

EMERGENCY MANAGEMENT PLAN FOR VISITORS



GSI

FINLAY PARK ADVENTURE CAMP 117 Finlay road, RD 2, Cambridge

[Emergency](#)

Table of Contents

What is an emergency?.....	2
Emergency communication	2
Who is responsible for who and when	2
Civil defence emergency	4
Emergency contact info	4
Map of Finlay Park	4
Basic Emergency response.....	4
Evacuation.....	6
After hours evacuation	7
Important numbers:.....	7
Fire	8
Earthquake	9
Severe weather	10
Volcanic eruption	11
Gas leak	12
Chemical spills.....	12
Active armed offender	13
Lock down (due to nearby event)	15
Medical emergency.....	16
Utilities failure.....	16
Other Emergency scenario's (staff only).....	17
Staff process utility failure	19
Checklist – to be used in the event of an emergency.....	21

Version table:

Version	Changes made	Date	Authorised by
1.0	Approved Draft	17/6/2019	Gus
1.1	Changed assembly area main camp	5 Sept 2019	Gus
1.2	Changes made to Active shooter emergency. Added lock down procedure	12 th May 2020	Gus

1.3	Added details around assigning responsibility, incl who notifies authorities	4 th Aug 2020	Gus
1.4	Review and changes of wording and language. Added hazardous substances emergencies and maps	3 rd Aug 2022	Gus
1.5	Removed “fight” from Active shooter scenario	3 rd May 2023	Gus

Introduction

This management plan outlines how **Finlay Park staff**, visitors, contractors and others should respond in the event of an emergency. The immediate actions to be taken in the case of common emergencies need to be understood by all FP occupants.

What is an emergency?

An emergency is a situation or event that has the potential to seriously affect Finlay Park property, staff and students. It could occur from any of the circumstances included in this plan and may not be contained to just Finlay Park or its immediate operating area.

Emergency communication

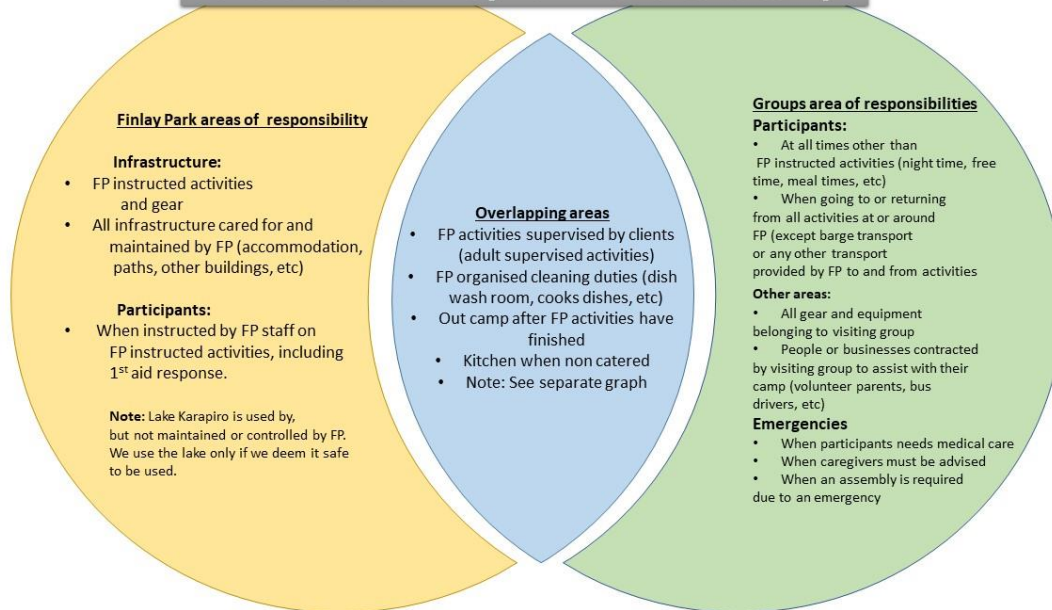
Following an emergency at Finlay Park or a regional emergency event, staff, visitors and other users will be kept up to date with information and updates in the following ways:

- Cell phone (text or call)
- Bell
- General Alarm
- Specific alarms
- Verbal (shouting, talking)

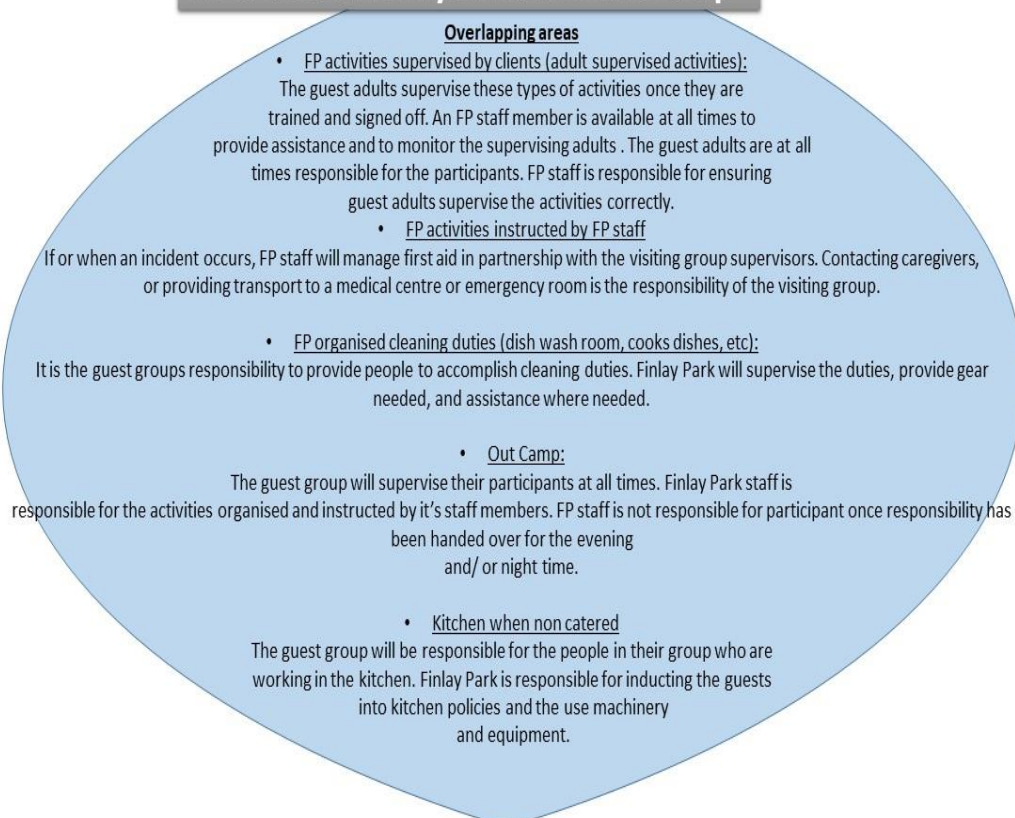
Who is responsible for who and when

All groups visiting Finlay Park must sign the **Risk Disclosure Agreement** which contains a graph showing **overlapping PCBU areas** (see also graph below).

PCBU areas at Finlay Park Adventure Camp



PCBU areas at Finlay Park Adventure Camp



Civil defence emergency

Within the civil defence structure for our area, Horahora/ Maungatautari, Finlay Park holds the status of “welfare centre”. In a significant emergency, Finlay Park may be called upon to provide accommodation for residents of the Horahora and Maungatautari area.

Emergency contact info

Person	Number	Role
Ian Tarbotton	027 8398020	BOT chair
Ian Fraser	027 281 43 43	Director
Gus Johannes	027 78 45 996	Manager
Your Finlay Park host	See host pamphlet	
Police Cambridge	07-827 5531	
Police Putaruru	07-883 8199	
Fire services cambridge	07-827 6546	
Fire services Putaruru	07-883 8620	
Cambridge Medical	07-827 7184	
Leamington medical	07-827 5959	
Search and rescue	Dial 111	
Poison Line	0800 764 766	
Cambridge water pump services (Sean)	07 827 7899	
Cambridge plumbing (Jonathan)	027 240 91 13	
Electrical Duffield	027 383 3435	
Power supply Mercury/ Waipa networks	07 870 200	

Map of Finlay Park

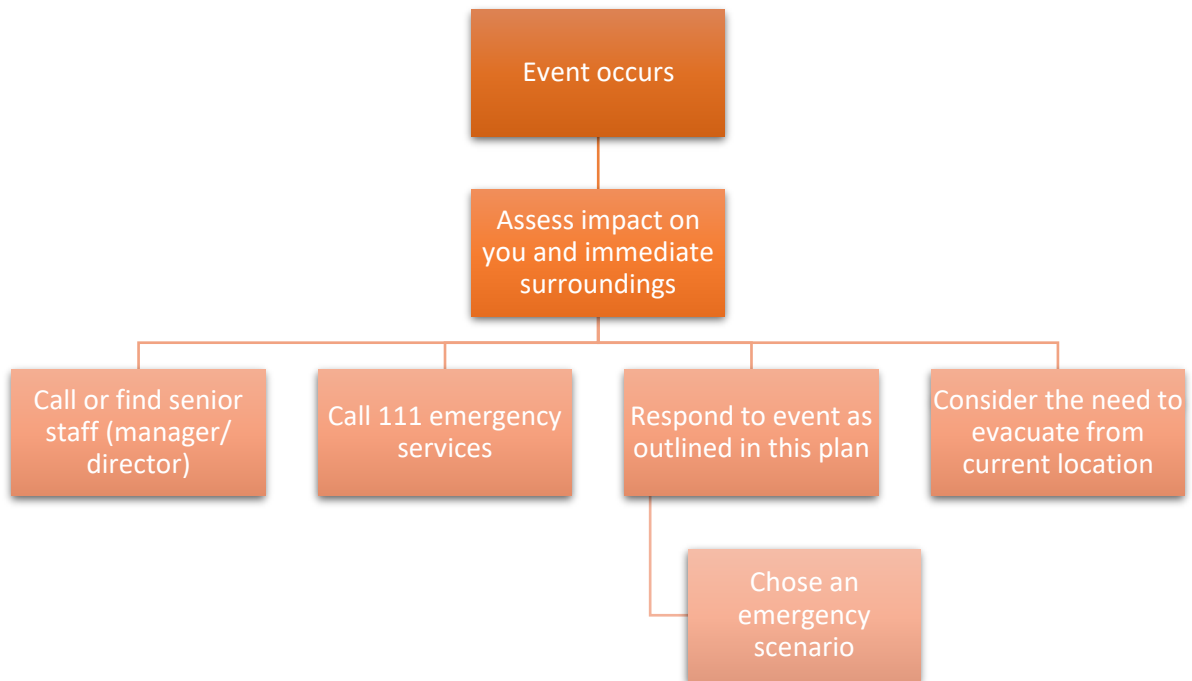
See appendix 1

See also attached maps for hazardous substances, fire extinguishers, and hydrants

Basic Emergency response

While every emergency is unique there are some basic steps to follow when responding to an emergency, outlined below:

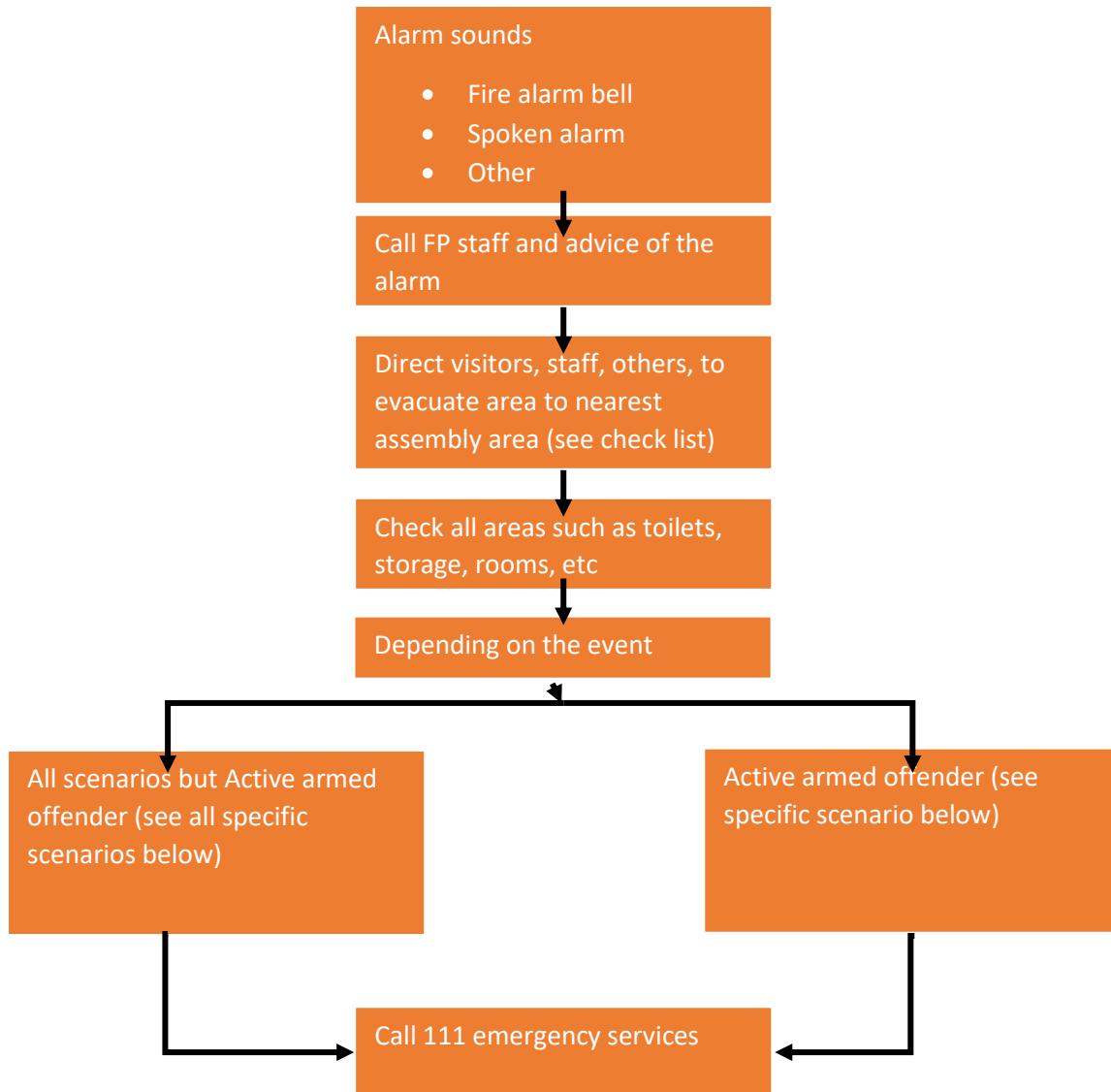
Emergency procedures



Evacuation

Evacuation is defined as the rapid removal of people from immediate or threatened danger in a safe and orderly manner.

Evacuation from your current location, building or activity may be required to ensure the safety of staff, visitors and other FP users in an emergency event.



After hours evacuation

When an evacuation is signalled after normal business hours all adults in a visiting group must:

- Be prepared to act as building wardens if required
- Know the location of the assembly area
- Contact their host. Host must make their cell phone number available to the group at all times.

Normal business hours are:

- 8am – 5pm for non-catered groups
- 715am – 630pm for catered groups

Group managers are given the emergency contact details of their host at arrival. Visiting groups must have their own specific list of who is with their group on site at all times. This list must contain persons first and last names, and emergency contact details.

A Finlay Park staff member must give the all clear before people return to camp grounds or buildings.

Important numbers:

Emergencies dial 111

Poison line 0800 764 766

Civil defence updates 97 FM

Fire

Discovery:

If you discover smoke or fire, immediately:

- Turn on alarm by breaking switch glass, and flicking the switch
- Tell nearest person, preferably an adult and your FP camp host
- Contain fire and smoke by closing doors and windows if it is safe to do so
- From a safe place dial 111 (unless your FP host has already done so)

Hearing the fire alarm:

Move to assembly area

Do not:

- Linger – leave buildings ASAP
- Attempt to return to room
- Run- walk calmly and quickly

If caught or trapped:

- Drop to your hands and knees
- Breathe shallowly through nose and use dry clothing as filter
- Be prepared to signal from a window but do not break window

At assembly area:

- Stand with your group and listen to roll calls
- Let warden know if someone is missing
- Do not return to buildings unless the “all clear” has been given by a staff member

Earthquake

1. During:

- If inside, stay inside
- Drop, Cover, Hold
- Stay clear from windows, shelves, heavy furniture or appliances
- If no shelter available: Kneel on floor, clasp both hands behind head, covering the neck. Bury face in arms, close arms tightly.
- If outside, stay outside away from buildings, trees and other structures

2. Tremors stop:

- Make your way outside to assembly area
- Contact emergency services unless your FP host has already done so (111)
- Where possible help others
- Turn off gas

3. Evacuate:

- Follow directions from FP staff
- With your group move to the top of Finlay Road where it meets Oreipunga road

Severe weather

1. Prior:

- Check weather forecast and determine if evacuation is necessary
- Check for provisions if call is made to stay (generators, water supply, food, first aid, etc.)
- Organise transport, caregiver update, etc., if evacuation is necessary

2. During:

- Listen to radio for updates and advice
- Switch off electronic equipment and gas
- Move all people indoors and away from windows and doors
- Close all doors and windows
- Shelter in strongest part of main building (dining hall)
- Shelter until “all clear” has been given by emergency warden

3. After initial emergency:

- Contact emergency services if need arises
- Evacuate the premises when/ if decision is made by management

Volcanic eruption

1. Prior:

- Listen to radio / social media for updates and advice
- Be prepared to evacuate quickly if necessary
- Protect machinery, electronic gear,
- Close doors and windows

2. During:

- Move everyone inside main building (dining hall)
- Protect yourself from inhaling volcanic dust and gas
- Close doors and windows immediately
- Turn of any vents or air-conditioning
- Place damp towels at thresholds
- Evacuate buildings where building could collapse due to ash on roofs

3. After

- Make sure everyone is alright and administer first aid where needed
- Initiate evacuation process when possible

Gas leak

1. On detection

- Evacuate the building/ area ASAP by using voice and hand signals
- Do not operate any electrical switches including light and alarms
- Avoid using cell phones where leak has occurred
- Turn off all gas supply
- Contact your FP host

2. After

- Call emergency services unless FP host has already done so
- Create a perimeter around building/ area
- If safe to do so open up doors and windows

Chemical spills

Remove

- Remove people from immediate danger
- If anyone is contaminated isolate them
- Do not allow other people into the area
- Do not put yourself at risk

Isolate

- Isolate hazardous material by clearing the area
- If possible close doors
- If safe to do so turn off switches, ventilation and machinery

Activate

- If it's a Gas or other flammable material, shout warnings and pass alarm by word of mouth
- Dial 111 from safe area
- Contain the area

Missing person or missing child

Notify and Assess

- Notify Finlay Park staff immediately, and in liaison with the host coordinate search effort
- Assess situation and establish last known location, age, description, name, medical condition and/ or other allergies

Search and Alert

- Search grounds, buildings, activities and lake area
- 2nd search surrounding areas such as road, neighbouring properties, and other areas of interest
- If unsuccessful advise local law enforcement and parents/ caregivers

Continue search

- Continue search, mobilise local community
- Continue liaising with local law enforcement
- Continue communication with parent/ caregivers

Active armed offender

Identify the threat

- Sound the alarm verbally and/ or otherwise
- Run, Hide, or Fight

Run

- Places to run to (see map of FP)
- People at off-site locations must remain there
- Areas covered in shrub
- Area near the lake which are overgrown
- Area over the fence away from FP
- Neighbouring properties
- Avoid buildings/ bunk rooms

Hide

- If you can't run hide
- Area with doors you are able to lock or barricade
- Areas away from well used paths
- Do not hide in open public spaces
- Cell phones on silent

Lock down (due to nearby event)

Identify the threat

- Notification from FP staff or other source
- Raise alarm and assemble all people into the dining hall unless more appropriate space is available.
- Stay in contact with source and if circumstances demand change Emergency procedure to Active armed offender procedure, or Evacuation.

Lock down

- Control assembled groups by splitting up into smaller groups supervised by capable adults
- Continue monitoring outside situation
- Continue to seek outside information through FM radio, NZ police or other sources.

All clear

- Ensure all people are well and coping
- Check own policies and procedures for follow up
- Communicate with FP staff for transition back to normal program.

Medical emergency

Assess the situation

- Is it safe for you to help?
- Check area for your own safety before entering
- Move patient only if they are in immediate danger
- If emergency involves poisons contact 0800764766
- Check patient for response to speech and touch
- Shout or send for help (111) and contact your FP host

Administer first aid

- A: clear and open airway
- B: Is patient breathing. If not CPR
- C: Check circulation and bleeding
- D: Does patient have a pulse. If not begin compressions.
- Send for AED (program room)
- Continue first aid and ask for assistance

Utilities failure

General process

- Remain calm
- Report outage to nearest staff member
- Or if after hours contact your host
- Keep all refrigerators and freezers closed
- Reduce water usage to a minimum
- Treat all electrical equipment as live, as power could be restored without notice
- An FP staff member will advise

Other Emergency scenario's (staff only)

Please refer to the hazardous substances maps below

Types of emergencies

1. Spills and leaks
2. Fire

Emergency scenarios

Spills and Leaks

Diesel and Petrol

1. Small spill:

- a. Eliminate all ignition sources.
- b. Stop leak if without risk.
- c. Use spark-proof tools and explosion-proof equipment.
- d. Move containers from spill area.
- e. Absorb with an inert material and place in an appropriate waste disposal container.
- f. The method and equipment used must be in conformance with appropriate regulations and industry practice on explosive atmospheres.
- g. Dispose of via a licensed waste disposal contractor.

2. Large spill:

- a. Eliminate all ignition sources.
- b. Stop leak if without risk. Move containers from spill area. Approach the release from upwind.
- c. Prevent entry into sewers, water courses, basements or confined areas.
- d. Dike spill area and do not allow product to reach sewage system and surface or ground water. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see Section 13).
- e. Use spark-proof tools and explosion-proof equipment.
- f. Contaminated absorbent material may pose the same hazard as the spilt product. The method and equipment used must be in conformance with appropriate regulations and industry practice on explosive atmospheres.
- g. Dispose of via a licensed waste disposal contractor.

Pool Chlorine

1. Establish amount spilled
2. Use PPE (respirator, gloves, goggles and protective clothing) as chlorine is extremely corrosive and fumes are dangerous.
3. If spill is in dry area and not contaminated it can be returned to container.
4. If spill is on damp surfaces or in contact with other chemicals use extreme caution as either fumes or fire may follow.
5. Cordon of area
6. Inform senior staff immediately
7. Plenty of water can be used in order to remove remaining chlorine granules.

Spa Pool Bromine

1. Establish amount spilled



Emergency procedures

2. Use PPE (respirator, gloves, goggles and protective clothing) as bromine is extremely corrosive and fumes are dangerous.
3. If spill is in dry area and not contaminated it can be returned to container.
4. If spill is on damp surfaces or in contact with other chemicals use extreme caution as either fumes or fire may follow.
5. Cordon of area
6. Inform senior staff immediately
7. Plenty of water can be used in order to remove remaining chlorine granules.

Petrol

1. Establish amount spilled
2. Cordon of area
3. If possible, remove all possible ignition sources
4. If possible, stop the source of the spill if certain own safety can be guaranteed
5. Inform senior staff immediately
6. Confine spill only if all ignition sources have been removed and appropriate PPE has been used (gloves, respirator, goggles, and protective clothing)
7. Do not use water to clean spill up

Fire

Diesel and Petrol

Note: In case of fire use water fog, foam, dry chemical or carbon dioxide extinguishers. Do not use a water jet!

1. Initiate fire alarm emergency procedures
2. Contact emergency services immediately
3. Do not enter the area and isolate the scene
4. No action can be taken without suitable training

Pool Chlorine and Bromine

Note: This product is decomposed by contact with heat, grease, oils, reducing substances and other flammable substances.

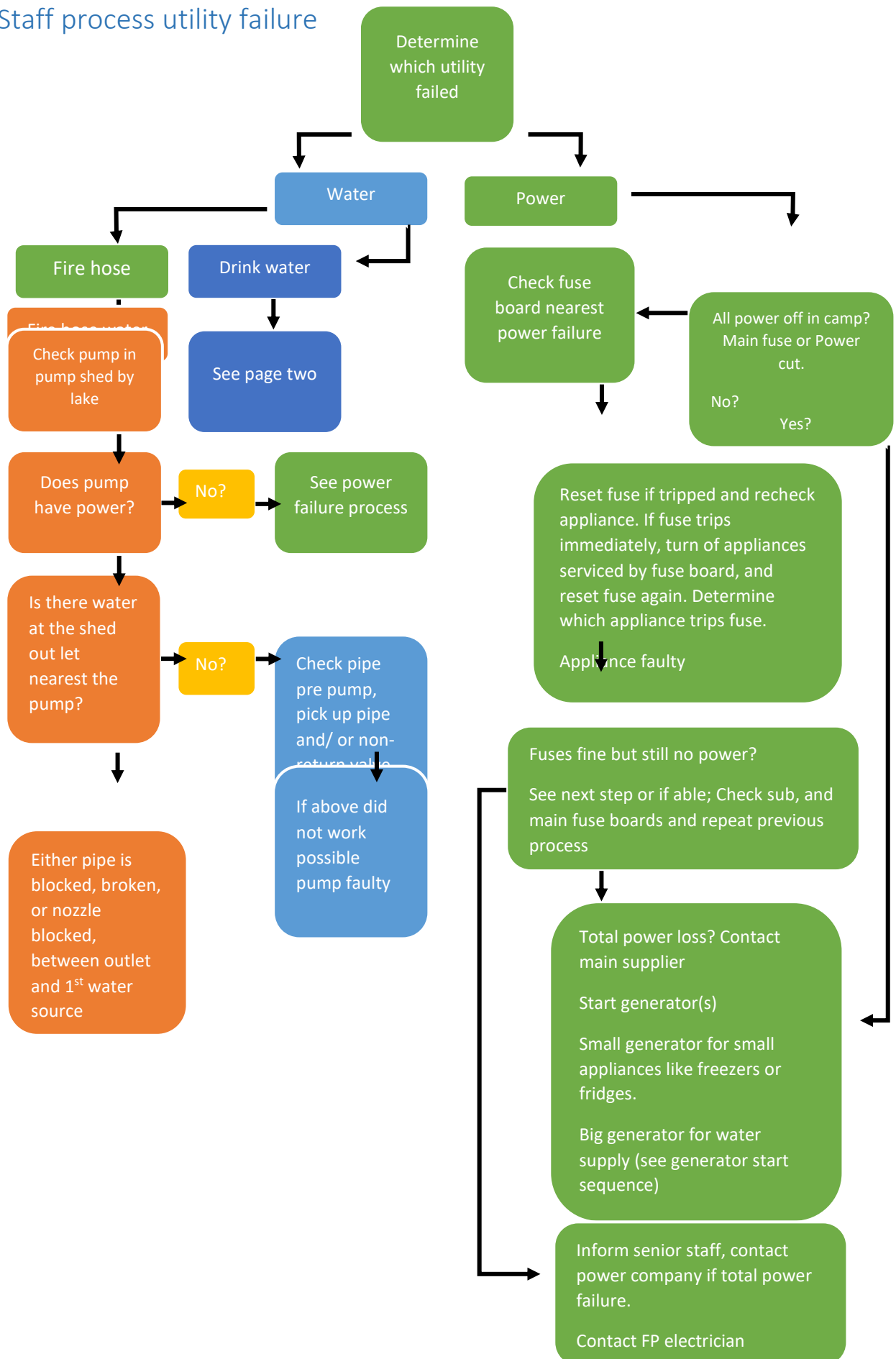
Causes fire and/or explosion.

Harmful and explosive gas is generated by mixing with Chlorinated Isocyanuric acid (organic Chlorinated lime).

1. Initiate fire alarm emergency procedures
2. Contact emergency services immediately
3. Without any risks such as exposure to heat, evacuate containers to a safe place.
4. For irremovable containers, cool containers with water spray to prevent increase of container temperature.
5. Wait for emergency services

Staff process utility failure

Emergency procedures





Checklist – to be used in the event of an emergency

This list is a useful tool to help with clearing areas systematically by supervising adults in case of an evacuation or fire drill. Specific areas which could be more difficult to evacuate or fall outside normal fire evacuation protocol (areas not near or in buildings) are coloured Orange or Blue.

Please refer to the Finlay Park map when using this list

Main building (cross areas of when cleared)				
Dining Hall				
Old Gym (Rec Hall)				
Kitchen				
Program room				
Upstairs bathrooms				
Upstairs bed rooms	1	2	3	4
	5	6	7	8

Lakeside cabins (cross areas off when cleared)					
Lake Cabins	1	2	3	4	5
	6	7	8	9	10
Lake Cabin boys bathrooms					
Lake cabin girls bathrooms					
Lake cabins upstairs lounge					
River Cabins	A	B	C	D	

Main toilet block (cross areas off when cleared)	
Boys bathrooms	
Girls Bathrooms	
First Aid room	
Wheelchair toilet	

Chapel Point				
Lagoon suites	1	2	3	4
Chapel				

Village				
Fale accommodation	1	2	3	4
	5	6	7	8
	9			
Village container toilets				
Village main toilets				
Village main Fale				
Village field and pool				

Other areas to be checked			
Big Gym (climbing, power station study, etc)			
Main pool			
Spa Pool			
Lake side activity area	Conf C	Slide	Flying fox
	Kayak shed	Raft	



Emergency procedures

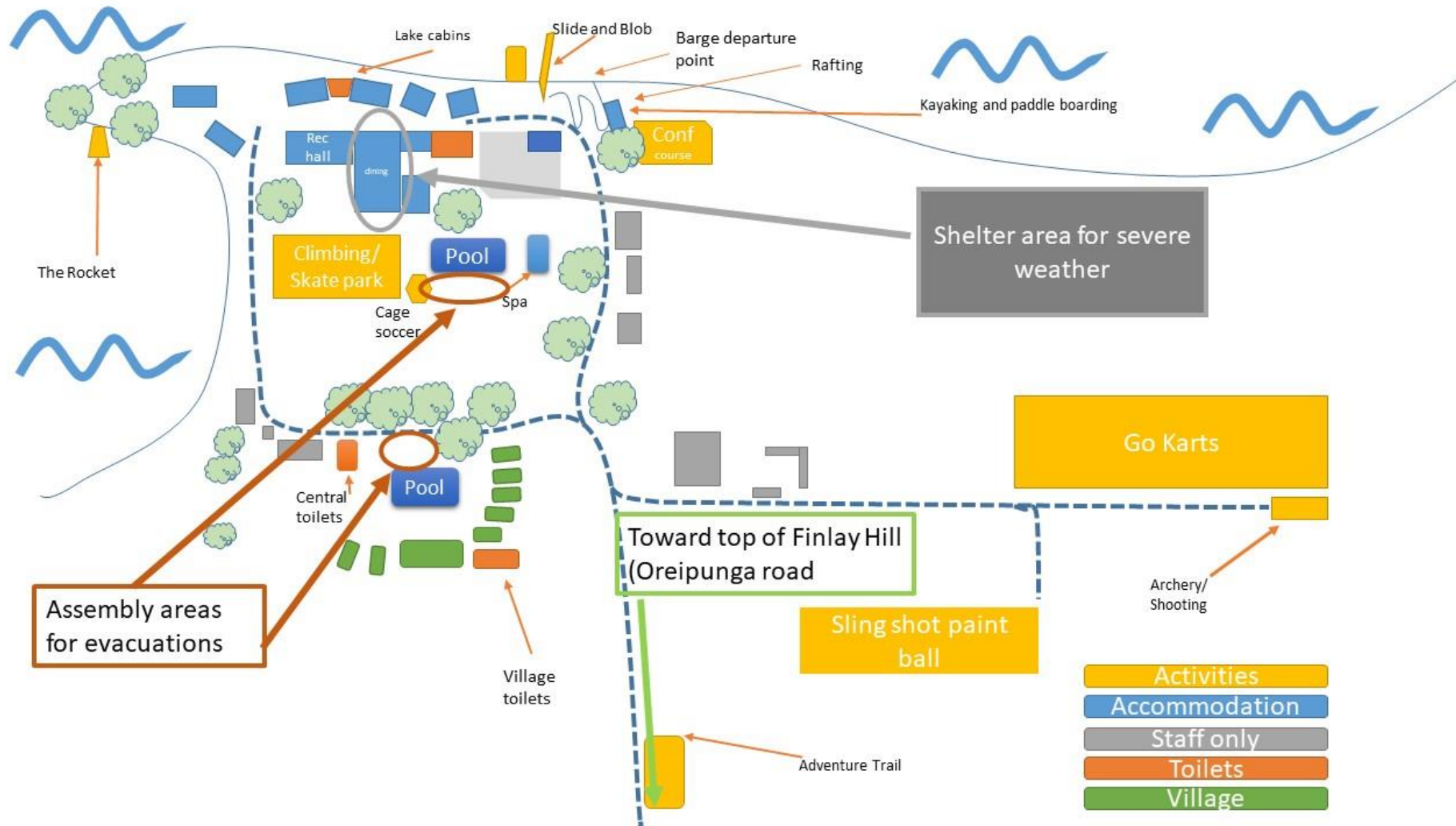
Main Field			
Mini Golf			
Activity areas 110 FP Road	Shooting	Go Karts	Sling shot

Areas with time restrained when evacuating

Out camp area				
Animal Survival Island				
Activities on Lake Karapiro	Rafting	Kayaking	SUP's	Rocket
Adventure Trail				
Bush Hike				

Emergency procedures

Appendix 1



Emergency procedures



Emergency procedures



Emergency procedures



Emergency procedures

