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Welcome

Burnside Camp is a campsite of the Uniting Church in Australia leased by the Baptist Union of Victoria under the Management of the Camp Wilkin Baptist Centre.

The Camp is on the Surf Coast near the ocean beaches and holiday resort of Anglesea on the Great Ocean Road about 113km or one and a half hours south west from Melbourne.

Set in 4 hectares of beautiful bush land on Ellimatta Road on the Melbourne side of Anglesea, it is within walking distance of beaches and recreation facilities and the comprehensive Anglesea shopping centre.

The following pages give you some idea of the facilities and service available to all our campers; we want your stay to be a relaxed, exciting and refreshing experience.

Recreational opportunities in the area include the Anglesea surf beach, bush land and coastal walks, surfing schools, an oval, boating, canoeing and paddle boating on the Anglesea River and horse riding in nearby bush land.

Burnside Camp staff are available to help campers enjoy their stay in our homely relaxed atmosphere with all the excitement of the camp and the beauty of the Great Ocean Road and all its attractions. We provide worthwhile educational facilities and program ideas, which take in the beaches and the local bush with its flora and fauna and can cater for both summer and winter programs.

We trust that you find this booklet helpful in organising you Camp. We invite you to contact us by telephone (03) 5263 1600, email office@baptistcamping.com.au or make an appointment to call and inspect the site.

Yours truly,



Geoff Caldwell
Director of Camping



Location & Site Plan

Burnside Camp, Ellimatta Road, Anglesea, 3230

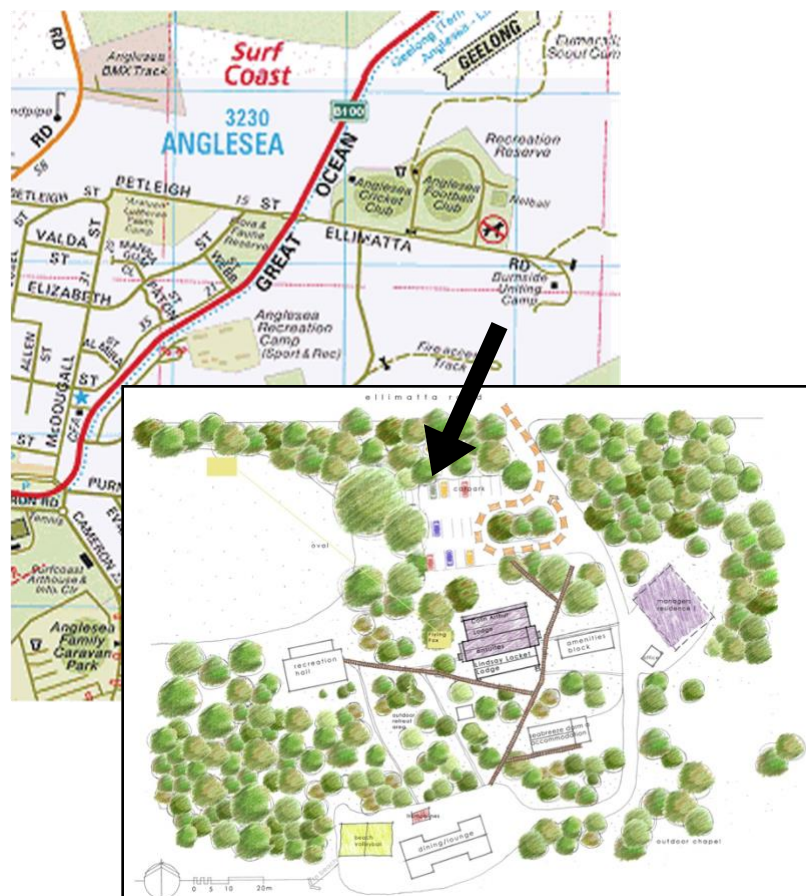
Melways: Map 196 – Ref K5

(Reproduced from Melway Edition 32 with permission.)

Traveling from Geelong, Ellimatta Road is the first turn left after Eumeralla Scout Camp. Burnside Camp is at the far end on the right of Ellimatta Road.

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Facilities

Kitchen/Dining/Lounge

Attached to the kitchen is the dining room. At the far end of the dining room is the carpeted lounge. This room has a wood fire, piano, TV with DVD and VCR with comfortable lounge seating.

Recreation Hall

Next to the oval is the large recreation hall. Carpeted this space offers a great meeting/worship area or indoor games space with table tennis, pool table and badminton. Seating is available for approximately 100. There is also a lounge off the hall. Large Screen, Data Projector and Sound Equipment are available also.

Chapel

The outdoor chapel is reserved for devotional and worship purposes and small group discussions.

Other buildings on site

- Manager's residence
- Outside toilet area.
- Laundry/bath
- Disabled access
- Telephone – gold pay phone, receives calls on (03) 5263 1577



Accommodation

Burnside has sleeping accommodation for 84 people in 16 heated rooms sleeping between 2 and 8 people.

For health and safety of the hire group, the number of campers sleeping per room must not exceed the number of beds. Campers are required to keep rooms in a clean condition during their stay. Notices of any kind should be placed on glass or board provided and not on painted surfaces. Pillows must remain in rooms. No pillow fights, please. Pillowslips must be used. Blankets can be obtained from the manager.

What to bring: sleeping bag, bed linen, blankets, towels, toiletries, personal needs and torch.

Colin Arthur wing and Lindsay Locket wing (56 beds)

Room 13 A Sleeps 2		Room 14 Sleeps 8	Room 15 Sleeps 8	Room 16 Sleeps 8
Room 13 B Sleeps 2				
13A & 13B Shared ensuite		ensuite	ensuite	ensuite
ensuite		ensuite	ensuite	9A & 9B shared ensuite
Room 12 Sleeps 8		Room 11 Sleeps 8	Room 10 Sleeps 8	Room 9 B Sleeps 2
				Room 9A Sleeps 2

Sea

Breeze (28 beds)

Room 6 Sleeps 2	Room 4 Sleeps 6	Room 2 Sleeps 6		Male
				Disabled
Room 5 Sleeps 2	Room 3 Sleeps 6	Room 1 Sleeps 6		Female

Room 8 Teachers lounge

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Catering

Burnside Camp is especially designed to provide for groups working on a budget. You have the option to self-cater or have your camp catered for.

Catered

If you choose our catering we will provide all meals, morning and afternoon teas and supper if required. Fresh fruit, hot and cold drinks are available all the time. Our meals are all home cooked and nutritional. We can also cater for special dietary requirements. A cooked breakfast can be supplied at an additional cost.

Meal times are flexible by prior arrangement but are usually:

Breakfast: 8.00am
Lunch: 12.30pm
Dinner: 5.30pm Or 6.00pm

Camper's responsibilities:

1 leader to supervise the dining room duties / Duty Groups

- Setting tables
- Washing dishes in dishwasher
- Clearing and wiping tables
- Sweeping floors

Arrangements can be made for camp staff to do this for a small charge of 5% to 10% of account.

Self Catering

The full kitchen is available for your use. The group is responsible for supplying all food required and ensuring the food is prepared and served according to current legislation.

The large kitchen has:

- 2 gas ranges with large ovens
- 3 refrigerators
- outdoor barbecues (undercover)
- toasters
- boiling water unit for tea and coffee
- all necessary cooking utensils, crockery and cutlery



Site Activities & Programming

The activities on site are:

- Beach volleyball
- Flying Fox
- Nature trail
- Low ropes course
- Bikes
- Half court Basketball
- High Ropes Course

- Initiatives
- Trampolines
- Archery
- Sport oval with cricket pitch
- Camp Fire
- Games room

PROGRAMS & ACTIVITIES

Programs and activities are only available with approval prior to arrival at Burnside Camp.

It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for any activities undertaken. Burnside Camp reserves the right to withdraw equipment or access to activities should the camper group not provide trained, qualified or experienced activity leaders, or be found abusing equipment.

When Burnside Camp staff, demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, or getting from camp to the activity. No specialised activities are to be undertaken without the prior training and approval of Burnside Camp staff.

If using out side providers it is the group leader's responsibility to ensure they are an accredited provider and all safety issues are assessed.

When using any activities, it is still the group leader's responsibility for first aid treatment and equipment.

Sample Programs

The following sample programs can be adapted to you requirements depending on budget and purpose of camp.

These programs can be extended out to a 5 day camp if required.

Refer to out side providers for different options.



Sample Program for a 3 day camp for a Primary School

Monday 21st	Tuesday 22nd	Wednesday 23rd
Travel from School arriving at Camp Burnside between 11:30 and 12:00pm	Morning activities: 8:00am breakfast 9:00am – 12:00pm Eco Logic session at Aireys Inlet – Rock pool ramble	Morning activities: 8:00 Breakfast 9:00 – 9:30am Clean up and pack up 9:30 – 12:00pm Campsite activity rotations – refer to activity rotations sheet for details
	Lunch at 12:30pm	12:00 – 1:00pm Final clean up, lunch and departure
Afternoon activities: 12:00 -1:30pm: Campsite orientation, cabin allocation and lunch 2:00 – 4:00pm: Walk with Eco Logic – will depart from campsite and picked up at river mouth by bus 4:15 – 5:45pm Activity rotations – refer to activity rotations sheet for details	Afternoon activities: 1:30 – 5:00pm Campsite activity rotations – refer to activity rotations sheet for details Afternoon tea served during activities	
DINNER at 6:00pm		
Evening activities: 7:30 – 9:00pm Night hike and stalk the lantern 9:00 – 9:30 pm Supper and bedtime	Evening activities: 7:30 – 9:30pm: Games night and concert 9:30 – 10:00pm Supper and bedtime	

Sample program for a 3 day camp for a Secondary College

Day 1	Day 2	Day 3
<p>Travel to Pt. Roadknight from school and have lunch there. Group will walk from Point Roadknight back to Camp arriving there at around 1:30 pm Bus driver will drop luggage at camp</p>	<p>8:00 Breakfast 9.00 – 12:00 Activities: Students split into four groups:</p> <p>Group A and B – Initiative and team building with Go Ride a Wave <i>Groups will meet Go Ride a Wave staff at 9:30am in Wray St. Group will walk from camp</i></p> <p>Group C – Surfing <i>at Anglesea Beach – Go Ride a Wave</i> Group D – Snorkelling <i>At Roadknight with Ecologic</i></p> <p><i>Session times 9:00am till 10:30 10:45 till 12:15 Groups change activities at morning tea which will be served at 10:30</i></p>	<p>8:00am Breakfast 9:00am to 10:00am: Clean up campsite and luggage out of rooms</p> <p>10:00 – 12:30: High Ropes Course</p>
	12:30 Lunch	12.30 Lunch
<p>1:30: Arrive at camp 1:30 to 2:30 : Camp orientation, room allocation and unpack luggage 2:30 – 5:30pm : Rotation of Campsite activities</p> <ul style="list-style-type: none"> ❖ Bikes ❖ Flying fox ❖ Beach volleyball ❖ Initiative activities ❖ Archery ❖ Trampolines <p><i>Camp staff will brief teaching staff on how to instruct activities and the teachers will lead the activities. Teachers will need to divide campers into six groups.</i></p>	<p>1:15 – 5:00 pm Activities Students split into groups again</p> <p>Group C and D – Initiatives and Team Building with Go Ride a Wave <i>Meeting at same location as morning, group will walk from camp</i> Group A – Surfing <i>at Anglesea Beach – Go Ride a Wave</i> Group B – Snorkelling <i>At Roadknight with Ecologic</i></p> <p><i>Session times 1:15 – 3:15pm 3:30 – 5:30pm Groups change activities at afternoon tea, served at 3:15 pm</i></p>	<p>After lunch final clean up and departure from camp at approximately 2:00pm.</p>
6:00pm Dinner	6:00 Dinner	
<p>7.30 Evening program Games night 9.30 Supper <i>Teachers to run</i></p>	<p>7.30 Night Hike and concert <i>Camp staff to brief school staff on a route for the walk</i> 9.30 Supper</p>	

Outside Providers

Eco-Logic

Environment studies all ages.
Beach, bush, fossils, rock pools and Lighthouse tours
Snorkeling and discovery canoeing.

Go Ride a Wave

all water activities

West Coast Adventure

all water activities

Southern Exposure

surfing and bikes

Blazing Saddles

horse riding

Go Rats

bikes

Extra cost applies to outside activities. Price on application.

If using outside providers it is the group leader's responsibility to ensure they are an accredited provider and all safety issues are assessed.

There are many walks in the area. The camp staff would be happy to provide information for these walks.

Point Roadknight, Angahook Forest Park, Coogoorah Park, Point Addis, Ironbark Basin, Koori Walk, Urquhart's Bluff and the main beach.

Other sights are the Anglesea Golf Club, Anglesea Lookout; Alcoa's Open cut mine, Aireys Inlet and Lorne.



Conditions of Hire

It is the responsibility of each group to ensure that campers understand and follow (Burnside Camp) rules and procedure. Each group must have a competent leader in charge to liaise with Burnside Camp staff. Burnside Camp recommends a ratio of one leader to ten campers (1:10). The group leader is responsible for camper supervision at all times.

DAILY DUTIES

Burnside Camp is to be maintained in a clean condition by the campers. Daily room inspections attended to.

Catered groups are to provide duty groups to set and clear tables for each meal. Other daily cleaning duties may be required and will be specified by Burnside Camp staff.

Self-catered groups are responsible for cleaning and maintaining all areas in a hygiene manner. They must also ensure there is a person with appropriate food handling qualifications.

WHAT TO BRING:

Sleeping bag or blankets, bed linen, pillow slips, towel, toiletries, personal needs and torch.

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time.

Burnside Camp staff needs to address the campers as soon as practicable after arrival. It is the responsibility of the group leader to assemble the campers at a mutually convenient time. If group dynamics do not permit this, then it is the responsibility of the group leader to convey the safety briefing to the campers according to Burnside Camp staff directions.

EMERGENCY PROCEDURES

(i) Procedures. Emergency procedure notices are posted throughout Burnside Camp and campers should make themselves familiar with the arrangements.

(ii) Fire Fighting Equipment. Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These must not be tampered with or removed.

iii) Fires. No fire or BBQ may be lit on the property without the consent of Burnside Camp staff. Fire restriction notices and total fire ban days must be strictly observed.

PROPERTY

(i) Damage and loss. All breakages and losses to Burnside Camp property or equipment are to be reported to Burnside Camp staff. They will be invoiced to the group. Burnside Camp takes no responsibility for the loss or damage to personal property. Campers are only permitted to access the buildings to which they have been allocated.

(ii) Parking. All vehicle parking is strictly at the owner's risk and only in designated car parks.

(iii) Speed restrictions. Speed restrictions apply and are strictly enforced.

(iv) The environment. Burnside Camp is surrounded by flora and fauna. National Park rules apply. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken when approaching Burnside Camp animals. Garbage and recyclable materials are to be placed in designated areas.

(v) Smoke free environment. All buildings at Burnside Camp are designated smoke free zones.

(vi) Alcohol. No alcohol is to be consumed on site.

(vii) Out of bounds areas. Sheds and residences are 'out of bounds'. Other areas including work sites, specialised activities (low ropes and the flying fox) are 'out of bounds' as directed by Burnside Camp staff. These activities can only be accessed with the prior approval of Burnside Camp staff and under adult supervision.

TELEPHONE

(i) Emergency calls. Burnside Camp staff is to be informed of any calls for emergency services and will make the business telephone available for such calls.

(ii) Private calls. A gold pay telephone is available. Campers can be contacted on (03) 5263 1577.

FIRST AID

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff.

PROGRAMS & ACTIVITIES

Programs and activities are only available with approval prior to arrival at Burnside Camp.

It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for any activities undertaken. Burnside Camp reserves the right to withdraw equipment or access to activities should the camper group not provide trained, qualified or experienced activity leaders, or be found abusing equipment.

When Burnside Camp staff, demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, or getting from camp to the activity. No specialised activities are to be undertaken without the prior training and approval of Burnside Camp staff.

If using out side providers it is the group leader's responsibility to ensure they are an accredited provider and all safety issues are assessed.

When using all activities it is the group leader's responsibility for first aid treatment and equipment.

GROUP LEADERS

It is the group leader's responsibility to ensure that:

- Campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp
- Each camper has completed a **health/medical record sheet**
- The campsite's **illness and injury register** is filled out for all such incidents
- The Campsite is provided with a written **list of camper names**
- All **day visiting members** of the group are advised of the campsite's safety briefing and 'general conditions of hire'
- Safety issues associated with self led **off-site excursions** are identified and the necessary precautions taken
- Campers adhere to **sun safety** strategies
- If using **outside providers** it is the group leader's responsibility to ensure they are an accredited provider and all safety issues are assessed.
- Bed wetters, sleepwalkers & campers under 6 should not sleep on **top bunks**
- Burnside Camp activity staff are advised of **medical conditions** that may arise that may place the camper or others at risk

TERMINATING THE OCCUPANCY

Burnside Camp reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*.

Burnside Camp staff is empowered to take action as deemed necessary for the proper conduct of the camp.

MINIMUM NUMBERS

A minimum number charge exists for the hire of the Burnside Camp. Please refer to the Burnside Camp 'Booking Form and Hire Agreement'.

BEHAVIOUR

Care and commonsense should be taken in all buildings. Group leaders are asked to remind campers to respect each other, and their personal property and the environment. All noise should cease by 11.00 p.m.

Food and drink may only be consumed in the dining room, BBQ shelter areas or out of doors.

Emergency Response Plan

- ✿ To ensure that the correct response is made to any emergency situation that may arise in the camp, all Burnside Camp staff and user groups are requested to make themselves familiar with the details of the emergency response plan.
- ✿ In the event of any emergency Burnside Camp staff should be informed.
- ✿ To prevent confusion - and to make best use of available resources, any situation requiring an emergency response i.e. accident, gas leak, lost child, etc. should be handled by the Burnside Camp owners or Group Leaders. This will enable immediate assistance to be provided and an appropriate response planned.
- ✿ All contact with emergency services should be done by the Burnside Camp manager where time/availability permits.

What to Do? Emergency Phone Numbers

Plan Overview

Roles and Responsibilities

Media Management

Routine Incidents

- Electricity failure
- Water loss
- Gas failure

Non Routine Incidents

- Bushfire
- Building fire
- Lost or missing camper
- Camper abduction or assault
- Hostage situation
- Injury/camper illness/near drowning
- Gas leak

Post emergency debrief

Burnside Camp staff emergency training program/reviewing plan

Site Plan Evacuation assembly areas

- Water, gas, power cut off points
- Location fire fighting appliances
- Location of first aid kits

Burnside Camp Phone Directory

Anglesea Emergency Evacuation Areas – Appendix 1

In an emergency

1. Verify

Verify the report.

- confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.

2. Notify

Notify the emergency services and Burnside Camp staff

By the quickest possible means, immediately notify:

- the emergency services
- the Burnside Camp staff

3. Assess

Assess the danger posed by the emergency

- use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
- use verbal information.
- observe what is happening to decide:
 - has the danger passed?
 - is the danger increasing or decreasing?
 - is the danger coming closer or moving further away?
 - is the weather or terrain affecting its progress?
- decide how much time exists to take alternative actions.

4. Act

Take action based on the assessment of danger.

- ensure that injured campers are not exposed to further injury or danger.
- contain the emergency if safe to do so.
- move people away from the danger area by the safest means, if necessary, move campers indoors, to one end of the building, to the furthestmost part of the campsite or to a site well away from the campsite if time permits.
- refer to any specific procedures developed for the emergency.

Assembly Areas:
Recreation Hall Oval.
Emergency Bell @
kitchen back door

Your location: Burnside Camp, Ellimatta Rd, Anglesea, 3230

Location: Melways Map 196 Refs K5. Vic Roads Country Directory Map 296 Ref H2

Office ph: 5263 3222 Fax: 5263 1854

Emergency Phone Numbers

Fire Police Ambulance Dial 000

Hospital:	03 5226 7111 (Enquiries)	Doctor:	03 5263 3555 (Dr Minh)
	03 5226 7564 (Emergency)		03 52603901 (Health Centre)
Property:	52633455(Pete Caulfield)	Water Board	1300656007
SES :	132500	Power:	132 412
Gas supplier:	1800 808 526 (Origin)		
Ambulance:	03 5222 2555 (Geelong)	Electrician:	03 52633222(Bryan Rainford)

PLAN OVERVIEW

The purpose of this emergency Management Plan is to set out guidelines for the safe, efficient and effective response to any emergency which may occur on the camp-site or during camp activities.

Any incident which results in injury, or threat of injury, must be reported immediately to the Camp Manager, Camp staff, or the Camp Leader, by whoever observes such an occurrence. This includes any damage property, or damage to or failure of any equipment.

ROLES AND RESPONSIBILITIES

Burnside Camp Staff

Burnside Camp staff, if on site and available, will co-ordinate the emergency and set up a command centre in the camp office. They will liaise with emergency services and take control of all responses not involving the supervision of campers. Other Burnside Camp staff, if on site, will assist where necessary.

Group Leaders

If Burnside Camp staff are not available or the group leader believes the response is within their own resources they can contact the emergency services and implement the planned response. Burnside Camp staff **MUST** be notified as soon as practicable. Burnside Camp staff will then assume the coordination responsibility for the emergency. Group Leaders must supervise campers at all times and prepare and safely undertake an orderly evacuation if advised to do so by Burnside Camp staff or emergency services.

Group Leaders must ensure camper medical forms & medicines and parent contact details are taken with the group to the evacuation assembly areas.

Burnside Camp provides the following emergency plan after full consultation with the local emergency services.

Anglesea Emergency Evacuation Areas are provided in Appendix 1. Area no 6 (Football Club and Oval) is the closest.

No groups should evacuate to any areas until directed by the appropriate Emergency Services.

Regardless of the time of year, ensure all cars and vehicles are parked in the designated areas only. This will allow ready access to all emergency vehicles.

Each group using the Burnside Camp during the fire danger season, November to March, should conduct a fire drill under the direction of the Burnside Camp staff when a Total Fire Ban day is declared.

Familiarise yourself with the procedures listed below. However, in all situations - **the personal safety of all campers is of paramount importance.**

MEDIA MANAGEMENT

NOTE: To prevent nuisance calls by media - which tie up valuable staff and phone resources, all emergency situations will be managed in the following manner.

1. No private phone access will be allowed during emergency situations.
2. Mobile phones shall not be used except in isolated locations or in medical or other extreme emergencies.
3. Under no circumstances shall campers contact outside agencies except at the direction of the Burnside Camp staff or the group leader(s), and then only to assist in the combating of the emergency.
4. Refer all media inquiries to Police and offer no opinions
5. Media access to the site and to clients is banned except where Police and parents dictate otherwise

If the media arrive at the site by helicopter they will land on the oval. They could arrive before the emergency services and should be met on arrival by either Burnside Camp staff or Group Leader. Request that they remain away from the main camp and do not allow them access to the campers. Offer no comment on the emergency and refer them to the police or emergency services when they arrive.

EMERGENCY RESPONSE TO ROUTINE INCIDENTS

Electrical Failure

Electrical failure will cause a blackout. Battery back up will allow hard wired smoke detectors to still operate. Loss of power will also disrupt power supplies for all pumps, taps, showers and toilets. A back up generator is available to operate essential electrical equipment ie pumps. Portable battery operated lights are available for campers.

RESPONSE:

1. Notify the Burnside Camp staff who will investigate
2. Continue on with camp program if daytime
3. If dark assemble campers in the dining room, conduct a head count, organise torches and outline modified program.
4. If campers in bed visit each hut and organise campers to have torches ready, or provide Burnside Camp portable lanterns for toilet trips
5. Meals will still be available
6. Continue camp program

Burnside Camp STAFF RESPONSE:

1. Check power point/light fitting in building
2. Check fuse boxes in each building, including the main in the dining room.
3. Check power supply outside camp to determine an area blackout
4. Call Ohm & Watt to check fault and delay
5. If fuse tripped or fault undetectable call camp electrician
6. Inform group leader of action
7. Contact Burnside Camp kitchen staff re menu etc.
8. Do not allow use of candles in accommodation areas.
9. Start generator for power to emergency lighting.

Water Loss

Water loss is not an issue. If it did occur campers should refrain from using the toilets with gentlemen directed to the bush. Group leaders need to be aware of hygiene problems and direct the group members on which toilet to use.

RESPONSE:

1. Notify the Burnside Camp staff who will investigate
2. Continue on with camp program

Burnside Camp STAFF RESPONSE:

1. Investigate.
2. Contact camp plumber
3. Inform group leader and Burnside Camp kitchen staff of likely delay.

Gas Failure

No hot water will indicate trouble with gas supplies or excessive hot water use.

RESPONSE

1. Notify the Burnside Camp staff who will investigate
2. Continue on with camp program

Burnside Camp STAFF RESPONSE:

1. Investigate and re-light pilot light
2. If no success call camp plumber
3. Inform group leader of action and kitchen staff if cooking will be disrupted.

EMERGENCY RESPONSE TO NON-ROUTINE INCIDENTS

DURING ON SITE ACTIVITIES EACH ACTIVITY LEADER & GROUP FIRST AIDER WILL HAVE A MOBILE PHONE TO NOTIFY OTHER LEADERS OR Burnside Camp STAFF OF AN EMERGENCY.

Bushfire : at The Campsite

The following procedures are drawn up on the premise that it is safer to remain at the camp than attempt to move in the face of a fire:

1. In the event of a fire emergency in the area the campsite will be evacuated **only on the advice of the emergency services.**
2. The Burnside Camp staff, or in their absence the group leader, will **sound the bell in front of the dining room.** This places all campers on alert and they should quietly and slowly move to the oval if safe to do so.
3. A **head count of campers** is to be conducted by group leaders after which Burnside Camp staff, or in their absence one or two group leaders, are to **check all campsite buildings** for campers ensure that all doors, windows and blinds are closed.
4. The **camp office will be the command centre**, and all communication with the emergency services will occur here.
5. **Everyone must dress** in long clothes, preferably wool, and solid footwear. Blankets are to be made available to campers.
6. All people are to **gather in the recreation hall** (in consultation with the emergency services) and remain inside until advised otherwise by the emergency services. The fire hose is inside along with towels, buckets and mops and battery operated lights to be made available.
7. **Gas and power** should remain on unless fire close by.
8. Burnside Camp staff:
 - appoint staff to designated areas;
 - fill spouting of both dining room and residences with water;
 - remove combustible material from **verandas**;
 - start generator if required;
 - once fire front has passed check for spot fire

Bushfire: Off Site

(On days of total fire ban all campers will be advised to remain at Burnside Camp)

(2- way radios and mobile phone taken on all off-site trips)

1. If smoke or flames are seen away from the campsite no attempt should be made to return to the campsite. If there is danger of being threatened by the fire retreat to a safe area i.e. river, broad track, rock or cleared area.
2. Campers should drink plenty of water.
3. Loose clothing should be dampened with water to protect head and shoulders.
4. All exposed areas of skin should be covered with clothing to avoid radiant heat.
5. Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.

Building Fire:

All sleeping areas are fitted with smoke detectors. In the event of an emergency signal sounding, the following steps are to be undertaken:

1. In the event of a smoke alarm sounding alert the people in the room and contact an adult or group leader.
2. **Burnside Camp staff or a responsible adult or group leader** is to check the sleeping area being indicated by the alarm.
3. **If smoke is present** in the sleeping area, the accommodation rooms are to be evacuated in a quiet and orderly manner to the car park where a head count will be undertaken. A **designated** group leader or Burnside Camp staff member is to undertake individual room checks to ensure that all sleeping areas are empty.
4. **If there is no evidence of smoke**, Burnside Camp staff or a group leader should investigate the [fire site] to ascertain whether or not it is a false alarm & **Emergency Services notified**.
5. **If Burnside Camp staff are not present they are to be immediately notified**.
6. Except where the fire is strictly confined **no attempt should be made to fight the fire**. All doors should be closed and the building evacuated.
7. **Gas & electricity** should be cut off.

Lost or Missing Camper:

In the event that a camper is reported missing the procedures noted below must be followed:

1. **Obtain a full description** of the missing person from the group leader including - name, age, weight, height, build, hair and eye colouring, distinguishing physical marks and clothing worn.
2. **Organise a search party** comprising both Burnside Camp staff and group leaders to cover and search a number of specified areas. Searchers are to be equipped with mobile phones. Make a note of these search groups, their members and search areas. Camper should not be used in this capacity.
3. Ensure that someone in a responsible position is left in charge of the **remaining campers** and that these campers are given a variety of things to do. This group leader should also be able to receive telephone messages etc.
4. Coordinate watches and agree upon the maximum length of this **initial search** (30 mins). Upon reaching this time, all search groups must reassemble and confirm results.
5. If, after this initial, quick and thorough search of the immediate area, if the individual has not been located **call the POLICE on 000** and provide a detailed description of the missing camper, the estimated time last seen, any physical or medical aspects and the actions put in place to date.
6. In the event of an **underlying medical concern** with the missing individual the ambulance and hospital should be informed:
 - Ambulance..... 000
 - Hospital.....03 5226 7111
1. **Notify the immediate neighbours** and provide detailed description of the missing camper. Make sure that they know the campsite's phone number:
2. In the event that the emergency services and police have been introduced into the search, the group leader should consider **notifying the person in charge of their organisation** or school, so that the parents can be notified.
3. Upon **locating the missing camper**:
 - ensure that the police, emergency services and neighbours are informed

- determine whether medical attention is required, and
- notify your organisation and parents.

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Camper Abduction or Assault [NB No Private Access To Telephones]

Off Site

1. Witnesses gathered and Police contacted immediately by any available means.
2. Group returns to camp to continue program. **Burnside Camp staff immediately notified.**
3. Police manage situation
4. Group leader contacts organisation

On Site

1. Immediate details obtained from witnesses and Police notified immediately
2. Rest of group to carry on with program
3. Witnesses held in office subject to police arrival
4. Group leader contacts organisation
5. Police manage situation

Hostage Situation

There is no single correct response for this problem, as it will depend on prevailing circumstances.

If in Direct Contact with Perpetrator:

Principles to observe when confronted by situation:-

1. Remain calm and endeavour to reduce tension, particularly if in direct contact with perpetrator
2. Be flexible in response, humour the perpetrator and try to observe their behaviour
3. Comply with reasonable requests and negotiate if possible

If Not In Direct Contact with Perpetrator:

1. Should a hostage situation develop at the camp all campers and staff not involved are to be immediately evacuated to the oval area. NOTE: Evacuation should only occur if it can be done in a manner that will not inflame the situation. All evacuations should be quiet and if possible out of sight of the perpetrator.
2. Police notified immediately and take control.
3. On advice from police campers remain at the oval or evacuated home.

Injury / Illness/ Near Drowning

Off Site

1. If safe to do so remove person from further danger.
2. First Aid and/or CPR as required.
3. Contact Burnside Camp by mobile phone
4. Two adults stay with person, rest of group continue activity away from injured camper
5. Burnside Camp staff or group leader contacted to arrange transport of person to medical aid or call ambulance.

On Site

1. If safe to do so remove person from further danger and make comfortable.
2. First Aid and/or CPR as required.
3. Contact Burnside Camp staff or group leader immediately
4. Two adults with 1st aid training to stay with injured / ill camper.
5. Burnside Camp staff or group leader arrange transport to medical aid or call ambulance
6. Group removed from immediate vicinity of injured and continue program activity

LPG Gas Leak

1. Burnside Camp staff or group leader to be notified **immediately**.
2. Gas turned off at point if practical to do so.
3. **If the leak is minor** e.g. strong smell of gas from appliance. Turn off appliance or at supply. - **No evacuation of camp required**, Isolate area from campers and ventilate area. Contact camp plumber.
4. **If a major leak** i.e. a very strong smell or visual plume of gas either indoor or outdoor then **evacuation must be considered**. Remember - **gas is heavier than air and will flow downhill**. **Do not use vehicles to evacuate**. The far end of the car park is the best assembly area.

Notify gas supplier Origin 1800808526 and police 000.

POST EMERGENCY DEBRIEF

In the event that the Emergency Response Plan is enacted a post response debrief will occur as soon as practicable after the situation has been normalised. The level of this debrief will be determined by the seriousness of the incident.

Minor incidents - **Where the matter has been handled internally and no injuries or apparent exposure to potential trauma has occurred.**

A discussion between those involved in the incident and Burnside Camp staff will occur. Diary notes of the incident and the response will be made. Any problems with the response and lessons that can be learned will be noted and adopted.

Major Incidents - **Where injury, trauma has occurred or Emergency Services have been involved.**

A full debrief with all parties involved and formal recommendations as to any adjustments to the response are sought from all interested parties. A report shall be written and lodged with the camp

Burnside Camp Staff Emergency Training Program/Reviewing Plan

Burnside Camp staff

- New Burnside Camp staff are briefed on the Emergency Management Plan as part of the induction process on commencing employment.
- Each Burnside Camp staff member is provided with a copy of the plan and must acquaint themselves with the location of assembly areas, fire extinguishers and utility cut off points.
- The Emergency Management Plan is tested every 12 months to simulate different emergencies.
- Burnside Camp staff are trained annually on the use of fire extinguishers.
- Burnside Committee Manager in conjunction with Camp Wilkin Management is responsible for this review.



Contacts

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Caretakers	(03) 5263 3455 0425 804 358
Public Phone (Campers no.)	(03) 52631 577
Email	office@baptistcamping.com.au
Web page	www.abcamping.com.au
Postal Address	P O Box 153 Anglesea 3230
Address	60 Ellimatta Road Anglesea 3230



The staff at Burnside Camp take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvement.

