

Camp Warrawee

GROUP INDUCTION HANDBOOK

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WELCOME

Thank-you for choosing Y Camping! 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 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 – 5pm
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 **vett**ed 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.

CAMP FIRE RULES

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

- | | |
|-------------------------------------|---|
| <u>Rule 1: Positioning</u> | 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. |
| <u>Rule 2: Building</u> | Ensure the fire stays a controllable size. Have water on stand-by. |
| <u>Rule 3: Starting</u> | Start your fire using appropriate ignition source and firelighter, paper and small kindling. Never use flammable liquids on a fire. |
| <u>Rule 4: Extinguishing</u> | Extinguish your campfire using WATER when you have finished. |
| <u>Rule 5: Monitoring</u> | The campfire must be extinguished using water if left unattended. |

Firewood can be provided (fee applies) or brought in by the group.

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.

- **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;

- Swimming areas are only to be accessed with the presence of a Teacher/Group Leader (with CPR & First Aid qualifications) and after the pool usage agreement is signed upon arrival.
- The kitchen is only to be entered if asked to do so and enclosed footwear is required.
- YMCA equipment is out of bounds (high / **low ropes course**, canoes etc). Equipment may only be used when group is supervised by a qualified YMCA staff.
- Any accommodation not allocated to your group is out of bounds.

SWIMMING

Access to the swimming pool is restricted to groups that have completed and signed the required pool waiver and have been issued a pool key. The Camp Warrawee swimming pool is not supervised by YMCA staff.

Responsibility for water safety rests solely with the accompanying Teachers or Group Leaders, who must be 18 years of age or older and hold current CPR and First Aid certification. Swimming is strictly prohibited without appropriate adult supervision.

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.

PROPERTY DAMAGE

If YMCA equipment is broken, damaged, or requires maintenance, please report it to YMCA staff as soon as possible. Any significant damage to YMCA property must be reported immediately, and a YMCA representative must be notified before leaving the premises.

FIRST AID

Groups are required to bring their own First Aid supplies and are responsible for administering First Aid to their participants. Each group must appoint a qualified First Aid Officer for the duration of their stay.

The YMCA has a fully stocked First Aid kit located in the kitchen, which may be used as a backup if required. YMCA instructors also carry First Aid kits during activity sessions.

All participants, including students, must be informed of who to report to in the event of an incident or injury.

A YMCA Incident Report form must be completed for any injury or incident that occurs during your stay. Forms are available if required, please see 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]. Then call the after hours number.**

A YMCA Incident Report Form must be completed and submitted to the YMCA Office. The Camp Manager may also request additional information.

- A backup EpiPen is available from the kitchen (located in the first aid kit mounted on the wall of the wash-up room). Groups are responsible for ensuring they carry an EpiPen at all times if required.
- A defibrillator is located on the wall outside of the dining hall, near the red picnic tables.



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 phone calls

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**

Remove people from immediate danger.

Alert the fire service, call 000.

Confine fire and smoke, close doors and windows (if safe to do so).

Evacuate 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.



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

PULL the pin.

AIM at the base of the fire.

SQUEEZE the lever.

SWEEP from side to side.



EMERGENCY EVACUATION

An air-horn located on the wall outside the office door 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. 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 Jack Harris 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.**

EMERGENCY AND FIRE PROCEDURES AND INFORMATION

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. If with an instructor participating in an activity follow their instructions.

EVACUATION

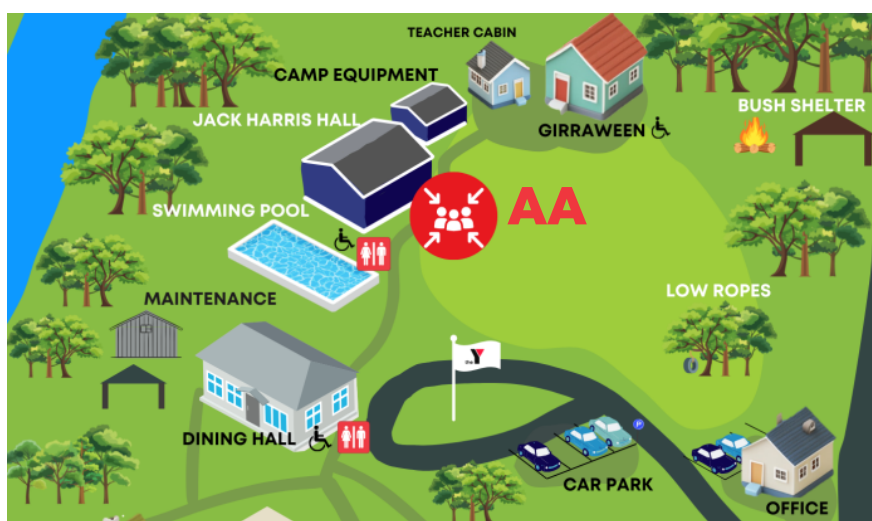
1. **SOUND THE ALARM (3 x air horn or whistle)**
2. **COMMENCE EVACUATING TO YOUR NEAREST SAFE EXIT**
3. **CONTACT EMERGENCY SERVICES “000” OR “112” FOR MOBILES**
4. **CHECK AREA, ASSIST PEOPLE WHO REQUIRE HELP IF SAFE TO DO SO**
5. **MOVE TO ASSEMBLY AREA AND ACCOUNT FOR ALL OCCUPANTS**
6. **DO NOT RE-ENTER OR ALLOW ANY OTHER PERSON TO RE-ENTER BUILDING**
7. **CONTACT YMCA CAMP MANAGER & AWAIT ARRIVAL OF EMERGENCY SERVICES**

EMERGENCY ASSEMBLY AREA

The emergency assembly area (AA) at Camp Warrawee is located on the playing field 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

CAMP WARRAWEE MAP:



EMERGENCY CONTACTS

YMCA CONTACTS

YMCA Camp Warrawee **81 Byrnes Road North, JOYNER QLD 4500**

Office (work hours): **(07) 3882 1436**

After Hours YMCA Contact: **0408 979 400**

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

MEDICAL SERVICES

Emergency Ambulance		000 or Mobile 112
Poisons Information Centre		13 11 26
Queensland Health Medical (Non urgent)		1343 2584
Warner Family Medical Prac	349-351 Samsonvale Road, Warner	(07) 3882 3244
National Home Doctors Service	After Hours Medical 9pm- 7am 7 days	(07) 3831 9999
Kallangur satellite health cent	9 Stoker Wy, Kallangur QLD	(07) 3285 0000
Redcliffe Hospital	Anzac Avenue, Redcliffe	(07) 3883 7777

WILDLIFE

Snake and Wildlife Removal		0491 747 871
Queensland Parks & Wildlife Service		13 74 68
RSPCA		1300 264 625
Koala Care	Pine Rivers Koala Care Association	0401 350 799

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CAMP WARRAWEE

BLACK TEXT = BUILDINGS

WHITE TEXT = ACTIVITY

 Road

 North Pine River

 Pathways

