****

**LOG CABIN RANCH EMERGENCY PLAN**

Last revision: 17/07/2020

**SCOPE AND APPLICATION**

An Emergency could include any of the following

fire, chemical spills, bomb threats, electrical outages, security breaches, natural disasters, significant injuries, medical events and pandemics.

**EMERGENCY CONTACTS**

|  |  |  |
| --- | --- | --- |
| **\Contact**  | **Name** | **Phone number** |
| **Management /reception**  | Mark Haley Courtney Haley  | 438 778 6980412 138 248 |
| **School Camp Coordinator**  | Jenny Haley  | 0419 876 986 |
| **Emergency services –**  | Fire/police/ambulance | **000** |
| **Police** | Monbulk Police  | 9756 6266 |
| **Fire**  | Monbulk CFA  | 9756 61096 |
| **Hospital** **Closest -Anglis Hospital**  | **39 Albert St, Upper Ferntree Gully VIC 3156** |  1300 342 255 |
| **COVID-19 information lines** | Victorian Government  Hot line  | **1800 675 398**  |
| **Electricity Failure**  | AUS NET  | **131 799** |
| **DSE 24 hour**  | **Communications Centre Emergency Number**  | **9589 6266** |
| **State Emergency Services (SES)** | VIC SES Maroondah Unit  | **13 25 00** |
| **Poison information line** | Victorian Poisons Information Centre (VPIC) | **13 11 26** |
| **Utilities Gas** | Plumber Gas Ongard Plumbing contact Kerrie | 0400329118 |
| **Nearby businesses** | **Tim Pies and Cakes** **Monbulk Butcher**  | [**(03) 9756 7466**](https://www.google.com/search?sxsrf=ALeKk00gHo9FvbLYd4J0jDa9cuz4hMH3cA%3A1595219569457&source=hp&ei=cR4VX5SBGvuW4-EP0-Wj0Aw&q=Tim%27s+Homemade+Pies+and+Cakes%2C+Main+Road%2C+Monbulk+VIC&oq=Tims+Pies+and+cakes&gs_lcp=CgZwc3ktYWIQARgAMgIIJjoHCCMQ6gIQJzoECCMQJzoLCAAQsQMQgwEQkQI6CAgAELEDEJECOggIABCxAxCDAToFCAAQsQM6CggAELEDEIMBEEM6BQgAEJECOgQIABBDOgcIABCxAxBDOgIIADoECAAQCjoGCAAQFhAeOggIABAWEAoQHjoGCAAQDRAeOgoIABAIEA0QChAeUJcQWP4vYP5GaAFwAHgAgAGFAogBpRySAQYwLjE1LjSYAQCgAQGqAQdnd3Mtd2l6sAEK&sclient=psy-ab)[**(03) 9756 6040**](https://www.google.com/search?sxsrf=ALeKk00U_G1ySImv-otzjgzCfDGJfWkUZA%3A1595219579132&ei=ex4VX9bXB-af4-EP3LW6qAE&q=monbulk+family+butcher&oq=Monbulk+Butcher&gs_lcp=CgZwc3ktYWIQARgBMgIIADIGCAAQFhAeMgYIABAWEB4yAggmOgQIIxAnOgsIABCxAxCDARCRAjoECAAQQzoICAAQsQMQgwE6BQgAELEDOgcIIxDqAhAnOgUIABCRAjoICAAQsQMQkQI6BwgAEBQQhwJQgcIDWK_-A2DDkwRoAXAAeAGAAdoCiAHfIZIBCDAuMTQuNi4xmAEAoAEBqgEHZ3dzLXdperABCg&sclient=psy-ab) |

**In the event of an EMERGENCY:**

**Verify**

**Verify the report**  Confirm with other campers the accuracy of information

**Notify**

Notify the management team at the Log Cabin Ranch

**Assess**

**Assess the danger posed by the emergency**

Use all your senses to build information to help decide on 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.

**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 or to Emergency evacuation point on grassed area

Refer to any specific procedures developed for the emergency Specific responsibilities for Camp Site Manager and Management

See attachment re procedure for suspected COVID Infected camper.

See attachment for specific procedures for Fire Emergency

**Activate Alarm if deemed necessary located inside kitchen near back door and at**

**front door of bunkhouse by breaking the glass**

**EVACUATION PROCEDURES**

* Emergency evacuation procedure notices are posted throughout The Log Cabin Ranch buildings/property.
* All guests should make themselves familiar with these notices and the necessary arrangements.
* Emergency Response Plans are located on the wall in the Bunkhouse Servery beside the fridge. This document lists specific procedures for different emergencies.

**Refer to attachment specific to Fire Evacuation plan**

**Refer to attachment regarding the procedure for a staff member or camper being diagnosed with COVID-19.**

**EVACUATION AREAS**

**INTERNAL /INDOOR EMERGENCY**

* In the event of an **Internal/Indoor Emergency,** the Log Cabin Ranch Staff must be alerted as soon as possible.
* All guests are required to meet on the **grass area beside the Barn/Hall** and stay there until advised otherwise.
* The Log Cabin Ranch Staff will activate the Alarm if it has not already done so automatically.

**EXTERNAL /OUTDOOR EMERGENCY**

* In the event of an **External/Outdoor Emergency**, the Log Cabin Ranch Staff must be alerted as soon as possible.
* All guests are required to **assemble inside The Barn/Hall Area** and stay there until advised otherwise.
* The Log Cabin Ranch Staff will activate the Alarm if it has not already done so automatically.
* Refer to attachment of floor plans and evacuation Assembly point

**MANAGEMENT AND SITE MANAGERS RESPONSIBILITIES**

* Management notified to Ring 000 for Emergency services to be deployed CFA police ambulance etc
* The Log Cabin Ranch Staff, along with your nominated Site Manager - will meet at the Emergency Data box located at beginning of Mini Golf to retrieve register of people on site.
* Management to bring Fluro Emergency vests, loud Hailer, mobile Phone and if necessary, emergency lighting
* When appropriate if the hardwired smoke alarms have been activated the LCR staff will deactivate them at the alarm box located in the LCR office on the left-hand side of the front door.

**SITE MANAGER /GROUP LEADERS RESPONSIBILITIES**

**During an EMERGENCY where campers need to evacuate to the hall.**

* ONLY If safe and TIME to do so instruct all guests to dress in appropriate clothing
* Groups Site manager to delegate one person to collect water containers from fridge /plastic cups in bunkhouse servery.
* Assemble all guests to Emergency evacuation point -Hall
* Appointed Groups Site manager to meet LCR staff at the Emergency data Box to put an Emergency vest and collect register of people on site.
* Take list to assembly point and Mark roll of ALL guests
* Internal Hall External Emergency Evacuation point Grassed area near rotunda
* Maintain fluid intake. Encourage campers to drink plenty of cold water and splash face regularly to keep cool.
* Groups first Aide Officer to bring first aide medical kit
* Try to keep everyone calm.

**EMERGENCY ROLL**

* All groups must supply an accurate list of persons names on the property at any given time.
* This list becomes the Emergency roll and must be sighted by the management and placed in the Emergency Data box, located at the beginning of the Mini Golf.
* The Management will meet the Site Manager appointed by the group, at the Emergency Data box to collect the list should the alarm be raised.
* The Emergency Roll must always remain accurate. It will be used for a roll call if there was an emergency This list to be updated with any change to group numbers. A second copy is held by the campsite management

**TRAINING** Management to train staff to become familiar with procedures during an emergency, including new procedures regarding a pandemic

Information on Emergency procedures sent to groups prior to their stay Group leaders to be briefed on Emergency procedures at the beginning of their stay. . .

**REVIEWING REPORTING AND RECORD KEEPING**

Emergency plans are working plans and under constant review and revised and added to when deemed necessary. Emergency plans are on display for all campers to see. Management consults with all staff and groups regarding Emergency procedures, Records are kept of any Emergency that takes place.

**AFTER AN EMERGENCY**

Management to debrief’ staff, leaders and campers after the emergency has passed Management to discuss who is to be contacted and when Management and staff /leaders to complete an Emergency Incident form

**OBTAINING ACCESS TO PRIVATE INFORMATION**

It is the responsibility of ALL User groups to:

* Obtain their own Consent Forms which provides information with regards to each camper’s Parent, Guardian or Next of Kin and their relevant health history.
* Provide details of any Allergies and dietary requirements etc. to The Log Cabin Ranch staff if fully catering at least two weeks prior to camp arrival.
* Complete the guest list supplied, with ALL guests’ names including day-trippers
* Assess the First Aid needs and requirements of the user group and provide the necessary equipment and training prior to arrival at camp.
* Read and become familiar with the Emergency Response Plan of The Log Cabin Ranch as well as follow all directions within should an emergency arise. \*
* The Campsite owner or his delegate is solely responsible for the contact and discussions with all emergency services and media at all times – as per the Emergency Response Plan.

**TESTING THE EMERGENCY PLAN**

* Evacuation drills and procedures are outlined at the beginning of each camp /function.
* Hard wired Fire Alarms are checked by external provider monthly and annually