



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.

Frylands Wood has a Duty Manager phone, the contact number is: 07703 569655

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Outline of actions in event of emergency incident:

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

Appendix 1 - Duty Manager Action List

Appendix 2 - Incident Officer Action List

Appendix 3 - Assembly Point Officer Action List

Appendix 4 - Crew Leader Action List

Appendix 5 - Group Leader Action List

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 Wood lies on a number of flight paths
- terrorism

RESPONSE TO AN INCIDENT

General

The Duty Manager is normally understood to be the Centre Manager or person appointed to act as Centre Manager 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 Manager

The Duty Manager 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 Pear 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 Manager 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 Manager will move to the Centre Manager'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 Manager 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 Manager.

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 Manager.

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 Manager 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 Manager / 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 Manager

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

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

Crew

All other site staff should report to the Emergency Co-Ordinator.

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 Emergency Co-Ordinator and account for the personnel in their group.

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 Manager'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.