ADANAC

Emergency Management Plan

Site Name	Adanac
Manager Approving Plan	Malcolm Reeve
Physical Address	47 Hoddle St Yarra Junction Vic 3797
Melways Reference	288 D10
Coordinates	--37.789335, 145.612580
Fire District	CFA
Last Review Date	May 2016
Reviewed and Updated	February 2017
Reviewed and Updated	July 2017
Reviewed and Updated	March 2018
Reviewed and Updated	May 2019
Next Review Date	May 2021
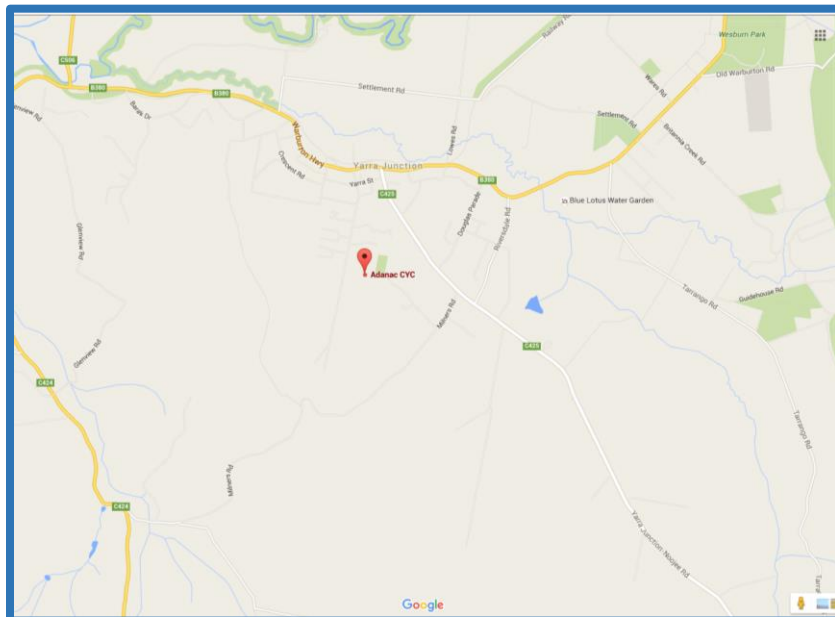
1. Introduction

1.1 Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how CYC Adanac will prepare for and respond to emergency situations.

1.2 Scope

This EMP applies to all staff, guests, visitors, contractors and volunteers at CYC Adanac.

1.3 Distribution

A copy of this plan has been distributed to:

Name	Position, Title & Organisation Name	Date Sent	Email or Postal Address
Mark Rowe	General Manager - CYC Limited		1775 Phillip Island Rd, Cowes Vic 3922
CFA			37 Yarra Street Yarra Junction 3797

2. Emergency Contacts

In an emergency requiring Police, Ambulance and Fire Brigade attendance call 000 or 112 (from a mobile service)

2.1 Key organisational contacts

Key Roles	Name	Phone	Mobile
CYC Ltd General Manager	Mark Rowe	5952 2417	0438 552 193
CYC OH&S Representative	Kerry Scarlett	5952 2417	0412 434 045

2.2 Site contacts

Key Roles	Name	Phone	Mobile
Site Manager	Malcolm Reeve	5967 1594	0402 943 882
Office Administrator	Bernadette Meerkotter	5967 1594	0411 239 630

2.3 Local/other organisations contacts

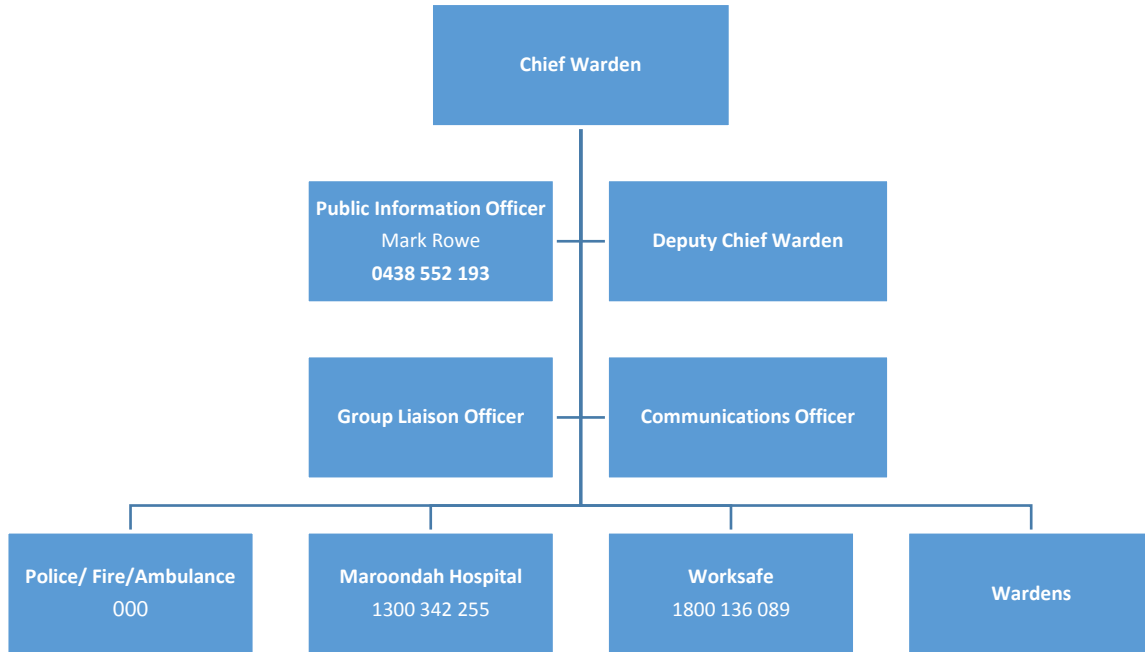| Organisation Name	Address	Phone
Local Police	Yarra Junction Warburton	5967 1104 5966 2006
SES (State Emergency Service)	N/A	13 25 00
Hospital	Maroondah Hospital	1300 342 255
Hospital	Angliss Hospital	9764 6111 or 1300 342 255

Poisons Information Centre	N/A	131 126
Local Chemist – Soul Pattinson	Shop 11 Main Rd, Yarra Junction	5967 1193
Gas Provider - Elgas	Graeme Robinson	0401 987 786
	BH Faults	13 11 61
Electricity Provider	TRU Energy	13 17 99
Water Corporation	Yarra Valley Water	13 17 21
Plumbing & Gas Fitting	Phil Mullins	0411 773 645
Electrician	Neville Adams	5967 1259/0417 501 871
EPA	N/A	1800 444 004
WorkSafe Victoria	N/A	13 23 60
Bus Services	Martyr's Bus Service	5966 2035
	Ian Hudson	5964 6569/0418 995 070
	Peter Jennings	5961 9398/0418 537 874
Local Council	Yarra Ranges Council	1300 368 333

2.4 Fire Related contacts

Organisation Name	Address	Phone
CFA	Emergency	000
Victorian Bushfire Information Line		1800 240 667
DELWP (Dept Environment, Land, Water, & Planning)		13 61 86
Local SES	Warburton Hwy, Wesburn	5967 1714
Emergency Management Victoria		8685 1355

3. Incident Management Team

3.1   <u>Incident Management Team Structure</u>

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                        ┌──────────────────┐
                        │   Chief Warden   │
                        └──────────────────┘
                                 │
        ┌────────────────────────┼──────────────────────┐
┌───────────────────────┐        │        ┌──────────────────────┐
│ Public Information     │        │        │  Deputy Chief Warden │
│ Officer                │────────┤        └──────────────────────┘
│ Mark Rowe              │        │
│ 0438 552 193           │        │
└───────────────────────┘        │
                                 │
┌───────────────────────┐        │        ┌──────────────────────┐
│ Group Liaison Officer  │────────┤        │ Communications       │
└───────────────────────┘        │        │ Officer              │
                                 │        └──────────────────────┘
        ┌──────────────┬─────────┴────────┬──────────────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│ Police/ Fire/│ │ Maroondah    │ │  Worksafe    │ │  Wardens     │
│ Ambulance    │ │ Hospital     │ │ 1800 136 089 │ │              │
│ 000          │ │ 1300 342 255 │ │              │ │              │
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3.2   <u>Current Incident Management Team Contact Details</u>

IMT Role/Activities	Primary Contact	Contact No.	Mobile/After hours
CHIEF WARDEN	Malcolm Reeve	5967 1594	0402 943 882
PUBLIC INFORMATION OFFICER	Mark Rowe	5952 2417	0438 552 193
COMMUNICATIONS OFFICER	Bernadette Meerkotter	5967 1594	0411 239 630
GROUP LIAISON OFFICER	Grant May	5967 1594	0438 669 773
WARDENS	All Staff		

3.3   <u>Incident Management Team Responsibilities</u>

CHIEF WARDEN – Primary Roles & Responsibilities
On becoming aware of an emergency shall take the following actions:
  a) Proceed to the Master Evacuation Control Point
  b) Ascertain the nature of the emergency by communicating with Warden on affected floor/area and if necessary co-ordinate evacuation
  c) Ensure the appropriate emergency service has been notified
  d) Ensure that Wardens are advised of situation
  e) Meet and brief Emergency Services personnel on arrival of type, size and location of

the emergency. Provide status of the evacuation and then act on the Senior Officer's instructions.

    f) Direct person to stop people entering the building or affected area

    g) Ensure progress of evacuation and actions taken are recorded in Emergency Log Book

DEPUTY WARDEN

The Deputy Warden will assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required. They will also be required to make sure the emergency is handled safely according to the OH&S guidelines.

COMMUNICATIONS OFFICER – Primary Roles & Responsibilities

On hearing an alarm or becoming aware of an emergency shall take the following actions:

    a) Proceed to the Master Evacuation Control Point

    b) Ascertain the nature and location of the emergency by communicating with Chief Warden

    c) Confirm that the appropriate emergency service has been notified

    d) At the direction of the Chief Warden provide instruction and information to staff and guests as required.

    e) Operate the communication system if required

    f) Maintain a log of the events

    g) Act as directed by the Chief Warden

WARDEN – Primary Roles & Responsibilities

On hearing an alarm or becoming aware of an emergency all staff will act as Wardens and will carry out activities as directed by the Chief Warden.

Activities may include the following:

    a) Ascertain the nature and location of the emergency

    b) Advise Chief Warden of present situation and whether evacuation is warranted

    c) If safe to do so, co-ordinate a response to the emergency

    d) Prepare all persons for evacuation and to assemble at designated Emergency Evacuation Assembly Area and await instructions from Chief Warden

    e) Act as leader of groups moving to nominated assembly areas

    f) Ensure that you clear all clients and staff in that direct area, whilst on your way to the assembly point, unless otherwise directed

    g) Ensure orderly flow of people into nominated assembly areas

    h) Assist persons with disabilities

    i) Search the floor or area to ensure all persons have been evacuated

    j) Check to ensure fire doors and smoke doors are properly closed

    k) Report to Chief Warden on completion of required activities

    l) Attend the Master Emergency Control Point

    m) Operate the communication system if required

    n) Act as directed by the Chief Warden

GROUP LIAISON OFFICER – Primary Roles & Responsibilities

The Group Liaison Officer's main role is to be the liaison between the site and the guests originating organisation. This may be a school, a church, a sporting club or another organisation. The Group Liaison Officer may be onsite or offsite at the time of the emergency and can conduct their role from a remote location.

Activities may include the following:

    a) Liaise with the Chief Warden and/or Communications Officer as to the status of the emergency, the evacuation location, and procedures regarding collection of guests/children.
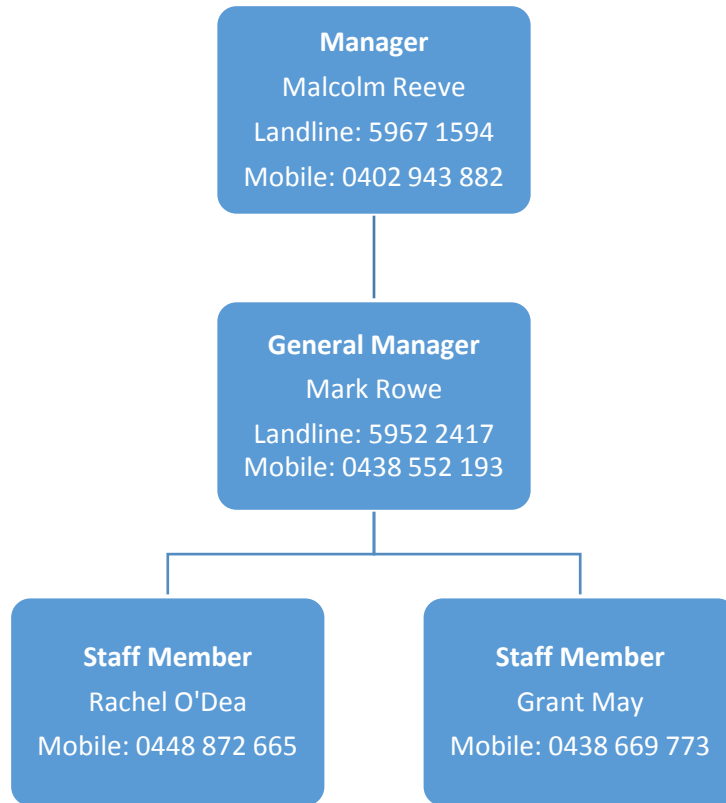
b) Communicate with the guest's organisation as to the status of the emergency and relevant procedures regarding collection of guests/children from the site.

c) Remain available for relaying communications from the site to the organisation and vice versa.

PUBLIC INFORMATION OFFICER – Primary Roles & Responsibilities

The Public Information Officer is in charge of dealing with all media related enquiries (including social media) regarding an emergency on any site. This role is designated to the CEO only. No other persons are permitted to speak to the media during or after an emergency, nor communicate on any form of social media on behalf of CYC Ltd.

3.4   Communication Tree

To ensure effective communication, please contact the following people in the following order:

Manager
Malcolm Reeve
Landline: 5967 1594
Mobile: 0402 943 882

General Manager
Mark Rowe
Landline: 5952 2417
Mobile: 0438 552 193

Staff Member
Rachel O'Dea
Mobile: 0448 872 665

Staff Member
Grant May
Mobile: 0438 669 773

4. Emergency Response Procedures

All items required to be taken offsite in the event of an evacuation are marked with yellow dots. These items are located in the Administration office. Is safe to do, all items with yellow dots should be packed in boxes and transported offsite with the manager or senior employee when they leave.

4.1   Evacuation

Evacuation Procedure:
- When it is unsafe for guests, staff and visitors to remain inside the building, the Chief Warden will take charge and activate the Incident Management Team if necessary.
- When the alarm sounds evacuate guests, staff and visitors to the emergency assembly point
- Once at assembly point, check all guests, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.
- Seek advice from CYC General Manager if required.
- Wait for confirmation from emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times using the Emergency Log Book.

Actions after evacuation/relocation procedure:
- Ensure any guests, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information guests, staff and visitors need to know (for example, areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Emergency Event Report Form

4.2   Lock-down

Lock-Down procedure:
- When an external and immediate danger is identified and it is determined that the guests, staff and visitors should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
- Call 000 for emergency services and seek and follow advice.
- Initiate the lock-down and move all guests, staff and visitors to a determined area (ie function or dining rooms)
- Check that all external doors (and windows if appropriate) are locked.
- Divert parents and returning groups from the building if required.
- Ensure a telephone line is kept free.
- Keep public address system free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If safe to do so, have a staff member wait at the main entry to guide emergency services personnel.
- Check that all guests, staff and visitors are accounted for.
- Seek advice from the CYC General Manager if required.
- As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times using the Emergency Log Book.

Actions after lock-down procedure:
- Ensure any guests, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information guests, staff and visitors need to know (for example, areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.
- Complete your Emergency Event Report Form

4.3 Lock-out

Lock-Out procedure:
- When an internal immediate danger is identified and it is determined that guests, staff and visitors should be excluded from the building for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.
- Call 000 for emergency services and seek and follow advice.
- Move guests, staff and visitors away from the affected area
- When advised to do so, evacuate guests, staff and visitors to the emergency assembly point.
- Once at assembly point, check that guests, staff and visitors are all accounted for.
- Ensure communications with emergency services is maintained.
- Seek advice from the CYC General Manager if required.
- As appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times using the Emergency Log Book.

Actions after lock-out procedure:
- Ensure any guests, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information guests, staff and visitors need to know (for example, areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Emergency Event Report Form

4.4 Shelter-in-place

When an incident occurs outside the building and emergency services or the Chief Warden determines the safest course of action is to keep guests and staff inside the building (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden will take charge and activate the Incident Management Team if necessary.

- Call 000 for emergency services and seek and follow advice.
- Move all guests, staff and visitors to a determined shelter-in-place area (ie function rooms).
- Check that all guests, staff and visitors are accounted for.
- Ensure communications with emergency services are maintained.
- Wait for emergency services to arrive or provide further information.
- Seek advice from the CYC General Manager if required.
- Await advice from emergency services that it is safe to resume normal operations.

Actions after shelter-in-place procedure:
- Ensure any guests, staff or visitors with medical or other needs are supported.
- Determine if there is any specific information guests, staff and visitors need to know (for example areas of the facility to avoid).
- Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.
- Complete your Emergency Event Report Form

5. Response Procedures for Specific Emergencies

5.1   Building Fire

If not automatically triggered, activate the fire alarm and call 000 for emergency services and seek and follow advice.
- Extinguish the fire (only if safe to do so).
- Report the emergency immediately to the Chief Warden
- Evacuate guests, staff and visitors to the emergency assembly point.
- Once at assembly point, check that all guests, staff and visitors are accounted for.
- Seek advice from the CYC General Manager if required.
- Await advice from emergency services that it is safe to resume normal operations.

5.2   Major external emissions/spill (includes gas leaks)

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Turn off gas supply.
- If safe to do so, evacuate guests, staff and visitors to the emergency assembly point.
- Once at assembly point, check all guests, staff and visitors are accounted for.
- Seek advice from the CYC General Manager if required.
- Await advice from emergency services that it is safe to resume normal operations.

5.3   Intruder

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine what further action is required. Do this in consultation with the Police where possible.
- Evacuation only should be considered if safe to do so.
- Seek advice from the CYC General Manager if required.
- Await advice from emergency services that it is safe to resume normal operations.

5.4   Bomb/substance threat

- Call 000 for emergency services and seek and follow advice.

- Report the threat immediately to the Chief Warden.
- Do not touch any suspicious objects found.
- If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered:
- If appropriate under the circumstances, clear the area immediately within the vicinity of the object of guests and staff
- Ensure guests and staff are not directed past the object
- Ensure guests and staff that have been evacuated are moved to a safe, designated location
- Seek advice from the CYC General Manager if required.
- Await advice from emergency services that it is safe to resume normal operations.

If a bomb/substance threat is received by telephone:
> Do not hang up
> If possible fill out the bomb threat checklist (App 2) while you are on the phone to the caller
> Keep the person talking for as long as possible and obtain as much information as possible

   Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden
> Listen carefully for a full description:
  - Sex of caller
  - Age of caller
  - Accents and speech impediments
  - Background noises
  - Key phrases used by the caller
> Ask the caller:
  - What is the threat?
  - When is the threat to be carried out?
  - Where the threat may be located?
  - Why the threat is being made?
  - Where are you? Where do you live?
  - What is your name?
> Once a call is finished:
  - DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
  - Ensure all information has been written down
  - Inform Chief Warden and report threat to emergency services immediately – use a separate telephone line or mobile phone (in case the caller rings again)
  - Do not touch, tilt or tamper with the object
  - Follow any instructions given by emergency services

If a bomb/substance threat is received by mail:
> Place the letter in a clear bag or sleeve
> Avoid any further handling of the letter or envelope or object
> Call 000 for emergency services and seek and follow advice
> Notify the Chief Warden

If a bomb/substance threat is received electronically or through the campsite's website:
> Do not delete the message
> Call 000 for emergency services and seek and follow advice
> Notify the Chief Warden

5.5   Internal emissions/spill

- Call 000 for emergency services and seek and follow advice.
- Report the emergency immediately to the Chief Warden
- Move guests and staff away from the spill to a safe area and isolate the affected area.
- Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the
- Material Safety Data Sheet and Safety Work Procedure.
- If necessary, evacuate guests, staff and visitors to the emergency assembly point.
- Once at assembly point, check that all guests, staff and visitors are accounted for.
- Seek advice from the CYC General Manager if required.
- Await advice from emergency services that it is safe to resume normal operations.

5.6   Severe weather event

- Call 000 if emergency services are needed and seek and follow advice.
- Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances.
- During a severe storm:
- Remain in the building and keep away from windows
- Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
- Report any matter concerning the safety and wellbeing of guests, staff and visitors to the Chief
- Warden.
- Disconnect electrical equipment – cover and/or move this equipment away from windows.
- Seek advice from the CYC General Manager if required.
- Listen to local radio or TV for weather warnings and advice.

After the severe weather event
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Await advice from emergency services that it is safe to resume normal operations.

5.7   Earthquake

- Call 000 if emergency services are needed and seek and follow advice.
- Seek advice from the CYC General Manager if required.

If outside
- > Instruct staff and guests to:
- > Stay outside and move away from buildings, streetlights and utility wires.
- > DROP to the ground
- > Take COVER by covering your head and neck with their arms and hands
- > HOLD on until the shaking stops.

If inside
> Instruct staff and guests to:
> Move away from windows, heavy objects, shelves and so on
> DROP to the ground.
> Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
> HOLD on until the shaking stops.

After the earthquake
> Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
> If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
> Arrange medical assistance where required.
> Report any matter concerning the safety and wellbeing of guests, staff and visitors to the Chief Warden.
> Listen to local radio if you can and follow any emergency instructions.

5.8 Bushfire/Grass Fire

- Call 000 if emergency services are needed and seek and follow advice.
- Report the emergency immediately to the Chief Warden who will convene the Incident Management Team if necessary.
- Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
- If evacuation is required and time permits before you leave:
    o Make sure you close all doors and windows
    o Turn off power and gas
- Check that all staff, guests, visitors and contractors are accounted for
- Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice
- Ensure that no one hinders emergency services or put themselves at risk by going near damaged buildings or trees
- Seek advice from the CYC General Manager if required.

5.9 Missing person

- Notify the Chief Warden and Site Manager
- Notify all campsite staff
- Sound the emergency alarm and evacuate all guests to the emergency evacuation point
- Group Leaders/Teachers to do a roll call of all guests
- If person is confirmed missing, Chief Warden to allocate Wardens to search all areas of site
- If person is not found, call the Police immediately.

5.10 Prolonged Emergencies

- Inform all staff and guests

- Prepare generator
- Ensure spare fuel is available
- Have extension leads, power boards and emergency lighting available
- Make any other arrangements necessary for comfort and safety of guests and staff
- Shutdown Main Gas Tank at front gate

6. Facility Profile

6.1   General Information

Site Name	Adanac CYC
Physical Address	47 Hoddle St, Yarra Junction VIC 3797
Operating Hours	24 hrs, 7 days
Phone	5967 1594
Email	adanac@cyc.org.au
Fax	5967 2561
Number of buildings	5
Total Number of Staff	18

6.2   Building information summary

Important Locations		
Area	**Location**	**Notes**
Master Emergency Control Point (MECP)	Admin Office	
Secondary Emergency Control Point (SECP)	Program Office	For use when the admin office is deemed unsafe
Major Evacuation Assembly Point (MEEAP)	Car park opposite the stadium	
Secondary Evacuation Assembly Point (SEEAP)	Inside the stadium	
Emergency Box	MECP & SECP	
Security Keys (distributed)	Staff have site master keys	Spare master keys within each emergency box
First Aid Kit	In the MECP & SECP Emergency boxes	Emergency Box
List of guests on site	Administration office	In white folder marked 'Accommodation Register & Visitor
List of staff on site	Kitchen & Back Office	Roster
Register of Hazardous Chemicals & Dangerous Goods	Back Office	Green folder in bookcase
Main Switchboard	Located southern end of the main building (outside kitchen)	Sub-boards are located at: Program Office, Guest House exterior wall, Staff Residence exterior wall, at the end of the waterslide, and one on the Sewerage pump, under staff room, linen cupboard.
Fire Pump	Near the shed	Fire Pump is fueled by unleaded petrol and capable of controlling small fires.

Security Alarms	Location	Monitoring Company	Location of shut-off instructions
	Main Office	NA	Main Office
	Kitchen	NA	Kitchen
Fire Alarms /Evacuation buttons			
Fire Panel	Dining room	NA	Dining Room
Emergency Evacuation Buttons	Program Office	NA	Program Office
	Main Office	NA	Main Office
	Lower Lounge	NA	Lower Lounge

Fire Hose Reels	
Fire Hydrant	Front entrance beside the mains water supply
Fire Hose Reel 1	External wall of Lakeview accommodation (centre of Verandah)
Fire Hose Reel 2	Outside Program Office
Fire Hose Reel 3	Outside Admin Office

Utilities	Location of shut-off instructions
Gas mains shut off	At front entrance next to water mains – see site plan
Water mains shut off	At front entrance next to gas tank – see site plan
Electricity mains shut off	Under kitchen – sub boards in MECP, Guest house & Acacia

Adanac Buckets & Hose Direction

Adanac Garden Hoses Mains Water

Adanac

KEY

- Hose Reel
- Hydrant
- Fire extinguisher
- Fire Control Panel/Alarm
- Gas Shut Off
- Switchboard
- Wild Fire Equipment Storage Under Deck
- Water Shut Off
- Mains Water Tap
- Mop & Bucket
- Water Tank & Fire Pump (unleaded)
- Position for defending structures
- Emergency Assembly Point
- Position of laid fire hose

Updated 14/03/2018

CHRISTIAN YOUTH CAMPS
OUR FAITH IS OUR FOUNDATION

Appendices

APPENDIX 1. – Emergency Box Checklists

MASTER EMERGENCY CONTROL POINT – EMERGENCY BOX CONTENTS
1 x Pack of Emergency Instruction Cards - (13 Cards with lanyards)
1 x First Aid Kit
1 x Dolphin Torch
1 x Pack AA Batteries
1 x Pack AAA Batteries
1 x 6V spare Dolphin Battery
1 x Full Tub of Chalk
2 x Whistles
6 x Hand Torches
2 x Pens
3 x Permanent Marker
1 x Master Key
1 x Binoculars
Documentation: • EMP Manual (with Wildfire Plan & Appendix) • Permission to Leave Slip book • Box contents card • Blue MECP and First Aid Kit Equipment Check Log folder • Red EMP Log Folder: • Laminated Emergency Map • Laminated Emergency Contact List • 5 x Emergency Event Report Forms
Area Contents • 4 x Admin Vests (Chief Warden, Deputy Chief, Comms Officer, 1st Aid) • 9 x Hi-Vis Orange Vest • 1 x Megaphone with batteries

SECONDARY EMERGENCY CONTROL POINT – EMERGENCY BOX CONTENTS
1 x Pack of Emergency Instruction Cards - (13 Cards with lanyards)
1 x First Aid Kit
1 x Dolphin Torch
1 x Pack AA Batteries
1 x Pack AAA Batteries
1 x 6V spare Dolphin Battery
1 x Full Tub of Chalk
2 x Whistles
6 x Hand Torches
2 x Pens
3 x Permanent Marker
1 x Master Key
1 x Binoculars
Documentation: • EMP Manual (with Wildfire Plan & Appendix) • Permission to Leave Slip book • Box contents card • Blue MECP and First Aid Kit Equipment Check Log folder • Red EMP Log Folder • Laminated Emergency Map • Laminated Emergency Contact List • 5 x Emergency Event Report Forms
Area Contents • 3 x Admin Vests (Chief Warden, Deputy Chief, Comms Officer, 1st Aid) • 12 x Hi-Vis Yellow Vest • 1 x Megaphone with batteries

GUEST EMERGENCY CUPBOARDS CONTENTS
2 x Guest Emergency Boxes
1 x 24 pack of water
1 x AC/battery powered Radio
1 x Extension Power Cord
1 x 4 way power board
23 x Woollen blankets
1 x Laminated cupboard contents card
1 x Blue Guest Emergency Cupboard Equipment check folder

GUEST EMERGENCY BOX 1 & 2 CONTENTS
12 x Bottles of water
1 x Master Key
1 x Whistle
1 x Small Torch
3 x Pens
1 x Permanent marker
1 x 10 Pack of AA Batteries
2 x 20 Pack of AAA Batteries
9 x Push button LED lights

APPENDIX 2 - Bomb/Substance Phone Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

CALL TAKER		CALL TAKEN	
Name:	Phone No.	Date of Call:	Call Start/End Time:
Signature:		Number Called:	Was call Local or STD:

BOMB THREAT QUESTIONS	
When is the bomb going to explode?	
Where did you put the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is in the bomb?	
When did you put it there?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	
SUBSTANCE THREAT QUESTIONS	
What kind of substance is in it?	
When will the substance be released?	
Where is it?	
What does it look like?	
When did you put it there?	
How will the substance be released?	
Is the substance liquid, powder or gas?	
Did you put it there?	
Why did you put it there?	
What is your name?	
Where are you/what's your address?	

CALLER'S VOICE			
Sex of caller		Estimated age	
Accent (specify)			
Speech impediments (specify)			
Voice (loud, soft, and so on)			
Speech (fast, slow and so on)			
Dictation (clear, muffled, and so on)			
Manner (calm, emotional, and so on)			
Did you recognise the voice?		If so, who do you think it was?	
Was the caller familiar with the area?			

THREAT LANGUAGE		BACKGROUND NOISE	
Well spoken		Street noises	
Incoherent		House noises	
Irrational		Aircraft	
Taped		Voices	
Message read by caller		Music	
Abusive		Machinery	
Other:		Other:	

EXACT WORDING OF THREAT

ACTIONS			
Report call immediately to:		Phone Number	