

## Safety Document

# Campground Emergency Response Plan

### 1 Issued by

Chairman, Ski for Life Incorporated (Ski for Life) General Committee

### 2 Purpose

To ensure that the correct response is made to any emergency that may arise at the designated camping locations, all Ski for Life Committee Members, volunteers, suppliers/contractors, and participants/campers are requested to make themselves familiar with the details of the emergency response plan.

### 3 Objective

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 led by a single individual in close liaison with a Ski for Life committee member. This will enable immediate assistance to be provided, and an appropriate response planned.

### 4 Scope

This safety document applies individuals transversing and/or utilising designated land for the sole purpose of overnight camping while attending a Ski for Life event and/or project.

### 5 Definition

As per policy

### 6 Site Overview

#### 6.1 Location

##### 6.1.1 Roonka Riverside Adventure Park (Roonka)

- Owned and operated by Scouts SA
- 209B Boy Scout Rd, McBean Pound SA 5357

##### 6.1.2 Renmark Rovers Football Club (Renmark Oval)

- Owned and operated by Renmark Paringa Council
- Occupied by Renmark Rovers Football Club

#### 6.2 Site

##### 6.2.1 Roonka

- The campsite consists of buildings, dormitories and camping sites

##### 6.2.2 Renmark Oval

- The campsite is grassland located between the oval, clubrooms and service road

#### 6.3 Surrounds

##### 6.3.1 Roonka

- The campsite is primarily dirt surfaced with grassed areas for camping. The ground is undulated and flows downhill to the billabong and river
- The only likely threat in the surrounding areas would be a grass fire, however this be of minimal threaten the campsite due to the abundance of minimal scrub area surrounding the campsite

##### 6.3.2 Renmark Oval

- The grassed location use for camping is minimally undulated

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### 6.4 Hazards

#### 6.4.1 Roonka

- The campsite is surrounded by paths and roadways with easy access to all areas of the campsite.
- Animal habitat – the campsite is a natural habitat to snakes and spiders

#### 6.4.2 Renmark Oval

- The campsite is surrounded by paths and roadways with easy access to all areas of the campsite

### 6.5 Emergency Services

#### 6.5.1 Roonka

- The nearest medical assistance is Nuriootpa, ambulance is Angaston, and police is Blanchetown
- The closest CFS is located at Blanchetown.
- In the event of an emergency, emergency services would be contact by phone by the camp site manager

#### 6.5.2 Renmark Oval

- The nearest medical assistance, ambulance, police and CFS is in the town of Renmark.
- In the event of an emergency, emergency services would be contact by phone by a nominated site leader.

### 6.6 Communication

#### 6.6.1 Roonka

- The campsite has mobile phones.
- A loss of service would impact on the safety of campers.

#### 6.6.2 Renmark Oval

- The campsite does not have phone lines
- Campers would be the point of communication via personal mobile phones.
- A loss of service would impact on the safety of campers.

### 6.7 Fire Services:

#### 6.7.1 Roonka

- Smoke alarms are fitted in all rooms and are hard wired detectors

#### 6.7.2 Renmark Oval

- Smoke alarms are fitted in all rooms and are hard wired detectors

### 6.8 History

- There is no known history of any emergency at the campsites.

### 6.9 Management Presence

#### 6.9.1 Roonka

- There is a site manager onsite and are available 24 hours a day while campers are present

#### 6.9.2 Renmark Oval

- There is no manager available on site
- There is no after-hours contact for the Renmark Oval
- Ski for Life Executive Officer is contactable by phone for the duration of the camping
- External security is provided from 18.00hrs – 08.00hrs during the event at the location

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### 7 In an emergency

|                  |  |
|------------------|--|
| <b>1. Verify</b> | <b>Verify the report.</b> <ul style="list-style-type: none"> <li>confirm with other campers, with emergency services or other reliable people the accuracy of the information about the emergency.</li> </ul>  |
| <b>2. Notify</b> | <b>Notify the emergency services, by the quickest possible means, immediately notify:</b> <ul style="list-style-type: none"> <li>The emergency services</li> <li>Camp staff and/or Ski for life Committee<br/><i>Ski for Life committee members are identifiable by RED shirt or caps</i></li> </ul>   |
| <b>3. Assess</b> | <b>Assess the danger posed by the emergency</b> <ul style="list-style-type: none"> <li>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.</li> <li>Use verbal information.</li> <li>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> <li>Is the danger coming closer or moving further away?</li> <li>Is the weather or terrain affecting its progress?</li> </ul> </li> <li>Decide how much time exists to take alternative actions</li> </ul> |
| <b>4. Act</b>    | <b>Take action based on the assessment of danger.</b> <ul style="list-style-type: none"> <li>Ensure that injured campers are not exposed to further injury or danger.</li> <li>Contain the emergency if safe to do so.</li> <li>Move people away from the danger area by the safest means, if necessary and possible, move campers indoors, to one end of the building, to the furthest part of the campsite or to a site well away from the campsite if time permits.</li> <li>Refer to any specific procedures developed for the emergency by the owner/operators of the campsite.</li> </ul>  |

### Emergency Phone Numbers

## Fire Police Ambulance Dial 000

|  |                                  |
|--|----------------------------------|
| Ski for Life <ul style="list-style-type: none"> <li>General number</li> <li>Anita Boston<br/>Executive Officer</li> </ul>  | 0488 849 414<br><br>0417 833 016 |
| Roonka <ul style="list-style-type: none"> <li>Jarrod Sharp<br/>Weekend Volunteer Camp Host</li> <li>Amanda Sharp</li> <li>Weekend Volunteer Camp Host</li> </ul> | 0432 759 239<br><br>0417 884 201 |

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## 8 Roles and Responsibilities

### 8.1 Roonka

- Roonka Staff will co-ordinate the emergency as per the Roonka emergency response plan
- They will liaise with emergency services and take control of all responses not involving the supervision of campers.
- Ski for Life Committee will assist where necessary

### 8.2 Renmark Oval

- Nominated site camper will co-ordinate the emergency
- If the nominated site camper believes the response is within their own resources, they can contact the emergency services and implement the planned response. Ski for Life MUST be notified as soon as practicable.
- The nominated camper must prepare and safely undertake an orderly evacuation if required or advised to do so by emergency services.
- They will liaise and handover to the respecting emergency services who will take control of all responses including the safety of campers.
- Ski for Life Committee will assist where necessary

### 8.3 All locations - campers

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

## 9 Media Management Note

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

- No private phone access will be allowed during emergency situations
- Mobile phones shall not be used except in isolated locations or in medical or other extreme emergencies
- Under no circumstances shall campers contact outside agencies except at the direction of the campsite staff or nominated site camper and then only to assist in the combating of the emergency.
- Refer all media inquiries to Police and offer no opinions.
- Media access to the site and to clients is banned except where Police dictate otherwise.
- They could arrive before the emergency services and should be met on arrival by either campsite staff or nominated site camper. 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.

## 10 Emergency Response to Routine Incidents

10.1 Electrical Failure (Roonka only, Remark Oval camping is unpowered)

### 10.1.1 RESPONSE

When there is no power there is no water.

When power returns please check all taps and turn off if necessary.

- Notify the Camp staff or Ski for Life Committee who will investigate
- Continue with event program if daytime
- Campers to use own torches, phone lights if they need to move around the campsite after dark
- Roonka meals may be unavailable
- Continue event program

### 10.1.2 ROONKA STAFF RESPONSE:

- Follow own response plan

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### 10.2 Water Loss

Roonka – Water loss may occur in the amenities block or kitchen blocks  
Renmark Oval- Water loss may occur in the toilets and changerooms

#### 10.2.1 RESPONSE:

- Notify the Camp staff or nominated site camper who will investigate

#### 10.2.2 ROONKA STAFF RESPONSE:

- Follow own response plan

#### 10.2.3 Renmark Oval RESPONSE

- Notify nominated site camper
- Avoid use of amenities
- Nominated site camper to close amenities
- Nominated site camper to notify Ski for Life Executive Officer
- Ski for Life Executive Officer to contact Renmark Footy Club and Renmark Council

### 10.3 Bushfire: At The Campsite

#### 10.3.1 Roonka

As the campsite is low scrub land all paddocks have large fire breaks constructed around them. All neighboring properties in the area are kept protected by creating large fire breaks around each paddock.

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:

- In the event of a fire emergency in the area the campsite will be evacuated only on the advice of the emergency services.
- The Campsite staff will follow their bushfire emergency response plan
- A head count of campers is to be conducted by each team captain after which Campsite staff.
- If smoke becomes an issue people, campsite staff will move campers to a safer location in line with their bushfire response plan

#### 10.3.2 Renmark Oval

Fire is a minimum risk even during the hot summer season due to the location of the oval within the town limits. Renmark Paringa Council maintain the campsite and are responsible for ensuring the area is bushfire ready.

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:

- In the event of a fire emergency in the area the campsite will be evacuated only on the advice of the emergency services.
- Campers will move to the Emergency Assembly Area and wait further instruction from emergency services.
- A head count of campers is to be conducted by each team captain after which Campsite staff.
- If smoke becomes an issue people, emergency services will move campers to a safer location.

### 10.4 Bushfire: Off Site

#### 10.4.1 All Locations

- 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.
- Campers should drink plenty of water.

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- Loose clothing should be dampened with water to protect head and shoulders.
- All exposed areas of skin should be covered with clothing to avoid radiant heat.
- Campers should shelter around rocks, logs or ground depressions to avoid radiant heat.

### 10.5 Building Fire

#### 10.5.1 All locations

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

- In the event of a smoke alarm sounding alert the people in the room and contact an adult or group leader.
- Campsite staff or a responsible adult is to check the sleeping area being indicated by the alarm.
- If smoke is present in the sleeping area the accommodation rooms are to be evacuated in a quiet and orderly manner to the tennis court where a head count will be undertaken.
- Campsite staff member or a nominated person is to undertake individual room checks to ensure that all sleeping areas are empty.
- If there is no evidence of smoke Campsite staff or a nominated person should investigate the [fire site] to ascertain whether it is a false alarm & Emergency Services notified.
- If Campsite staff or Ski for Life committee member/s are not present they are to be immediately notified.
- 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.
- Gas & electricity should be cut off.
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### 11 References/associated Documents

POL-002-CG-V1

#### Document control information

|                          |                                   |
|--------------------------|-----------------------------------|
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| <b>Approver:</b>         | Mark Facy<br>Chairman             |

#### Version Control

| Document                          | Changes             | Approve            |
|-----------------------------------|---------------------|--------------------|
| Safety Document<br>OHS003_V1_CERP | Endorse And Approve | M. Facy (Chairman) |

Version control is used to track changes to the document, and to track the version number. The initial description for version control should be **“Endorsed and Approved document”**.