



Department of  
**Local Government, Sport  
and Cultural Industries**



# **Emergency Response Procedures**

**Point Walter Recreation  
and Conference Centre**

## Overview

These procedures are formulated to meet the requirements of Australian Standard **AS3745-2010** Planning for Emergencies in Facilities, and the National Competency Standard – Fire Emergency Response. Point Walter Recreation and Conference Centre staff refer to additional Critical Incident and Emergency Response documents, covering detailed responses and management of emergency situations.

All full-time staff of the Pt Walter Recreation and Conference Centre participate in regular emergency training and evacuation drills. Department of Local Government Sport and Cultural Industries (DLGSC) casual employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation) in emergency situations.

Incidents and Emergency situations that arise at the Pt Walter Recreation and Conference Centre will be dealt with based on the type of emergency.

Type of emergency	Code	Sub-type	Page
Evacuation	ORANGE	Evacuation procedures	11
External emergency	BROWN	Earthquake/tsunami/surge	12
Medical emergency	BLUE	General	13
		Gastroenteritis	14
		COVID-19	14
Fire	RED	Fire/smoke	15
Personal threat	BLACK	Intrusion/hold-up	16
Internal emergency	YELLOW	Missing person	17
		Unforeseen emergency	18
Bomb/substance	PURPLE	Bomb threat/package	N/A

## Purpose

This version of the Point Walter Recreation and Conference Emergency Response Procedures will assist group leaders and participants to respond effectively and safely to emergency situations. They should not be regarded as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated or emergency situations.

The Critical Incident Management Planning and Learning (CIMPL plan) covers the overarching responses and chain of communications for the DLGSC camps. The specific responses and procedures mentioned in this document are to be used in conjunction with the CIMPL plan to help enable the best emergency response possible.

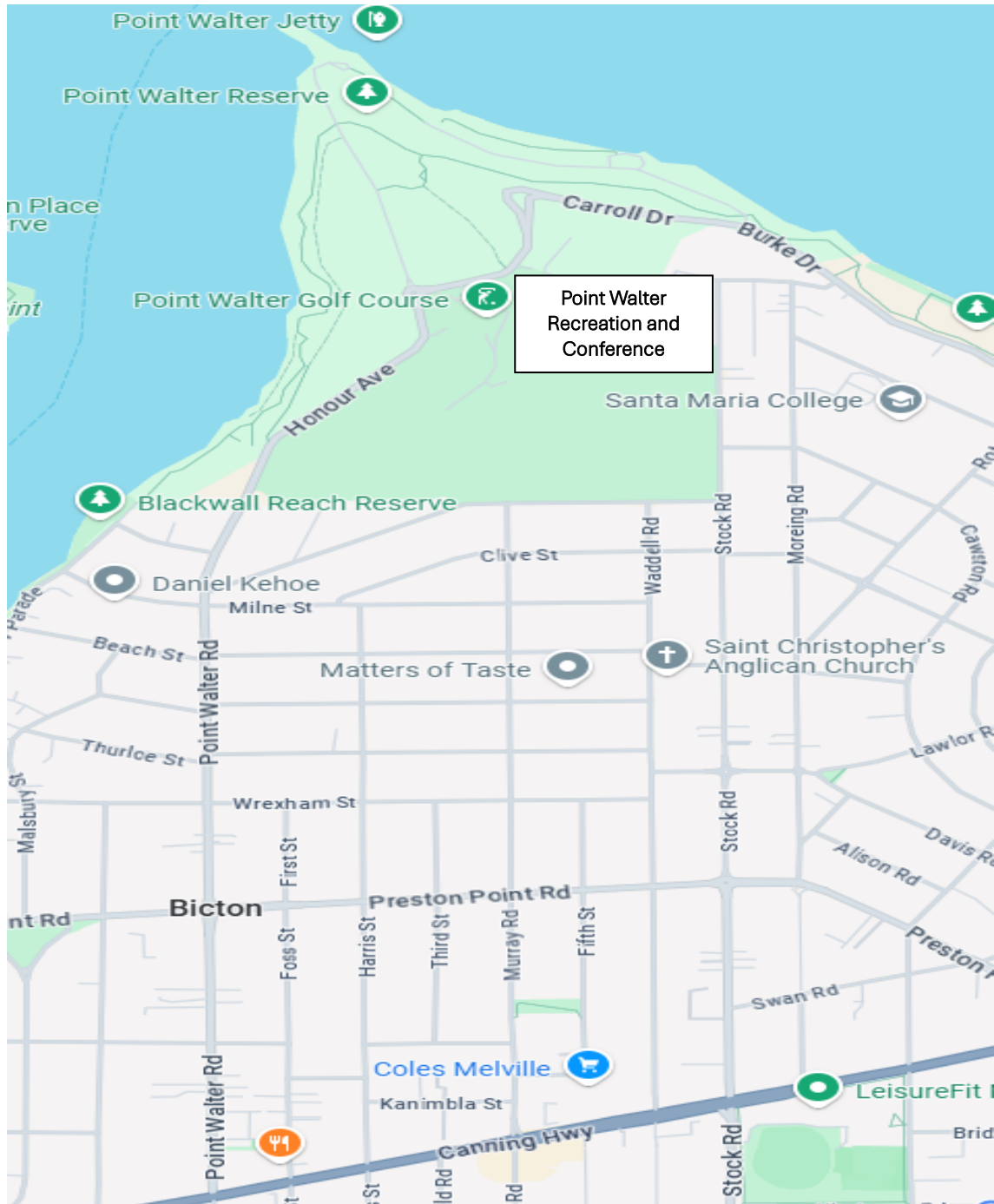
# Location Map

## PT WALTER RECREATION AND CONFERENCE CENTRE

1 Stock Rd Bicton WA 6157

PH: 9492 9784

MOB: 0419 919 018



Freeway and Perth CBD →

## Emergency contact numbers

**Camp address:** Point Walter Recreation and Conference Centre – 1 Stock Rd Bicton WA 6157

**Nearest main road intersection:** Corner Stock Rd and Page St in Bicton

**Front gate access:** Gate code will be provided as necessary or on request.

<b>Emergency</b>	Emergency services (If 000 is not working from older mobiles)	000 112
<b>Point Walter Recreation and Conference Centre</b>	Camp office Emergency on-call staff member Manager – Craig Waite Kitchen (Accolade Catering)	9492 9794 0419 919 018 0437 516 721 6365 1835
<b>Police</b>	Police assistance (non-emergencies)	131 444
	Fremantle Police Palmyra Police	9430 1000 9339 9700
	Water Police 24 hours, including shark sightings	9442 8600
<b>Fire</b>	Fremantle Fire Station (non-emergencies) DFES recorded information line	64149010 13 33 37
<b>Hospitals</b> Maps page 24-25	Fiona Stanley Public Hospital, Murdoch St. John of God Hospital, Murdoch (Private) Perth Children’s Hospital, Nedlands	6152 2222 9366 1111 6456 2222
<b>Medical centres</b> Map page 26	Point Walter Medical Centre 322 Canning Hwy Bicton	9319 2333
	Myaree Medical Clinic 5/54 Mc Coy St Myaree (cnr North Lake Rd)	9317 8882
	Fremantle After Hours GP Block A, Fremantle Hospital, South Terrace	9430 8912
	Health Direct 24hr/After-Hours GP	1800 022 222
<b>WA Poisons Info</b>	24hr Poisons and Bites/Stings Information Line	13 11 26
<b>SES</b>	General assistance – State Emergency Service Melville SES Unit	132 500
<b>City of Melville</b>	City of Melville Ranger Services Community Safety Service (mobile security service) City of Melville Office Pt Walter Reserve Manager	0418 943 219 1300 653 643 9364 0666 0402 430 468
<b>Western Power</b>	Report and enquire faults and emergencies	13 13 51
<b>Water Corp</b>	Faults, emergencies and security	13 13 75
<b>Bus company</b>	Horizons West - Welshpool	9351 8980

*All numbers correct as of February 2025*

# Emergency Equipment Map

## Map - Emergency Equipment and Layout



### Emergency Equipment

- |                        |                            |                              |                                                    |
|------------------------|----------------------------|------------------------------|----------------------------------------------------|
| <b>D</b> Defibrillator | <b>E</b> Fire Extinguisher | <b>FHR</b> Fire Hose Reel    | <b>1</b> Emergency Assembly Area- Oval             |
| <b>+</b> First Aid Kit | <b>H</b> Fire Hydrant      | <b>FHC</b> Fire Hose Cabinet | <b>2</b> Alternate Emergency Assembly Area- Osprey |
| <b>EP</b> Epi Pen      | <b>B</b> Fire Blanket      | <b>O</b> Medical Oxygen      |                                                    |

## Key emergency locations

- **Emergency Assembly Point** at the light pole on the oval (1)
  - Alternative Emergency Assembly Point at gate south of Osprey Dorms (2)
- **Emergency evacuation** will be via main entrance gates.
  - Alternative emergency evacuation will be via rear gates on west boundary on Carroll Drive
- **Fire hose reels located at**
  - Cygnet Dining Room
  - Pelican Function Room
  - Graham Russell Conference Room
  - Aviary Dormitories (Parrot, Cockatoo, Kestrel blocks)
- **Fire extinguishers**
  - Kitchen
  - Office
  - Program, Workshop/Storage sheds and Pool Room.
- **Fire hydrants located outside**
  - Main office
  - Program shed
  - Southern car park (Aviary Dormitories)
  - Osprey Dormitories
- **Fire Hydrant Hoses** - one located in cabinet outside Program Shed
- **First Aid Kits** located in
  - Office (including Trauma First Aid Kit)
  - Program Sheds
  - Pool Room and First aid cupboard
  - Kitchen
  - Camp vehicle.
- **Automatic Electronic Defibrillator (AED)** in the Pool First Aid Cupboard
  - West side of the Graham Russell Conference Room, facing the pool.
- **Stretcher and Spinal Board** in the Pool First Aid Cupboard
- **Medical oxygen, Ventolin and Epi pens** located in the Main Office.

















**In an emergency, please contact emergency services on 000**

**Then contact camp staff immediately on 0419 919 018**

**(If life-threatening, always call 000 before alerting camp staff).**

# Emergency resources

## Fire extinguishers

Two colour schemes for fire extinguishers exist.		TYPE OF FIRE, CLASS AND SUITABILITY							Comments
Pre-1997	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats	D Metal Fires	
		Water	YES	NO	NO	NO	NO		Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Wet Chemical	YES	NO	NO	NO	YES		Dangerous if used on energised electrical equipment.
		Foam*	YES	YES	NO	NO	LIMITED		Dangerous if used on energised electrical equipment.
		Powder	(ABE) YES	YES	YES	YES	NO	Use only special purpose extinguishers and seek expert advice.	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
			(BE) NO	YES	YES	YES	YES		
		Carbon Dioxide	LIMITED	LIMITED	NO	YES	NO		Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only.
		Vaporising Liquid	YES	LIMITED	LIMITED	YES	NO		Check the characteristics of the specific extinguishing agent.
		Fire Blanket	LIMITED*	LIMITED	NO	NO	YES		* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.
		Fire Hose Reel	YES	NO	NO	NO	NO		Maximum length of hose is 36m.

■ The class in which the agent is most effective.  
■ Not recommend for this class of fires.

**LIMITED** The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.  
**\*** Solvents such as alcohol or acetone mix with water and therefore require special foam.

Key:

Office and program sheds

Only in main kitchen

## Medical oxygen

- Available by contacting camp staff (emergency on-call mobile 0419 919 018)
- Can only be provided by qualified staff.

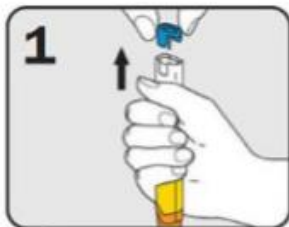
## Automatic Electronic Defibrillator (AED)

- Located in first aid cupboard facing the pool
- Open red zippered case, push green power button and follow verbal instructions
- Contact camp staff to advise the use of AED after the incident is resolved

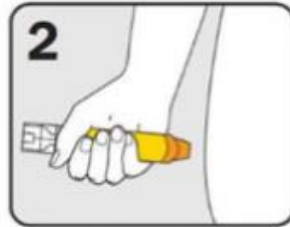
## EpiPens and Anapens

### How to give EpiPen®

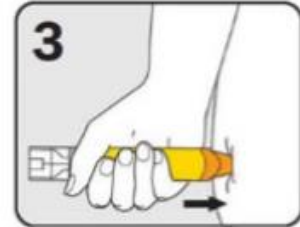
adrenaline (epinephrine) autoinjectors



1. Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



2. Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)



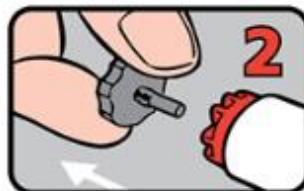
3. PUSH DOWN HARD until a click is heard or felt and hold for 3 seconds REMOVE EpiPen®

### How to give Anapen®

adrenaline (epinephrine) autoinjectors



1 PULL OFF BLACK NEEDLE SHIELD



2 PULL OFF GREY SAFETY CAP from red button



3 PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)

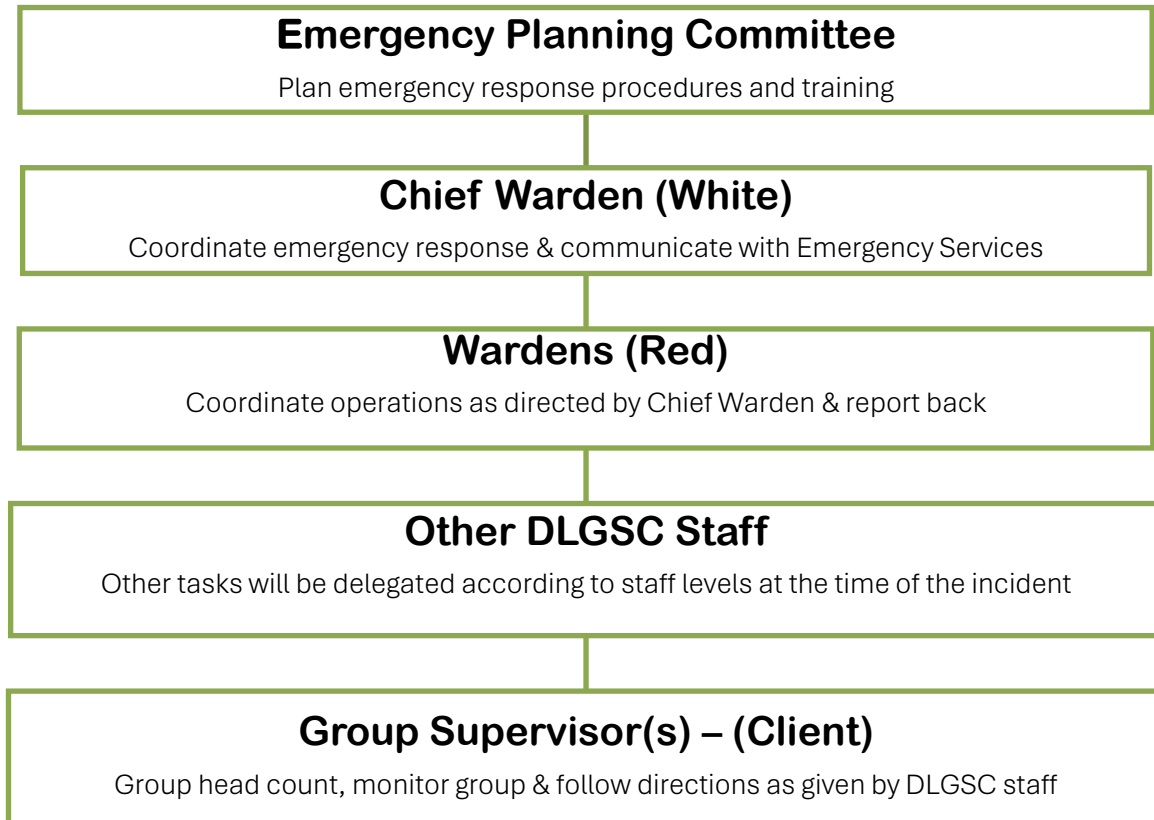


4 PRESS RED BUTTON so it clicks and hold for 10 seconds. REMOVE Anapen®



## Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located within the facility.



## Emergency Control Organisation Responsibilities

Staff forming part of the Emergency Control Organisation who have received the required training as specified in AS 3745-2010 are expected to behave in a competent and responsible manner.

It should be clearly understood that the primary duty of the Chief Warden and Wardens is not to combat emergencies but to ensure, as far as practical and to the best of their ability, the safety of the occupants and the orderly evacuation from the danger area when appropriate.

Persons appointed to the Emergency Control Organisation (ECO) should:

- Be aware of their responsibilities in this area.
- Be capable of undertaking such duties.
- Have leadership qualities.
- Have clear diction and be able to communicate with the people in the workplace.
- Have maturity of judgment, good decision-making skills and be capable of remaining calm.

## **Indemnity**

“ECO personnel should be indemnified against the civil liability, resulting from practice or emergency evacuation of a building (*or workplace*) where the personnel act in good faith and in the course of their duties.” AS 3745-2010

## **Warden Identification**

**A Chief Warden/Senior Staff member must be always contactable.**

All Wardens will be identified by wearing a helmet/cap as follows during an emergency:

White Helmet/Cap – Chief Warden

Red Helmet/Cap – Warden

Green Helmet/Cap – First Aid Warden

**In an emergency the person in charge must be identifiable**

## **Communications**

**On call mobile is 0419 919 018 (voice messages only – NO SMS)**

The office has land line telephones (phone 08 9492 9784) and access to the internet.

The main kitchen has a land line telephone in the chef's office (phone 08 6365 1835).

The manager's residence has no landline phone (Mob 0437 516 721)

Mobile reception may be poor in some areas of the camp.

Residential or day group leaders are to be contacted by mobile phone where possible.

Accolade Catering staff to be notified by mobile phone (0404 160 816 – Simon Bain) or via Kitchen landline (08 6365 1835)

On a weekend where the site may not be attended by a staff member, mobile phone will be the primary means of contact until a staff member is onsite.

ECO members should communicate during all emergencies via two-way radio on channel 31 (CTCSS 38) and / or by mobile phone.

Channel 30 (CTCSS 38) is an alternative channel that is used for any communications to other personnel such as camp staff and group leaders.

**If emergency assembly is required a megaphone siren will be sounded repeatedly.**

Repeat this procedure until all persons are accounted for

Wardens will travel on foot or via camp vehicles with the siren to alert all people onsite and give directions to the emergency assembly area point as required.

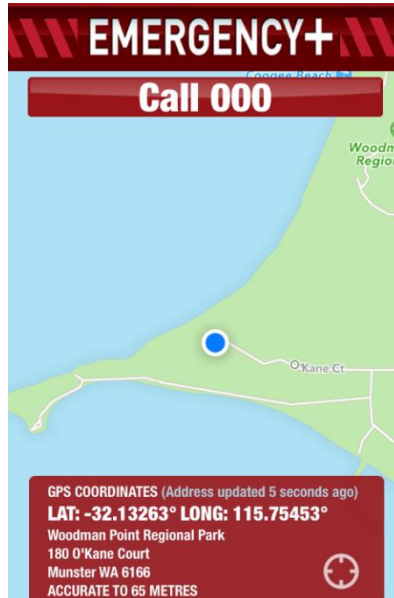
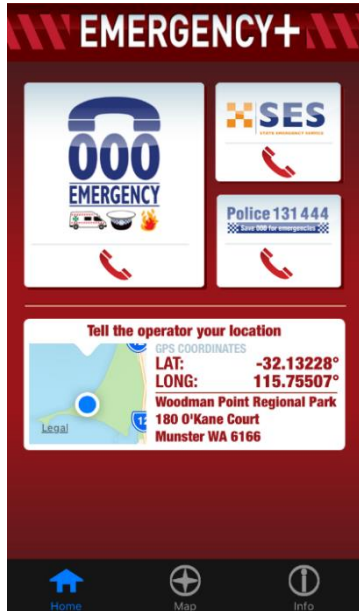
A radio message will be issued to all staff onsite with directions on emergency assembly instructions.

**Refer to emergency evacuation signage located in each building for more information**

## Emergency+ App

Groups leaders may also want to consider downloading the free mobile app on Apple and Android devices – ‘Emergency +’.

It is a useful app that helps to locate your position in an emergency and provides a range of non-critical phone numbers in Australia that may assist in an emergency or incident.



## **Initial response – Standard Emergency Order**

In the event of a critical incident or accident, it is expected clients on site will act in accordance to:

1. **Ensure their own safety.**
2. **Provide direction** to and care for bystander's safety.
3. **Care for casualties** according to first aid training - DRS ABCD should be followed.
  - i. Danger
  - ii. Response
  - iii. Send for help
  - iv. Airway
  - v. Breathing
  - vi. Compressions
  - vii. Defibrillation
4. **Notify "000" and DLGSC staff** as soon as practical to enable secondary actions to commence.
5. **Leave a voice message on the 24hr on call mobile number 0419 919 018** (no SMS available) , in the event Pt Walter staff cannot be contacted directly,
6. **If emergency siren sounded** and/or call given via radio or mobile communications, head to an assembly point (preferably as a group), follow instructions from Wardens.
7. **Check that all persons in your group are accounted for** and provide this information to the Wardens.

**In the event of a critical incident or accident,  
all steps should be completed.**

## Initial response – Standard Emergency Response

Chief Warden/Senior Staff - use this list to respond to the incident:

- **Assign Roles:** Chief Warden, Wardens, First Aid, Group Supervisor.
- **Call '000'** as required and provide information on numbers at site.
- **Follow CIMPL plan flow chart.**
- **On site resources available** (Oxygen, first aid kit, defibrillator, and stretcher).
- **Remain with any injured person until help arrives.**
- **Emergency siren** to be sounded on megaphone if appropriate.
- **Assemble** at Emergency Assembly Areas (Oval or Osprey).

In the event of a critical incident or accident, it is expected staff on site will act in accordance with the Critical Incident Management Planning and Learning (CIMPL) Plan.

If safe, search camp IN PAIRS with radios for any people and to identify damage.

- Aviary (5) and Osprey (1) Dormitories
- Cygnet Dining Room and Pelican Function Room
- Kitchen, Chef's Office and Laundry
- Graham Russell Conference Room and Seminar Rooms (2)
- Pool Room, Amphitheatre and Gazebo
- Day Area Ablution Block
- Recreation, roping, workshop, staff sheds and compound
- Office and staff bathroom
- On site residence.

### Numbers on site

Client Groups	_____
DLGSC staff	_____
Visitors	_____
Onsite Res	_____
Kitchen Staff	_____
<b>Total</b>	_____

Is it best to stay or evacuate?

- **Follow instructions from DFES**
- **Inform Group Leaders of situation and response.**
- **Is everyone accounted for?**
  - Clients and Visitors (check Accommodation Diary and visitors log)
  - DLGSC staff (check Program Diary)
  - Onsite Residence (0437 516 721)
  - Kitchen Staff (08 6365 1835)

**Complete reports and ensure relevant persons are notified.**

## Evacuation

### Personal evacuation

- Remain calm.
- Collect your immediate belongings, for example: wallet, keys, phone.
- Turn off any plant or machinery in your immediate area, if applicable.
- Remember, if you see danger, evacuate immediately and advise staff and/or emergency services.
- Do not re-enter buildings until DFES or the chief warden (DLGSC staff) advise it is safe to do so.

### Group evacuation

When you hear an evacuation siren, or you are directed to evacuate by DFES or a Warden (DLGSC staff):

- Proceed to your nearest exit.
- Calmly evacuate to the evacuation point on the oval near the main camp office. If the evacuation point is not safe, move to a safer location as a group (Page St & Burke Drive Foreshore Reserve.).
- Do not re-enter buildings until DFES or the chief warden (DLGSC staff) advise it is safe to do so.

### Fire alarm

- If you hear a fire alarm, prepare to evacuate, then wait for instruction from DFES or a warden (DLGSC Staff).
- Refer to **CODE RED** procedures.
- Remember, if you see danger, evacuate immediately and advise staff and/or emergency services.

**A fire alarm does not necessarily mean there is a fire, due to a false alarm. However, there could be an actual fire in a roof space or another room/building that is not immediately obvious.**

All fire alarms require DFES fire crews to attend the site and conduct an inspection at the source of the alarm.

## Flood, tsunami, storm surge or earthquake

- Follow directions of wardens.
- Emergency **siren** to be sounded if appropriate.  
Assemble at the evacuation point on the oval near the main camp office.
- Account for all group members and ensure their immediate safety.  
Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_
- Follow instructions from DFES or DLGSC staff \_\_\_\_\_
- Is it best to **stay or evacuate?** \_\_\_\_\_
- Earthquake** threat — if you are **INDOORS**
  1. DROP to the ground
  2. COVER your head and neck with your arms. Shelter under desk or table
  3. HOLD ON to your shelter and be prepared to move when shaking stops
  - Immediately move **OUTDOORS** if possible
  - Prepare for aftershocks after the initial earthquake
- Flood, tsunami, or storm surge** threat — move group to higher/safer ground if possible
  - If there is **sufficient warning**, move the group quickly and safely out of the camp north on Stock Rd to the Pt Walter Golf Course on the corner of Stock Rd / Reserve St.
- Inform group** of situation and response and monitor radio and media for updates
- Is **everyone accounted** for?
- Complete reports**, ensure DFES or DLGSC staff are notified

## General medical emergency

- Assess** the condition of casualty and **apply first aid** as required
- Call “000” as required to request ambulance or DFES
- Provide information** for site location **Point Walter Centre – 1 Stock Rd Bicton.**
  - Nearest road/intersection is corner of Stock Rd and Page Street Bicton  
(Time of call \_\_\_\_\_am/pm)
- Consider vehicle access** to site for ambulance or DFES
  - Cable gate code provided to emergency services or send person to cable gate.
- Have someone remain with the injured person until help arrives
- If an ambulance is not required, arrange to transport casualty to further medical assistance.
- Complete reports**, ensure DLGSC staff are notified.

## Team first aid procedure

### Minor emergencies

A minor emergency is a NON-LIFE THREATENING first aid situation that requires immediate assistance by a TEAM of FIRST AIDERS — QUALIFIED. Without immediate attention, MINOR EMERGENCIES can quickly become LIFE THREATENING.

### Major emergencies

This type of emergency is a LIFE-THREATENING situation that requires IMMEDIATE assistance by a TEAM of FIRST AIDERS — QUALIFIED. A major emergency may require EVACUATION of the facility.

First aider 1	First aider 2	First aider 3
<ul style="list-style-type: none"> <li>• Recognise the emergency</li> <li>• Signal to first aider 2 (radio or whistle)</li> <li>• Respond/act</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise signal — communication (radio or whistle)</li> <li>• Signal to first aider 1</li> <li>• Assist first aider 1</li> </ul>	<ul style="list-style-type: none"> <li>• Recognise signal — communication (radio or whistle)</li> <li>• Evaluation of the casualty</li> <li>• Contact emergency services</li> <li>• Transport medical equipment to first aider 1 and 2</li> <li>• Crowd control (looking after other participants)</li> <li>• Witnesses/information/use bystanders</li> </ul>



## Gastroenteritis








- ❑ Contact Point Walter on-call staff for advice and instruction on 0419 919 018
- ❑ Locate the cleaning trolley in the Room 11 Aviary cleaning storeroom (Heron block)  
Use Aviary master keys to unlock this door.  
Camp staff can also provide the code for the key lockbox for access.
- ❑ Refer to and follow the instructions contained within the document *Prevention and Management Procedures: Gastroenteritis outbreaks at Camp Facilities* located on the trolley.

## COVID-19




[swa.gov.au/coronavirus](https://swa.gov.au/coronavirus)

### Suspected or confirmed case of COVID-19 at work

#### If the suspected or confirmed case of COVID-19 is at work

 <b>1. ISOLATE</b> Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.	 <b>2. INFORM</b> Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.	 <b>3. TRANSPORT</b> Ensure the person has transport to their home or to a medical facility.	 <b>4. CLEAN</b> Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.
 <b>5. IDENTIFY</b> Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.	 <b>6. CLEAN</b> Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.	 <b>7. REVIEW</b> Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.	

#### If the suspected or confirmed case of COVID-19 is not at work when diagnosed

 <b>1. INFORM</b> Ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.	 <b>2. IDENTIFY</b> Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.	 <b>3. CLEAN</b> Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.	 <b>4. REVIEW</b> Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.
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#### Remember:

- > From a WHS perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- > Consider whether you have to notify your [WHS regulator](#) - see our [Incident Notification fact sheet](#).
- > Be aware of privacy obligations.
- > Follow the advice of health officials at all times.

## Fire/smoke

- Call 000, provide information on location and numbers of people on site.  
**Point Walter Recreation and Conference Centre – 1 Stock Rd Bicton**
  - Nearest road/intersection is corner of Stock Rd and Page Street Bicton  
(Time of call \_\_\_\_\_am/pm)
  
- Consider **vehicle access** to site for ambulance or DFES
  - Cable gate code provided to emergency services or send person to cable gate.
  
- Contact Point Walter Camp Office (08 9492 9784) or on-call mobile (0419 919 018) to alert of situation.
  
- Account** for all group members and ensure their immediate safety.  
Adults \_\_\_\_ Children \_\_\_\_ Total \_\_\_\_
  
- Move group members** by foot to the emergency evacuation point on the oval next to the camp office if safe to do so.
  
- Alert** other client groups onsite if after office hours.
  
- Is it best to **stay or evacuate?** \_\_\_\_\_
  - Advice from DFES (Department of Fire and Emergency Services)
  - If evacuating, this needs to be done prior to the fire getting out of control, leave early!
  
- Follow instructions from Camp staff and DFES or other emergency service employees.

If Camp staff or DFES advises **evacuation** to safe location:

- Client Group Leader to ensure all persons accounted for when leaving site.

If unable to evacuate site move group to a position opposite the fire direction and smoke.

- If radiant heat or smoke fumes present, move inside building.
- Fill door gaps to prevent smoke entering.
- Continue to re assess and adjust as needed.

CODE RED – FIRE / SMOKE

## Intrusion / armed holdup

- Obey the intruder(s) instructions.
- Stay out of the way if you are not directly involved.
- Make no sudden or unpredictable movements that may alarm the intruder(s).
- Be calm and observe as much as possible (appearance, clothes, accent, distinguishing features, direction of departure and mode of transport).
- Do NOT attempt to apprehend or overpower the intruder(s).

### When notified of an armed intrusion/hold up: the chief warden/senior staff/group leader should:

- Call 000, provide information on location and numbers of people on site.  
Point Walter Recreation and Conference Centre – 1 Stock Rd Bicton
  - Nearest road/intersection is corner of Stock Rd and Page Street Bicton  
(Time of call \_\_\_\_\_am/pm)
- Consider vehicle access to site for police, ambulance or DFES
  - Cable gate code provided to emergency services or send person to cable gate.
- Wardens/staff close off the area to others until the police have assessed the area.
- Camp staff to follow CIMPL Plan (critical incident) flow chart.
- Wardens/staff try to get the names and addresses of witnesses.
- Wardens/staff get witnesses to complete the intruder description without consultation with each other.
- Repeat for the police the actual words spoken by the intruder(s).
- Complete incident reports, ensure relevant persons are notified.

## Missing person

### Definitions

A missing person is where a client notifies either the on-call staff member, duty officer or instructor advising them of a missing person.

### Procedure

The responding staff members should make ‘information gathering’ the priority, before declaring the type of response required. The camp should follow a series of escalating procedures to handle lost and found persons.

#	Action	Details
1	Information gathering	0 - 2 minutes
2	Type of search declared	Water/land
3	Assistance requested	Radio or mobile phone
4	Initial search conducted	Onsite assets
5	Coordinated search	WA Police

### Information gathering

In all search incidents, it is imperative that the following information is collected and recorded on paper.

• Name	• Location last seen
• Age	• Activity undertaken
• Sex	• Floatation device
• Clothing	• Likelihood of in water
• General description	• Swimming ability

It is imperative that a solo search is not conducted, assistance should always be sought through the on-call mobile or radio.

Response:

- Details collected
- Informant retained (for questioning if required).
- Observers at last seen location
- Use of camp vehicles (including private vehicles)
- General locality search
- Use of abseil tower stairs as vantage point
- If a water search is required, only utilise appropriately qualified staff
- Other services including WA Police - 000 requested.

## Unforeseen emergency

- Follow directions of wardens.
- Emergency **siren** to be sounded if appropriate.  
Assemble at the emergency evacuation point on the oval next to the main camp office.
- Account for all group members and ensure their immediate safety.  
Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_
- Follow instructions from DLGSC staff, DFES or Police \_\_\_\_\_
- Is it best to **stay or evacuate**? \_\_\_\_\_
- Inform group** of situation and response  
Is **everyone accounted** for?
- Complete incident reports**, ensure relevant persons are notified.

## Post incident

This phase is handled by camp staff post incident.

Group leaders may be contacted to assist in the completion of any paperwork.

Group leaders and participants may be contacted to take part in a post incident debrief facilitated by either DLGSC staff or external agencies.

## Considerations

- Counseling services are arranged as needed for the participant, participant's family, staff involved and other group members.
- Ensure first aid kits are re-stocked.
- Site is cleaned and disinfected as needed.
- Review response process and document any learning's, adjusting plans as necessary.
- Consider if staff members involved should be removed from the camp/program.
- Ensure all staff involved are in a state of mind to be able to operate a motor vehicle to drive home. If not, arrange an alternate mode of transport for these staff.
- If major structural damage has occurred, building inspections should be carried out on affected buildings before entering.
- Liaise with Western Power and Water Corporation if services are disrupted or should be turned off.

## Locality Maps

**Pt Walter Recreation and Conference Centre**  
**1 Stock Rd Bicton**  
**Phone 9492 9784**  
**Mobile 0419 919 018**



## Evacuation Plan

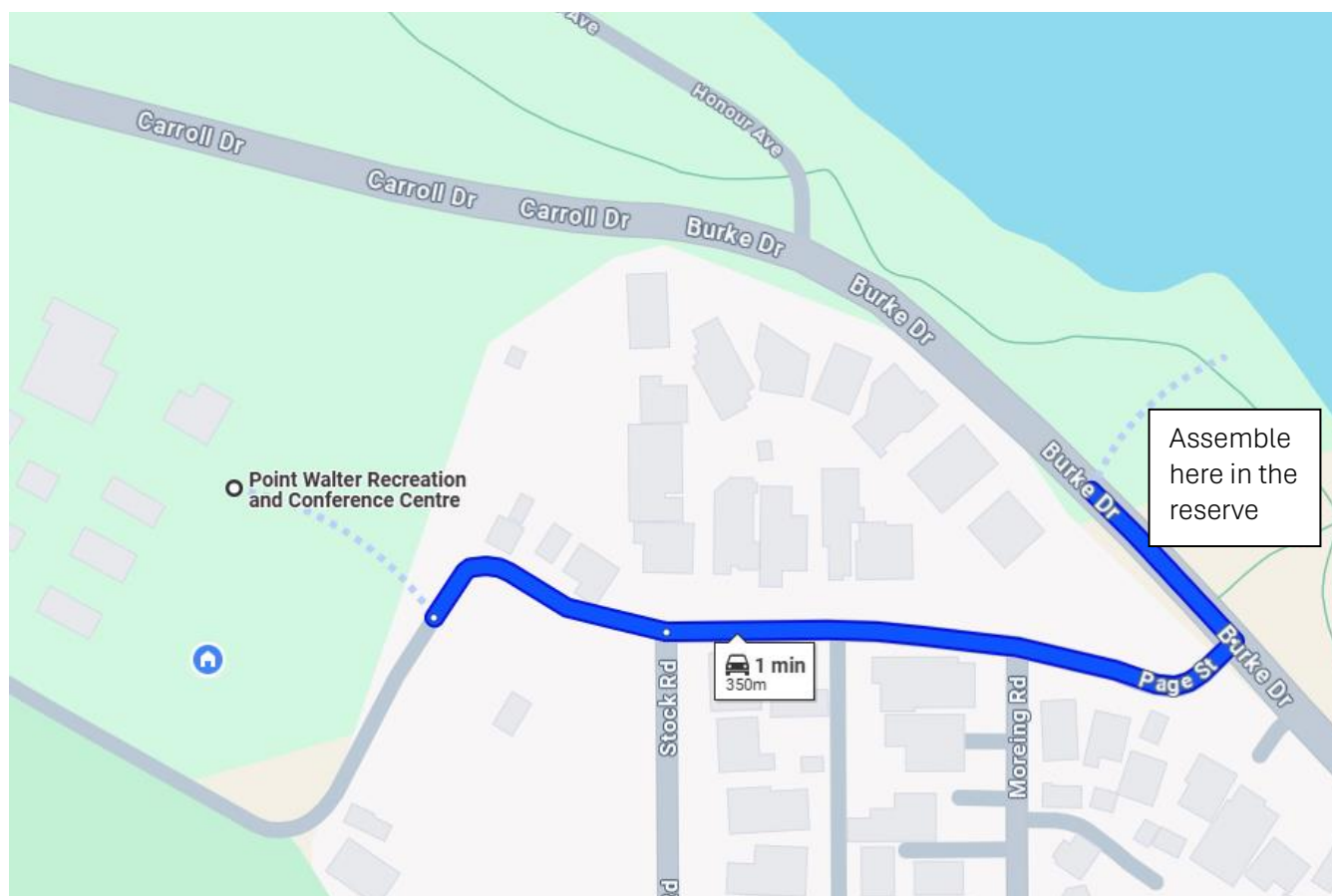
### Point Walter Recreation and Conference Centre

Emergency Evacuation Point

TO

### Point Walter Dog Friendly Foreshore Reserve

Burke Dr, Attadale WA 615



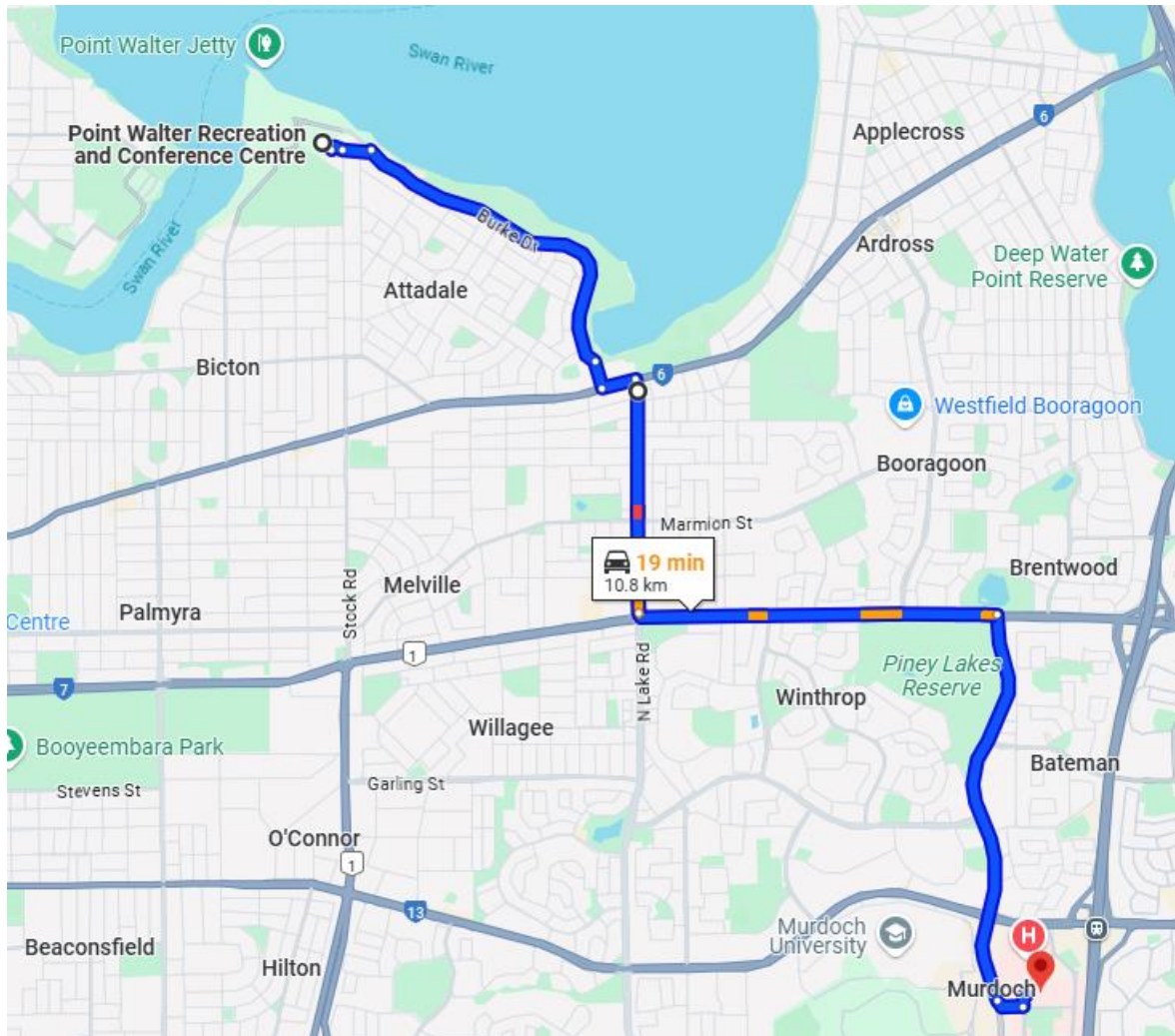
### Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

- Walk east out from Emergency Assembly Point to camp main entrance (90m)
- Continue onto Page St walking down the hill (210m)
- At the STOP sign, walk across the road to the Pt Walter Dog Friendly Foreshore Reserve (50m)
- Assemble as directed by staff or group leader

# Fiona Stanley Public Hospital St John of God Private Hospital

102-118 Murdoch Drive, Murdoch  
Western Australia  
Fiona Stanley: (08) 6152 2222  
SJOG: (08) 9366 1111  
10.8km about 19 mins



## Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

- Take Page St to Burke Dr in Attadale
- Continue on Burke Dr.
- Burke Dr turns slightly right and becomes Lentona Rd
- Turn left onto Canning Hwy/State Route 6
- Turn right onto N Lake Rd
- Turn left onto Leach Hwy /National Route 1
- Use the right 2 lanes to turn right onto Murdoch Dr
- Continue on Robin Warren Dr to your destination

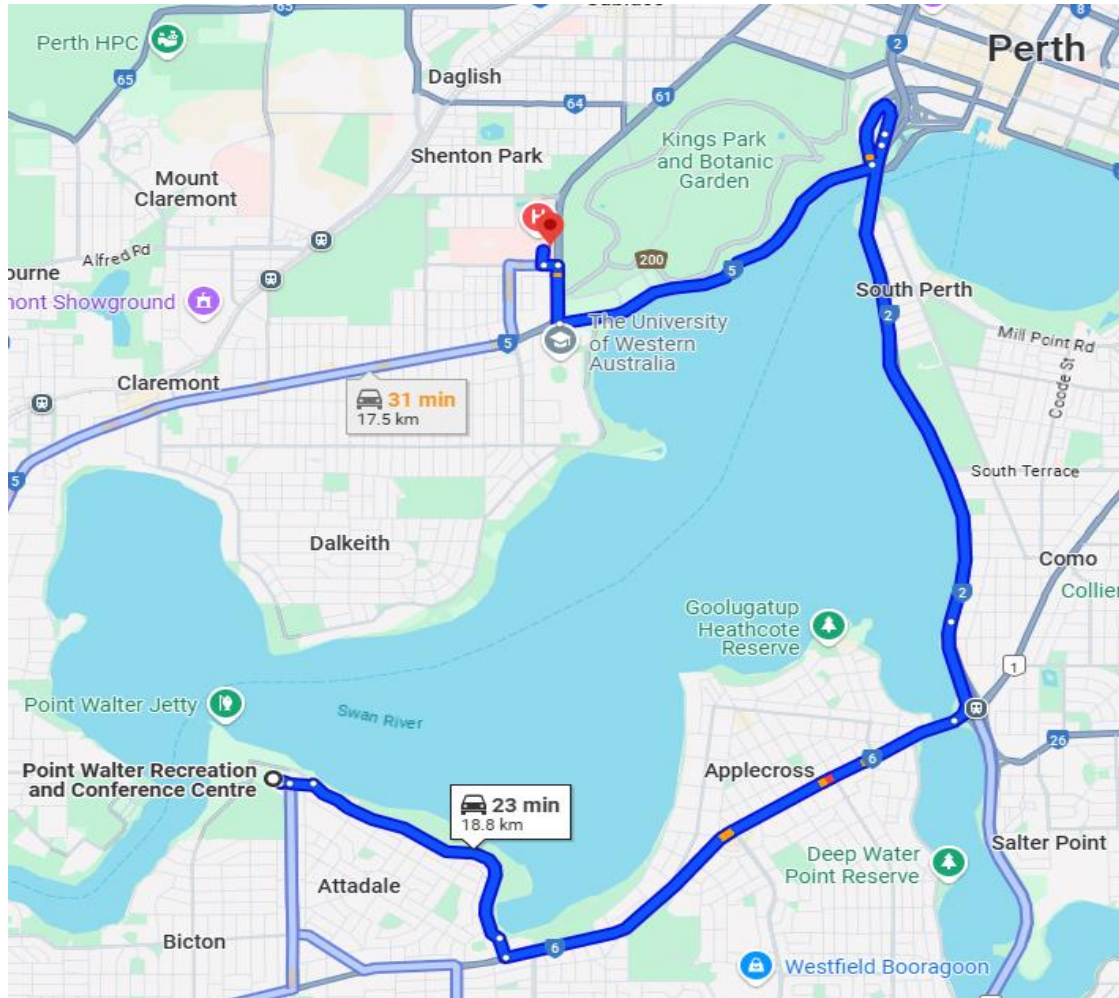


## Perth Children's Hospital

15 Hospital Avenue, Nedlands WA 6009

(08) 6456 2222

18.8km about 24 min



## Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

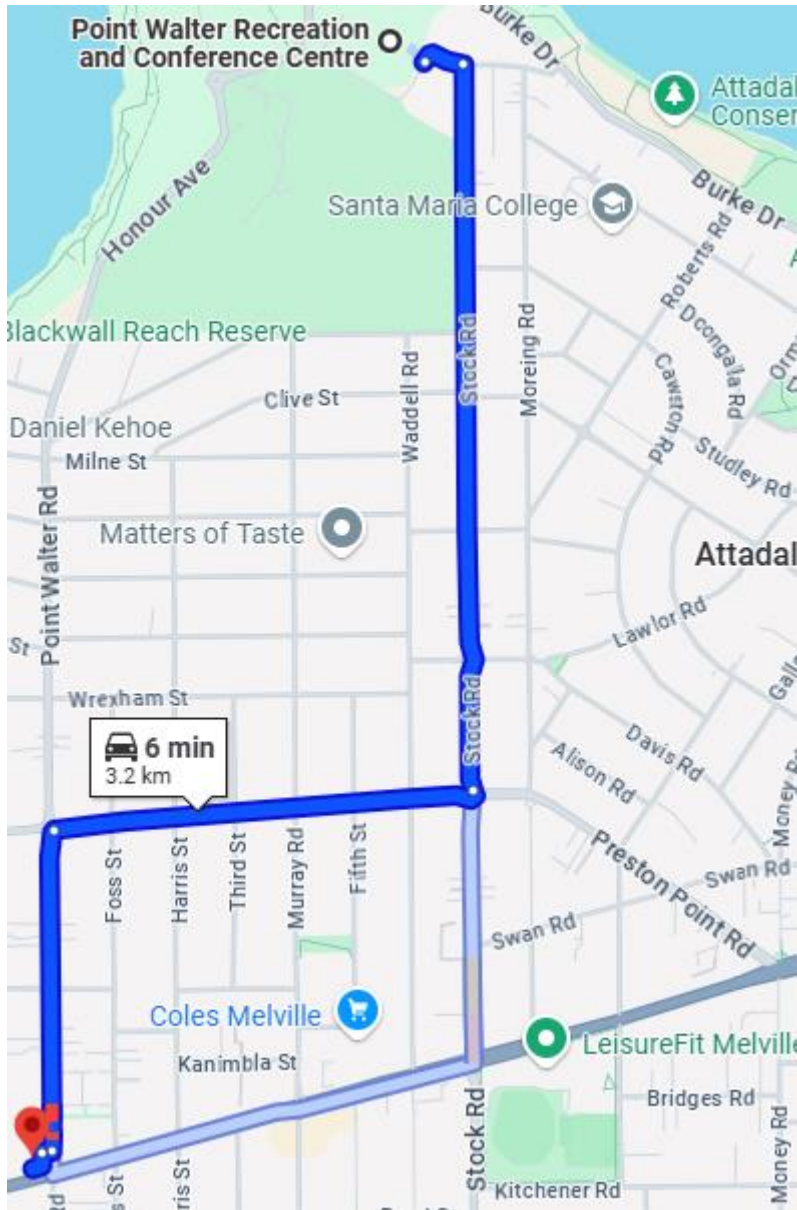
- Take Page St to Burke Dr in Attadale
- Continue on Burke Dr.
- Burke Dr turns slightly right and becomes Lentona Rd
- Turn left onto Canning Hwy/State Route 6 (5.6km)
- Turn left Kwinana Freeway /State Route 2
- Take the Mounts Bay Rd exit towards Mounts Bay Rd /Fremantle
- At Point Lewis Rotary, take the 2nd exit onto Mounts Bay Rd
- Use the 2nd from the right lane to turn right onto Winthrop Ave
- Turn left onto Monash Ave
- At the roundabout, take the 2nd exit onto Hospital Ave

## Point Walter Medical Centre

322-324 Canning Hwy, Bicton WA 6157

(08) 9319 2333

3.2km about 6 min



## Point Walter Recreation and Conference Centre

1 Stock Rd, Bicton WA 6157

- Turn right onto Stock Rd
- At the second roundabout, take the 3rd exit onto Preston Point Rd (2.35km)
- At the roundabout, take the 1st exit onto Point Walter Rd (650m)
- Turn right
- Turn left – destination is on the right

## Bites and stings information

Serious allergic reactions occur in approximately 2% of stings from ants, bees and wasps. Symptoms such as swelling of the face, lips and tongue, breathing difficulties or a generalised rash are potentially life-threatening and require urgent medical attention.

### Insects

**Bee stings:** Remove the sting by scraping, never squeeze the site. Wash the area and apply antiseptic cream. Keep the sting site rested, elevated and cool. Local swelling and irritation may last for several days.

**Wasp and Hornet stings:** These do not leave a sting behind. Treat as for bee stings.

**Ant and other insect bites:** Treat as above.



**Scorpions:** Stings can be very painful and the pain may persist for several hours. Local redness and numbness often occur. Wash the sting site; apply antiseptic and a cool pack. Give oral analgesia such as paracetamol. Australian scorpions do not cause severe symptoms.

**Centipedes:** Apply antiseptic to the bite site. Local redness, itching and pain are common. Severe pain sometimes occurs.

### Spiders

**Red-back spider (Lactrodectus):**

Wash the bite site; apply antiseptic and a cool pack. In the majority of cases only minor pain and redness occur. In 25% of cases, severe pain and other symptoms such as sweating, headache, vomiting and muscle pain develop over the first few hours. Hospital assessment is required for severe symptoms.

**White-tailed spider (Lampona):** There is no clear scientific evidence that bites from these spiders cause skin ulceration. Treat as for bites from spiders-other.

**Spiders-other:** Wash the bite site, apply antiseptic and see your GP if signs of local infection develop.

(This information only applies to the regions of South Australia, Western Australia and the Northern Territory).



# First Aid for Snake Bites

Spotted Mulga Snake

## Key points:

Treat all bites, including suspected bites as potentially life threatening

Do not wash, squeeze or puncture the bite site

Apply a pressure immobilisation bandage (see diagram)

Keep the victim calm and still

Do not give food or alcohol

Do not allow the victim to walk.

Get urgent medical/ambulance assistance. Call 000 for the ambulance

Do not attempt to catch or kill the snake

Bites to the head and trunk must be bandaged as firmly as possible

Apply a broad pressure bandage from below upwards and over the bite site as soon as possible. Do not remove trousers, as the movement of doing so will assist venom to enter blood stream. Keep the bitten leg still.

The bandage should be as tight as you would apply to a sprained ankle. The patient should avoid any unnecessary movements.

Extend the bandage as high as possible.

Apply a splint to the leg, immobilising joints either side of the bite

Bind it firmly to as much of the leg as possible. Walking should be restricted



Also used for Blue Ringed Octopus & Funnel Web Spiders

## Marine

**Jellyfish (non-tropical):**  
Apply vinegar or Stingose® then shower in hot water for at least 15 minutes.

**Blue-ringed octopus:**  
Muscle paralysis with breathing difficulties can occur within minutes of the bite. The bite may not be painful. Apply a pressure immobilization bandage, perform mouth to mouth resuscitation as required and seek urgent medical attention.



**Fish stings:**  
Immerse the sting site in hot water (as hot as can be tolerated for at least 30 minutes). Medical assessment is required for severe pain or if the pain is not relieved by the hot water

Once printed, this is an uncontrolled version of the document.

This document has been developed as part of the Safety and Emergency Documentation Framework Point Walter Recreation and Conference Centre



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