



# E Emergency procedures

**On arriving at the Camp please familiarise yourself and the people in your group with the location of first aid kits and exits in the building.**

Emergency procedures are posted in the main dining room, beside the phone in the foyer and each staff dormitory.

A copy of the relevant emergency procedures are also in the Camp 'User's Guide' found in each leader's room.

Please note: Urban Camp staff members do not sleep on site.

## Fire fighting equipment

Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These should not be tampered with or removed. Negligent behaviour will be at your cost.

## First aid

The Camp first aid kits are located in the hall, office, kitchen and camp vans.

It is recommended that each group bring their own first aid kit to suit their specific group's needs.

It is required that at least one adult in each group should have a current First Aid Certificate.

Camp staff are qualified in Emergency First Aid Level 2 and Senior First Aid, and can provide first aid kits on site as backup.

## Response for emergency in campsite building

- Notify office staff immediately about an emergency observed by you or other campers.

## Fire emergency procedure

1. In case of a fire, alert your leader and/or nearby persons. A warning signal and announcement will be broadcast throughout the Camp when a fire has been detected.
2. Walk to the nearest EXIT and leave the Camp building.
3. Assemble on the lawn area opposite the URBAN CAMP sign at the front of the camp.
4. Phone the FIRE BRIGADE from a SAFE PLACE as soon as possible.

A. Teachers or leaders must conduct a ROLL CALL and notify emergency workers as to the outcome.

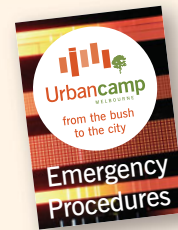
B. PLEASE consider your own SAFETY before any action is taken.

## Injury emergency procedure

- Leaders and supervisors of activity give first aid and send another adult to phone for an ambulance.

Note: Displayed near each phone is the exact description of the Camp location and a list of emergency service numbers.

- Remove other campers from the area and look after them until the situation is resolved.



Emergency procedures can be downloaded from the website:

[www.urbancamp.org.au/emergency.htm](http://www.urbancamp.org.au/emergency.htm)

*Urban Camp staff take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner. We welcome your feedback for further improvement.*

# F Emergency numbers

- General Emergency: 000
- Ambulance: 000
- Police (direct line): 000
- Carlton Police: 9347 1377
- Fire Brigade: 000
- Medical Clinic: 9380 2866  
30 Sydney Road, Brunswick
- Royal Children's Hospital: 9345 5522
- Royal Melbourne Hospital: 9342 7000
- Poisons Information: 131 126
- Gas Emergency: 132 083
- Electricity Emergency: 132 461

## Urban Camp

- Camp office: 9328 2818
- Camp kitchen: 9328 1420
- Camp foyer: 9328 5012

Office staff are available for assistance 8.30am–5.30pm Monday–Friday.

Urban Camp is situated in Brens Drive, Parkville within Royal Park. It is approximately 300 metres from the Elliot Avenue turnoff.