

**FEDERATION WALKS WEEKEND  
27 – 29 OCTOBER 2017**

**EMERGENCY MANAGEMENT PLAN**

**AT THE VENUES**

**Arrabri Lodge**

While at Arrabri for Federation Weekend, the organizing committee, participants and any invited others are guests of the establishment. Emergency incidents such as Fire, Storm Medical and/or Accidents which occur at Arrabri will be managed per the Arrabri Lodge “Emergency Response Plan”.

When entering the driveway at Arrabri travel at a very slow speed and be aware of pedestrians and other traffic at all times. All motor vehicles must only be parked in designated areas to allow ready access to emergency vehicles.

For safety and in an emergency there is an intercom from the Leaders Lounge off the Dining Room to the Owner’s residence. This is only to be used by organizers.

If the emergency siren rings (loud and continuous ring) meet on emergency assembly area (the oval) IMMEDIATELY where Arrabri staff and weekend organizers will take appropriate action.

In case of an external fire (bushfire) the Multipurpose Games Room is the designated assembly area. This is built of fire resistant materials. Wear solid footwear and long clothes preferably wool and take the woollen blanket from your bed.

If direct evacuation from Arrabri is not viable guests would be directed to the purpose built fire refuge at East Warburton Primary School approximately 200m away. A helicopter is able to land in a cleared area close to the property if necessary.

In emergencies ensure you take your Emergency Contact Form and any medicines with you to the assembly area. Mobile phones should not be used except in isolated locations or in medical or other extreme emergency, to ensure local systems are not over-loaded.

Campsite staff will be at the emergency assembly area to advise everyone about action to be taken. They will liaise with emergency services and take control of all responses including any media contact. Federation Weekend organizers will manage participants in conjunction with Arrabri management and any emergency services personnel .

**East Warburton Hall**

Any emergency situation that should arise during Registration and Walk Assembly at the East Warburton Hall will be handled by the Federation Weekend organizers until relieved if necessary, by an emergency services Incident Controller.

The designated emergency assembly area will be the cleared roadside area over the road from the hall or if necessary (in case of bushfire) to the purpose built fire refuge at East Warburton Primary School opposite the hall.

### **Personal Accident, Injury or other Emergency while at the venues**

- Call 000 if necessary
- Render First Aid
- Inform Arrabri Management and/or
- Inform Federation Weekend Co-ordinator

### **EMERGENCY PROCEDURES FOR WALK LEADERS AND CO-LEADERS**

**If access to or from the walk start location is impeded in any way, and the situation is not able to be resolved by the walk party, inform Administration contacts for alternatives.**

Walks Co-ordinators	Ken MacMahon	0407 539 756
	Jopie Bodegraven	0423 151 767
Federation Weekend Co-ordinator	Margaret Curry	0408 664 565
Help Desk	Ian Mair	0476 597 615

### **In the event of an Injury or Medical incident requiring First Aid**

- Calmly assess the situation with respect to the seriousness of the injury or medical condition and the urgency required for obtaining external assistance
- Apply first aid with the resources available from the group
- Administer medication if applicable, but only use medications provided by the patient
- Keep the patient warm and make them as comfortable as possible
- Reassure and maintain the cohesiveness of the group
- Assign someone to prepare a written log of activities and the patient's condition

### **For a SERIOUS injury or medical emergency:**

- **If phone communication is possible - contact 000** and ask for Police. You may need to provide GPS coordinates or grid references of your location. You can freely download the "Emergency+" app for smartphones which will display your co-ordinates if your phone is GPS equipped
- **If phone communication is not possible**, arrange for a competent subgroup to carry written information regarding the nature of the injury or medical emergency plus details of the location of the party to the nearest help or communication point
- **Where appropriate and possible**, evacuate the group to the nearest road and wait for transport/emergency services

**For all injuries and incidents** notify Walks Co-ordinator or Federation Weekend Co-ordinator of the action at the earliest opportunity – refer telephone numbers above.

### **Death on a Walk**

In the unlikely event of a death on a walk:

- Protect and cover the body. It should not be disturbed or moved
- Notify Police who will take charge of the scene
- Notify base
- Take detailed notes of the incident
- Do not talk to the media
- Do not notify next of kin. This is the responsibility of the police.

### **At Conclusion of any Incident or significant near miss:**

- Initiate an Incident Report, make notes on who, where, how, what and when and note witness details
- Advise participants that an incident debrief is available
- Provide all documents to Walks Co-ordinator/Federation Weekend Co-ordinator

*Note: All participants are covered for Personal Accident and Professional Indemnity Insurance Cover whilst on the weekend.*

### **FAILURE OF WALK PARTY TO RETURN WITHIN A REASONABLE TIME**

#### **- 1.0 hour**

- Leader must ring or SMS Walks Co-ordinator or Federation Weekend Co-ordinator if it appears they will be more than one hour later than their expected return time to the Hall
- Until contact is made Leader or appointed party members must continually attempt to contact Walks Co-ordinator or Federation Weekend Co-ordinator
- If walk party doesn't return to the East Warburton Hall within 1.0 hour of expected return time and they have not made contact or been able to be contacted, the Walks Co-ordinator/Federation Weekend Co-ordinator will despatch one/two cars with a minimum of one/two people per car and appropriate communications equipment to walk finish location and a further one/ two cars with a minimum of one/two people to walk start location if different from finish location
- Check the route vehicles would have taken and car parking areas at start and finish of the walk. On arrival at car parking areas or at a point preventing them from getting to the parking areas, drivers of despatched vehicle/s to report to Walks Co-ordinator or Federation Weekend Co-ordinator. If communication is not possible one car will return to the East Warburton hall to report back. If possible walk 1km in at either end of scheduled route for any sign of the walk party
- If there is no sign of the party 2 hours after the group's expected return time to the East Warburton Hall the Walks Co-ordinator or Federation Weekend Co-ordinator will alert Police of the situation and seek advice as to the next step.

## **Checklist of items for Support Team in case of emergency**

Charged Walkie/Talkie radios and chargers  
Charged Mobile phones  
GPS units and spare batteries  
Bow saw  
Bottled water in large containers  
Woollen blankets  
First Aid Kit  
Leather gloves  
Torches with spare batteries  
Topographic maps  
Car Registration numbers of walk party  
Emergency Contact Numbers listing

### **BEFORE THE EVENT**

Before the event the Federation Weekend organizing committee will liaise with Department of Environment, Land, Water and Planning (DELWP), Parks Victoria, SES, CFA, Police, Fire and Ambulance with respect to road conditions, logging, access to walk areas and impact of weather and fire conditions. They will also arrange briefing sessions for leaders, co-leaders and other volunteers to ensure they are fully aware of their roles and responsibilities for the weekend and also the information in this Emergency Response Plan.

### **DURING THE EVENT**

During the event, the Federation Weekend organizing committee will monitor the CFA and Bureau of Meteorology websites and communicate any warnings or walk changes/cancellations to leaders/co-leaders and participants.

On the Friday and Saturday night participants on the weekend will be advised of the emergency warning system, evacuation procedures and assembly points applicable to Arrabri and the East Warburton Hall.

## EMERGENCY CONTACT NUMBERS

Organisation Name	Location	Telephone Number
POLICE		<b>000</b>
FIRE		<b>000</b>
AMBULANCE		<b>000</b>
POLICE	Warburton	<b>5966 2006</b>
POLICE	Yarra Junction	<b>5967 1104</b>
AMBULANCE	Yarra Junction	<b>9840 3500</b>
DOCTOR	Warburton Medical Centre	<b>5966 5988</b>
DOCTOR	Yarra Junction Eastern Ranges After Hours Medical Service	<b>1300 766 858 A/H</b>
MAROONDAH HOSPITAL	Davey Drive, Ringwood East 1 Hour (Melways 50:C6) 60km	<b>1300 342 255</b>
ANGLISS HOSPITAL	Albert Street, Upper Ferntree Gully 1 Hr (Melways 74:G7) 55km	<b>1300 342 255</b>
DENTIST	Yarra Junction Dental Clinic, 1 Hoddle Street, Yarra Junction	<b>5967 2202</b>
POISONS		<b>131 126</b>
PARKS VICTORIA		<b>131 963</b>
DELWP	Powelltown	<b>5965 9901</b>
SES		<b>132 500</b>
WILDLIFE VICTORIA		<b>1300 094 535</b>
ARRABRI	Campsite Number Management	<b>5966 2202</b>
	Management	<b>0499 871 992</b>
	Management	<b>0412 336 143</b>
FEDERATION W/END CO-ORDINATOR	Margaret Curry	<b>0408 664 565</b>
WALKS COORDINATORS	Ken MacMahon	<b>0407 539 756</b>
	Jopie Bodegraven	<b>0423 151 767</b>
HELP DESK	Ian Mair	<b>0476 597 615</b>

### Information to advise Emergency Services

**Address:** Arrabri Lodge, 450 Woods Point Road, East Warburton  
 (Melways 291:C8) between Surman Avenue and Herbert Avenue  
 6km from Warburton Post Office, 300m from East Warburton Hall  
 on right hand side of Woods Point Road travelling from Warburton