

2019

Camp Morley : Health and Safety

A christmas tree

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# A close up of a logo Description automatically generated Emergency Procedures

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# Introduction

This management plan outlines how Camp Morley 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 occupants.

## What is an emergency?

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

Designated Responsibility in times of Emergency: Fire, Earthquake, other

**Coronavirus : Cleanliness Responsibilities:**

Camp Morley continues to recognize, and stay informed of the changing requirements from the Ministry of Health and Central Government in toward responding to expectations of responsive duty of care, cleanliness, community transfer of Coronavirus, gathering places of people, personal and general site hygiene and actioning items of national governance.

1. Camp Morley expect group guest leaders and their participants to be aware of personal hygiene, washing of hands, all surfaces and arriving into Morley with disinfectant for arrival and departure cleaning.
2. Awareness Statement: Camp Morley do not have a cleaning team of people designated to deep clean, disinfect or totally sanitise all areas of accommodation, places of assembly, kitchen and halls and other onsite spaces with each departing and arrival group. Camp Morley expect arrival groups plan their individual arrival and occupancy CLEANLINESS SAFETY R.A.M PLAN. The focus to be, identify areas of likely camp use and self action spaces that require initial sanitising or special clean that aligns with the groups own RAM : ***Group camp occupancy safety plan.***
3. Camp Morley suggest you plan to arrive with these items to complete all you need to do:
   * 1. Hand sanitizer dispenser bottles ( 8 for accommodation units, 4 for communal male / female toilets, 1 for chefs accommodation, 4 for kitchen working space )
     2. 3 x 2l disinfectant concentrate bottles for floor, toilets / shower cubicles ( Each unit has a shower and toilet, plus main hall, male / female, chefs accommodation, lower floor of smaller beach side hall ) and general group occupant areas of use, general surface areas and other spaces of use.
     3. Disposable gloves for the tasks of cleaning.
4. **Camp Morley provide: Buckets, brooms, foam mops and general purpose surface cleaning products, including window cleaning solution and cleaning cloth.**
5. Group stay occupants are required to complete a thorough clean prior to departure to the same extent of cleanliness action conducted on arrival.
6. Plan your arrival and departure time to complete these declarations of responsibility.

At the Main Hall, there are two High Visibility Fluro vests. The group leader must put on the vest to be a visible contact person to the group, and an action assistant should also wear a vest.

The Camp Manager will also be wearing a Fluro vest to command instructions.

During normal group guest stay, it is expected that your group leader will communicate these key safety rules on arrival:

* The Camp Managers ( Duncan Evans ) role is an onsite residency role that is partime: know that if not onsite: contact can be made on **027 232 1738**
* No smoking in any buildings at the Camp site.
* Explain that fire alarms are located in all Units, Halls: break glass and switch down.
* Fire fighting equipment, extinguishers must only be used in the event of a fire. A $100 fine will be imposed for use of this gear for any other than an emergency. The applies to “ false alarms through wrongful behavior “. and if local fire services arrive because of unreasonable false alarm, a fine of $2000 is possible.
* Evacuation procedure signs are wall mounted in all buildings.
* If you hear an alarm siren, evacuate building immediately and go to Assembly Point by playground in the grass area.
* Explain the need to keep all building exit routes clear of obstruction,
* Tampering with Fire Alarm devices for other than an emergency will lead to a penalty fine as local emergency services are activated.
* Ensure any of your group members with a special physical need is provided for.
* A basic First Aid kit is available at the Camp Office.
* Not permitted at Camp Morley: alcohol, drugs, dogs, firearms, speeding or noisy vehicles on driveways, graffiti.
* Do not enter these designated areas: ( Rear of Camp ): Creek area, Fenced Incinerator, Pump Shed, Garage under Main Hall, Fenced Sewerage area. ( Front of Camp ): Garages and Sheds, Camp Managers Residence and Neighbouring paddocks.
* Do not go onto to any building roof, inform the Camp Manager for any items to be retrieved.
* All furniture: mattresses, chairs, tables in Halls and Units and Deck Areas must be returned to their original place.
* Take care of Camp Buildings, all property items in Units, Halls and Kitchen spaces and report all breakages to the Camp Manager.
* **Quietness is to be observed after 11pm and before 7am**
* **Group leaders, supported by group visitors are all responsible to complete their stay by cleaning all spaces and items, to the same standard as they arrived.**
* **Cleaning equipment and fluids are available in all Units, Halls and Toilet areas.**
* **Camp Morley will not be responsible for any loss, theft, damage of any personal property for any group or guest during the stay.**

**Camp Morley reserve the right to invoice and be paid for inadequate cleaning, breakages or theft of Camp items, use of Emergency System for anything other than a real Emergency.**

## Emergency communication

Following an emergency at Camp Morley 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)

# Emergency contact info

|  |  |  |
| --- | --- | --- |
| **Person** | **Number** | **Role** |
| **Duncan Evans** | 027 232 1738 | **Camp Caretaker / Manager** |
| **Methodist Church** | Clarks Beach / Papakura | Ownership oversight |
| **Police / Fire / Ambulance / Search and Rescue** | **Dial 111** | **First Responders: Emergency** |
| **Police Pukekohe** | 09 237 1700 |  |
| **Police Waiuku** | 09 236 5020 |  |
| **Fire Service Clarks Beach** | 09 232 0203 | Volunteers |
| **Pukekohe Hospital** | 09 237 0600 |  |
| **Urgent Care Franklin** | 09 238 6610 | Closes at 8pm |
| **Plumber: Brady Plumbing** | 027 499 4469 |  |
| **Poison Line** | 0800 764 766 |  |
| **Septic Waste** | 09 235 9066 |  |
| **Power: Counties Power** | 0800 100 202 |  |
| **Electrical : Dave Redshaw** | 027 499 8551 |  |
| **Fire Alarms: Adrian Davis** | 027 473 5256 |  |

# Layout Map of Camp Morley

A picture containing tree, indoor

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Units 3&4

Units 1&2

Emergency Assembly Point:

**Fire and Earthquake**

Beach Front: shallow, 600 metre tide movement

Upper Hall

Units 7&8

Units 5&6

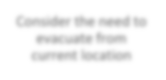
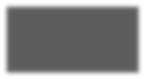
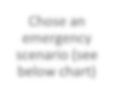
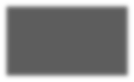
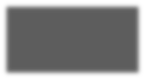
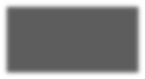
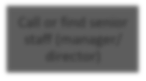
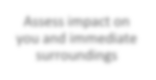
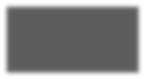
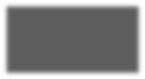
Main Hall & Kitchen

Camp Managers House

Emergency procedures

# Basic Emergency response

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



Chose an emergency scenario (see below chart)

Consider the need to evacuate from current location

Respond to event as outlined in this plan

Call 111 emergency services

Call or find Camp Manager

Assess impact on you and immediate surroundings

Event occurs



# 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 Camp Morley users in an emergency event.

Alarm sounds

* Fire alarm bell
* Spoken alarm
* Other (other scenarios might call for an evacuation



Check all areas such as toilets,

storage, rooms, etc

Call 111 emergency services

EARTHQUAKE

Only evacuate if it’s safe to do so. Once outside stay clear of anything that can fall on you.

FIRE

Close doors behind you to stop spread of fire and smoke.

Depending on the event

Direct visitors, staff, others, to evacuate area to nearest assembly area

Call Camp Morley staff and advise of the alarm

## 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

Group managers are given the emergency contact details of their host at arrival. 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.

Camp Morley Manager or responder emergency services must give the all clear before people return.

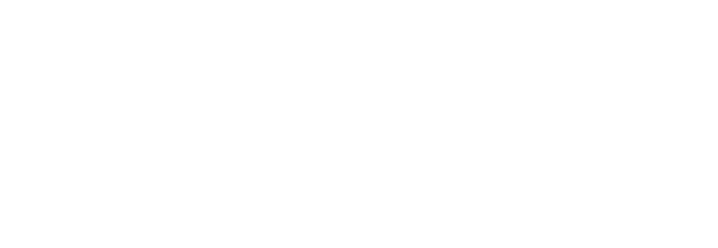
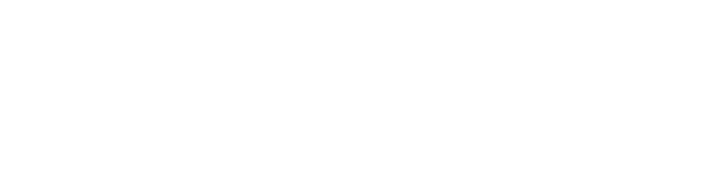
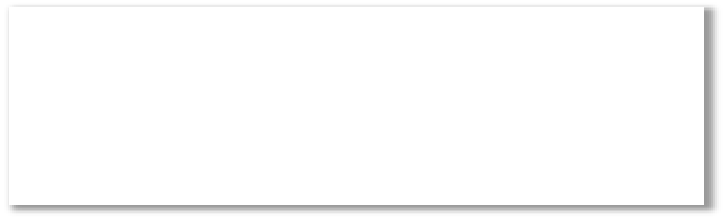
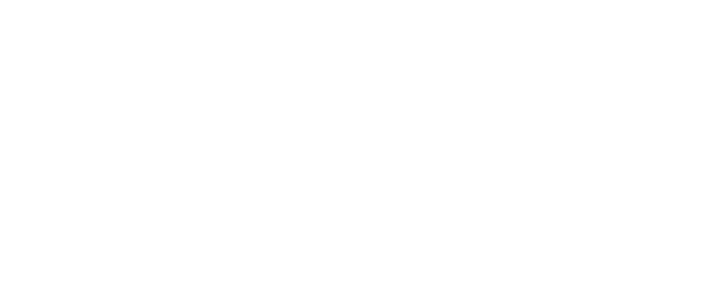
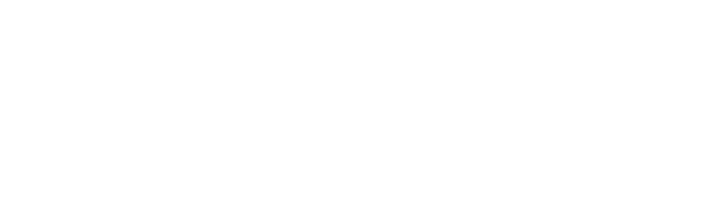
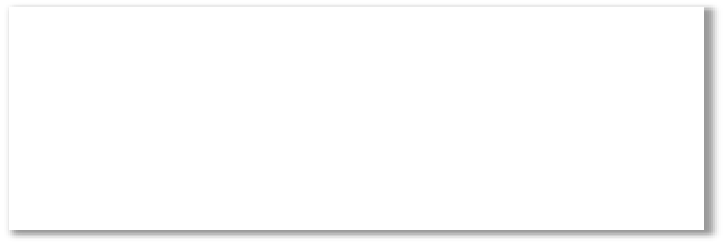
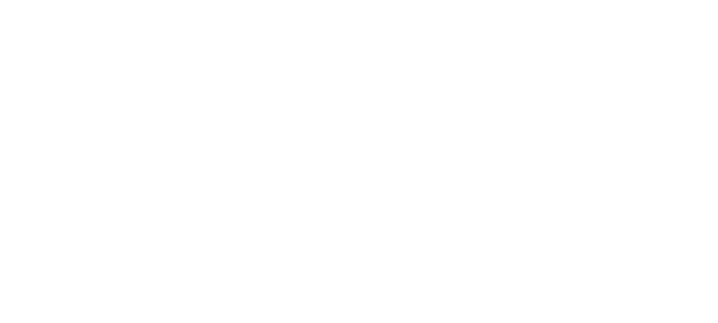
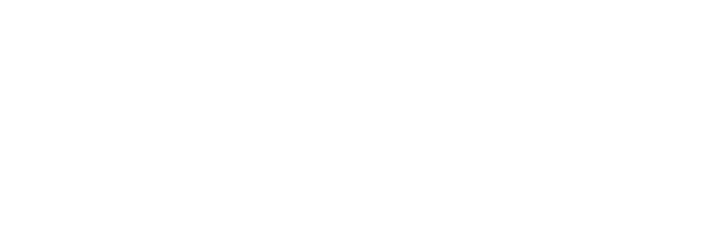
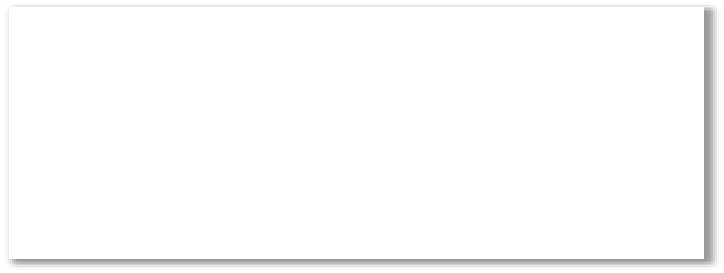
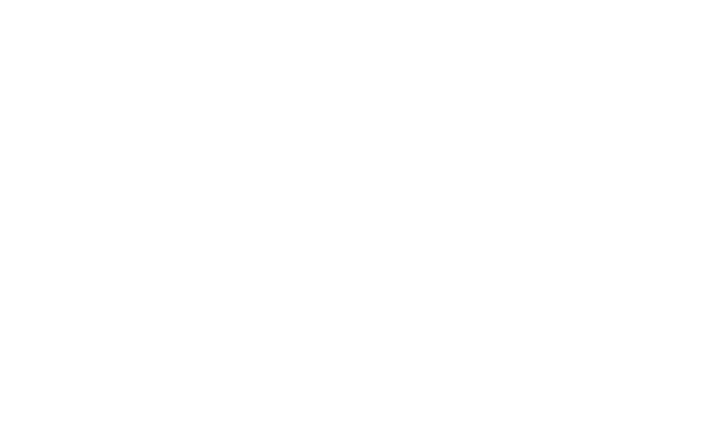
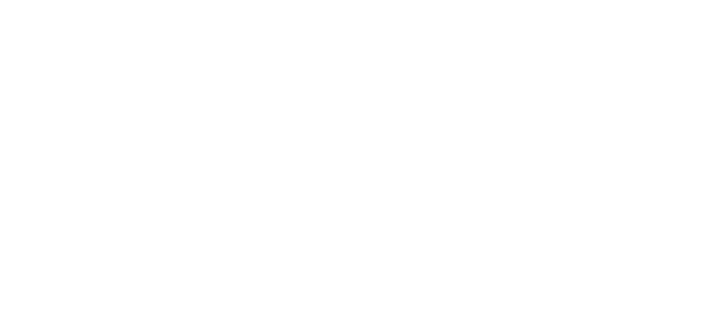
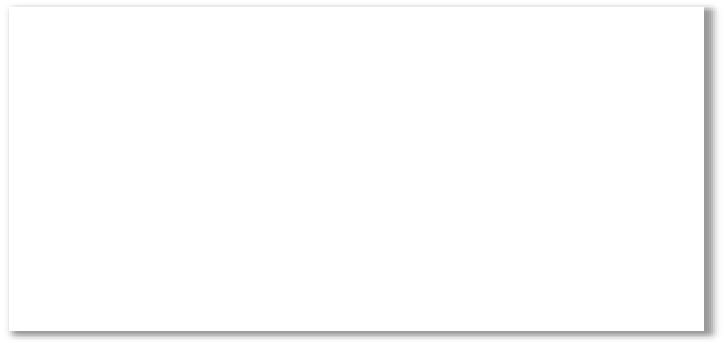
# Other important information:

Emergencies dial 111

Poison line 0800 764 766

Civil Defence updates FM89.4 Newstalk ZB

# Fire



**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

**If caught or trapped:**

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

**Hearing the fire alarm:**

Move to assembly area Do not:

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

**Discovery:**

If you discover smoke or fire, immediately:

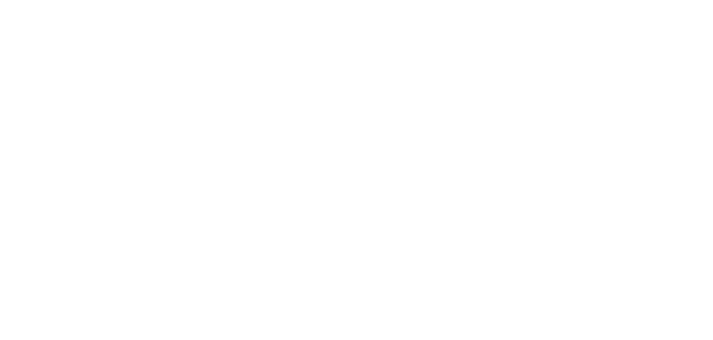
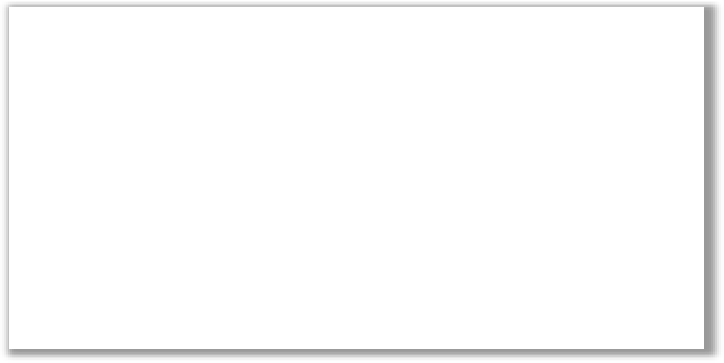
* Turn on alarm by breaking switch glass, and flicking the switch
* Tell nearest person, preferably an adult or staff member
* Contain fire and smoke by closing doors and

windows if it is safe to do so

* From a safe place, assembly point, **dial 111**

Eart

hquake



**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

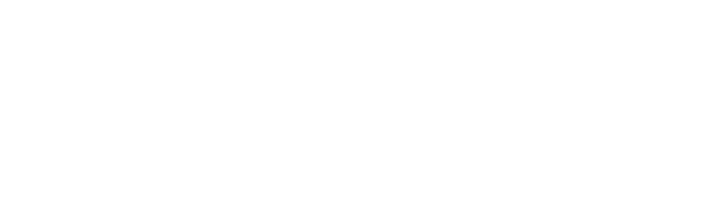
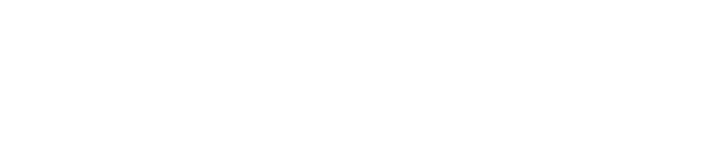
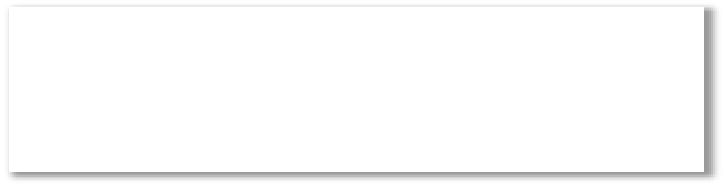
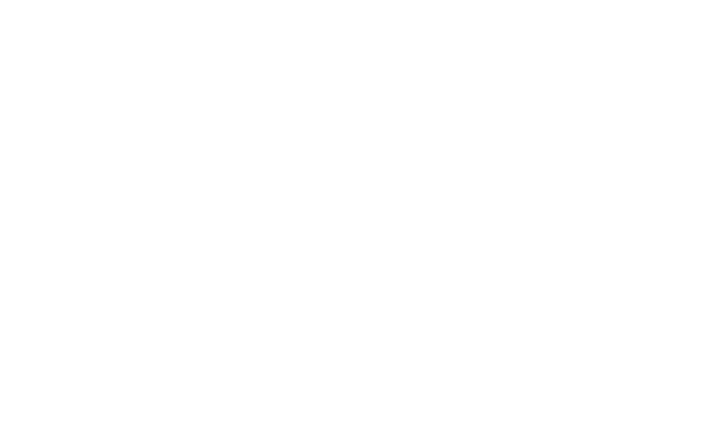
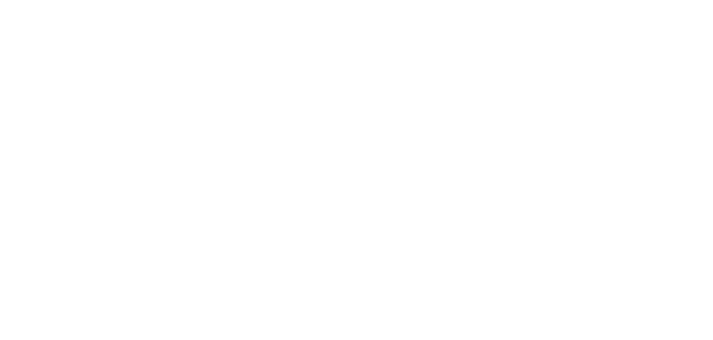
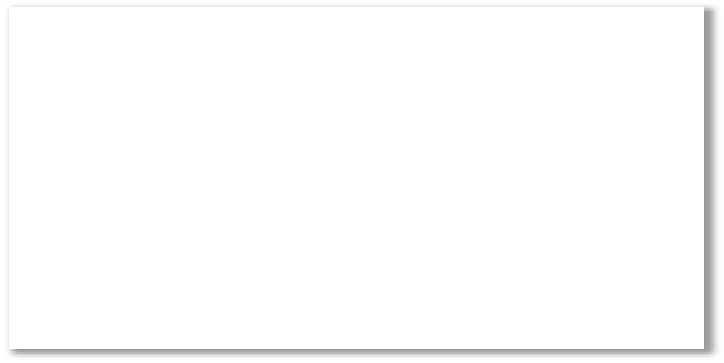
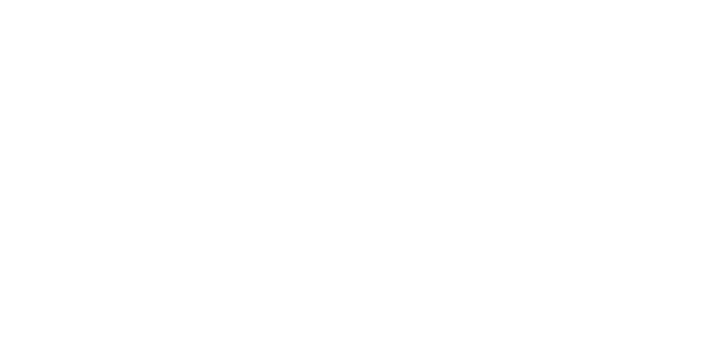
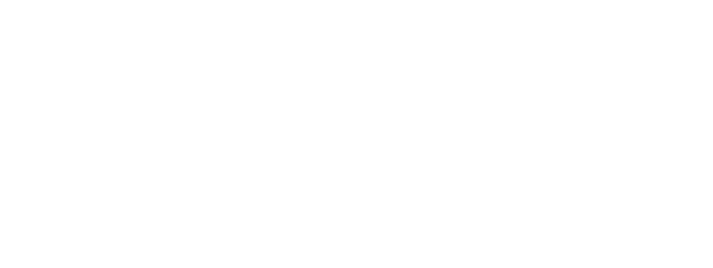
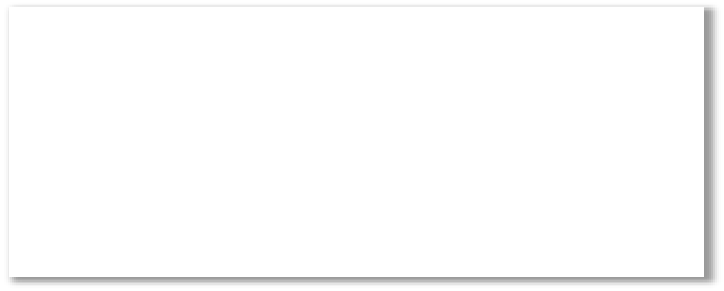
**2. Tremors stop:**

* Make your way outside to assembly area
* Contact emergency services (111)
* Where possible help others

**3. Evacuate:**

* Follow directions from Camp Morley staff
* With your group move to the playground grass area

# Severe weather

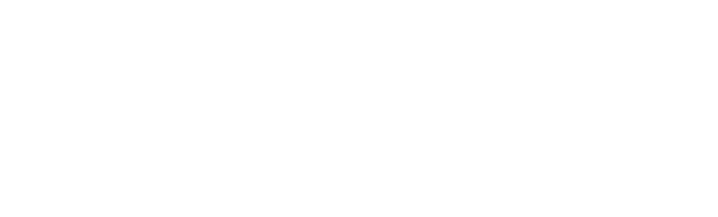
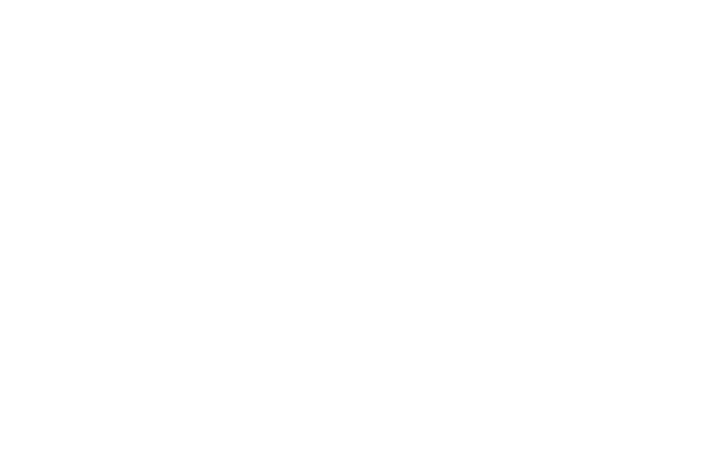
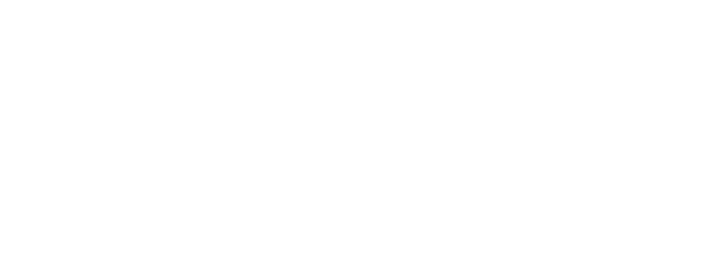
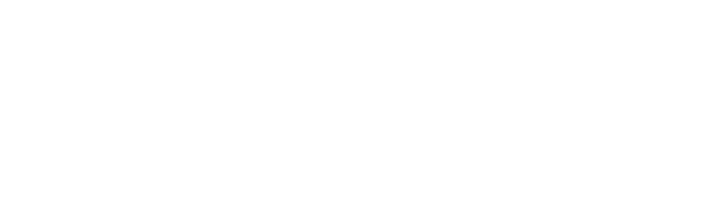


1. **After initial emergency:**
   * Contact emergency services if need arises
   * Evacuate the premises when/ if decision is made by group management
2. **During:**
   * Listen to radio for updates and advice
   * Move all people indoors and away from windows and doors
   * Close all doors and windows
   * Shelter in strongest part of main building ( dining hall )
   * Shelter until “all clear” has been given by group

emergency warden or Camp Manager

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

# Volcanic eruption



1. **After**
   * Make sure everyone is alright and administer first aid where needed
   * Initiate evacuation process when possible
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

**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

# 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

# Active Shooter

Identify the threat

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

Run

* Places to run to (see map of Camp Morley
* Areas covered in shrub
* Area near the lake which are overgrown
* Area over the fence away from Camp Morley

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 spaces

Fight

* Commit to your actions and act as aggressively as possible against the shooter.
* Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
* Be prepared to cause severe or lethal injury to the shooter.
* Throw items and improvise weapons to distract and disarm the shooter.

# Medical emergency

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.

* Continue first aid and ask for assistance

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)

# 

# 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
* Camp Manager will advise