

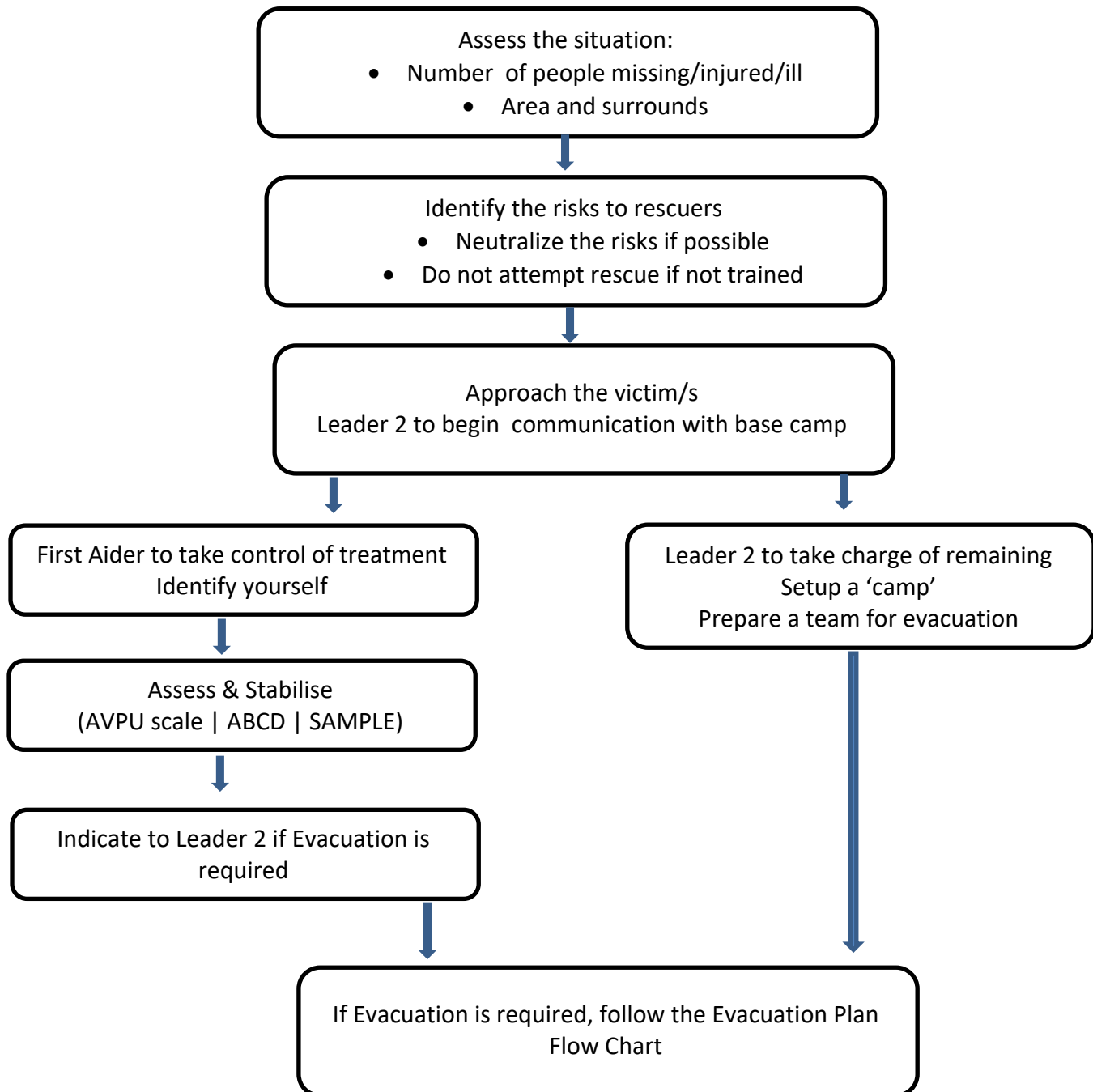


EMERGENCY
EVACUATION
PROCEDURES

SCHOOL
OFF-SITE
CAMPS

EVACUATION OF ONE PERSON FROM CAMP (PERSONAL REASONS – PARENT CONTACTS CAMP)
LEAD EDUCATOR & LEAD FACILITATOR WILL ISSUE ALL INSTRUCTIONS • Parent will contact emergency contact as indicated by school [Parent to be informed of school's contact list] • Emergency contact will inform Lead Educator or Facilitator • Lead Educator & Camp Manager will be in contact with Principal. • Principal will identify contact liaison with parents • If off-site Lead Facilitator to initiate camp specific off-site Emergency Action Plan 1. Contact Camp Leader (if no response) 2. Lead Facilitator to identify and send response team 3. Inform accompanying Educator of issue – contact Principal or Camp Manager for Instructions • Return with learner to base camp & follow Camp Manager's instructions for evacuation.
EVACUATION OF PERSON/s FROM CAMP (INJURY)
ALL FACILITATORS TO HAVE ACCESS TO EMERGENCY ACTION PLAN AT ALL TIMES • Identify extent of injury (minor/significant/major) • Follow the Emergency Response Flow Chart • Follow the Emergency Evacuation Plan Flow Chart if necessary, HOWEVER FIRST: ○ Identify how much daylight you have ○ What is the weather – is it changing? ○ Can you provide the necessary first aid and monitoring during evacuation? ○ Is there a chance that the person's condition may deteriorate? ○ How many people do you have to do the evacuation?
EVACUATION OF PERSONS FROM CAMP (INCLEMENT WEATHER)
IN THE EVENT WHERE THE GROUP CAN BE EVACUATED BY VEHICLE CONTACT THE CAMP MANAGER/LEAD FACILITATOR • Lead Facilitator/Camp Manager to contact: ○ Metro Rescue for information and assistance ○ Inform all Facilitators to be on alert ○ Educators to move learners to safe location (Blue Gum Hall) ○ Full Roll Call to take place • Educators to be alerted to changing wind patterns/ rising water / possible hail ○ Identify a suitable escape route if necessary ○ Do not walk through flooded areas ○ Ensure learners are aware of evacuation process ○ Learners divided into groups managed by Educators & Facilitators ○ Set up the buddy system to ensure no one is lost or left behind ○ Roll call on exit from camp
EVACUATION OF PERSONS FROM OFF SITE CAMP (BUSH FIRE)
Lead Facilitator/Camp Manager to contact Emergency Services as per Emergency Action Plan • Lead Educator to contact Principal to inform school • Dependent on situation - Facilitators and Educators to: ○ Assess the situation – remember that fire travels faster uphill than down. ○ Identify a potential safe area (river, broad track, cleared area) ○ If possible, find additional water. ○ Saturate and cover up with clothing. ○ Ensure the group stays together. ○ Avoid dense undergrowth. ○ Look for open or already-burnt ground. ○ Keep to tracks if possible. ○ Decide on the intended route and signals and ensure all know them.

EMERGENCY RESPONSE FLOW CHART



EVACUATION PLAN FLOW CHART

