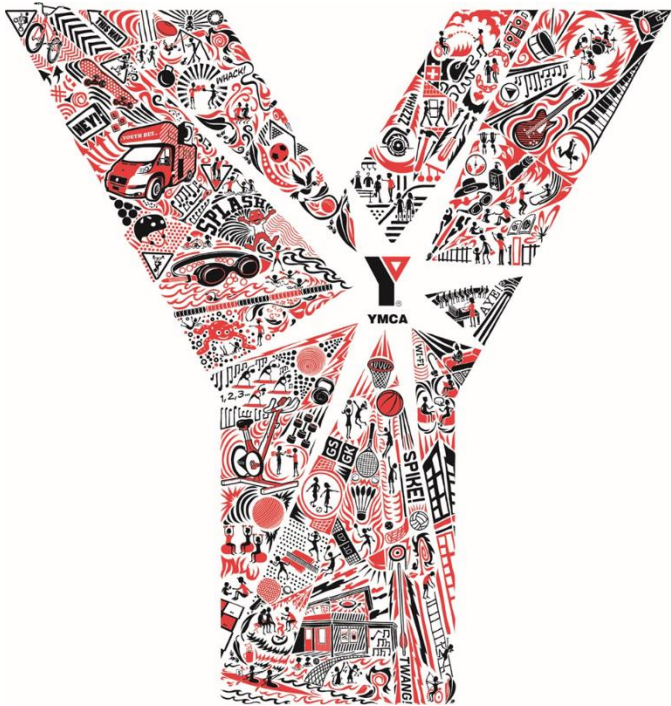


# CAMP INDUCTION HANDBOOK

## YMCA CAMP NORTH PINE

October 2016



WAR062 – 03/16

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## CONTENTS

<b>WELCOME</b> .....	1
<b>OFFICE OPERATING HOURS</b> .....	1
<b>OVERNIGHT PROCEDURES</b> .....	1
<b>PREVENTION AND MANAGEMENT OF OUTBREAKS</b> .....	1
<b>CAMP FIRE RULES</b> .....	2
<b>WILDLIFE</b> .....	2
<b>BOUNDARIES</b> .....	3
<b>SWIMMING</b> .....	3
<b>FIRST AID</b> .....	3
<b>SERIOUS INJURIES AND INCIDENTS</b> .....	4
<b>PROPERTY DAMAGE</b> .....	4
<b>EXTREME WEATHER EVENT</b> .....	4
<b>FIRE RESPONSE PROCEDURE</b> .....	4
<b>FIRE FIGHTING EQUIPMENT</b> .....	5
<b>EMERGENCY EVACUATION</b> .....	6
<b>EMERGENCY ASSEMBLY AREA</b> .....	7
<b>EMERGENCY CONTACTS</b> .....	8
<b>EMERGENCY SERVICES DIRECTIONS</b> .....	10

## WELCOME

We would like to extend a warm welcome to our Camp North Pine site. We have prepared this booklet to help ensure that you have a safe and pleasant stay with us.

Guest safety is the responsibility of both our staff and Teachers/Group Leaders. It is essential that the Teachers/Group Leaders read and understand the safety guidelines contained in this booklet and that this information is conveyed to your group. Teachers/Group Leaders are required to meet with a YMCA Camp Representative to be oriented with the emergency response procedures.

## OFFICE OPERATING HOURS

Monday – Friday	8am – 5.30pm
Saturday   Sunday	On Call
Public Holidays	On Call

## OVERNIGHT PROCEDURES

It is the responsibility of the Teachers/Group Leaders to safely support their group overnight and on weekends or public holidays. This may include administering First Aid, contacting emergency services, managing evening activities including camp fire and notifying YMCA staff of a serious incident/injury or event.

## PREVENTION AND MANAGEMENT OF OUTBREAKS

Gastroenteritis and other health outbreaks in a camp environment are usually caused by viral or sometimes bacterial infections. In this environment, large numbers of people can quickly become ill as the germs which cause outbreaks can be highly infectious and transmitted easily (for example, from person to person or via contaminated food or water). If not managed appropriately, one sick person can result in many more sick people in just a few hours.

Viral infections can be spread by:

- Person to person contact, from germs being transferred from hand to mouth.
- Swallowing something that has been contaminated through contact with infected vomit or faeces.
- Indirect contact from contaminated hands of a sick person to objects, surfaces, food or water and then to another person.
- Airborne spread. When a person vomits, virus particles may pass into the air as invisible mist and inhaled by nearby people.

Someone with viral gastroenteritis is potentially infectious while they have the symptoms and for up to 48 hours after the symptoms have stopped. Any person who has had nausea, vomiting and/or diarrhea in the 48 hours prior to camp, should **NOT** attend.

Prevention of outbreaks is critical and you can assist by:

- Ensuring staff and children students **demonstrate good hygiene practices** ie wash hand after being to the toilet and before eating or handling food.
- Ensuring children **do not share** eating utensils or drink bottles/cups.
- Ensuring children assisting with food serving are **vettted** prior to ensure they are in **good health** (ie no open wounds, coughs/runny nose or headaches), wash and dry their hands thoroughly, wear disposable gloves provided and use serving utensils provided to distribute food.
- Ensuring children who have been unwell prior to camp (**within 48 hours**) do not attend camp.
- **Isolating** children/staff who present as being ill during camp immediately and **reporting** to Camp Management (there is a first aid room that may be used to isolate campers).

## CAMP FIRE RULES

Campfires are permitted upon request and providing there are no fire restrictions in force. Requests must to be made to Camp Management, and the Campfire Rules stated below must be adhered to. Check:

**Rule 1: Positioning**                      Camp fires to be positioned in the designated areas. Ensure equipment is kept 3m away from the camp fire. Remove flammable items, gas cylinders, fuel cans, branches, leaves and twigs from the surrounding area.

**Rule 2: Building**                              Ensure the fire stays a controllable size. Have water on stand-by.

**Rule 3: Starting**                              Start your fire using appropriate ignition source and firelighter, paper and small kindling. Never use flammable liquids on a fire.

**Rule 4: Extinguishing**                      Extinguish your campfire using WATER when you have finished.

**Rule 5: Monitoring**                        The campfire must be extinguished using water if left unattended.

Firewood can be provided (fee applies) or you are welcome to collect fallen twigs/branches.

## WILDLIFE

These camp facilities are surrounded by natural bush land and wildlife is to be expected. Snakes, spiders, ticks and other potentially dangerous animals may be observed. Please take care and be aware.

### **Close encounters with wildlife**

Getting close to nature is one of the best rewards of your bushwalking efforts. While seeing native animals is a bonus, close encounters with wildlife can be risky.

**Look but do NOT touch** - Unlike pets and other domestic animals, wild animals are not used to human handling and you could get hurt if you try to pat one.

**Keep wildlife wild** - Be sure group members know to respect wild animals and don't chase or scare them. Do NOT feed native animals. Human foods can harm native animals. Wild animals used to being

fed have been known to attack people. Store food securely out of reach of animals. Wild animals make a mess trying to access food.

**Do NOT provoke wildlife** - Take a detour around snakes and wild animals. There are a number of potentially dangerous snakes in the area. Please stay at a respectful distance and do not attempt to feed, catch or touch these animals. Make sure food and drink is not consumed inside the cabins, as this may attract these animals inside your rooms. To prevent this from occurring ensure all accommodation doors are shut.

If wildlife is found in a cabin notify YMCA staff during normal operating hours. If this occurs outside of operating hours please notify the trained Wildlife Professional identified on the emergency contact list at the back of this booklet.

## BOUNDARIES

Certain areas are out of bounds for your groups' safety;

- Kitchens are only to be entered if asked to do so and enclosed footwear is required.
- The area around the adjoining caretaker's house is out of bounds to guests. Please note the caretaker is employed at Old Petrie Town not Camp North Pine – contact YMCA Camping (3882 1436) if you need assistance.
- YMCA equipment is out of bounds (low ropes course, canoes etc.). Equipment may only be used when group is supervised by a qualified YMCA staff member.
- Any accommodation not allocated to your group is out of bounds.

## SWIMMING

Water safety is the responsibility of Teachers/Group Leaders (18 years plus), therefore without adult supervision, swimming is prohibited.

When swimming in river water enclosed shoes must be worn at all times to prevent injury from possible submerged items. It is the responsibility of the Teachers/Group Leaders to provide supervision to the group while doing water activities. Group Leaders must be First Aid and CPR qualified.

If participating in a YMCA lead activity the Outdoor Education Instructor is responsible for supervising the group during the activity.

## FIRST AID



The YMCA has available a fully stocked First Aid Kit in the First Aid Room (identified on Emergency Evacuation Plan). Administering First aid is the responsibility of the group and therefore we ask that you allocate a qualified First Aid Officer. All participants in your group including students must be aware of who they report to for any incidents or injuries.

A YMCA Incident Report form must be completed for any injury or incident that occurs during your stay. Forms are included with this booklet. Please return completed forms to the YMCA

Office staff as soon as possible. **Please inform the Camp Office Staff if you have had to use the First Aid Kit.**

## **SERIOUS INJURIES AND INCIDENTS**

In the event of a fire or emergency occurring outside of normal office hours, that causes serious injury, illness ring **Emergency Services - triple zero [000]**.

A YMCA Incident Report Form (found in this information pack) must be prepared and submitted to the YMCA Office. The Camp Manager may also request additional information.

## **PROPERTY DAMAGE**

Where YMCA equipment is faulty or damaged, a sign should be attached to that equipment indicating that it is out of order and not to be used. **Please notify Camp Office Staff of faulty or damaged equipment as soon as possible during Office Operating Hours.**

For significant damage to YMCA property (e.g, broken windows, storm damage), the YMCA should be notified immediately. **A YMCA representative must be on-site before leaving the premises.**

## **EXTREME WEATHER EVENT**

In the event of a storm surge, or other flooding, know your nearest safe high ground and the safest access route to it. Remain indoors and stay tuned to the local radio station, i.e. ABC News Radio, 612 AM. Remain indoors and shelter clear of windows and wait for the weather event to end.

### **After the extreme weather event:**

- Do NOT go outside until officially advised it is safe
- Do NOT use electric appliances if wet
- Continue to listen to local radio for official warnings and advice
- Beware of damaged power lines, buildings, trees
- Do NOT enter floodwaters
- Follow emergency services directions
- Do NOT make unnecessary telephone calls

### **Evacuation Kit located in the First Aid Room containing:**

- 1 X Portable battery radio with spare batteries
- 2 X Torch with spare batteries
- 4 x disposable ponchos
- Access to First Aid Kits and manual

## **FIRE RESPONSE PROCEDURE**

Evacuation Signs are displayed in the cabins and buildings in the event of a fire or another emergency requiring evacuation. Teachers/Group Leaders should make themselves familiar with their location and content upon arrival.

## IN THE EVENT OF A FIRE, RACE

- R**emove people from immediate danger.
- A**lert the fire service, call 000.
- C**onfine fire and smoke, close doors and windows (if safe to do do).
- E**vacuate to the Assembly area.

### Do not delay – REMEMBER:










- Fires spread rapidly
- Fires produce thick black smoke that is difficult to see through and causes suffocation
- The freshest air will always be near the floor
- Move quickly but do not run
- Be decisive - make a decision and follow that decision
- **Always ensure your own safety**

## FIRE FIGHTING EQUIPMENT

Attempt to extinguish the fire only after the area has been cleared of occupants and the emergency services notified.

### DO NOT fight the fire if the following conditions exist:

- You have not been trained or instructed in using a fire extinguisher
- You don't know what's burning
- The fire is spreading rapidly
- The fire might block your means of escape
- You might inhale toxic smoke
- Your instincts tell you not to do so
- If the first attempts to put out the fire do not succeed, commence evacuation.

Item	Indicated by	Fire Type
 <b>FIRE EXTINGUISHER</b>	<b>AB(E)</b>  <b>Dry Powder Extinguisher</b>	Red extinguisher <b>white band</b>  <div style="display: flex; justify-content: space-around; font-size: small;"> <div style="text-align: center;"> <b>A</b> Wood, paper and plastics           </div> <div style="text-align: center;"> <b>B</b> Flammable and combustible liquids           </div> <div style="text-align: center;"> <b>C</b> Flammable gases           </div> <div style="text-align: center;"> <b>E</b> Energised electrical equipment           </div> </div> 
 <b>FIRE EXTINGUISHER</b>	<b>Water Extinguisher</b>  <b>DO NOT USE ON ELECTRICAL FIRES</b>	Red Extinguisher <b>no band</b>  <div style="display: flex; justify-content: space-around; font-size: small;"> <div style="text-align: center;"> <b>A</b> Wood, paper and plastics           </div> </div> 
 <b>FIRE HOSE</b>	<b>Hose Reel</b>  <b>DO NOT USE ON ELECTRICAL FIRE</b>	Red Cabinet or Reel   <div style="display: flex; justify-content: space-around; font-size: small;"> <div style="text-align: center;"> <b>A</b> Wood, paper and plastics           </div> </div> 

### Operating a Fire Hose: (Do NOT use on electrical fires)







**ONCE THE FIRE IS OUT, KEEP AN EYE ON THE AREA IN CASE IT RE-IGNITES.**

1. Turn on the main valve and pull the hose to the fire.
2. Aim at the base of the fire.
3. Open the nozzle or valve.
4. Sweep from side to side.

### Operating an Extinguisher:

## P.A.S.S.



	<b>P</b> ULL the pin.
	<b>A</b> IM at the base of the fire.
	<b>S</b> QUEEZE the lever.
	<b>S</b> WEEP from side to side.

## EMERGENCY EVACUATION

An air-horn located outside the kitchen is used as the emergency warning sound. A YMCA staff member will sound the air horn during YMCA operating hours, at all other times a Group Leader will sound the alarm (alternately Group Leaders may sound a vehicle horn). Three short blasts of the horn demands you leave the building / activity as soon as possible and meet at the emergency assembly area (AA).



Contact Emergency Services if needed, a phone is available in the Kitchen. Following that call please contact the Camp Manager. All campers should proceed to the evacuation point or in the case of a lock down into the Dining Hall. Teachers/Group Leaders should do a roll call for your group and follow instructions given by YMCA staff.

It should be clearly understood that the priority for camp guests is to ensure the safety and orderly evacuation of participants and NOT to combat a fire. In all instances your own safety is paramount. **DO NOT PLACE YOUR SAFETY AT RISK.**

**EVACUATION SIGNS** are displayed in multiple locations within and around the buildings and will direct you to an **EXIT** and the **EMERGENCY ASSEMBLY AREA (AA)**.

Teachers/Group Leaders should maintain an attendance sheet that can be used to identify any missing persons in the event of an evacuation.

## **EVACUATION**

**SOUND THE ALARM (3 x air horn or whistle)**

**COMMENCE EVACUATING TO YOUR NEAREST SAFE EXIT**

**CONTACT EMERGENCY SERVICES "000" OR "112" FOR MOBILES**

**CHECK AREA, ASSIST PEOPLE WHO REQUIRE HELP IF SAFE TO DO SO**

**MOVE TO ASSEMBLY AREA AND ACCOUNT FOR ALL OCCUPANTS**

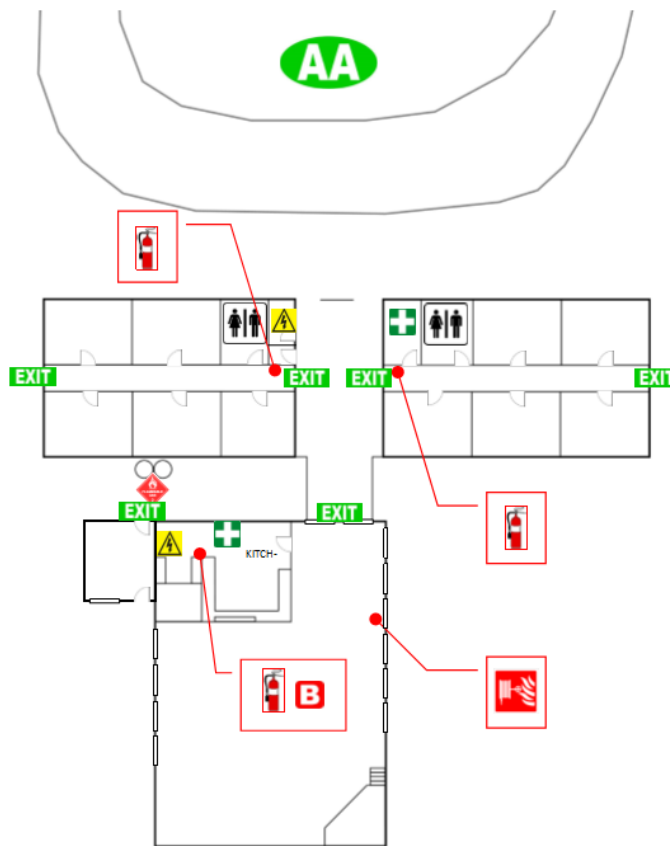
**DO NOT RE-ENTER OR ALLOW ANY OTHER PERSON TO RE-ENTER BUILDING**

**CONTACT YMCA CAMP MANAGER & AWAIT ARRIVAL OF EMERGENCY SERVICES**

## **EMERGENCY ASSEMBLY AREA**

The emergency assembly area (AA) is located in the car park area in front of the North Pine Lodge as identified on the evacuation plan below. A representative from the School/Group must wait for the arrival of the Emergency Services and provide relevant information to assist the Fire Officers.

**DO NOT LEAVE THE SITE UNTIL YMCA PERSONNEL ARE PRESENT.**



**MERGENCY CONTACTS**

**AN EMERGENCY PHONE IS LOCATED IN THE FIRST AID ROOM**

**YMCA CONTACTS**

YMCA Camp North Pine	Old Petrie Town, Dayboro Road, KURWONGBAH QLD 4500	(07) 3882 1436
YMCA Contact	Primary contact: Camp Manager – Graeme Ferguson	0438 006 057
	Secondary contact: Group Manager – Will Sambrook	0408 743 193

**EMERGENCY SERVICES & CONTACTS**

Emergency - Ambulance / Police / Fire Service		“000” or Mobile “112”
Petrie Police Station: 1 Connors St, Petrie.		07 3897 7222
Electricity Supply – Energex	Power outages (24/7)	13 62 62

Emergency (24/7)	13 19 62
Gas Supply - Origin Energy	1800 808 526
State Emergency Service	13 25 00
Moreton Bay Regional Council	3205 0555

## MEDICAL SERVICES

Emergency - Ambulance	"000" or Mobile "112"
Poisons Information Centre	13 11 26
Queensland Health Medical - Non urgent	1343 2584
Strathpine Medical Centre Cnr Gympie & South Pine Roads, Strathpine.	(07) 3881 1866
Warner Family Medical Practice 349-351 Samsonvale Road, Warner	(07) 3882 3244
Warnercare 7 Day Medical Practice Warner Village Shopping Centre, Shop 16 Samsonvale Rd, Warner	(07) 3882 2366
National Home Doctors Service After Hours Medical Service, 9:00pm- 7:00am 7 days	(07) 3831 9999
Redcliffe Hospital Anzac Avenue, Redcliffe	(07) 3883 7777

## WILDLIFE

Snake and Wildlife Removal	0409 675 522
Queensland Parks & Wildlife Service	1300 130 372
RSPCA	1300 264 625
Koala Care – Pine Rivers Koala Care Association	0401 350 799

## EMERGENCY SERVICES DIRECTIONS

### Directions to Camp North Pine:

If you need to telephone emergency services they will need the following information.

Contact Telephone Number           **07 3285 8477** (or provide your personal mobile number)

Directions                                   Travel to Dayboro Road  
  Past Youngs Crossing Road intersection (heading West)  
  Turn left into Old Petrie Town  
  Follow road past Heritage Restaurant to  
  North Pine Lodge at the Dayboro (western) end of the Park.

### Directions to Camp Warrawee:

If you need to telephone emergency services they will need the following information.

Telephone                                 **07 3882 1436** (or provide your personal mobile number)

Directions                                 Travel to Youngs Crossing Road  
  Turn onto Protheroe Road  
  1<sup>st</sup> Right onto Byrnes Road (at the Water Treatment Plant sign)  
  The campsite is the last gateway on the left