



SCOUTS AUSTRALIA - ACT BRANCH



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CUBOREE 2020 RISK MANAGEMENT AND EMERGENCY PLAN

Purpose:

The purpose of this plan is to inform all Cuboree participants on Risk Management at the Cuboree and the Emergency Plan in case we have to evacuate the Cuboree being held from the 17th to 21st January 2020.

The document is in two parts. The first part contains a Risk Management Plan and provides for Leaders and Managers to identify and record additional risks and how they are proposed to be managed.

The second part contains the Emergency Evacuation Plan with procedures that will be followed should a partial or full evacuation of the Camp Cottermouth Kangaroo Flat camping site be required during the Cuboree.

The Event:

The Cuboree is a large-scale camping event for Cub Scouts and Guides aged between 8 and 10 years old.

The cuboree will have approximately 900 participants, 70% of these will be youth and the remainder will be leaders and adult support staff.

The Risk Management Plan addresses the likely uncertainties associated with camping a large number of young people on a bush site during the height of summer. These Cuboree events have been run successfully at this time of the year since 1986 without major incident but the occasion of the bush fires in 2003, while not a Cuboree year, indicates how a serious event can materialise with little warning.

There are two incidents / threat scenarios that will trigger an implementation of the Emergency Evacuation Plan. They are:

1. An environmental threat to life. In the Cotter area these incidents will normally be the threat of a bush fire to the camping area, local kitchen fire or severe wind warnings exceeding 50kph. Forecasts of Fire conditions rated as Extreme to Catastrophic will trigger a full evacuation of the site and abandonment of the event.
2. Extreme weather conditions especially extremely hot weather forecasts of 38C or more for a period of 5 consecutive days covering the 17th – 21st January 2020.

RISK MANAGEMENT PLAN

Qualitative Risk Analysis Matrix

Level of Risk

<u>Consequences</u> <u>Likelihood</u>	Major (1)	Moderate (2)	Minor (3)
Likely (A)	Red (H)	Red (H)	Amber (M)
Possible (B)	Red (H)	Amber (M)	Green (L)
Unlikely (C)	Amber (M)	Green (L)	Green (L)

Risk level	Red Amber Green	High risk - detailed action plan required and monitored by Cuboree Chair and Organising Committee Medium risk – action plan required and monitored by Hub or Terminal Leader Low risk - may be accepted and managed by Cache and Node leaders by applying routine procedures
Likelihood (Probability)	A B C	Likely– can be expected to occur during the activity Possible – not expected to occur during the activity Unlikely – conceivable but highly unlikely to occur during the activity
Consequences (impact)	1 2 3	Major – extensive injuries which may require cancellation of the activity Moderate – medical treatment required which may require adjustment of the activity Minor – first aid treatment which should not affect the activity being accomplished

Risk Register and Analysis

Context/activity:

Hazards:

ID	Risk There is a risk that ?	Analysis of risk BEFORE treatment				Analysis of risk AFTER treatment				
		Likelihood A-B-C	Consequence 1-2-3	Risk Level H-M-L	Accept Y/N	Proposed treatment	Likelihood A-B-C	Consequence 1-2-3	Risk Level H-M-L	Accept Y/N
1.	The weather is a source of concern because if we have hot weather during the Cuboree the participants may become dehydrated or fatigued	B	2	M		Camping leaders and activity leader will proactively manage those in their charge and ensure everyone drinks water frequently and follows the Sun Smart rules. The Cuboree Manual and the Camping Manual both contains the following guidance: Water It is can be very hot in January in Canberra and especially at Cottermouth - although there have been wet days at Cuboree as well. There will be a controlled issue of ice to cool drinking water and there should be no reason why Cubs and Leaders should not be able to get a refreshing drink at any time. Attendees are to carry a water bottle at all times and Cubs should be reminded to have a drink every ½ hour (i.e. between activities). There will be water points available around the sites and at the activities.	B	3	L	

					<p>guidance to Leaders with respect to Sunburn / Hats. All attendees (adults and children) are to wear wide brimmed hats and block out at all times during the day. As a general rule, baseball caps and sunshades are not to be worn. Wide brimmed hats, or wide brimmed “bucket” / bush hats, are to be worn. Children without appropriate headwear will be sent home, unless you have spare headwear available.</p> <p>Long / Full Sleeved Tops. Please ensure that all members are informed to wear suitable sun-smart clothing. Sleeveless tank tops and singlets are not suitable for the high UV summers in the ACT. It gets cold at night in Canberra at 700m above average sea level and suitable long-sleeve, cool weather clothing is required for night activities.</p> <p>Additionally, Rocky O’Brien from St John will be distributing guidance to all Leaders at the Cuboree by way of a St John flyer.</p>					
2.	The weather is a source of concern because if we have prolonged, extremely hot weather during the Cuboree	A	2	H		In addition to the treatment at Risk 1 the Cuboree HQ will monitor the weather forecast and seek advice from the Emergency Services organisation and the	B	2	M	

	the participants will become dehydrated or fatigued					on-site St John officers about curtailing activities or cancelling the event.				
3.	The Camp Cottermouth site could be a source of concern as it is a rural site with some uneven ground and many trees that could be a hazard to the unwary.	B	3	L		The Camp Cottermouth site is a maintained campground with all major hazards minimised. Cuboree participants are restricted to the maintained areas and all youth members are under the direct supervision of Leaders and adults at all times.	C	2	L	
4.	The campsites could be a source of concern because tents pegs and guy ropes could cause people to trip and hurt themselves.	B	3	L		The Camping Manual provides guide to Leaders on camp layout and good camping practice. Running in the campsite is prohibited and each campsite will have a defined play-area away from the tents and structures.	C	2	L	
5.	The campsites could be a source of concern as each will have camp kitchen using gas fired cooking and hot water implements.	B	2	M		The Camping Manual provides explicit guidance to the camping leaders on the set-up of the kitchen and dining area. Youth members are not permitted in the kitchens.	B	3	L	
6.	The WET activity could be a source of concern in the waterslide and dunking machine.	B	3	L		The waterslides are closely controlled both at the start of the run and at the finish. No more than one person is allowed on the slide at any one time. The lading area will be supervised and cleared before the next person slides down. Dunking machine – aiming a ball only no youth will be dunked	C	2	L	

7.	The TRY activity could be a source of concern in the as those engaged in the flying fox, rock climbing, and BMX biking could fall.	B	2	M		These activities will be tightly supervised by qualified activity leaders. No horseplay will be allowed	C	2	L	
8.	The comet making activity on the HEY site could be a source of concern as it involves twirling small objects and some running.	C	2	L		These activities will be tightly supervised by the activity leaders. No horseplay will be allowed	C	3	L	
9.	The RIG activity site could be a source of concern as it involves trebuchet (ballista) making, a bosun's chair, balancing beams and derrick cranes	B	3	L		These activities will be tightly supervised by the activity leaders. No horseplay will be allowed	C	2	L	
10	The Ceremonies FAB activity could be a source of concern as there will be some guided frisbee activities in designated areas in campsites away from obstructions. The frisbees are light plastic and smaller than the usual ones seem in shops.	C	2	L		Those leading the activity will manage the movement of participants on and off the stage.	C	3	L	
11	Evening ceremonies could be a source of concern due to movement in the dark on even ground.	C	2	L		Movement on and off stage will be monitored for safety of all participants and onlookers.	C	3	L	

12	Movement to and from the ablutions could be a source of concern moving from the lit area to the surrounding dark areas	C	2	L		At night there will be a clearly lit trail to follow for access to and from the stage and to the main toilets.	C	3	L	
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Prepared by:

Date:

Risk Treatment Action Plan

ID number:

Risk:

Treatment Options considered:

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- .
- .

Action Plan:

- Proposed treatment:
- Resource requirements:
- Responsibility for implementation:
- Timings:
- Reporting and monitoring required:

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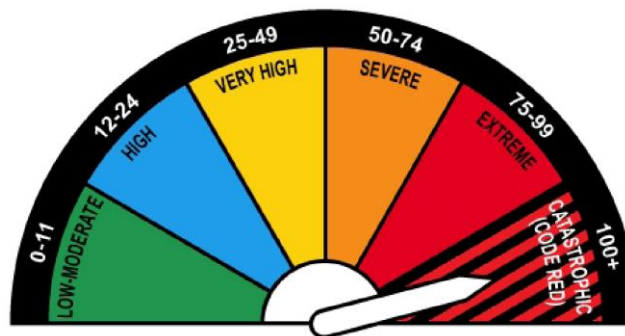
EMERGENCY EVACUATION PLAN

Cuboree Emergency Evacuation Committee Positions:

Position	Name	Contact
Chair, Organising Committee	Leo Farrelly	leofarrelly@icloud.com
Ceremonies and Activities	Peter Harris, OAM	ps@zerko.com.au
Camping Manager	Tim Kirsopp	cub.commissioner@act.scouts.asn.au
Administration Manager	Debbie Clarke	dclarke@tip.net.au
Finance Manager	Olga Sweeney	osweeney@grapevine.com.au
Catering and Q Store Manager	Eric Zurcher	Eric.Zurcher@csiro.au
First Aid Supervisor	Rocky O'Brien, CSTJ	(Contact through Administration)
Site Services	David Cocking	david.cocking@tip.net.au

THREAT ASSESSMENT

1. FULL EVACUATION OF THE CUBOREE SITE



- 1.1 If the Fire Danger Rating (FDR) is Extreme or Catastrophic, the Cuboree will be cancelled and everyone will evacuate the site.
- 1.2 The ESA will notify the Cuboree Administration office if the expected FDR for the following day is going to be Extreme or Catastrophic.
- 1.3 The Cuboree Administration office will also monitor the FDR during the Cuboree to determine if an evacuation may be required.
- 1.4 The Cuboree Evacuation Committee will notify all leaders if an FDR of Extreme or Catastrophic has been received from the ESA and Team leaders will notify their parent transport team that an evacuation will be commencing at 6am the following morning.
- 1.5 At 6am on the morning of the evacuation, parents will be directed onto the Cuboree site. The one way traffic route will be enforced. Parents are to pick up children as quickly as possible and then depart the site.

LOCAL FIRE ON SITE OR BUSH FIRE THREATENING THE SITE.

2. Local fire on site

- 2.1 In the event of a local fire on site (for example a fire in a Camp Kitchen), leaders are to evacuate everyone from immediate danger to the open area below the main Ablution Block
- 2.2 A radio message must be given across the radio channel to let key personnel know of the incident.
- 2.3 The HQ manager, or a member of the Cuboree Evacuation committee, will call the Fire Brigade on 000.

3. Bush Fire threatening site – embers falling

- 3.1 If a fire off-site is threatening the campsite with little warning (this could be heavy smoke and/or embers falling onto the site), a radio message will be broadcast to all key personnel. The radio message will be “evacuate immediately to your designated assembly area”.
- 3.2 When this message is broadcast, all leaders and adults are to assist evacuating everyone from the Kangaroo Flat site to the designated assembly areas.
- 3.3 The HQ manager, or a member of the Cuboree Evacuation committee, will call the Fire Brigade on 000.

4. Bush Fire in the vicinity possibly threatening the site

- 4.1 If the event of an advice from the ACT SES of an increasing threat from a bushfire or bushfires in the vicinity of the Camp Cottermouth area the Evacuation Committee will initiate action to terminate the event and evacuate all participants to Canberra/

EXTREME HEAT CONDITINS.

5. Extreme heat conditions

5.1 Assembly Areas

The buildings at Greenhills are of brick or block construction and better suited to protection than the Camp Cottermouth buildings. Therefore, if the Cuboree site has to be evacuated the primary assembly area will be the sports oval at Greenhills. Evacuees will be then given further instructions should hard shelter be required.

The following assembly areas have been designated for each Terminal, Hub and Service personnel:

Terminal 1	Greenhills
Terminal 2	Greenhills
Terminal 3	Greenhills
Terminal 4	Greenhills
Terminal 5	Greenhills
Terminal 6	Greenhills

Hub 1	Greenhills
Hub 2	Greenhills
Hub 3	Greenhills
Hub 4	Greenhills
Hub 5	Greenhills
Hub 6	Greenhills
Catering, First Aid, HQ and Service staff	Administration office in the first instance, then Greenhills.

ROLES AND DUTIES.

6. Roles / Duties

6.1 Hub leaders, Cache Leaders

To muster their personnel to the designated assembly area as per the table above.

6.2 Activity Leaders

To muster their activity team and any cubs and leaders participating in the activity to the designated assembly areas in the table above.

6.3 Administration Staff

To muster any catering, first aid, HQ staff to the Administration Office

6.4 Radio Watch

Will inform all participants to meet at the selected evacuation site. Cubs and leaders will assemble in their camp pack groups.

7. Parent Transport Teams (by Leo – this section needs revision)

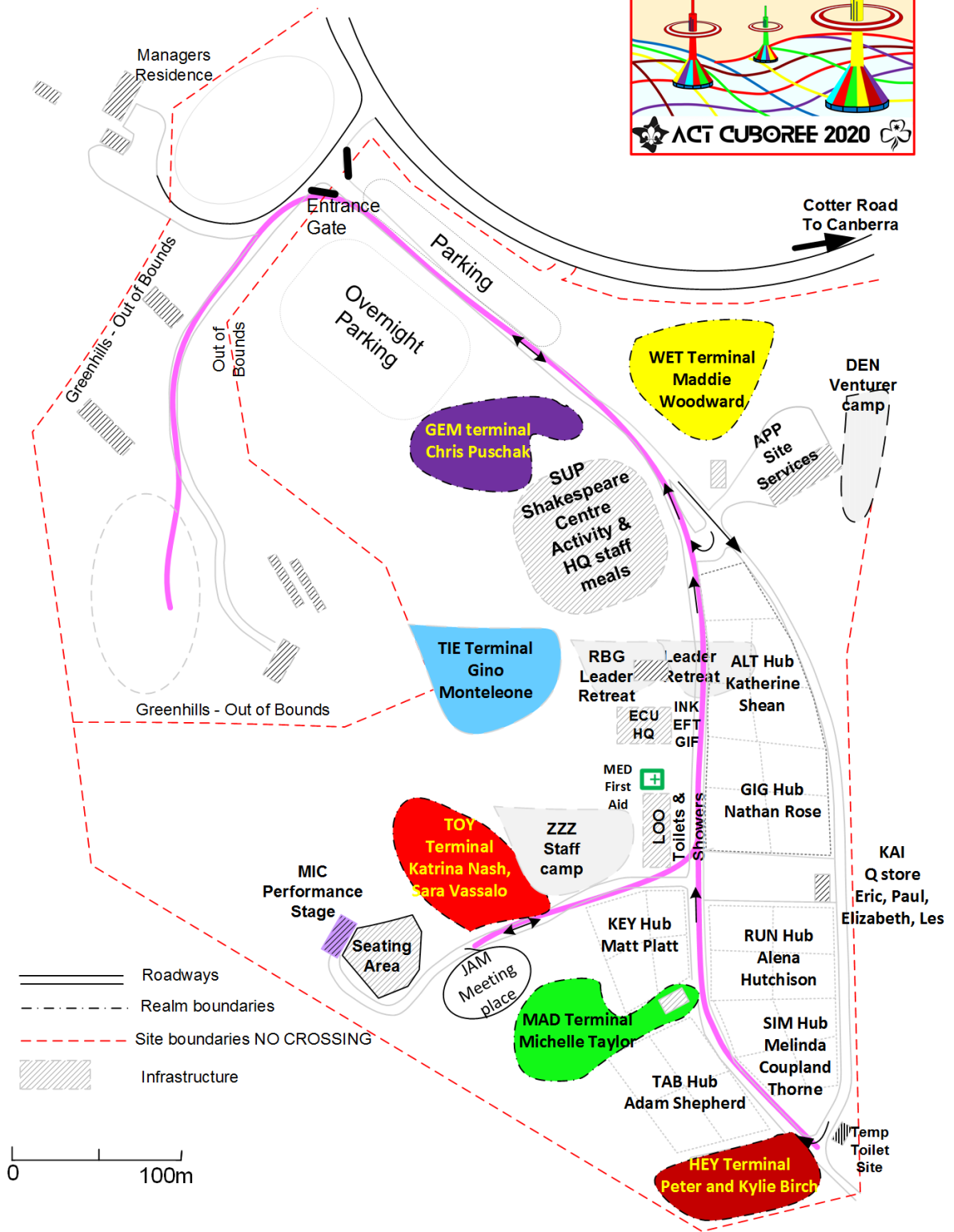
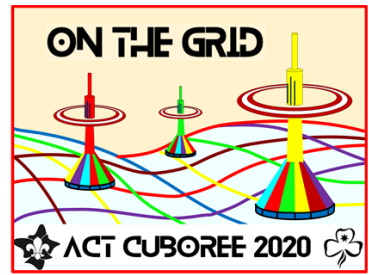
7.1 Each Hub Team is to pre arrange a group of parents who can be contacted during the Cuboree to evacuate Cubs and Guides. The following criteria must be met:

- Parents must be contactable and in Canberra during the Cuboree.
- Parent cars must be calculated to evacuate all Cache team youth, with minimal vehicles, e.g. if there are 22 children in a Cache team, the minimum number of cars to transport 22 is required. We do not want 22 cars arriving for 22 children.
- Cars used for evacuation should allow for a day pack or gear pack for the children if possible. Tents and other camping equipment will remain on site during an evacuation.

7.2 If an evacuation is required, parents will be allowed on site at 6am but not before this time.

7.3 Cache Team leaders will be responsible for arranging their transport team and will be required to contact their transport team the night before an evacuation.

The landline phone at the Shakespeare centre will be available to use.



ACT ON the GRID CUBOREE 2020 EVACUATION ROUTES