

H & S MANUAL - 3 - EMERGENCY INSTRUCTIONS—MAIN CAMP**PAGE****CONTENTS**

- 2. FIRE OR MAJOR DISASTER EVACUATION NOTICE**
- 3. FIRE WARDEN CHECK LIST FOR DORMS AND OTHER ROOMS**

MAJOR DISASTER EVACUATION NOTICE

Determine type of disaster
(Flood, Fire, Earthquake, Cyclone).

Sound the alarm (alarm will automatically dial staff member cell phone).

- Break glass of alarm with an object.
- Flick the switch.
- Alarm cannot be manually turned off with same switch.

Staff present will take charge, if/when **no staff** present please notify staff immediately

- **Ian** 027 2814343, 07 8272195 (house next to Village,
 - **Gus** 027 7845996, 07 8272114 (house next to Go kart and Paint ball.
 - **Staff to pick up fluoro jackets** from Kitchen. Each jacket confirms staff member role and area they will supervise.
 - **Chief Warden:** Will make the call to the emergency services and lead the process.
- ⇒ **Dial 111**
 ⇒ *You are at 117 Finlay Road, Maungatautari, Horahora, Cambridge, 3494*
 ⇒ *A phone line is situated in the staff room next to the kitchen.*
- **Wardens:** Will supervise their **areas** (Lake Cabins, river cabins, lagoon suites, etc.)

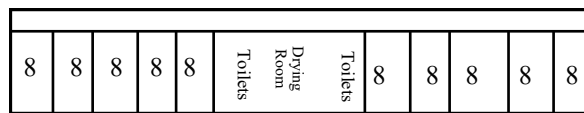
Fire/ Flood/ Earthquake:

- All people **evacuate all buildings and activities** and move to the **assembly area** next to field play ground.
- **Fire extinguishers** are situated in works shop, kitchen, Gymnasium, Dining room, Upstairs hall way, and Lake Cabins.
- **Fire hose reels** are situated outside River Cabins, outside dining hall, Side of Chapel, end of the Lagoon suites, and Outside Lake cabins.
- **Account for all people present** in liaison with group supervisor and their host.
- **Do not return to buildings until all clear has been given by Chief Warden.**

Cyclone:

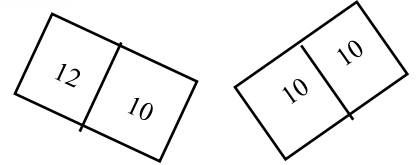
- All people evacuate all building and **move to the Dining Hall** for cover.
- All Electricity is shut down.
- Account for all people present in liaison with group supervisor and their host.
- Do not exit the dining hall until the all clear has been given by chief warden.

Lake Cabins



50 person Lounge above toilets

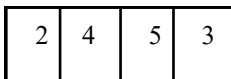
River Cabins



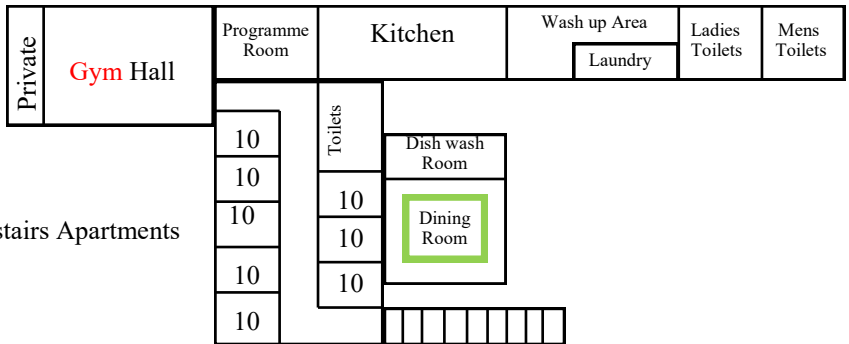
Bathroom in each unit

Chapel

En suit in each unit



Lagoon Suites



Upstairs Apartments

office

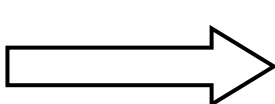
Big Gym

Tuck Shop

Spa Pool

Swimming Pool

Play ground assembly



FIRE WARDEN CHECK LIST - TO BE USED IN THE EVENT OF AN EMERGENCY

1. Ring **111**
2. Check all buildings your camp are using without placing you or any of your party at risk.
3. Liaise with staff as to any further procedures: ie all clear or more checks necessary.

THE FOLLOWING ROOMS HAVE BEEN CHECKED:

| Main Building | |
|---|------------------------|
| Dining | |
| Old Gym | |
| Kitchen | |
| Programme Room | |
| Upstairs Toilets | |
| Upstairs Bedrooms (cross out if clear) | 1 2 3 4 5 6 7 8 |

| Lakeside Cabins | |
|--------------------------------------|-----------------------------|
| Lake Cabins (cross out if clear) | 1 2 3 4 5 6 7 8 9 10 |
| Lake Cabin Toilets | |
| Lake Cabins Upstairs | |
| River Cabins (cross out if clear) | A B C D |

| Main toilet Block | |
|--------------------------|--|
| Boys Toilets | |
| Girls Toilets | |
| First Aid Room | |
| Wheelchair Toilet | |

| Chapel Point | |
|---------------------|--|
| Lagoon Suits | |
| Chapel | |