



SITE EMERGENCY CONTROL PROCEDURES

INTRODUCTION

An emergency can develop at any time from a number of causes. The purpose of the Swan Valley Adventure Centre site emergency control procedures is to provide information to all staff on the response procedure to follow in an emergency, and the roles of those persons who have specific responsibilities in the event of an emergency, and to direct them to where they may find the information that they need during any such emergency. It is not intended that these procedures be all embracing and provide specific direction for all possible contingencies.

The scope of the Emergency Plan can be applied to:

- Building Fire
- Bushfire
- Medical Emergency
- Internal Emergency – Chemical, Biological or failure of services.
- External Emergency – storm, earthquake, chemical or gas leak.

DUTY OF ALL EMPLOYEES

In the event of an emergency, **all staff** should be prepared to take appropriate initiatives to minimise the risk of injury to staff, volunteers and visitors in their care and to the site. If injuries are sustained, the priority must be to remove the injured person to safety, raise the alarm and then ensure other people leave the area safely.

In the event of an emergency, all employees shall obey any directions given to them by the Chief Warden and Area Wardens or their Deputies. Where an individual is under direct threat from a hazard, they should take whatever action is necessary to remove themselves and others from the immediate vicinity of the threat. As the site regularly has a significant number of visitors, it is expected that all staff will follow direction to assist others in an emergency.

AFTER HOURS

The Swan Valley Adventure Centre site may operate outside of normal office hours and it would be normal for a few staff and for visitors to be on site during the evening and weekends, plus staff living on site. These procedures are primarily aimed for when the site is occupied and active, however they form a framework which can be applied at any time.

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BUILDING EVACUATION PROCEDURES

BUILDING FIRE

There are automatic fire alarm systems which monitor smoke and/or heat in large areas of the main buildings on site and particularly camp buildings. The alarms are not connected to a central system but are externally monitored, and the alarms in Waylen and Stowell are also monitored by the Fire Brigade who will always respond to an alarm. It must be remembered that the evacuation alarm may have been triggered by an emergency out of view of your position, and you should always evacuate.

1. A siren sounding continuously or your Warden will alert you. The monitoring siren is above the fire panel in the Waylen foyer.
2. Assess the situation and find the safest exit.
3. Try to maintain calm. Encourage occupants to leave the building quietly and quickly. (Close door as soon as the room is empty but do not lock the door.)
4. Be aware of alternative exits in your area in case of fire. Test for hot doors (fire inside rooms and spaces) prior to opening a door. Select an escape route to avoid obvious hazards and follow directions from Wardens.
5. Avoid walking on the road and walk whenever possible on paths and the grass. Follow directions of Wardens and give way to incoming emergency services.
6. Assemble at the designated muster points for your area.

EARTHQUAKE

1. Presumably there will be no warning possible.
2. Stay calm - Take shelter under tables, desks or stand in open doorways. The corners of a room, away from windows and furniture that can topple such as shelving and bookcases, offer the best protection. DO NOT ALLOW ANYONE TO RUN OUTDOORS.
3. After an earthquake check for injuries, fire and other hazards.
4. Warn people of possible dangers such as fallen electricity cables, broken gas and water mains, or any dangers you have become aware of. Windows need not be closed.
5. Do not evacuate building until evacuation alarm sounds or advised to do so by Chief Warden, Area Warden or their Deputies.

BOMB THREAT

1. A siren sounding continuously or your Warden will alert you.
2. Assess the situation and find the safest exit.
3. Direct the occupants to **take their personal belongings** from the room, but not to touch any other objects outside. Turn off gas and electrical appliances.
4. Encourage occupants to leave the building quietly and quickly. (Close door as soon as the room is empty but do not lock the door.)
5. Select an escape route to avoid obvious hazards and follow directions from Wardens.
6. Avoid walking on the road and walk whenever possible on paths and the grass. Follow directions of Wardens and give way to incoming emergency services.
7. Assemble at the designated muster points for your area.

ROLL CALL PROCEDURES (FOR ALL BUILDING EVACUATIONS)

1. All Staff, Volunteers and Visitors must go to the Muster Point for Roll Call. Each building has a designated Muster Point. If the site is only sparsely occupied, the main Muster Point is the lawn between Waylen and the Assembly Hall.
2. A Control Centre will be established at a suitable place.
3. All groups should assemble together so the Facilitators/ Group Leaders can confirm all people are accounted for.
4. Once Assembly is complete, Staff, Volunteers and Visitors must quietly await further instructions from the Chief Warden. Under no circumstances are people permitted to leave the Assembly Area or attempt to re-enter the buildings until instructed to do so by the Chief Warden.
5. The onsite members of the Emergency Planning Committee will convene at Control Centre to decide next stage(s) to be followed.

BUSHFIRE PROCEDURES

The Swan Valley Adventure Centre site is exposed to a very high level of bushfire risk which results from the combination of: proximity to extreme hazard, vulnerability of buildings and site occupants, and potential catastrophic consequences. There are generally two options when faced with a bushfire; leaving early before a bushfire directly threatens the property, or sheltering in a prepared building. With the number of visitors and conference guests on the site during many days, leaving early before a bushfire threatens the property is always the safest option. Bushfires are unpredictable so it is difficult for fire authorities to offer uniform advice on when to evacuate and what roads to use for this purpose. Decisions will be made based on all available information at the time, recognising this may be sketchy, and being conservative may result in unnecessary evacuations.

Bushfires are highly stressful situations and people can show signs of anxiety. Having a plan to follow helps avoid last minute decisions that can cost lives.

To mitigate Bushfire risks, evacuation triggers are considered and acted upon.

On days with elevated fire danger ratings, members of the Emergency Control Organisation will monitor the surrounding areas on a regular basis, with the frequency being determined by the fire rating. See Appendix M

On a day with an extreme or catastrophic fire rating and/or a total fire ban, the monitoring would also include the Department of Fire and Emergency Service Alerts and Warnings service

- <http://www.dfes.wa.gov.au/alerts/Pages/default.aspx> and
- <http://www.dfes.wa.gov.au/firedangerratings/Pages/default.aspx>,

noting these resource pages are not instantly updated by DFES and act as a guide only.

Observation of smoke over the site would result in further investigation co-ordinated by the Chief Warden, which could include contacting DFES for further information. Factors taken into account by the Emergency Control Organisation will include:

- Alert status and fire danger rating
- Location of the fire in the bushfire monitoring zone (appendix O)
- Direction of the fire and prevailing wind direction
- Apparent size of the fire and distance from the site
- Number of people on site (and their means of transportation)

By example: A fire travelling with the prevailing winds towards Swan Valley Adventure Centre from the south/ southwest, generally places the site at greatest risk as it will initially threaten the Yule Avenue evacuation route. Any situation where a WATCH AND ACT or EMERGENCY ALERT is issued for the Swan Valley Adventure Centre location for a fire downwind in the bushfire monitoring zone would result in either an immediate evacuation or preparation for relocation to the Safer Building.

In contrast a visible fire to the northwest travelling away from Swan Valley Adventure Centre with prevailing winds from the south west and with fire crews obviously in attendance will present a lesser risk and would be monitored but unlikely to initiate an evacuation.

It must be noted there have been many occasions when smoke has been observed at Swan Valley Adventure Centre, where the source of the fire is many kilometres outside the bushfire monitoring zone, and there is little or no immediate risk to site occupants.

The local DFES station have predominately road based heavy vehicles. The Swan Valley Adventure Centre fire protection system has already been proven as a stable location for heavy vehicles with good water supplies for fire fighters to meet and stop an oncoming fire.

DFES air support is not able to operate in the dark, and if a bush fire situation arises at night and staff are on site, the default response will always be early full site evacuation.

Self-Evacuation

Refer to Appendix N Evacuation Flow Chart.

Where the Emergency Control Organisation determines that an evacuation of the site is appropriate and the way is safe, it is expected that all staff will be involved in the evacuation process.

Prior to evacuation commencing it would be appropriate to advise Police / DFES to obtain traffic management assistance, for exiting onto Reid Highway and especially if there is thick smoke already in that location and/or there are significant number of visitors on the site.

Once the decision has been made to evacuate the site, the emergency bell located in the Kitchen will be sounded. This is a continuous *bong, bong, bong* sound and can be heard throughout the site. On hearing this sound all clients on site should leave their areas and assemble on the Oval. Each group organiser should take a head count and begin evacuation in private vehicles down Yule Avenue to Reid Highway and away from the danger area. Special care would be taken of visitors without their own transport to attempt car-pooling.

Other staff should be utilised to assist in directing traffic to leave in an orderly manner.

The Emergency Control Organisation should check each of the site residences to ensure they are aware of the situation.

Staff are not trained as fire fighters, and while there is fire defence equipment on site (hose reels and extinguishers) it is generally expected that firefighting is left to the experts. Tackling small ember attach fires may be within the capability of staff.

Formal Evacuation

The emergency service Hazard Incident Controller will determine if a formal evacuation of the site is required, which would then be managed by Police and DFES. If the above self-evacuation procedures have already been followed, there should only be a small number of people still on the site at this point.

Safer Building

The Dining Hall has been identified as the Safer Building on site to use as a refuge if site evacuation is not possible. Appendix P Relocation Procedure should be followed to relocate to the Safer Building as a last resort.

Diagram: A

FIRE RATINGS

Fire Danger Rating	What does it mean	What should we do?
CATASTROPHIC 100+	<ul style="list-style-type: none"> These are the worst conditions for bush or grass fire If a fire starts and takes hold, it will be extremely difficult to control and will take significant resources and cooler conditions to bring it under control Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions Buildings are not designed or constructed to withstand fire in these conditions The only safe place is away from bushfire risk areas 	<p>We need to Act Now</p> <ol style="list-style-type: none"> Evacuate the site immediately If we cannot evacuate, move all personnel on site to the safer building Ensure all windows and doors are closed and Evaporative air conditioner is not running Contact FESA and Police for assistance and maintain contact
EXTREME 75-99	<ul style="list-style-type: none"> These are very hot, dry and windy conditions for a bush or grass fire If a fire starts and takes hold it will be unpredictable, move very fast and be difficult for firefighters to bring under control Spot fires will start and move quickly. Embers may come from many directions Some buildings that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety The only safe place to be is away from the bushfire risk areas 	<p>We need to Get Ready to Act</p> <ol style="list-style-type: none"> Evacuate the site immediately If we cannot evacuate move all personnel on site to the safer building Ensure all windows and doors are closed and Evaporative air conditioner is not running Contact FESA and Police for assistance and maintain contact
SEVERE 50-74	<ul style="list-style-type: none"> These are hot dry and possibly windy conditions for a bush or grass fire If a fire starts and takes hold, it may be hard for firefighters to control Well prepared buildings that are actively defended can provide safety 	<p>We need to Be Aware</p> <ol style="list-style-type: none"> To actively defend in these situations, we have to have the correct equipment and resources available and on standby e.g. Water supply, generator, portable pump and protective clothing etc.
VERY HIGH 32-49	<ul style="list-style-type: none"> If a fire starts, it is likely to be controlled in these conditions and buildings can provide safety Be aware of how fires can start and reduce the risk 	<p>We need to Monitor</p> <ol style="list-style-type: none"> Check our plan Monitor conditions Action may be needed Evacuate if necessary
HIGH 12-31		
LOW-MODERATE 1-11		

Diagram: B

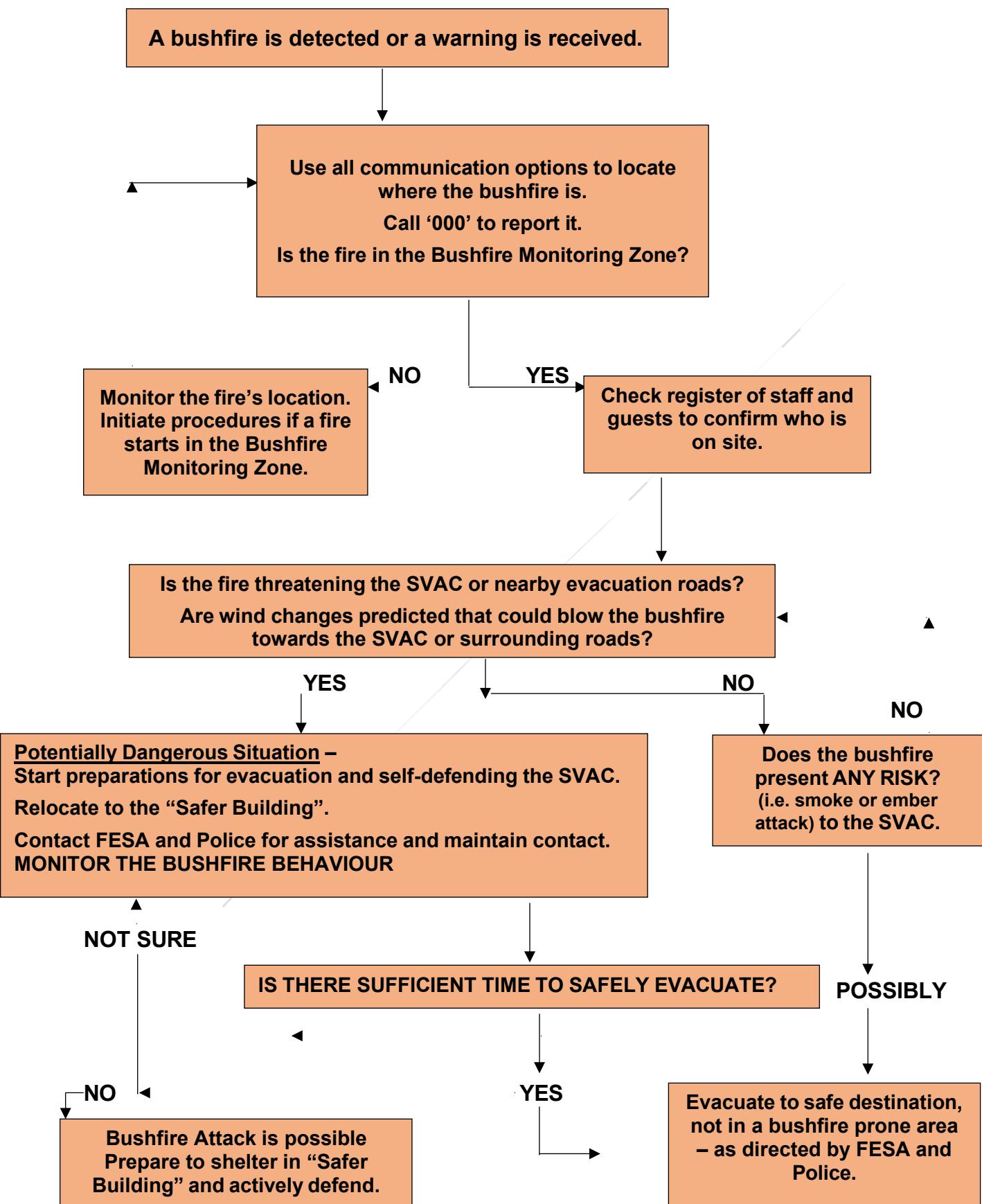
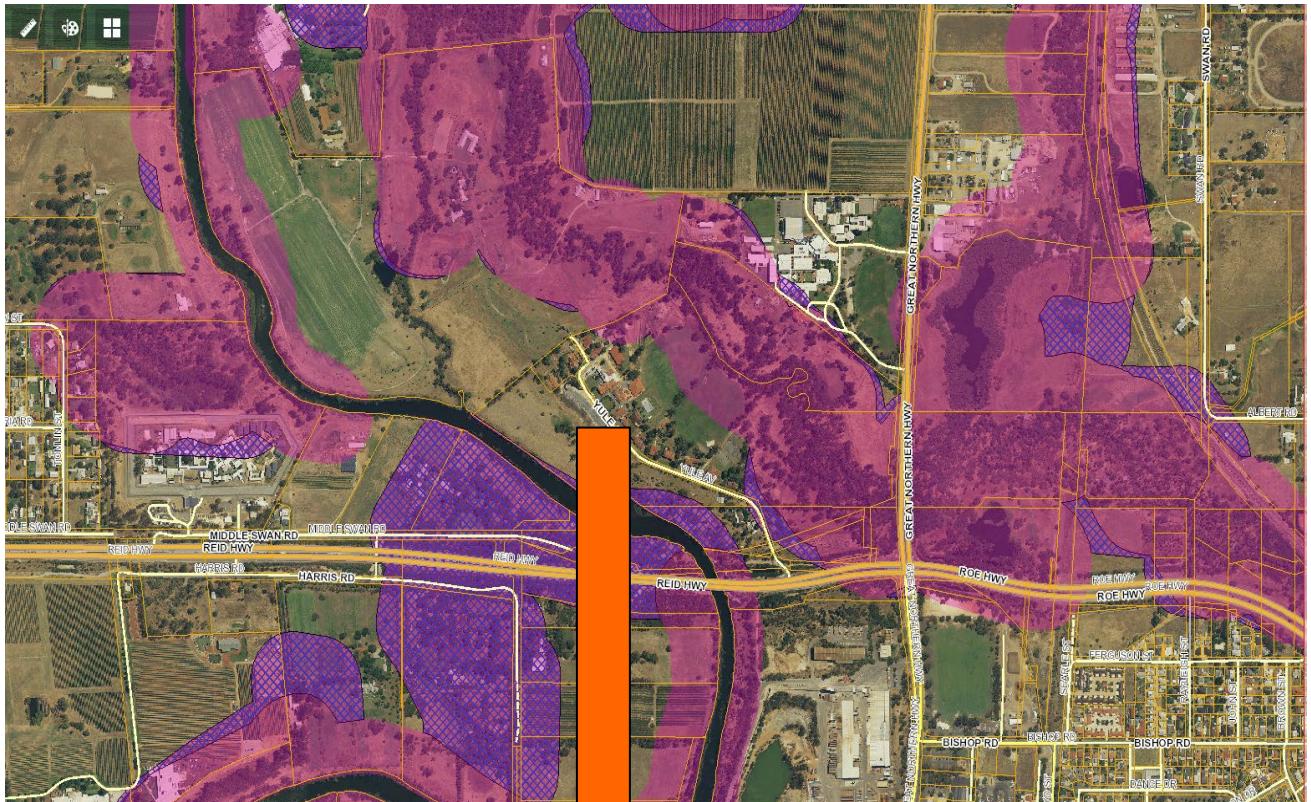
EVACUATION FLOW CHART

Diagram: C

MONITORING ZONE



**Inset Map: Swan Valley Adventure Centre
58 Yule Avenue, Middle Swan**

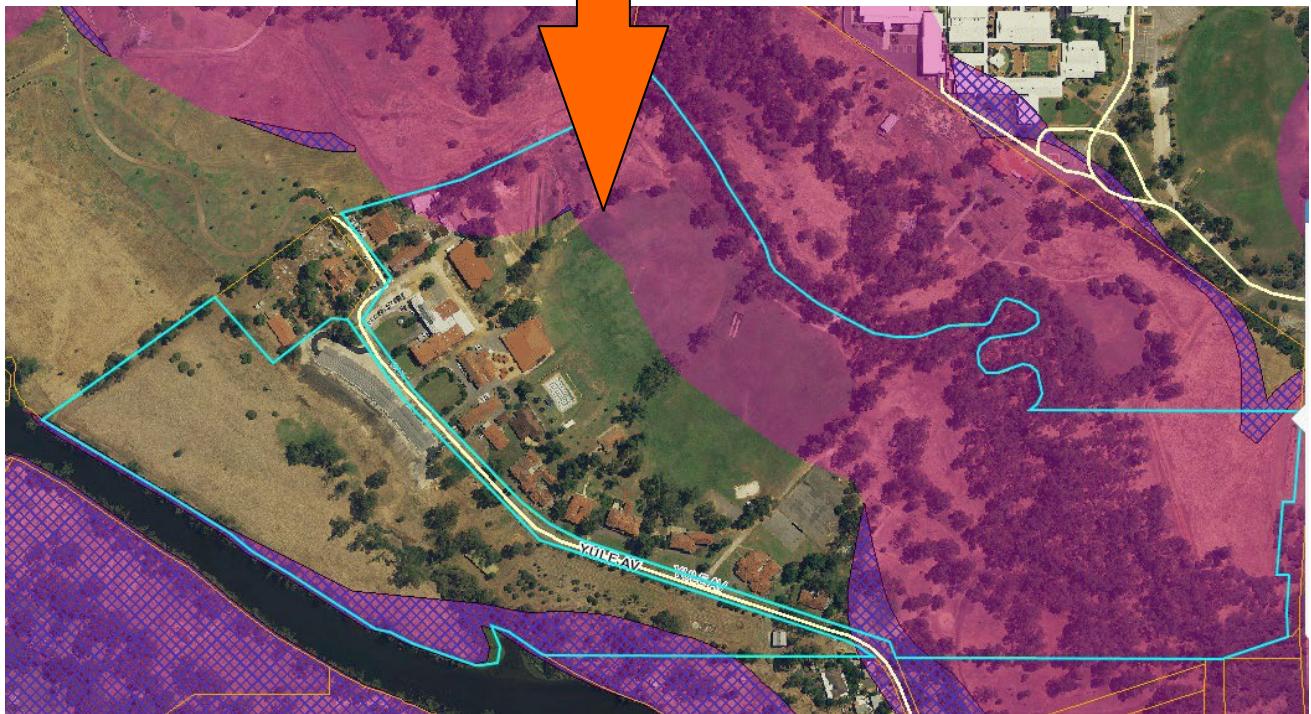


Diagram: D

RELOCATION PROCEDURES



Safer Building Relocation Procedures

Swan Valley Adventure Centre
58 Yule Avenue
Middle Swan
CITY OF SWAN

PROCEDURES:

1. Call '000' to report Bushfire
2. Notify all staff immediately via Radio to initiate Relocation Procedure
3. Close all windows, doors and vents on any buildings before departing
4. Gather register of groups onsite and relocate to "Safer Building"
5. Liaise with Emergency Services for advice/ assistance
6. Close all doors on "Safer Building" and stay inside during passage of fire front
7. Turn off evaporative air-conditioner in "Safer Building" but leave water running
8. Designated staff to actively defend the buildings
9. If building safety is compromised, Emergency Control Organisation will liaise with DFES and Police for further action

CONTAINMENT PROCEDURES

There are emergency situations where it may not be appropriate to evacuate the Site however the restriction of routine movement around the Site may be appropriate to contain the situation. Examples of such situation include an intruder or hostage situation, serious injury or death of a person on site, or a hazardous substance incident.

If a staff member becomes aware of such a situation, they are to initially contact the Administration reception on Extension to report the incident.

The decision to implement containment procedures will be made by the Chief Warden in consultation with the onsite members of the Emergency Control Organisation.

When a containment decision is made, the following procedure will be followed:

1. An announcement will be made to each Event Organiser and to staff via the telephone to remain where you are.
 - Wardens secure their room, closing doors and windows, draw curtains.
 - Keep people calm and comfortable.
2. The onsite members of the Emergency Planning Committee will meet.
3. Emergency Services will be contacted.
4. Reception staff will be briefed.
5. Police and/or emergency services arrive and advise appropriate course of action.
6. The onsite members of the Emergency Planning Committee decide next stage to be followed.

MEDICAL EMERGENCIES AND ACCIDENTS

The possibility of a medical emergency has to be considered during the course of a normal working day. The staff must be prepared to take appropriate steps to assist the ill or injured. The Perth Diocesan Trustees/Anglican Schools Commission nominate first aid trained persons to assist in emergency situations.

Emergency Calls

If any person is made aware of a medical emergency, they should:

- Dial 000 and advise the Ambulance Service of the details of the injured person. Provide the following location information – Swan Valley Adventure Centre, 58 Yule Avenue, Middle Swan. Nearest cross street is Yule Avenue and Reid Highway. Building location.
- Dispatch a trained first aider to the scene, if available. Based on their training, the first aider should render assistance for the injured and make them comfortable.
- The first aider will remain with the injured person until despatched from the site by ambulance or such time as deemed necessary.

Warden Responsibility

- Manage the casualty and the casualty area
- Co-ordinate emergency service response and property access. This should include tasking a person to meet the ambulance in the car park and guide them to the closest location.
- Co-ordinate immediate first aid.

Ambulance **000**

Hospital **St. John of God, Midland- [\(08\) 9462 4000](tel:(08)94624000)**

Medic Alerts

Emergencies **000**

Poisoning

Poisons Information Centre **131126**

Minor Accidents – First Aid

Use the nearest First Aid Kit as listed below.

- Admin (under stairs)
- Kitchen
- Pool area
- Maintenance Shed
- All vehicles
- Activity Instructors' Kits
- First Aid Room (Grevillea House)
- Defib (Dining Room)

FIRST AID QUALIFIED

EMERGENCY CONTROL ORGANISATION

The ECO take initial control of a situation being the staff on site

RESPONSIBILITY	Vest	WARDEN	DEPUTY
Chief Warden	Red	Sean Horan	Richard Williams
Deputy Chief Warden	Yellow	Richard Williams	Nikki Boyd
AC Area Warden	Yellow	Scott Sutherland	Grant Leane
Camp Area Warden	Yellow	Maree Morrison	Alyssa Carlyon
Kitchen Area Warden	Yellow	Sam Johnson	Senior person on duty

WARDENS

WARDEN AREA	Designation	WARDEN	DEPUTY
Site	Red vest	Sean Horan	Richard Williams
Adventure Area	Yellow vest	Scott Sutherland	Grant Leane
Camp Area	Yellow vest	Maree Morrison	Alyssa Carlyon
Kitchen	Yellow vest	Sam Johnson	Senior person on duty
Grounds	Yellow vest	Robert Rigby	Kate Rigby

In the event of any emergency, and particularly one which involves an evacuation of either the buildings or the entire site, **all staff** are expected to assist in the orderly evacuation under the control of the Emergency Control Organisation, before following the evacuation process.

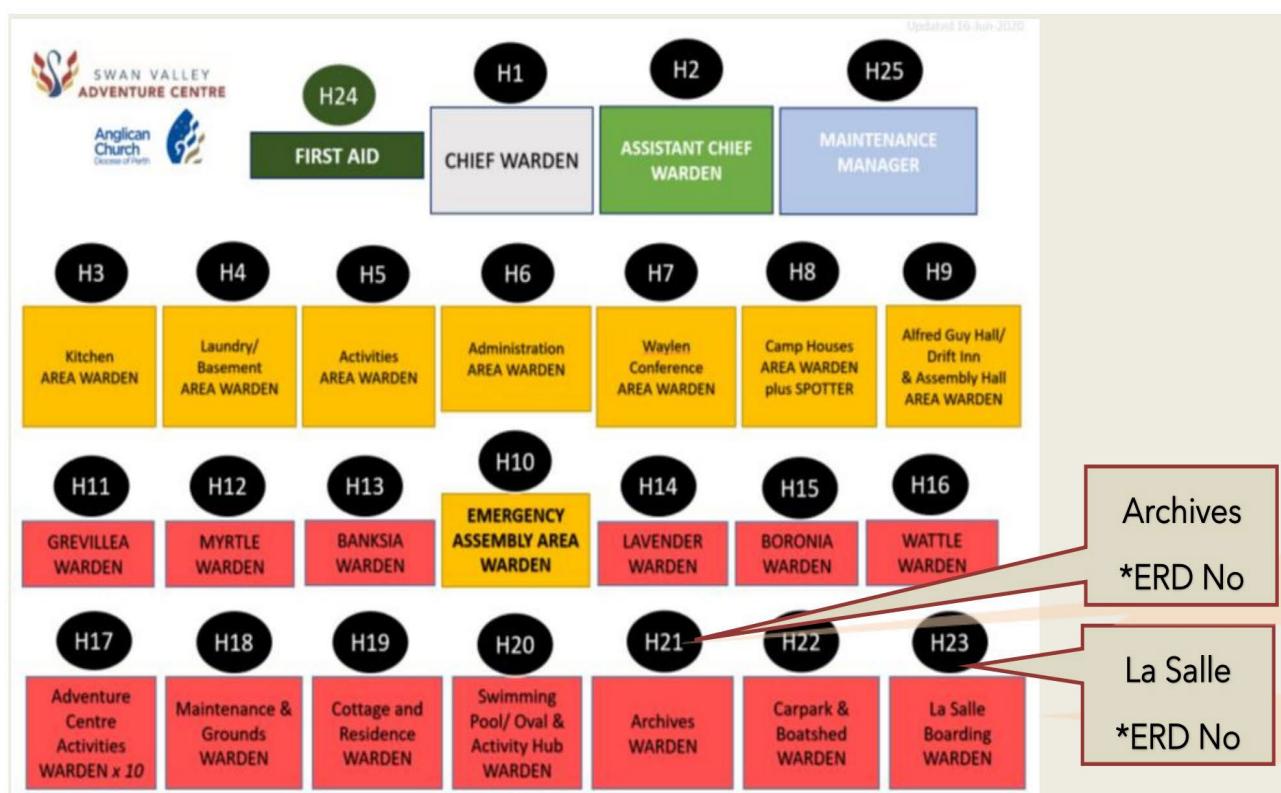
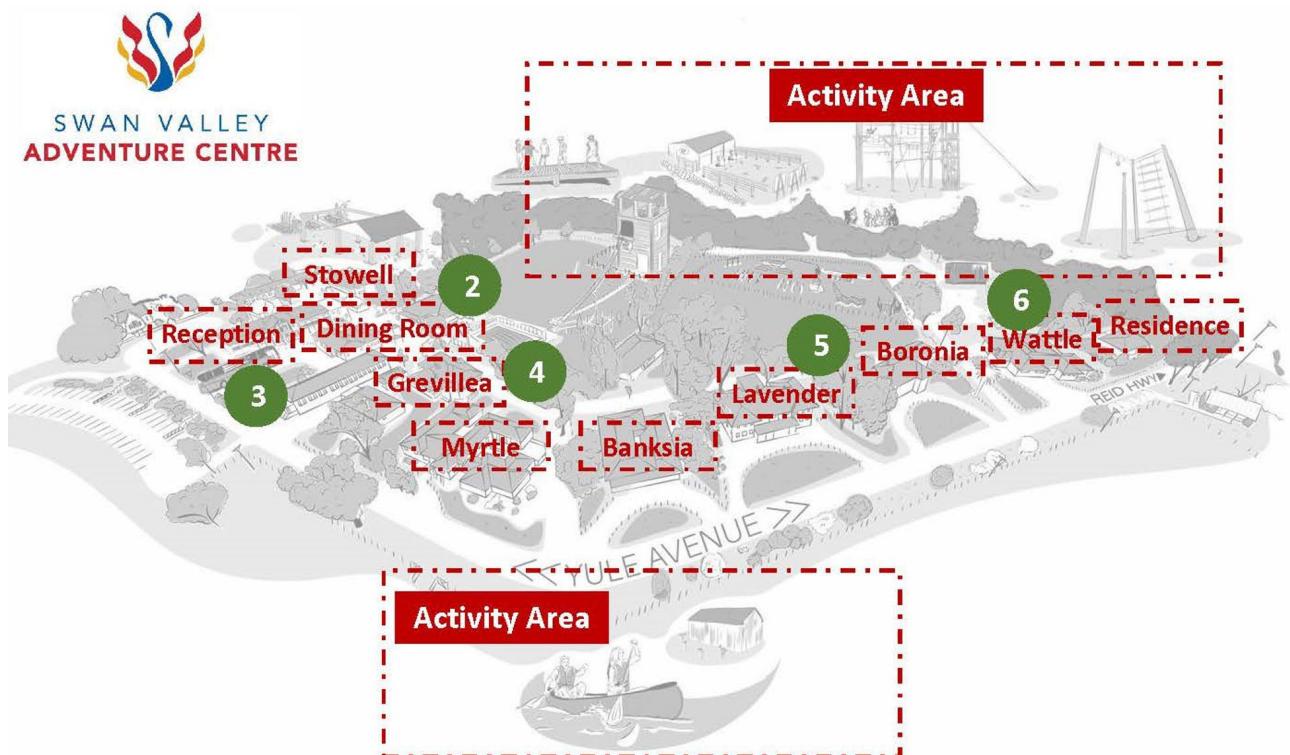
EMERGENCY PLANNING COMMITTEE

The EPC is responsible for establishing an emergency plan, the emergency response procedures and the Emergency Control Organisation. It is also responsible for managing the emergency recovery process. The EPC includes relevant staff who may not all be Swan Valley Adventure Centre -based.

Chief Warden	Sean Horan	Site Manager
Deputy Chief Warden	Richard Williams	Resident/Operations Manager
Adventure Area Warden	Scott Sutherland	Adventure Manager
Camp Area Warden	Maree Morrison	Camp Coordinator
Kitchen Area Warden	Sam Johnson	Head Chef
Grounds Area Warden	Robert Rigby	Maintenance

In an emergency, the Control Centre would normally be located at the Administration Office.

MAP – BUILDING EVACUATION ROUTES



SPECIFIC WARDEN RESPONSIBILITIES

HOSPITALITY GROUP MANAGER

The Hospitality Group Manager has responsibility to ensure emergency procedures are designed and implemented, and appropriate training and equipment is provided. The HMG is convenor of the Emergency Planning Committee.

1. DUTIES OF CHIEF WARDEN

GENERAL

1. To ensure that up-to-date copies of the Emergency Procedures summary are available in all accommodation houses and a full copy of the Emergency Procedures is available to all staff.
2. To ensure that all staff know their duties in emergency situations.
3. To ensure that all firefighting equipment is kept in working order and that **appropriate** staff know where to find such equipment and how to operate it effectively.
4. To devise and maintain a search plan of the site.

IN THE EVENT OF AN EMERGENCY

1. To coordinate the emergency procedure implementation.
2. To ensure that the appropriate emergency services are notified of any hazardous situations that arise.
3. To provide such emergency services with all necessary information e.g.: location, type, size, any steps already taken.
4. To initiate a search of the evacuation site in case of bomb threat before the general evacuation order is given.
5. To order evacuation from buildings as necessary, by use of the siren or telephone.
6. To communicate with Response Team Co-ordinator.
7. To communicate with any members of staff who have specific duties in order that they may go about such duties safely, i.e.: inform them of any hazards that may be present in their vicinity.
8. To allocate additional duties to staff as needed.
9. To establish a control centre with the emergency services, at a suitable venue.
10. To hand over control to fire officer/police officer in charge.
11. To account for all Staff, Volunteers and visitors.
12. To initiate any actions necessary to ensure the well-being of all staff, Volunteers and visitors.
13. To make the decision to re-occupy and communicate that decision to all staff.

2. DUTIES OF DEPUTY CHIEF WARDEN

GENERAL

1. To assist the Chief Warden establish and maintain emergency procedures.

IN THE EVENT OF AN EMERGENCY

1. To check that the Chief Warden is available, and if necessary take control as per the Chief Warden's duties.
2. To allocate additional duties to staff as needed. Ensure that the appropriate emergency services are notified of any hazardous situations that arise.

3. DUTIES OF THE ADVENTURE AREA WARDEN

1. To assist to coordinate the emergency procedure implementation.
2. To coordinate the evacuation of the Adventure Areas in keeping with the site emergency procedures.
3. In the case of an evacuation needing to be initiated from the Adventure Area Warden, to be responsible for the sounding of the alarm and for notifying the main administration.
4. To account for staff and visitors present in the Adventure Area at the time of an evacuation.
5. To help look after visitors to the site.

4. DUTIES OF THE CAMP AREA WARDEN

1. To assist to coordinate the emergency procedure implementation.
2. To coordinate the evacuation of the Administration, Accommodation and Conference Buildings in keeping with the site emergency procedures.
3. In the case of an evacuation needing to be initiated from the Area Warden, to be responsible for the sounding of the alarm and for notifying the main switchboard.
4. To account for staff and visitors present in the Conference and Accommodation areas at the time of an evacuation.
5. To help look after visitors to the site.

5. DUTIES OF THE KITCHEN AREA WARDEN

1. To assist to coordinate the emergency procedure implementation.
2. To coordinate the evacuation of the catering area in keeping with the site emergency procedures.
3. In the case of an evacuation needing to be initiated from the catering area, to be responsible for the sounding of the alarm and for notifying the main switchboard.
4. To account for staff present in the catering team.
5. To help look after visitors to the site.

6. DUTIES OF THE GROUNDS AREA WARDEN

Upon noticing an emergency immediately:

1. To assist to coordinate the emergency procedure implementation.
2. To coordinate the evacuation of the grounds area in keeping with the site emergency procedures.
3. In the case of an evacuation needing to be initiated from the grounds area, to be responsible for the sounding of the alarm and for notifying the main switchboard.
4. To account for staff, present in the grounds team.
5. To help look after visitors to the site.

INTERNAL EMERGENCIES

ESSENTIAL SERVICE FAILURE

Essential service failure, whilst usually not catastrophic, can have a serious impact on the day-to-day operations of the site. Essential services include:

- Electricity
- Water supply
- Sewerage
- Gas
- Air-Conditioning

A failure in any of them could cause physical damage, discomfort, or disruption to one part or the whole site.

In the event of an unplanned outage the Conference Manager should be notified immediately, the fault will be investigated and a decision made by the site managers as to the severity or likely impact. If it is deemed appropriate, the Chief Warden will co-ordinate with wardens regarding the safety of their area.

Likely scenarios include:

- Extended power failure. This may be because of a local fault or a major Western Power fault. The site does not have a backup generator for essential services. Depending on the duration of the problem, the site may have to be closed for a period.
- Loss of water supply or a major internal leak. A major leak can cause considerable damage and should be reported as soon as possible. It may be necessary to evacuate the immediate area until the leak can be contained. Special care should be taken with regard to electrical equipment. The loss of water supply to the site is less critical but can be a severe inconvenience (toilets not working, kitchen not operating, safety issues owing to hydrants and hose reels not working, etc) the site management will advise regarding special consideration should this happen.
- A gas leak could result in a dangerous build-up of flammable material. If leaking gas is smelled, it should be immediately reported.
- Should the sewerage system within the site fail the inconvenience factor rapidly becomes serious, no toilets, possible bad smells and possibly spillage could mean it is likely that areas of the site will need to be cleared, so again the site management will advise regarding special consideration should this happen.
- Loss of Air-Conditioning plant again falls into the inconvenience category, summer especially is a time when failure will soon be noticed and the buildings may quickly become uncomfortable. Again the site management will advise regarding special consideration should this happen.

In these instances it is unlikely that the wardens will have a large role to play, however consideration should be given to evacuating visitors from the site prior to the evacuation of staff.

CHEMICAL LEAK OR INCIDENT

Modern society uses a wide range of chemical substances ranging from safe, non-toxic mixtures through to highly toxic and very unstable substances, which could, if leaked, cause disruption and injury.

Generally only cleaning and some gardening chemicals in small quantities are stored on site. In the event of an emergency, evacuation of the site is unlikely.

CHEMICAL, BIOLOGICAL AND RADIOLOGICAL (CBR) INCIDENTS

GENERAL ADVICE

The threat of the deliberate use of chemical, biological and radiological material is considered unlikely however its use could be potentially life-threatening. The following information is designed to assist you if you find yourself involved in a CBR incident.

CHEMICAL

Characteristics

- Agent types - nerve, blister, blood, choking, irritating
- Form - May be a solid, liquid or gas and in some gases, odourless, colourless and tasteless. Agents may be inhaled, ingested or absorbed through the skin
- Effects - May be immediately felt or delayed. The agent may produce incapacitation, serious injury or death, depending on the dose received
- Dissemination - Chemical agents may be disseminated by a spraying device, leaking package or container, a bursting device or explosive.

Self-Protection

If you believe you have been exposed to a chemical agent:

- Hold your breath and move away from the site as quickly as possible
- If outdoors, move upwind. If indoors, move outside, covering your face with a handkerchief or cloth if possible
- If you think you may have droplets of chemical on your clothing or skin, immediately remove the outer clothing and wash exposed skin with cold water
- Try to isolate the scene, prevent other unprotected persons from entering
- If you feel affects such as shortness of breath, dizziness, choking, dimming of vision or muscular twitching, seek medical assistance immediately
- Call 000 and advise the Fire Brigade of a chemical incident. Give details of:
 - Exact location - street address if known
 - Wind direction (the direction the wind is blowing from)
 - Estimated number of victims
 - Victim's symptoms
 - Directions to approach upwind of the incident

BIOLOGICAL

Characteristics

- Agent types (examples):
 - Bacteria - Anthrax, Plague
 - Virus - Smallpox, Viral Haemorrhagic Fever
 - Toxin - Poisons, Ricin, Botulism
- Form - Non-volatile, invisible to our senses. Normally ingested or inhaled, not absorbed through skin
- Effects - Usually delayed, ranging from hours to days or weeks
- Dissemination - Requires a dispersion device typically for aerosol dispersion

Self-Protection

It is unlikely that you will know if you have been subjected to a biological attack. If you suspect you have been exposed to a package or device containing a biological agent:

- Do not disturb the package any further. Do not pass it around. Do not try to clean up the powder or liquid, or brush off your clothing;
- If possible, place an object over the package without disturbing it such as a large waste bin;

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger;
- Call for help. This may be your supervisor or to 000 ask for Fire HAZMAT depending on your situation; Advise:
 - Exact location of incident - Street address, building floor
 - Number of people potentially exposed
 - Description of the package/device
 - Action taken e.g., package covered with black coat, area isolated
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth;
- If possible (without leaving your workspace) wash your hands;
- If possible have the building ventilation system shut down and turn off any fans; or equipment that is circulating air around your workplace; and
- Wait for help to arrive.

RADIOLOGICAL

Characteristics

- Types or radiation:
 - Alpha - Travels only centimetres, generally will not penetrate skin
 - Beta - More penetrating than alpha, may cause burns to skin, travels only a few meters
 - Gamma - Very penetrating, will travel tens to hundreds of meters depending on strength
- Form - Likely to be radioactive material, such as medical or industrial isotopes, combined with explosive or incendiary material
- Effects - Depending on dose, vomiting, fatigue, skin burns, bleeding, increased risk of infection, hair loss
- Dissemination - More likely by explosion

Self-Protection

Radiological materials are undetectable by the human senses. It is unlikely that you will know if you have been exposed unless you see markings on a device indicating radiation. If you suspect you have been exposed or are being exposed to radioactive material:

- Reduce your exposure time to radioactive material to a minimum
- Keep away from the source - the further away from the radioactive material, the better
- Cover yourself with heavy or thick material to shield you from radiation
- Place a handkerchief over your mouth if you think there are radioactive particles in the air and move upwind
- Consider removing outer clothing if you think radioactive have lodged in your clothing
- Wash exposed skin and hair areas
- Seek medical advice
- Call 000 and advise Fire Brigade that you have been exposed to radioactive material. Advise:
 - Exact location of incident or device
 - Wind direction
 - Description of incident or device
 - If the radioactive material on fire
 - Approximate number of people exposed

REMEMBER

- **Remain calm**
- **Don't touch, eat, taste or smell the substance**
- **Keep upwind**
- **Report it via 000 to the Fire Brigade**

RESIDENTS LIVING ON THE SWAN VALLEY ADVENTURE CENTRE SITE

The Swan Valley Adventure Centre site has 5 residences on site along Yule Avenue and within the area Road. In the event of an emergency within or impacting on the Swan Valley Adventure Centre site, the residents should be included in the notification if the emergency situation as it may involve or impact them.

Emergency Contact (which is confidential information for emergency purposes only)

BUILDING	KEY CONTACT	NO OF PERSONS NORMALLY ON SITE	CONTACT NUMBER
Residence	Richard Williams	1 Adult	0407476413
La Salle	Boarding	2 x Adults + 50 children	+61 8 9449 0601
Red Gum	Nikki and Rob Boyd	2 x Adults	0407476413

CONTACT DETAILS FOR SWAN VALLEY ADVENTURE CENTRE SITE STAFF

The Swan Valley Adventure Centre Site staff comprises of;

Site contacts

Chief Warden	Sean Horan	0412421163
Deputy Warden	Richard Williams	0407476413
Adventure Area Warden	Scott Sutherland	0439582459