

FERNGULLY LODGE

EMERGENCY RESPONSE PLAN



**MYERS CREEK ROAD,
HEALESVILLE, VIC 3777**

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OVERVIEW

Ferngully Lodge is located 65km from Melbourne GPO and occupies 3.2 hectares and is 4km from Healesville, on Myers Creek Road.

Most of the campsite is occupied by buildings and landscaped lawns with the remainder being typical Healesville bush land.

The campsite was originally a Guest House built in the late 1930's. Since 1984 many renovations have taken place. Toilet and shower facilities and a new meeting hall have been built in this time.

Although Ferngully Lodge is situated in a fire risk area the Fire Lookout tower on Mt St Leonard's means that a considerable warning would be likely if a major outbreak occurred within a 40km radius.

The camp site comprises of two main accommodation buildings, The other buildings are the main dining room, recreation room and kitchen. There are also two Halls, the large main hall and smaller training hall. On site there is also the manager's residence and work sheds.

The camp site is supplied by:

Electricity - Tango (all underground power)

Gas - LPG - Supplied by Yarra Valley Gas

Water - Pumped from Myers Creek into 2 large concrete tanks for swimming pool and CFA tank. Other water is supplied from Rainwater Tanks and passes through a filtration system before use.

Telephone - landline. Telstra and Optus Reception is available for Mobile phones

F.G Wilson diesel powered Generator which supplies whole camp if power failure occurs

All Emergency Services are located within 5 minutes of the campsite and medical aid is

available at Healesville Hospital and Healesville Medical Centre and Yarra Valley Clinic.

The emergency response plan has been formulated considering that the owner (or delegated staff member) is always in residence and can be contacted through the Reception Office, or at the manager's residence.

IN AN EMERGENCY

WHAT TO DO

CO-ORDINATING THE CAMPSITE RESPONSE

1. **VERIFY** Verify the report with other campers or other reliable people, the accuracy of the information about the emergency.

2. **NOTIFY** Notify the campsite management and emergency services by the quickest means possible.
All emergencies must be reported to the camp manager or staff who will notify Emergency Services.
Campers should only contact the Emergency Services themselves if a camp staff member cannot be located.

3. **ASSESS** Assess the danger posed by the emergency. Use your senses to picture what is happening, use this information to help decide a course of action, use verbal information, observe to decide what is happening, e.g.:
 - Has the danger passed?
 - Is the danger increasing or decreasing?
 - Is the danger moving closer or further away?
 - Is the weather or terrain affecting its progress?
 - Decide how much time exists to take alternative action

4. **ACT** Act 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 danger by the safest means possible.
 - Refer to any specific procedures developed for the emergency.

Address to direct Emergency Services

FERNGULLY LODGE
269 Myers Creek Road
Healesville 3777

Tel: 5962 4232

Life Threatening Emergency

Fire: 000

Police: 000

Ambulance: 000

Healesville Medical Centre	5962 4232
Yarra Valley Clinic	5962 4633
Yarra Valley Community Medical Service	1300 793 622

* Healesville Police Station	5962 4422
	If no answer dial 000

* Emergency SES	132 500
	If no answer dial 000

Poisons Information	13 11 26
Maroondah Hospital	9871 3333

Camp Owners Mobile (Tess)	0414 567 739
Camp Owners Mobile (Jason)	0438 533 966

Information & Services

Hospital: (Emergency 000)

Maroondah Hospital, Davey Drive, Ringwood East.

T: 9871 3333

Police: (Emergency 000)

Healesville Police Station, Cnr Harker St & Maroondah Hwy

T: 5962-4422

Fire Station: (Emergency 000)

Healesville CFA,

T: 8739-1300

Dentist:

Dental Emergency Service

T: 9341 1000

T: 1800 833 039

Pharmacy:

Healesville Pharmacy, 215 Maroondah Hwy, Healesville

T: 5962-5845

Soul Pattinson Pharmacy, shop 3 Healesville Walk, Healesville

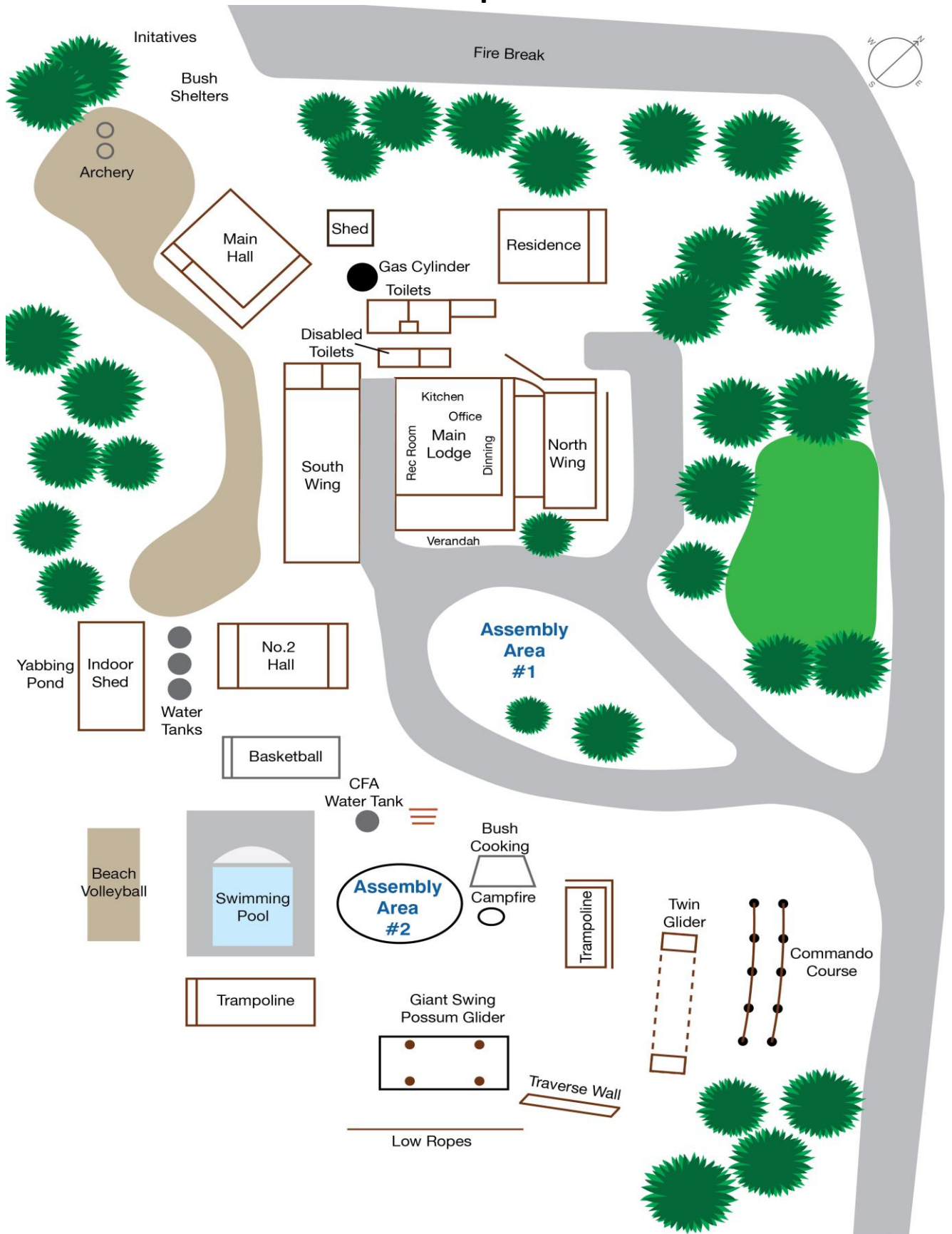
T: 5962 4165

Automotive Assistance:

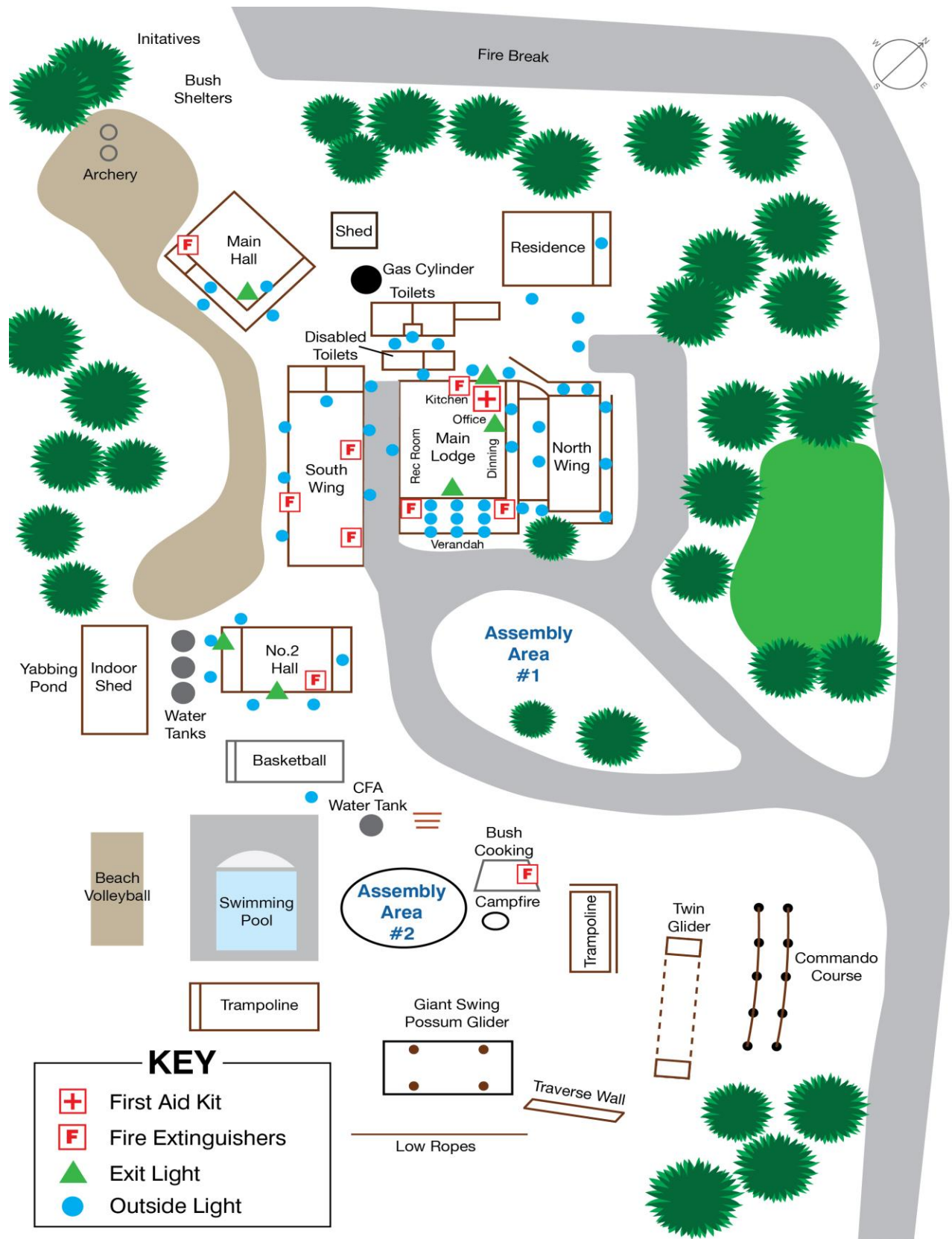
RACV Emergency Road Service

T: 13-1111

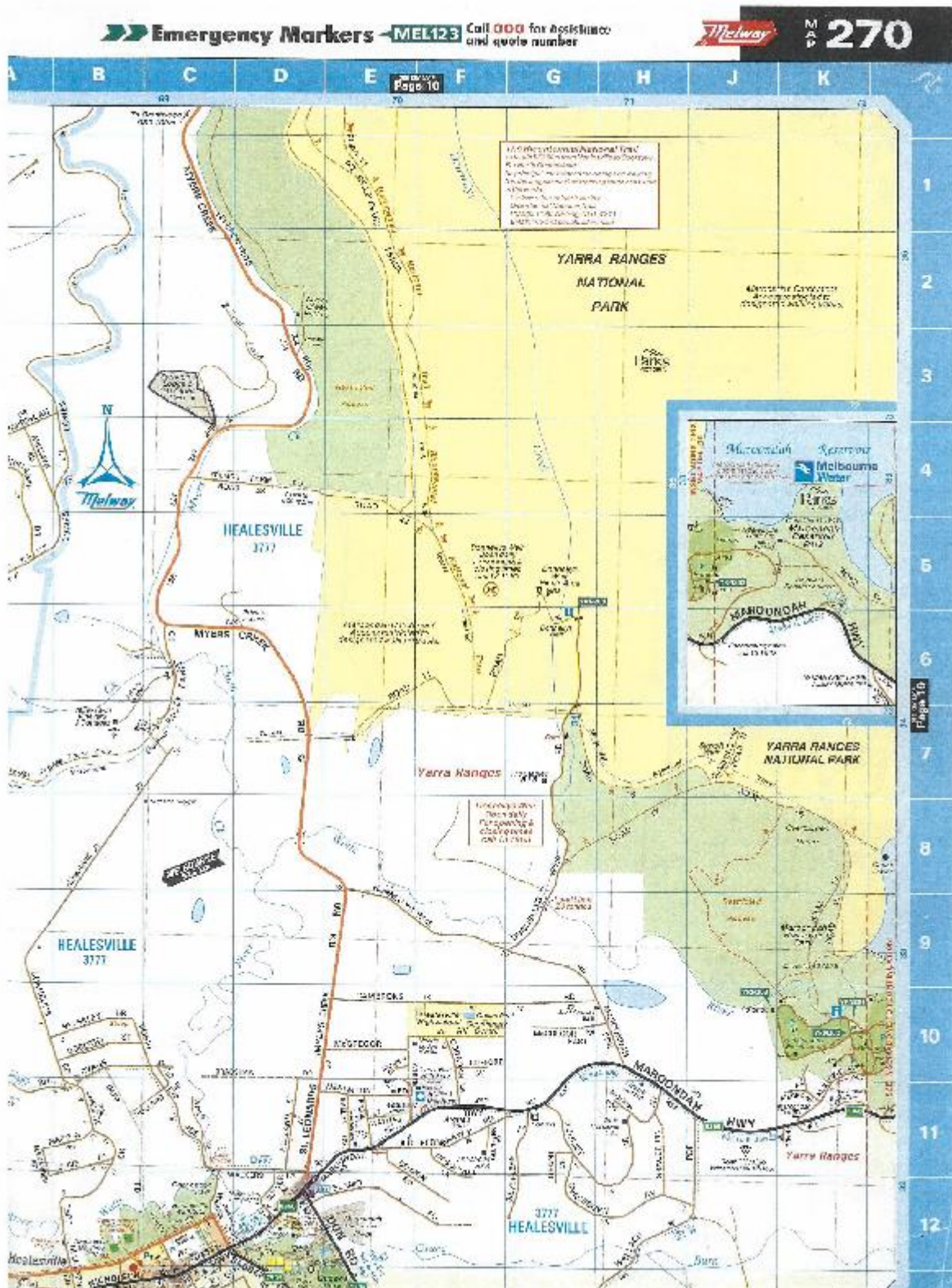
Site Map



Site Map Water, Gas, Electricity & Fire Fighting Equipment Location Map

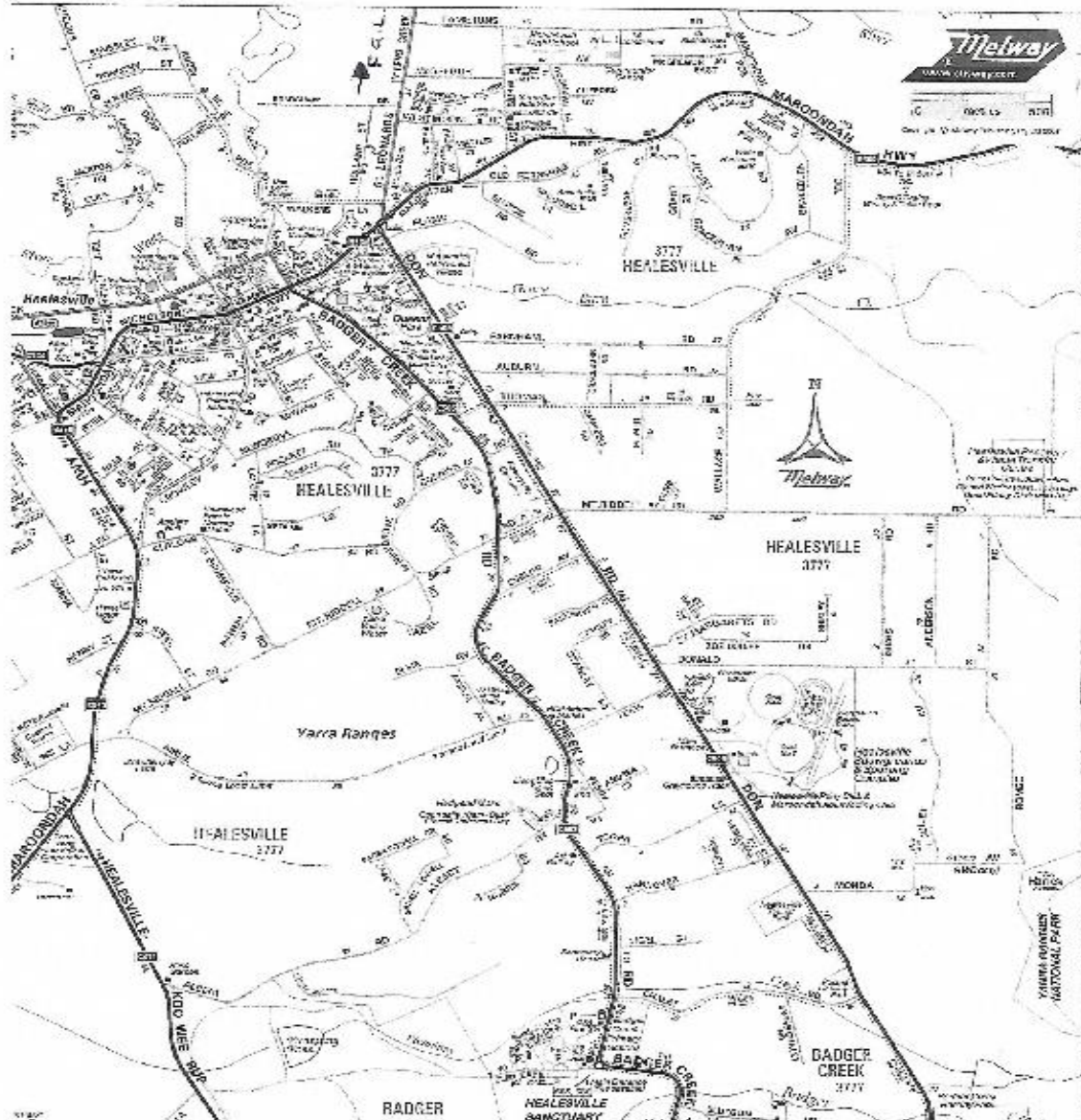


Business Location Map



Maps showing the exact location of the business in Healesville, and in relation to towns in the Yarra Valley, are also kept in the office.

Map of Healesville Township



Maps of Healesville are also kept in the office.

ROLES AND RESPONSIBILITIES

1. The camp manager or on site duty manager will co-ordinate all activity during an emergency
2. Staff and camp leaders will be directed by the co-ordinator during the emergency and should not initiate action without the co-ordinator's authorization. **This does not prevent staff or camp leaders taking action to minimize the emergency such as using fire extinguishers or administering first aid or assistance to reduce the effect of injury or danger or initiating evacuation of buildings to the Emergency Assembly Areas.**
3. The Co-ordinator is responsible for:-
 - Notifying emergency services and other appropriate authorities.
 - Alerting staff, campers, and visitors about the emergency
 - Evacuation of all staff, campers, and visitors.
 - Liaison with emergency services.
 - Delegation of duties to staff and leaders.
 - Communication with staff, campers and their home locations as required.
 - Maintenance of staff and campers' welfare and debriefing.
4. Camp leaders or teachers are responsible for the orderly evacuation of buildings if circumstances dictate, or when instructed to do so by the co-ordinator. Leaders will also ensure that all campers are accounted for, and check toilets and storerooms.
5. If time permits, leaders should turn off all appliances, stoves, heaters, etc. when evacuating buildings.
6. A camp staff member will be assigned by the co-ordinator to deal with routine enquiries at the office (or other designated area) during the emergency.

It is the responsibility of the school and organiser of the group attending Ferngully Lodge to have all contact and medical details for any student's attending camp.

In the event of an emergency the co ordinator of the group attending would have access to all contact and medical details including provision of emergency medical, hospital and ambulance services which they would then make available to emergency personal if required.

Familiarise yourself with the roles listed below. However in all situations – **the personal safety of all campers is of paramount importance**

Fire Warden

Name: Jason Galante ph: 0438 533 966

Owner operator

First Aider

Name: Tess Galante ph: 0414 567 739

Owner operator

Fire Warden will wear Orange Vest

First Aid Warden will wear Green Vest

POTENTIAL HAZARDS

IDENTIFYING AND REDUCING THE POTENTIAL HAZARDS

A ON SITE

1. The camp shares a driveway with 5 other properties. If campers choose to leave the site and go for a walk, **Caution should be used crossing all roads.**
2. There is a staff and guests car park adjacent to the bunkroom on the northwest side of the camp. **Caution should be used when in or crossing this area.**
3. The steps at the verandah and in front of the recreation room, also the kerbing on the internal roads can present a tripping hazard. As the terrain is not flat caution should be used when walking around the campsite **Campers should avoid running in these areas, particularly at night.**
4. Outdoor sports and recreation areas. **Normal care should be taken when using these areas and equipment. NOTE: The high ropes course and flying fox must not be used without qualified supervision.**

B OFF SITE

1. Roads. **See above.**
2. The bush area around the campsite is a popular bushwalking area and is considered to be relatively safe provided reasonable precautions are taken, potential hazards are trips and falls, becoming lost, and whereas the likelihood of encountering snakes on the walking tracks is not great, there is the possibility of snakes in the denser bush areas, particularly during the summer months. **Campers should only go bushwalking under the supervision of a leader or staff member with knowledge of the area. A responsible person at the campsite should be informed of duration and route.**
3. The only water-based activity on site is the swimming pool: All water activities carry some inherent risk. **Campers will only use the swimming pool when the lifeguard is on duty; schools must read through the guidelines list in the link below to ensure staffs assigned to the swimming pool meet the qualifications required. FernGully Lodge is considered to be a Venue 1**

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswimpeople.aspx#H2N1018D>

ALL ABOUT EVACUATION

1. The co-ordinator will issue evacuation instructions firstly to campers nearest the danger area and then to those further away. When moving to the emergency assembly area, campers should be moved away from the danger area and not towards or through it. **In the event of imminent danger (e.g: building fire), leaders should initiate evacuation of buildings to the emergency assembly areas.**
2. Leaders or teachers are responsible for the safety and supervision of campers during evacuation and for the duration of the emergency. If a leader is directed by the co-ordinator to perform other tasks, then the leader must arrange for alternative supervision before performing those tasks.
3. The co-ordinator will specify the type of evacuation required: -
 - Within the building
 - To another building
 - Within the campsite
 - Beyond the campsite
4. Evacuation within the building may occur when the danger is confined to one section to a building.
5. Evacuation to another building may occur when the danger is confined to one or more buildings but not another in the campsite.
6. Evacuation within the campsite may occur when the danger extends to buildings but not the open area within the campsite. If this occurs, campers are to proceed to the emergency assembly area at the front of the verandah on the open grassed area.

NOTE: Leaders initiating evacuation from a building because of imminent danger should direct the campers to the emergency assembly area.

7. No camper is to leave the campsite or assembly area unless accompanied by a leader or other adult and then only with the Authorization of the co-ordinator.
8. Parents attending the campsite are to be directed to the reception office (or other designated area) where a staff member nominated by the co-ordinator will provide information regarding the welfare of campers and other information about the emergency.

ROUTINE INCIDENTS

1. Electricity failure: Contact camp management at the reception office or after hours call using mobile numbers provided.
2. Gas failure: Only applicable to the kitchen.
Contact camp management as above.
3. Water Loss: Contact camp management as above.
4. Flooding: Evacuate affected buildings as necessary. Contact camp management as above.

NON-ROUTINE INCIDENTS

1. Each bedroom is fitted with a smoke detector, in the event of these being activated, campers should firstly ascertain if there is a fire and advise the leaders who should try to contain the fire if safe to do so, order the evacuation of the building and contact camp management.
2. Building Fire: Evacuate the building by the nearest exit and advise leaders. The leaders should attempt to contain the fire, but only if safe to do so, supervise the orderly evacuation of the building and contact the camp management.
3. Bushfire: In the event of a bushfire threatening the campsite, the co-ordinator may order evacuation initially to the emergency assembly area, and then to a safer area on site or an offsite refuge area.

SEE EMERGENCY MANAGEMENT PLAN (Bushfire) in appendix A of this document.
4. Gas Leak: If a gas leak is suspected within a building, evacuate the building, and contact camp management.
5. Lost or missing camper: **On site**, leaders should attempt to ascertain where the camper was last seen, check all buildings including toilets and storerooms, and advise camp management. **Off site**, leaders should try to ascertain where the camper was last seen, back-track the route taken and advise camp management who will contact the appropriate authorities.
6. Injury or camper illness: If a camper is injured or becomes ill, a leader should be advised who will then administer appropriate first aid, (if qualified to do so) or any other assistance to minimize the injury or danger. Camp management will then be advised who will contact the appropriate medical service.

Appendix A – Bushfire Plan

BUSHFIRE EMERGENCY PLAN

This plan for Ferngully Lodge has been designed to assist management to protect life and property in the event of a bushfire.

This Plan outlines procedures for both **SHELTER-IN-PLACE** (remaining on site) and **EVACUATION** to enhance the protection of occupants from the threat of fire.

The Primary Action to follow under normal bushfire conditions is to EVACUATE

PREMISES DETAILS

Premises Name	FERNGULLY LODGE
Address	269 MYERS CREEK ROAD HEALESVILLE 3777
Contact Person	Jason Galante
Position	Owner
Phone	5962 4232 0438 533 966
Email	admin@ferngullylodge.com.au
Type of Facility	Multipurpose campsite with accommodation
Buildings	Main building – dining and recreation 2 dormitories 2 halls Manager's Residence
Number of Staff	5 – 2 Owners, 1 fulltime staff & 4 casuals
Number of Visitors	Accommodation for up to 120 campers
Special Needs Visitors	1 room - wheelchair access

Sources of information on current Bushfire Situation – do not rely on one source

Victorian Bushfire Information Line	1800 240 667
CFA Fire Ready App	
CFA Web Site	www.cfa.vic.gov.au
DEPI website	www.dse.vic.gov.au/fire
Radio Stations	774 ABC Melbourne, 693 3AW
SEWS alert on mobile phones	
Facebook	
Twitter	@CFA_Updates
Television	
Local Fireguard Group Network	
CFA Listening Set / radio scanner	
Visual Indicators – e.g. Smoke in area thickening	

CONTACTS

ON SITE CONTACT

CHIEF WARDEN	Jason Galante	5962 4232	0438 533 966
DEPUTY WARDEN	Tess Galante	5962 4232	0414 567 739

LIFE THREATENING EMERGENCIES

FIRE, POLICE, AMBULANCE CALL 000

Give location as: Ferngully Lodge, 269 Myers Creek Road, Healesville.
 Melway Map Ref - 270 C3 (nearest cross street-Trench Farm Road)

EMERGENCY CONTACTS

Name of Organisation	Contact Person	Phone Number
EMERGENCY AGENCIES		
Healesville CFA	Capt Graeme Bates	0408 545 541
Healesville Police Station		5962 4422
State Emergency Service	24 Hour Emergency No.	13 2500
Yarra Ranges Council		1300 368 333
Victorian Bushfire Information Line (VBIL)		1800 240 667
MEDICAL		
Healesville Hospital (non-emergency)		5962 4300
Maroondah Hospital (Emergencies)		9871 3333
Yarra Valley Clinic (opposite Grand Hotel)		5964 4633
Yarra Valley Medical (behind Hospital)		1300 793 622
Eastern Ranges Health Urgent AH advice		1300 766 858
Poisons Information Line		131126
TRANSPORT		
Yarra Valley Taxis		5962 4722
McKenzie Bus Service		5962 5088
UTILITIES		
Electricity		131 799
Gas		0422 635 255

EVACUATION PROCEDURES

Time required to evacuate Premises: Approx. 1 hour

Designated Assembly Points	Verandah of Main building
	Grassed Assembly Area – south of main Building

Transportation Arrangements	
Number of Buses required	2
Name of Bus Company	McKenzie Bus Service
Contact Phone Number	5962 5088
Time required to have transport available	30 min
Time to load transport & head count	15 min per bus
Estimated travelling time to destination	10 min - Don Road
	30 min - Lillydale Lake

PLANNED EVACUATION SITES

Primary Evacuation Site

Name Don Road Sporting Complex
 Address 249 Don Road, Healesville
 Nearest cross street Lewis Road
 Map Reference Melway 278 H5

Alternative Evacuation Site

Name Lillydale Lake Park
 Address Swansea Road, Lilydale
 Nearest cross street Hereford Road
 Map Reference Melway 38 G7 (Main Entry)

PREPARE

Commencement of Fire Danger Period

- a. Review and update all contact numbers and procedures
- b. Contact McKenzie Bus Company to confirm transport arrangements for evacuating the site including time frames
- c. Establish Roles and Responsibilities for Staff members and ensure each member has a clear understanding of the Evacuation Procedures
- d. Revise and prepare copies of “What to do if the Campsite is to be evacuated” for distribution to incoming Camp Leaders/School Teachers.
- e. Provide local Police and Fire Brigade with a copy of the revised documentation.

ACT

Procedures for Evacuation during a Bushfire Emergency

Triggers and Time Frames

Code Red Day Tomorrow >12 hours to act

Upon knowledge of the following day being Catastrophic Fire Danger.

- a. The Warden will recommend evacuation to Camp Leader by next morning.
- b. If possible, Camp Leader is to arrange for transport of their charges by 0900 hrs to their home destination.
- c. The Warden will make arrangements with local Bus Co for transport to Planned Evacuation Site if Camp Leader unable to arrange transport. It will be the responsibility of the Camp Leader to make arrangements for transport from the Evacuation Site to their home base.

- d. The Warden will advise Emergency Services that the site has been evacuated

Extreme / Severe Fire Danger >2 hours to act / time to impact

In the event of a fire within the area and being aware of an Emergency Warning being issued, with a time to impact greater than 2 hours.

- a. The Warden will contact Bus Co to arrange for transport to the Planned Evacuation Site
- b. The Warden will advise Camp Leader to assemble their charges at the Assembly Point ready for evacuation
- c. The Warden will advise Emergency Services of the planned evacuation, the number of people, the route and the destination
- d. Camp Leader is responsible for role call/head count
- e. The Warden will instruct Staff to check that all rooms are vacated
- f. Buses will deliver passengers to the Planned Evacuation Site.
- g. Camp Leader is responsible for role call and arranging transport to home base

After the Bushfire Emergency

- a. Review procedures and actions.
- b. Identify any problems
- c. Revise or modify procedures
- d. Update the Bushfire Emergency Plan
- e. Advise Staff of changes
- f. Forward revised document to Emergency Services

SHELTER-IN-PLACE PROCEDURES

Evacuation or relocation is the preferred option.

In the event of a Bushfire in the surrounding area and there is insufficient time to arrange evacuation or egress routes are blocked, the decision may be made to SHELTER-IN-PLACE

The Designated On-Site Shelter is the MAIN BUILDING*

PREPARE

Commencement of Fire Danger Period

- a. Cut grass on site, clean gutters, remove flammable materials for around buildings and from inside storage shed. Once completed, these conditions should be maintained throughout the Fire Danger Period
- b. Check all external doors of the Main Building to ensure ease of operation. Check condition of draft/ember excluders and replace as necessary.
- c. Establish Roles and Responsibilities for Staff members and ensure each member has a clear understanding of the Shelter-In-Place Procedures
- d. Revise and update procedures if required
- e. Provide local Police and Fire Brigade with a copy of the revised documentation.

ACT

Procedures for Shelter-In-Place during a Bushfire Emergency

Triggers and Time Frames

IMMINENT THREAT / UNABLE TO EVACUATE < 1hour to act / impact

- a. The Warden will call 000 to report the fire
- b. The Warden will sound the emergency alarm air horn and advise the Camp Leader of the decision to Shelter-In-Place and request they direct their charges to the Main Building.
- c. The Warden will contact Emergency Services to advise that the camp is under threat and they intend to Shelter-In-place
- d. The Warden will instruct Staff to check rooms are vacated and close doors
- e. Once assembled in the main Building, the Camp Leader will conduct a role call/head count
- f. The Warden will ensure all doors are closed and organize Staff members to patrol the outside of the building if conditions allow. Any person performing this role should be wearing appropriate Personal Protective Clothing.
- g. The Warden will arrange for external conditions to be monitored and any ignitions immediately threatening the building to be extinguished
- h. Throughout the emergency, the Warden will attempt to stay in contact with Emergency Services to advise of conditions.

Although not guaranteed, it is hoped that a Fire Brigade appliance will be available to be on site to assist during the emergency.

After the Bushfire Emergency

- a. The Warden will check the immediate area to identify and isolate any hazards
- b. The Warden in consultation with the Camp Leader will assess conditions and determine if the camp should continue or the program cancelled.
- c. The Warden will consult Emergency Services to determine if the road network is open and safe for the group to leave
- d. The Warden will assist the Camp Leader to arrange transport to their home base
- e. The Warden will conduct an inspection of the whole site to identify and remove any hazards and ensure safety prior to the camp being available for future bookings

Review

- a. Review procedures and actions.
- b. Identify any problems
- c. Revise or modify procedures
- d. Update the Bushfire Emergency Plan
- e. Advise Staff of changes
- f. Forward revised document to Emergency Services

NOTES:

* The Shelter-In-Place option is a last resort action. Whilst the Main Building has limitations, it has been identified as the most appropriate building for this function for the following reasons:

- It is protected from a number of directions by adjacent buildings
- It has multiple entry/exit points in multiple directions
- It is large enough to accommodate all people on site
- There is ready access to food and drink

The structure requires ember proofing as a priority works item

The term Camp Leader has been used throughout this document. It refers to the person in charge of the group staying at the camp, e.g. School Teacher, Scout Leader etc., and should not be confused with the Camp Manager.

NOTICE TO CAMP LEADERS

What to do if the campsite is to be evacuated

The Management and Staff of Ferngully Lodge will make every effort to ensure that your visit is safe and enjoyable. During the warmer months of the year, there may be days when the forecast fire danger reaches a level that poses too great a risk to the visitors of the campsite.

If this occurs, the Camp Manager may recommend that the site be vacated by the following morning. In this event, you may be requested to make arrangements for transport back to your home base for persons under your charge.

You will be responsible for:

- Transport arrangements to your home base
- Accounting for all persons in your care.

In the event of a fire in the district more than 2 hours away, an evacuation to a safe location in either Healesville or Lilydale will be initiated. As it is unlikely that you will be able to arrange for your own transport within this time frame, procedures are in place for a local Bus Company to provide the transport.

You will need to:

- Promptly assemble your charges at the Assembly Point ready for the buses
- Account for all persons in your care
- Arrange transport from the Evacuation Site in either Healesville or Lilydale to your home base

Please ensure that you have a full list of your charges and their contact details readily available at all times.

The Planned Evacuation sites are:

Primary Evacuation Site

Name	Don Road Sporting Complex
Address	249 Don Road, Healesville
Nearest cross street	Lewis Road
Map Reference	Melway 278 H5

Alternative Evacuation Site

Name	Lillydale Lake Park
Address	Swansea Road, Lilydale
Nearest cross street	Hereford Road
Map Reference	Melway 38 G7 (Main Entry)

A Bushfire Emergency Plan has been prepared for this Campsite and a copy is available on request from the Camp Manager.

The Camp Owner is available on 0438 533 966