



FRYLANDS WOOD SCOUT OUTDOOR CENTRE

Emergency Contingency Plan

Purpose of the plan is to ensure that, in the event of a major incident on or affecting the Frylands Wood Scout Outdoor Centre, arrangements are in place to provide a planned response to alleviate danger to persons and / or the environment and to facilitate attendance of the emergency services and / or the evacuation of the area.

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Outline of actions in event of emergency incident:

Duty Warden, Incident and Assembly Officers, Crew, Group Leader

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Definition of a Major Incident

A major incident is an occurrence either immediate or delayed, which could lead to individuals and groups being exposed to high risk factors.

Activation of the Plan

Whilst there are many varieties of incident which could threaten groups on the campsite, the four greatest risks that could constitute a major incident are:

- Fire/smoke spreading rapidly across the campsite that could originate on or off the campsite
- flooding
- air disaster : Frylands lies on a number of flight paths
- terrorism

RESPONSE TO AN INCIDENT

General

The Duty Warden is normally understood to be the Warden or person appointed to act as Warden in his/her absence

Additional telephone /mobiles should be used to make outgoing calls, leaving the main telephone free for incoming calls.

Know location of staff lists, key holders and contacts, group lists and home contacts

Access to site for emergency vehicles

Normal access to the site is via Featherbed Lane and offers immediate access for emergency vehicles responding to an incident at any part of the site.

Every effort must be made to ensure that this access is kept clear to allow for prompt response of the emergency services.

There is an alternative entrance via Pear Tree Farm.

Outline of Responsibilities

The Duty Warden

The Duty Warden will assess the situation from information received and if there is any sign of risk affecting a large area of the site, he/she will, without delay

- activate the emergency warning signal, which is located opposite the entrance door to the Providore, to warn everyone to collect their group and proceed to the campsite office and then as directed
- Activity Field can accommodate 1000 and can be exited via Pea Tree Farm
- Farleigh Field can accommodate 2000 and has exit to Golf Course
- notify the emergency services (999) of the circumstances in detail
- inform the Incident Officer and all other staff which assembly point is to be used

The Duty Warden will remain in or close to the camp office to facilitate co-ordination of a response to the incident. The camp office becomes the Emergency Operations Centre, unless circumstances dictate that the office be at risk when the Duty Warden will move to the Warden's house.

Site Staff

Those members of staff allocated with specific emergency duties, listed below, will, on hearing the alarm, commence those duties and report their situation to the Duty Warden by radio or other means at regular intervals.

Members of staff not allocated specific emergency duties will immediately report to the camp office for briefing and allocation of duties by the Duty Warden.

Incident Officer

The Incident Officer will go to the scene of the incident and will report or confirm details of the incident to the Duty Warden

Ascertain from Group Leaders within the incident area that all of their group have been accounted for. If there are any missing, with the assistance of the Group Leaders, identify possible locations. Inform the Duty Warden immediately.

Without exposing anyone to danger, and, if possible, every effort should be made to direct operations which will deal with the incident until relieved by the emergency services

Assembly Point Officer

The Assembly Point Officer will go to the camp office to collect lists of groups, crew on the site, the names of their leaders and the loud hailer.

Go to the agreed assembly area to check off the groups as they arrive.

Notify the Duty Warden / Incident Officer / emergency services where appropriate

- of any group arriving at the assembly point who cannot account for all of the group and any information on their possible location.
- of groups on the list who do not report to the assembly area
- any group unaccounted for
- when all groups are accounted for
- report progress at regular intervals

Act under further instructions from the emergency services or the Duty Warden

Be prepared to assist the emergency services if the decision is made by them to evacuate the area.

Duty Warden / Incident Officer(s) / Assembly Point Officer(s) have labelled fluorescent waistcoats

Crew

All other site staff should report to the Assembly Point Officer

Group Leaders

- An Evacuation Procedures sheet is handed to each group on arrival.
- All Group Leaders attending camps / activities at Frylands are expected to be familiar with the Evacuation Sheet, the assembly points and what to do on hearing the alarm signal.
- On the sounding the alarm, they will assemble their group and escort them by the safest route possible to the designated area and report to the Assembly Officer and account for the personnel in their group.

APPENDIX ONE - DUTY WARDEN ACTION LIST

1. Take into account the nature of the emergency and all information available
2. Select the most suitable Assembly Point taking into account the location of the incident and type, wind direction and other weather conditions.
3. Inform all staff of assembly point and activate the alarm signal, which is located opposite the entrance door to the Providore.
4. Confirm Incident and Assembly Officers are in place and establish / maintain radio contact
5. Dial 999:
 - state type of incident and request assistance
 - give exact location of incident within the site
 - inform them that you have activated the site emergency plan
 - inform them of the designated assembly point
 - give some ideas of numbers and ages on the site
 - give information concerning LPG cylinders
 - request an ETA
 - request that a local authority duty officer is informed if emergency accommodation is required.
6. Do not replace the handset - keep the line open - until told to do so by the operator and answer any further questions
7. Inform alerted officers of emergency services ETA
8. Confirm that alerted officers have taken up their positions and that the evacuation to assembly point is proceeding.
9. Keep a date/time log of all actions taken / decisions made / messages received throughout the incident
10. Do not leave the vicinity of the office unless specifically requested by an emergency services officer in charge and return as soon as possible.
11. Wear the fluorescent waistcoat at all times
12. Allocate Crew members to duties, e.g. accompany the emergency services to the incident

13. Call a debriefing meeting as soon as is practical.

APPENDIX TWO - INCIDENT OFFICER ACTION LIST

- 1. On hearing the campsite alarm signal, report to the Duty Warden by any means and obtain information about the nature and location of the incident and collect working radio.**
2. Travel by quickest means to the incident. Do not put yourself or others in danger
3. Wear the identifying florescent waistcoat at all times. Arrange for it to be brought to you if necessary; do not divert to collect it.
4. Assess details at the scene of the incident
 - number of casualties and nature of incident
 - damage sustained
 - whether any further risks to life or property
 - safest route to designated assembly area decided by Duty Warden
 - estimate of resources needed to deal with incident
 - if any groups have missing persons
5. Report to Duty Warden any potential risks from use of the evacuation routes
6. Direct available personnel to deal with injured persons and remove them to a place of safety and to reduce any potential threat without further exposure to risk.
7. Ensure every non-essential person is directed to the assembly area and know who is remaining at the incident and who is reporting their absence to the Assembly Officer.
8. Be aware of all personnel working at the incident and ensure that none place themselves in unnecessary danger.
9. Report on progress to Duty Warden at frequent intervals.
 - Fully brief emergency services when they arrive
 - the extent of the incident
 - numbers and locations of any casualties
 - locations of any LPG cylinders
 - location of hydrants and other water supplies
 - Remain at incident to provide assistance or advice as required to the emergency services who of course are in charge.
10. Keep notes / information ready for debriefing

APPENDIX THREE - ASSEMBLY POINT OFFICER ACTION LIST

1. **On hearing the campsite alarm signal, report to the Duty Warden by any means and obtain information about the nature and location of the incident and collect working radio.**
2. Travel to the Warden's office to collect:
 - lists of groups camping on site
 - information about groups temporarily booked off-site
 - your identifying florescent waistcoat, to be worn at all times
 - keys to open gates to road and gates from campsite.
 - a loud hailer
3. Make your way to assembly area identified by Duty Warden taking note of any obstructions or hazards on access routes and notify Duty Warden accordingly.
4. On arrival at the assembly area, unlock all gates and locate yourself in a prominent position.
5. As Group Leaders report, check them off on your list. Require them to account for every person on the list as being present at the assembly area.
6. If a group leader cannot account for one or more of the group, or a group fails to arrive, try and discover where last seen or what last doing. **Report this information directly to Duty Warden** and instruct Group Leader to advise you if they arrive.
7. Instruct each Group Leader to keep the group together in their designated area. Keep access routes clear.
8. Notify the Duty Warden of all groups that have fully accounted for all members.
9. Remain at the assembly area until instructed otherwise. Be available to provide developing information about the incident to Group Leaders.
10. If it becomes necessary to evacuate Frylands Scout Outdoor Centre to another location, follow instructions from the Duty Warden or members of the emergency services. **In this case, establish the safest route you are to follow.**
11. Call the Group Leaders and detail the further evacuation arrangements
12. Maintain contact with the Duty Warden and report any developments, **in particular any missing persons.**
13. When all visitors and crew have been accounted for and if, after consultations with Duty Warden and the emergency services, the decision is taken to evacuate Frylands Wood Scout Outdoor Centre, The Assembly Point Officer (and/or representatives) will travel to the designated evacuation centre. Until instructed otherwise, you are to assume the role of the official representative of the Scout Association, responsible for the welfare of the campers at the evacuation centre.
This should be made quite clear to anyone who questions your instructions to them.
14. Keep notes / information ready for debriefing

APPENDIX FOUR - CREW LEADER ACTION LIST

1. Locate all Crew Members
2. Report to Assembly Point Officer for further instructions

APPENDIX FIVE - GROUP LEADERS ACTION LIST

Make all leaders and members of your group aware of these instructions.

Keep an up-to-date group list with you at all times

On hearing the alarm, assemble the group. If any of the group are missing, try to ascertain where they are most likely to be. **To avoid any danger at this stage, do not send anyone looking for them.**

Escort your group to the Warden's office, near the main gate, quietly and by the quickest and safest route where you will be directed to an Assembly Point (either Activity Field or Farleigh Field). Do not delay. Avoid the main entrance as far as possible, as this is the main emergency services access route.

Report names and last location of any missing persons known at that time direct to the Assembly Officer and notify any hazard possible due to LPG.

Keep your group together at the assembly area and liaise with the Assembly Office