notify emergency services of the incident and the location of your evacuation point; include information on any individuals not accounted for. • If safe and time permits, evacuate via bus to Bairnsdale (to All Abilities Playground, 9 Main Street) – and /or on to Melbourne. <i>See contact details for 24 hour number for Coopers business.</i>

	<ul style="list-style-type: none"> • If road blocked / bus unavailable / Time critical - take boat(s) Eucumbene/ Zodiac to Paynesville Wharf, opposite Pier 70 Café. - 70 The Esplanade. • In Extreme and Catastrophic conditions, All boats including 5m BRIG RIB and 3m AB RIB will be on standby in the water during programs and 5m BRIG RIB in water at other times. • Eucumbene Siren (Megaphone) – assemble at the Ibis Jetty Please Note: (i) In the case of an imminent bushfire, the Eucumbene vessel (the College boat), which is moored at the Camp Ibis jetty (only 50 metres from the lodge and campsite), is the primary evacuation point. (ii) The Eucumbene vessel has an authorised capacity of 48 persons + 1 skipper. The vessel is permitted to exceed this capacity in an emergency. During activities on the Peninsula, alert the group through car horn/siren. Direct to move to evacuation point. • Take your school's emergency kit, first aid kit, a copy of this EMP, and attendance lists for staff and students to the evacuation point. • At the evacuation point, check all students (Mentors collect rolls in First Aid room), staff and visitors are accounted for. • Liaise with emergency services to provide any necessary information and support. • Notify College, Contact parents as required by utilising the College Incident Response Team. • Notify other ST L groups if off-site • Notify other Banksia Peninsula camps
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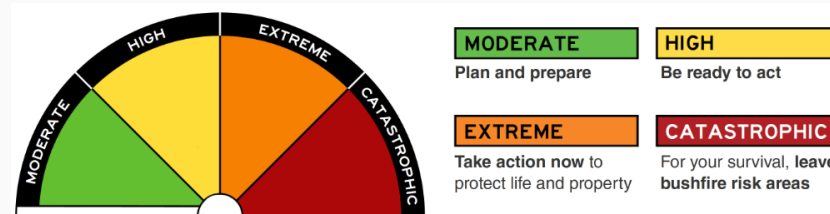
Bushfire	<ul style="list-style-type: none"> • Call 000 – Fire. • See Camp IBIS Bushfire protocol as per evacuation requirements • Evacuation ASAP, via fastest and safest means available – which may be bus (Cooper business) or boat (Eucumbene) –<i>alternative boats - Lady Jodie and Lakes Odyssey.</i> • Notify College
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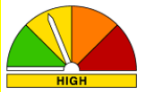


Evacuation – on-site	Building / other fire <ul style="list-style-type: none"> • Call 000 – Fire. • As per general evac plan • Staff to assess incident. If safe – extinguish fire using appropriate equipment. • Notify College
Lockdown	<ul style="list-style-type: none"> • As per general evacuation plan. • Assemble students in lodge or nearest safe location, pull blinds or curtains. • Lock lodge • call 000 – police
Bomb Threat	<ul style="list-style-type: none"> • As per general evacuation plan. • Leave phone off hook • call 000- police, from alternate phone • Notify College

Camp Ibis Bushfire Protocol

Figure 1 - Fire Danger Rating CFA



The table below outlines proposed College response to fire danger ratings issued the day prior, in order to minimise risk that staff and students may be exposed to whilst at Camp Ibis.

Fire Danger Rating	Moderate 	High 	Extreme 	Catastrophic 
<p>On every program, staff and students are briefed on Emergency Response Procedure – Core response.</p> <p>OED Co-ordinator / IBIS Caretaker monitor weather, and fire alerts through BOM, vic emergency app, CFA and ABC radio.</p> <p>In fire season-</p> <p>Staff and students to carry one full set fire retardant clothes.</p> <p>4WD carry fire blanket and water.</p>	<p>Stay up to date and be ready to act if there is a fire.</p> <p>Activities may continue as planned.</p>	<p>If your activity is in the bushfire prone area, consider leaving early in the day. Ensure procedures are modified to account for the heightened risk.</p> <p>OED Co-ordinator to remain alert for fires in the area and assess and plan for day, taking into consideration:</p> <ul style="list-style-type: none"> Distance, time and mode of travel. Student and staff age, fitness and medical issues. <p>Possible plans:</p> <ul style="list-style-type: none"> Review activity Alter activity / route Alter venue Keep group within 1 hour from lodge / evacuation point Liaise with Head of Outdoor and Experiential Education, Deputy Principal and relevant section head. Contact bus providers and ensure standby busses are available Weather updates regular, check the update at 4pm to make arrangements for change in fire rating. 	<p>Evacuate the night before or early on the day of the forecast. If the activity is to start on the day of such a forecast, it will be cancelled.</p> <p>OED Co-ordinator to assess and plan for day, taking into consideration:</p> <ul style="list-style-type: none"> Expected hot, dry and windy conditions. Distance, time and mode of travel. Student and staff age, fitness and medical issues. <p>Possible plans:</p> <ul style="list-style-type: none"> Review bushfire preparedness Communicate with other Camp providers Staff advised of conditions and evacuation plans Liaise with Head of Outdoor and Experiential Education, Principal and/or Deputy Principal No fires, flames or cooking stoves to be used outdoors Additional weather update frequently, monitor the VicEmergency App, make arrangements to prepare for Catastrophic rating. Offsite activities to return to Ibis. Buses on standby for evacuation if safe to travel All Boats in the water on standby for evacuation by water if required (including 5m BRIG RIB and 3m AB RIB will be on standby in the water during programs and 5m BRIG RIB in water at other times). 	<p>Evacuate the night before the day of the forecast. If the activity is to start on the day of such a forecast, it will be cancelled.</p> <p>Relocate to Melbourne, if safe; otherwise relocate to Paynesville, via boat or bus.</p> <p><i>Staff, Guests and IBIS Caretaker with family to Relocate and inform the Director of Facilities/Principal/Deputy Principal.</i></p>