

# Boshack

# Procedures



## **Boshack Contents**

- 1. Evacuation Plan**
- 2. In Case of Emergency**
- 3. Injury Report form**
- 4. Directions**
- 5. Protocols**



# **IN BRIEF BOSHACK EVACUATION PROCEDURE**

**SIGNAL: REPEATED COOOEEE**

**CONSTANTLY AREA OF ASSEMBLY: LAKE BBQ AREA**

**AREA OF ASSEMBLY IF LAKE BBQ AREA IS THE REASON FOR  
THE EVACUATION: TRAILER**

## **1. SIGNAL**

**A repeated sounding of the Coooeee sound**

Remain calm! Instruct children to leave their area. "The coooeee is sounding and we are going to leave our area and go to the evacuation assembly area. Please walk to the Lake BBQ Area."

**Teacher to bring class list.**

**PLEASE ENSURE THAT CHILDREN WALK TO ASSEMBLY AREA -  
PANIC FREE. EVACUATION IS VERY IMPORTANT.**

## **2. EXIT**

Immediately and in an orderly fashion to the evacuation assembly area. **The Evacuation Assembly Area is the LAKE BBQ AREA**

## **3. AREA OF ASSEMBLY**

The Lake BBQ Area

**On arrival at Assembly point:**

- Seat children in designated area
- Mark class role
- Hand names of any unaccounted for children to evacuation co-ordinator

## **4. CO-ORDINATOR**

**A Boshack Staff member is the Emergency Co-ordinator of all emergencies.**

Upon signalling the coooeee for evacuation, collect First Aid Kit, Mobile Telephone, Emergency Procedures File and proceed immediately to Evacuation Assembly Area and co-ordinate evacuation procedures.

**NO ONE IS TO RE-ENTER THE CAMP SITE UNTIL ALL CLEAR IS  
GIVEN.**

## IN CASE OF EMERGENCY

**ALL EMERGENCY CALLS - FIRE, POLICE, AMBULANCE RING  
000**

### **ALWAYS**

Always ensure that exits are not blocked at all times.

### **INFORM**

Boshack Staff, teachers, parent helpers, families, of the correct evacuation procedure. Ensure you have shown them where the Evacuation Procedure and Map are located.

### **BE AWARE**

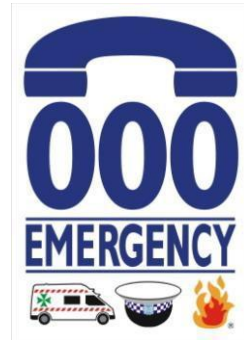
The Emergency coordinator is responsible for declaring emergency and coordinating evacuation procedures.

- Do not panic; remain calm.
- Leave the area immediately.
- Do not take personal belongings or bags as these may slow your departure.
- Do not run, push or overtake.
- Go to the designated assembly areas.

## In Case of Accidents

**ALL EMERGENCY CALLS - FIRE, POLICE, AMBULANCE RING  
000**

1. Assess the situation, e.g. danger of electrocution, falling objects etc.
2. Commence immediate first aid if safe to do so.
3. Stay with the victim. Send for assistance or obtain assistance by verbal communication.
4. If the injuries or illness is serious and an ambulance is required, do not delay, use nearest telephone. Call 000
5. If minor first aid is require, the nearest first aid kit will have the necessary requisites.
6. Fill out Incident/ Injury Report form.



# Incident / injury report form

Please print clearly and tick the correct box

Status:  Employee  Contractor  Other

Outcome:  Near miss  Injury

## 1. DETAILS OF INJURED PERSON

Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_ Sex:  M  F

\_\_\_\_\_ Date of birth: \_\_\_\_\_

\_\_\_\_\_ Position: \_\_\_\_\_

Experience in the job: \_\_\_\_\_ (years/months)

Start time: \_\_\_\_\_  am  pm

Work arrangement:  Casual  Full-time  Part-time  Other

## 2. DETAILS OF INCIDENT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Describe what happened and how: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 3. DETAILS OF WITNESSES

Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## 4. DETAILS OF INJURY

Nature of injury (eg burn, cut, sprain) \_\_\_\_\_

Cause of injury (eg fall, grabbed by person) \_\_\_\_\_

Location on body (eg back, left forearm) \_\_\_\_\_

Agency (eg lounge chair, another person, hot water) \_\_\_\_\_

## 5. TREATMENT ADMINISTERED

First Aid given  Yes  No

First Aider name: \_\_\_\_\_

Treatment: \_\_\_\_\_

Referred to: \_\_\_\_\_

**SECTION 6-9 MUST BE COMPLETED BY EMPLOYER**

**6. DID THE INJURED PERSON STOP WORK ?**

Yes       No      If yes, state date: \_\_\_\_\_ Time: \_\_\_\_\_

Outcome:

Treated by doctor       Hospitalised       Workers compensation claim

Returned to normal work       Alternative duties       Rehabilitation

**7. INCIDENT INVESTIGATION (comments to include causal factors):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. RISK ASSESSMENT**

Likelihood of recurrence: \_\_\_\_\_

Severity of outcome: \_\_\_\_\_

Level of risk: \_\_\_\_\_

**9. ACTIONS TO PREVENT RECURRENCE**

Action	By whom	By when	Date completed

**10. ACTIONS COMPLETED**

Signed (Manager): \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Feedback to person involved      Date: \_\_\_\_\_

**11. REVIEW COMMENTS**

OHS committee / staff meeting: \_\_\_\_\_

Reviewed by site Manager (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Health & Safety Rep.(signed): \_\_\_\_\_ Date: \_\_\_\_\_

# **School Camp Lockdown Procedure**

## **1. Emergency Alert**

Triggering the Lockdown: The lockdown may be initiated by a designated authority (e.g., camp facilitator, owner) upon receiving information about a threat.

Communication: Use a clear, loud signal (cooees or emergency whistles) to announce the lockdown.

## **2. Immediate Actions**

Lock Doors: All staff and campers should lock all lockable doors and windows immediately.

Turn Off Lights: Turn off all lights to make the location less visible.

Silence Phones: Ensure all mobile devices are silenced to avoid drawing attention.

## **3. Evacuate Common Areas**

Move to Safe Locations: Everyone should move to the designated safe areas (cabins, diner) away from windows and doors.

Stay Low: If safe areas are not accessible, get low to the ground and find a place to hide.

## **4. Accountability**

Roll Call: Staff should conduct a headcount to ensure all campers are accounted for.

Communicate with Authorities: Camp facilitator to communicate with local law enforcement and report the situation.

## **5. Stay Informed**

Monitor Updates: Use a battery-operated radio or designated communication device for updates from authorities.

Do Not Leave Safe Areas: Remain in safe areas until an official "all clear" is given by authorities.

## **6. Post-Lockdown Procedures**

Debriefing: Once safe, conduct a debriefing with staff and campers to address any concerns.

## **Important Contacts**

Local Police: (08) 9574 9555

Police Assistance: 131 444

Emergency Services: 000

Camp Emergency Coordinator: Chrissy 0408005628



# DIRECTIONS

## Directions from Perth to Toodyay & Boshack Springs

From Perth - Roe Hwy to Toodyay road turn right. Pass through Gidgegannup (aboriginal word for place of spears) to Toodyay Town (aboriginal word for place of riches), where you can stop for toilet & gifts with free lolly tasting at the Toodyay Visitors centre. There are many cafes and an IGA supermarket for any last minutes things you may need.

From Toodyay on the Toodyay, Bindi Road to Bolgart travel 26.5kms and turn right at Wattening Springs Road. Drive another 6.5kms (unsealed rd) and turn right at the Boshack sign (yellow tyre). Go another 1.5kms (passing over one of Boshack springs) and turn left at the Yellow tyre sign, go another 200 metres to our Boshack sign and turn right to Lake Cabins, keep driving until you come to the lake. Travel time from Toodyay Approx. 30 minutes.

Chrissy's mobile is 0408 005628 please call or text from Toodyay to confirm arrival. There is no digital mobile range past Toodyay.

## What to bring

Boshack Lake Camp includes accommodation and farm animal feeds, with shared toilet, shower & cooking facilities. All BBQ & burners (for cooking) & kitchen utensils, tea-towels, pots & pans are provided (Bring extra rugs if you feel necessary & a torch), just bring your own food & drinks in esky's with ice, a sense of adventure and a smile.



\*\*\*\*\*



\*\*\*\*\*

*Protocols for stay on Boshack for its future preservation.*

**Washing Water** - Whilst there is plenty of water around our water usage once again has been designed to be environmentally friendly, it is similar to how the Australian pioneers kept clean, without electricity.

**Toilet Paper** - BECAUSE OF THE ECO ENVIRONMENT WE WISH TO MAINTAIN PLEASE USE TOILET PAPER AND WIPING HAND PAPER VERY SPARINGLY.

**Swimming** IN LAKE - WHILST THIS IS POSSIBLE WE ASK THAT THE LAKE NOT BE USED FOR THIS PURPOSE IN KEEPING WITH MAINTAINING THE NATURAL ECO ENVIRONMENT.

**Smoking** - Smoking is for designated areas only because of the dangers associated and now we are in bush land we must be more cautious. Should a cigarette start a fire we would lose most of this bush land because it has no roads for vehicle access so please be very cautious with cigarette smoking and ask the guide as to where you are able to smoke.

**Alcohol** - can only be consumed once the day's activities have finished. This is for your own protection the protection of the environment and others, please assist in this request as it is very important that all enjoy and we don't suffer because of an individual excessive use of alcohol. But once again must be treated with respect due to the mishaps that could happen if intoxicated.