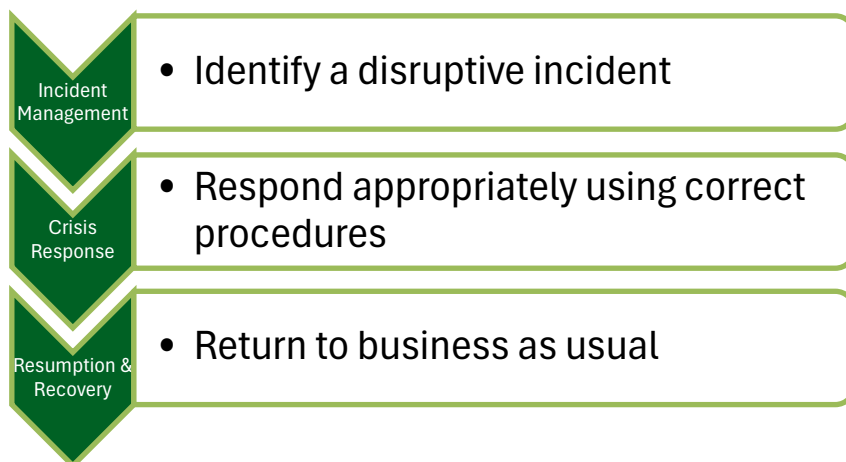
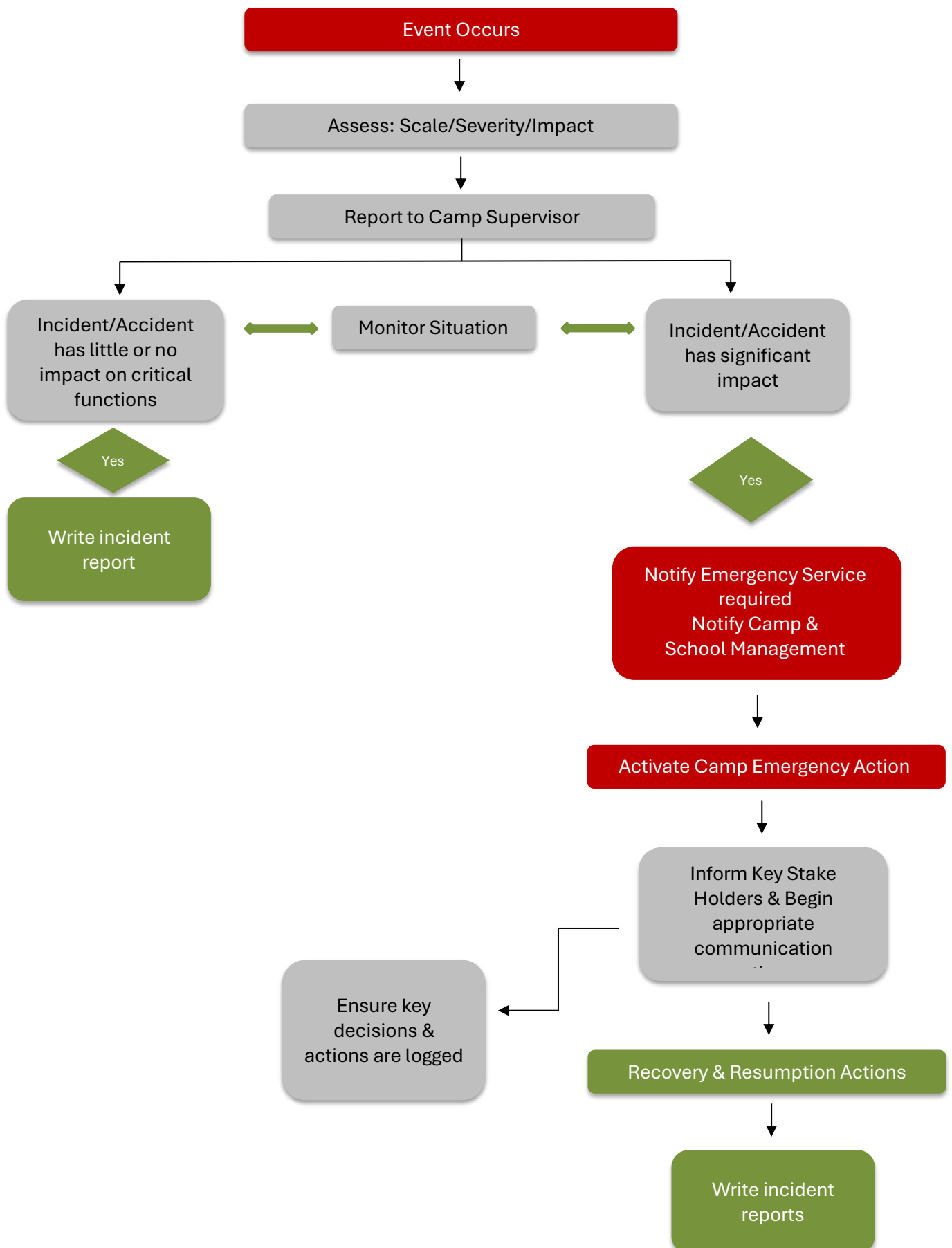




EMERGENCY & CRISIS MANAGEMENT PLAN & PROCEDURES





General Information

Control Area/Room

In the event of an emergency situation the deck will be the site of communications and the Incident Command Team.

Emergency Telephone Numbers:

MEDICAL EMERGENCY	
Breede Valley Fire Brigade & Rescue Services	023 348 9060
Cape Winelands Fire Services	021 887 4446
Western Cape Provincial Wilderness Search & Rescue	021 937 0300
FIRE AND RESCUE	
Breede Valley Fire Brigade & Rescue Services	023 348 9060
Cape Winelands Fire Services	021 887 4446
Western Cape Provincial Wilderness Search & Rescue	021 937 0300
SNAKE REMOVAL	
Andre du Preez – Silverfox Snake Rescue	082 305 9209
HIGH AFRICA ADVENTURES	
Owner: Will Steenkamp	082 319 8413
Owner: Yolanda Steenkamp	082 335 5275
SAFETY AND SECURITY	
South African Police Service Worcester	023 348 8600/10111
Agri Protection Services (Armed Response 18:00 – 06:00)	021 204 1007

Plan Scope

The following functions are covered by this plan:

Critical Services:

- Camp Activities, Camp Administration; Food Services; Accommodation

Other Services:

- Deliveries, Vendor Services

The following premises are covered by this plan:

- Staff Quarters, Camp Accommodation; Assembly rooms; Kitchens; storerooms, maintenance rooms; facilities

Characteristics of the environment which stand out

- Camp on banks of Breede River
- Access by emergency vehicles limited to one entrance
- Bush and scrub surround the area

- Camp at base of mountains

The following functions will be carried out by staff:

- Management - is in charge
 - Camp Manager
- Operations - makes it happen (by “doing”)
 - Camp Manager & Grounds Manager
- Logistics - makes it possible (by “getting”)
 - Owner & Camp Manager
- Planning/Intelligence - makes it rational (by “thinking”)
 - Safety Team
- Administration/Finance - makes it financially accountable (by “recording”)
 - Owner

Camp Maps:

Assembly Areas:



Activities Areas:



Designated Assembly Areas:

Command Post:

Evacuation	Office
Lockdown	Dining Hall

Evacuation Areas

Assembly Area 1	High Ropes
Assembly Area 2	Field
Assembly Area (Covered Area)	Blue gum Camp Hall/Meeting Room
Reunification Assembly Area	Blue gum Camp Hall/ Meeting Room
First Aid	At Assembly Area & Dining Hall
Emergency Vehicles Access	Main Entrance

EMERGENCY PROCEDURES:

EVACUATION

[for use when conditions outside are safer than inside]

When the alarm is sounded:

- Take the closest and safest out as is posted
- Assist those needing special assistance
- Do NOT stop for belongings
- Go to designated Assembly Area
- Take rollcall
- Check areas for people left behind
- Reports to Incident Commander
- Wait for further instructions
- Be prepared to Evacuate off Site

SHELTER-IN-PLACE

[for use when it is safer inside than out]

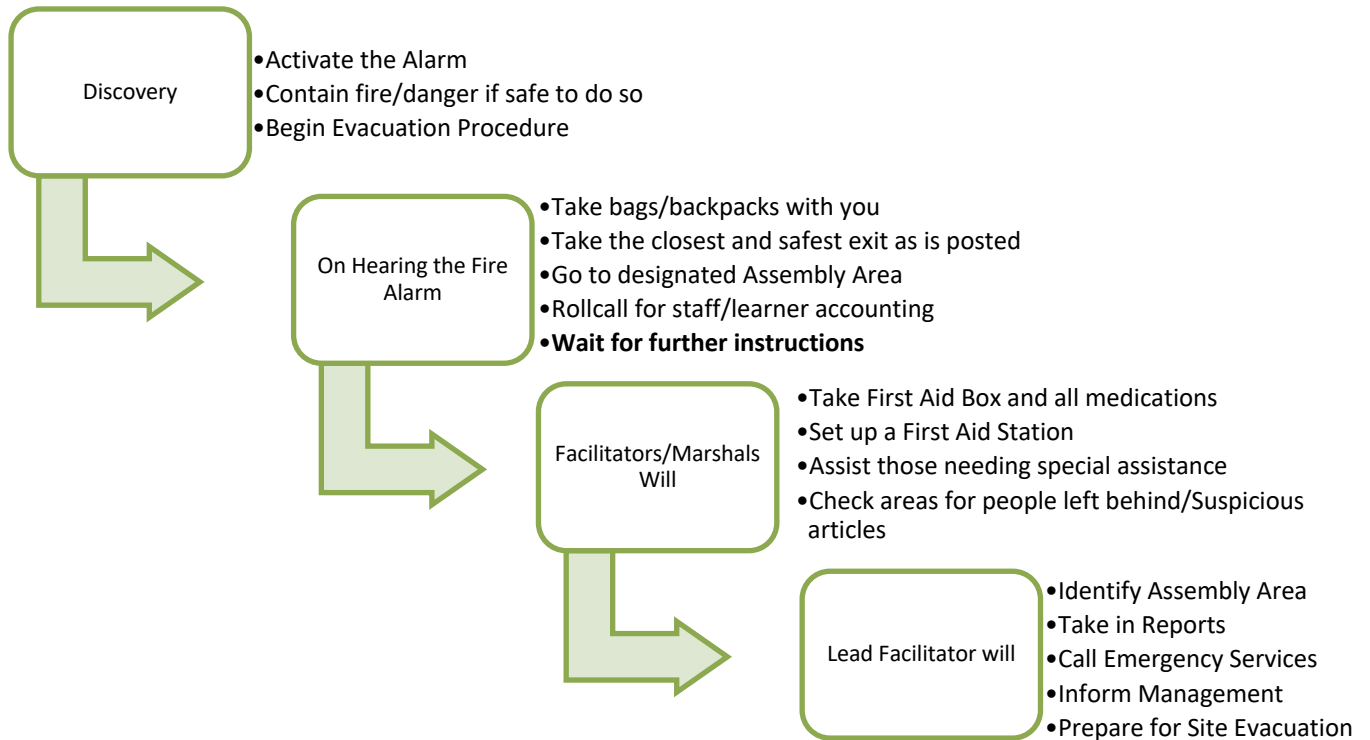
When the alarm is sounded:

- Move towards nearest classroom/designated safe area
- Assist those needing special assistance
- Take attendance roll call & email/upload to IC
- Check for injuries
- Do not allow anyone to leave the classroom
- Ensure all stay away from doors & windows
- Wait for further instructions
- Be prepared to Evacuate off site

EVACUATION and EVACUATION OFF SITE

Possible Emergency Situations REQUIRING EVACUATION:

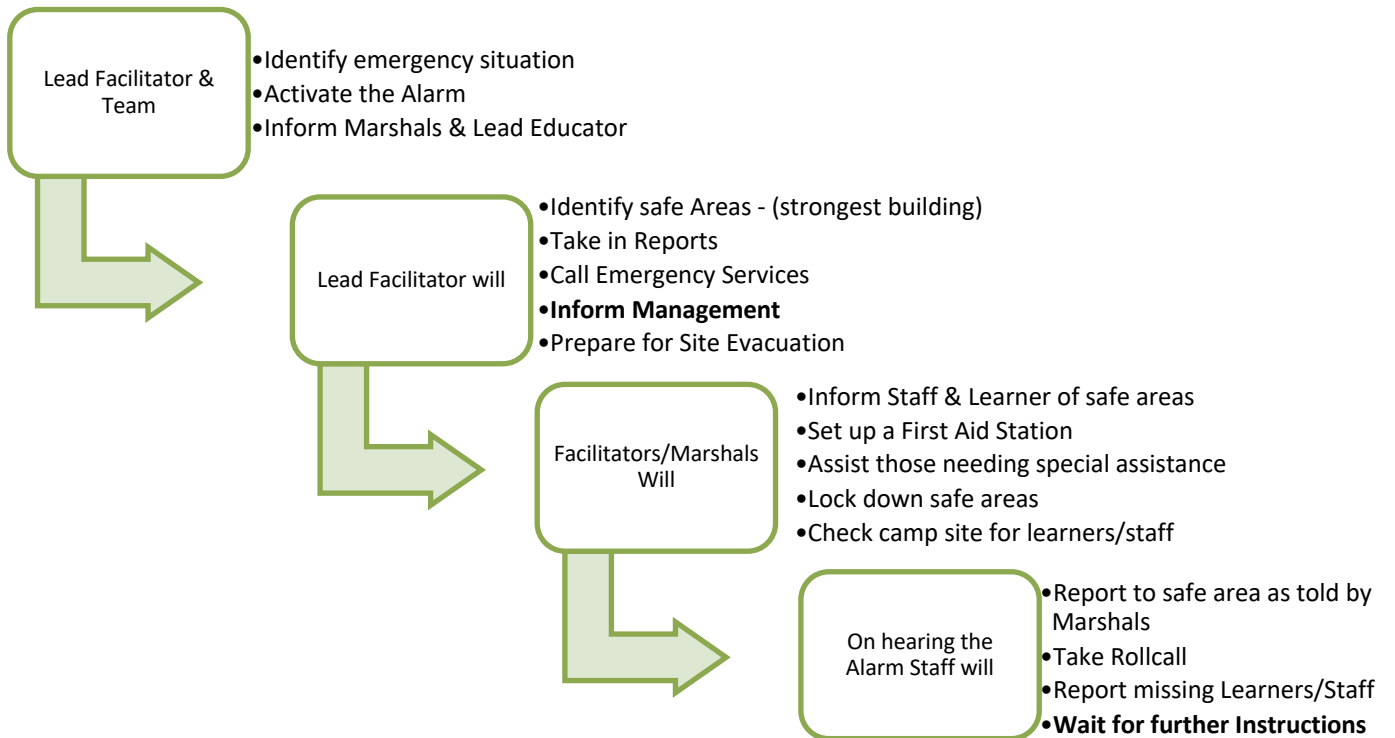
Fire/ Flooding/ Bomb Threat/ Gas Leak/ Building Damage etc.



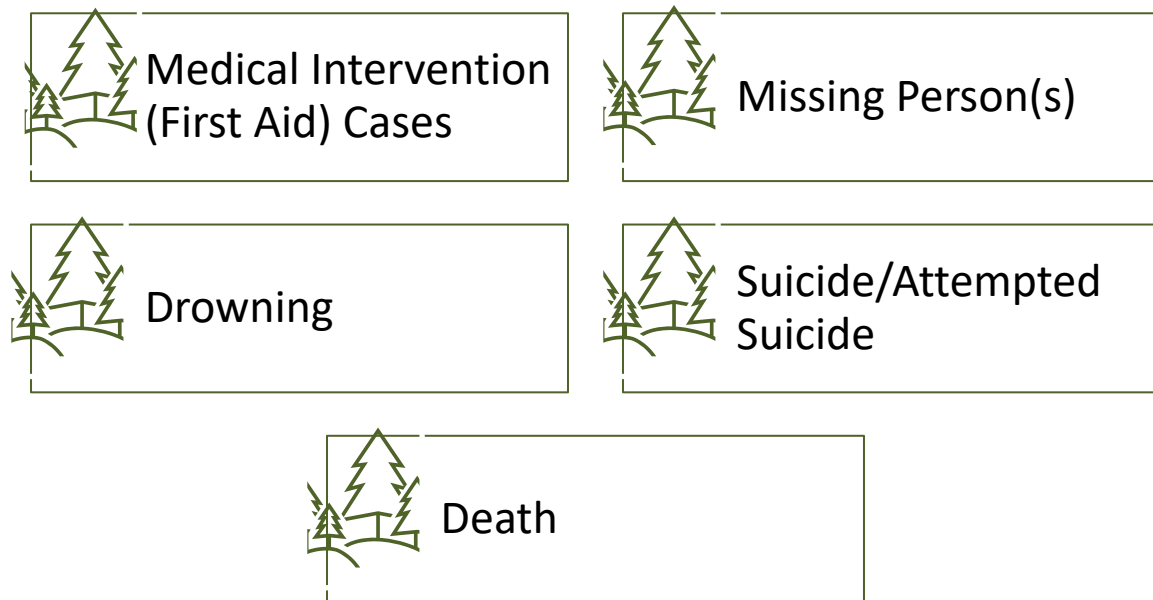
SHELTER IN PLACE

Possible Emergency Situations requiring Shelter in Place

Extreme Inclement Weather (lightning included) / Possible intruder/camp invasion



CRISIS MANAGEMENT



MEDICAL INTERVENTION - FIRST AID MEDICAL CASES:

Accidents at Camp

Facilitator & Educator actions

- Report the accident to the Lead Facilitator who will report to management.
- Provide for immediate medical attention from a qualified first aider, including performing necessary life-sustaining measures (CPR, AED, etc.), until trained Emergency Medical Services arrives.
- Clear the area.
- For relatively minor events, have learners taken to the first aid room under guidance of an educator for treatment

Lead Facilitator Actions

- Contact Emergency Services if required
- Request Lead Educator to contact the parents/guardian of the learner to report the incident and seek further instructions
- Complete an incident report and appropriate documentation

Severe Allergic Reaction

NOTE: Possible Symptoms

- Skin irritation or itching, rash, hives, nasal itching, sneezing, localized swelling, swollen tongue
- Restlessness, sweating, fright, shock
- Shortness of breath, vomiting, cough, hoarseness

Facilitator & Educator Actions

- Educator to check Medical Information – including Allergy Action Plan
- Facilitator to inform Lead Facilitator with details

- If the learner is in imminent danger, send for immediate help (First Aid, CPR, Medical) and the First Aid kit (for known allergies) or Apply an ice pack to affected area
- Assist in getting any medication (such as Epinephrine) which has been prescribed for the learner (will be with learner or educator)
- Keep the learner comfortable
- Clear the area
- Move the learner only for safety reasons

Lead Facilitator

- Call an Ambulance/Emergency Medical Services necessary
- Notify Management
- Request Lead Educator to notify the learner's parents/guardian of the incident
- Record all details relating to the incident – e.g. time & site of insect sting or food ingested, name of medicine, dosage & time administered etc.

Poisoning

Facilitator Actions

- Notify the Lead Facilitator and First Aider - provide a description of the poison ingested (if known)

Lead Facilitator Actions

- Call an Ambulance/Emergency Medical Services
- Telephone a doctor or hospital, and administer First Aid as directed
- Inform Management & request Lead Educator to inform Principal
- Seek additional medical help until Emergency Medical Services arrive if possible
- Call the Police
- Document actions and complete incident reports

Preventive Measures

- Keep poisonous materials in a locked and secure location
- Post the Emergency Telephone Numbers in a variety of locations & the First Aid Room.
- Ensure all poisonous materials/chemicals are clearly labeled

School bus/learner transport Accident – while on Campgrounds ONLY

Facilitator/Educator Actions

- Inform Lead Facilitator and follow instructions
- Implement basic first aid until the emergency medical services and/or law enforcement agencies arrive and takes charge of the situation
- Move all uninjured learners to a location that is a safe distance from the accident
- Record the names of all injured learners and the location to which they may be taken for medical treatment and communicate this information to management
- Record details of other vehicles and drivers involved in the accident
- Assist law enforcement authorities with details of how the accident occurred.

Lead Facilitator & Lead Educator Actions:

- Call an Ambulance/Emergency Medical Services if warranted
- Call Law Enforcement agencies

- Call Principal and brief on actions
- Get details of injured persons from facilitator
- Principal ONLY will notify the parents/guardians of all learners on the bus as soon as accurate information is available
- Send a designated camp representative & educator to the medical treatment facility(s) to which the injured learners have been taken to assist parents and to provide support to learners
- Complete appropriate incident reports and documentation

MISSING PERSONS

Missing Learner

Facilitator/Educator Actions

- Notify the Lead Facilitator & Educator of the following:
 - Name of Learner
 - When last seen
 - Areas which have been checked
 - Establish age, description, medical condition and/ or other allergies
- Try to ascertain additional information from other learners
- Wait for instructions

Lead Facilitator & Lead Educator Actions:

- Based on information given and the length of time the learner has been missing:
 - Gather all learners in one area for roll call
 - Where possible continue normal camp routines
 - Use map of camp and use evacuation marshals to do a sweep of their zones and surrounding areas
- Inform Management & School Principal
- Management & Principal will assume control of the situation and inform the necessary authorities.
- Obtain a school photograph and full description of the learner (including clothing) to provide to the Police if required.
- Document actions and complete incident reports.
- When the learner is found, advise all the parties involved

DEATH

Death or Serious Illness (where learners are in the vicinity or are impacted in some way)

Facilitator and Educator Actions

- Notify the Lead Facilitator & Lead Educator, providing as much detail as possible
- Remove all learners from the immediate vicinity of the victim if necessary

Lead Facilitator & Lead Educator Actions

- Call the Police and Emergency Medical Services when death/illness is verified
- Lead Facilitator – contact management; Lead Educator – contact school principal
- School Principal ONLY to contact the learner's parents

- If a camp staff member - Camp management ONLY to contact immediate family to inform them of the situation and offer guidance and assistance
- Protect the privacy of the family; Inform all staff & learners to give or confirm information to the media or others without consent
- Notify all other designated authorities
- Schedule a meeting as soon as possible for all staff to:
 - share the known details
 - review procedures for the day
 - discuss procedures
 - establish availability of support services
- Designate multiple areas for crisis team/grief counsellors to meet with affected learners
- Lead Educator to contact the parents/guardian of highly traumatised learners to determine appropriate support needed after leaving school
- Offer assistance to parents of impacted learners
- If deemed necessary by the Principal, call a staff meeting at the end of the day to disseminate additional information
- Complete appropriate incident reports and documentation

SUICIDE

Suicide Attempt

(In the event of an actual suicide attempt)

Facilitator/Educator Actions

- Notify the Lead Facilitator/Educator
- Ensure the short-term physical safety of the learner
- Keep the learner under continuous adult supervision
- Clear the area of other learners

Lead Facilitator/Educator Actions

- Call the Emergency Medical Services
- Call the Police
- Inform management and the Principal
- Use trained staff to administer first aid until emergency responders arrive
- Document all actions taken on behalf of the learner

Suicide Completed

(In the event of a successful suicide)

Camp staff should exercise caution when discussing an apparent suicide with others. Often there will be ongoing investigations by the police department, and parents or other relatives may be reluctant to accept the terrible nature of the death.

ALL discussions to be left with Management ONLY.

Facilitator/Educator Actions

- Notify Lead Facilitator & Lead Educator
- Remove learners from the vicinity
- Control the spread of rumours

- Watch for warning signs in other learners (such as copycat actions)

Lead Facilitator/Educator

- Call the Police and Emergency Medical Services
- Inform the Management and School Principal
- Do not release the names to media or discuss anything with media. ONLY the school Principal may speak to the press.
- Management will inform only on assistance being offered on behalf of learners
- Call an emergency staff meeting to disclose all relevant facts
- Outline procedures for the remainder of the camp
- Provide support meetings for school personnel if the need exists
- Once all visitors have left site call a staff meeting to debrief the events of the day.
- Document all actions taken, and complete incident reports

DROWNING

Facilitator/Educator Actions

- Raise the alarm
- Carry out rescue procedures as per training
- Carry out first aid procedures for drowning:
 - If the patient is not breathing, ventilate with five slow breaths using mouth to mask, BVM or mouth to mouth. The five-breath recommendation¹ is all about filling the lungs with fresh air. If possible, start the breathing as soon as possible – even while in the water if it is safe to do so. Don't worry about compressions until you get the patient to a hard, flat surface.
 - When on flat surface begin resuscitation if the patient is not breathing – 30 compressions and 2 rescue breaths
 - Continue CPR until emergency services arrive
 - If necessary be ready to roll on side to clear airway
- Clear the water and move learners to a designated safe area.
- Assess whether or not an ambulance is required and designate someone to call emergency services.

Lead Facilitator/Educator

- Assess the situation
- Call emergency services if required
- Ensure access to ambulance services
- Inform Management who will take appropriate actions
- In the event of a death the Police must be called, and area cordoned off until released by emergency services.

¹ This is done by placing one hand on the forehead and two fingers (of your other hand) underneath the tip of the chin. Using the hand on the forehead, pinch the casualty's nose with your finger and thumb, allowing the casualty's mouth to fall open. Take a breath and place your lips around the casualty's mouth, forming a seal. Blow into the casualty's mouth until the chest rises.