

# 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.