

H & S MANUAL - 3 - EMERGENCY INSTRUCTIONS—VILLAGE 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).

- In case of Fire Smoke alarms in cabins will sound alarm (Alarm cannot be manually turned off with same switch.)
- In case of other disasters (Flood, Earthquake, and Cyclone) manually sound the alarm and notify people ASAP

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

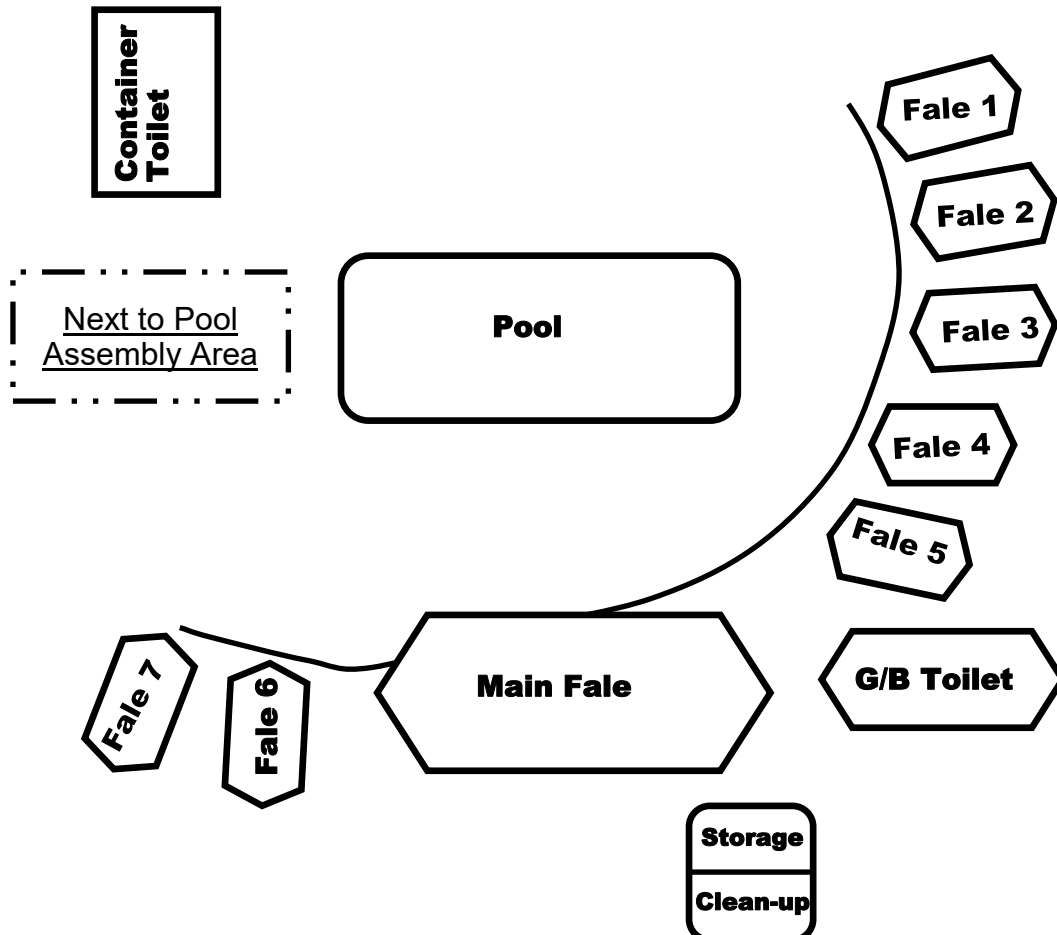
- **Ian** 027 2814343, 07 8272195 (house next to Village,
 - **Gus** 027 7845996, 07 8272114 (house next to Go kart
 - Or your camp Host and Paint ball.
 - **Chief Warden (staff member):** Will make the call to the emergency services and lead the process.
- ⇒ *Dial 111*
 ⇒ *You are at 117 Finlay Road, Maungatautari, Horahora, Cambridge, 3494*
 ⇒ *A phone line is situated in the staff room next to the kitchen.*
- **Wardens:** Supervise people to the assembly area

Fire/ Flood/ Earthquake:

- All people **evacuate all buildings and activities** and move to the **assembly area** next to pool.
- **Fire extinguishers** is located in main Fale.
- **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** in main camp 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.



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 Fale
Boy's Toilet
Girl's Toilet

Container Toilet
Clean-up Room
Storage Room

THE FOLLOWING DORMS HAVE BEEN CHECKED:

Fale

1	2	3	4	5	6	7