

# Highland Home Christian Camp

If you are the camp organiser, please read this page carefully.

## **EMERGENCY PROCEDURES** - revised August 2016

### **General Assembly Point**

- 1) Carpark below cabins

## **FIRE**

### **The person/s who notice a fire in any area will:**

- 1) Immediately activate the fire alarm.
- 2) Inform the nearest adult of the danger and he/she will activate the fire alarm if it is not already activated.
- 3) In the case of structural fire the emergency number of 1 then 111 must be dialed immediately, regardless of whether someone else has rung already.
- 4) Make sure On Site Manager(s) are informed that all of the above instructions have been actioned.

### **On the sound of the alarm the following will take place:**

- 1) All campers, visitors, staff must leave the buildings immediately by the nearest exit and proceed to the assembly point (Carpark below cabins) Close all windows and doors behind you.
- 2) The Fire Warden (Staff member of group on site) is responsible to ensure that the campers are all accounted for at the assembly point by taking a roll call.
- 3) The Fire Warden (Staff member of group on site) then reports to the On Site Manager(s) with relevant information and update of the group.
- 4) One adult must stay with the campers at all times to enquire their safety.

### **On Site Managers Responsibilities:**

- 1) Wear a Hi-viz vest.
- 2) Ensure emergency department has been called. 1/111
- 3) Check Dining room and Cabin block are all clear on the way to the assembly area.
- 4) Connect with the Fire Warden for an update on the status of the group.
- 5) If there are persons missing from the group the On Site Manager will conduct a building search.

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### EMERGENCY PROCEDURES CONTINUED

#### **FIRE continued- On Site Managers Responsibilities continued:**

- 6) On Site Manager is responsible for the overall control of the situation and liaise with the Fire Service.
- 7) On Site Manager is responsible for the overall control of the situation and liaise with the Fire Service.
- 8) Render and co-ordinate first aid where required.
- 9) Notify next-of-kin, in conjunction with NZ police, in the case of serious injury, missing or death.

## **EARTHQUAKE**

**D— DROP**  
**C— COVER**  
**H— HOLD**

- 1) Wait for shaking to stop and given the all clear from ON Site Manager
- 2) If you are directed to please go to Assembly point at the Carpark below the cabins.
- 3) Fire Warden (designated by on site group) will do a roll call to ensure all campers are accounted for.
- 4) Fire Warden will report to the On Site Manager with relevant information and update.

#### **On Site Managers Responsibilities:**

- 1) Wear a Hi-viz vest.
- 2) Ensure emergency department has been called. 1/111
- 3) Check Dining room and Cabin block are all clear on the way to the assembly area.
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## **SERIOUS HARM (eg loss of limb, sever break)**

- 1) Managers or staff will call emergency services
- 2) Apply first aid
- 3) A & I Form to be filled out
- 4) Report incident/accident to Worksafe

## **INFECTIOUS ILLNESS**

- 1) The On Site Manager reserves the right to create a quarantine area within the camp or close the camp down.
- 2) All remaining campers and staff will be checked for symptoms.
- 3) A strict regime of hand washing and sanitizing will be put in place for meals and bathroom activities.

## **EMERGENCY MANAGEMENT OR CIVIL DEFENCE**

- 1) The camp buildings and grounds are a civil defense resource. In a civil defense emergency campers may be required to share the camp resources.

## **KITCHEN HEALTH AND SAFETY**

- 1) No person whether camper/visitor or leaders/teacher are permitted into the camp kitchen unless prior arrangement with management has been made.
- 2) Prior to any volunteer, leader/teacher commencing work in the kitchen area thorough instructions must be given, ie clean clothing and clean body, lighting gas cookers and use. Operating of electrical appliances etc...
- 3) It is the Kitchen Managers responsibility to ensure that safe practice and the above information is adhered to at all times.
- 4) All potential hazards or near misses within the kitchen must be recorded in the log book within 24hrs.
- 5) Cleaning of HHCC kitchen and appliances will be undertaken by camp staff only.

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### EMERGENCY PROCEDURES CONTINUED

## RECREATIONAL EQUIPMENT AND SAFETY

1) No camper/visitor or leader/teacher is permitted to use any camp equipment or teach or lead any camp activity without prior instruction by camp management on all safety requirements of that particular activity.

2) HHCC will supply all necessary safety equipment required for activities unless stated: Contracted activities. These instructors will provide their own equipment. Caving and BMX bikes—groups are to supply their own helmets.