

# EASTERCAMP 2010

## SITE FIRE EVACUATION PROCEDURE

**EASTERCAMP WORKS HARD TO ENSURE THAT THE EVENT IS SAFE FOR EVERYONE TO ENJOY. AS PART OF THIS, WE ASK THAT YOU FAMILIARISE YOURSELF WITH THE EVAC PLAN BELOW. PLEASE PRINT IT OUT AND BRING WITH YOU TO **EGIO**.**

**If a fire is discovered in the tent area *or* forests surrounding Spencer Park**

1. **Call 111 on cellphone** immediately, ask for 'Fire Service' and inform Fire Service of location (Spencer Beach Holiday Park, Spencerville, Christchurch).
2. **Camp management, medical team *and* Police to be informed** via RT
3. Camp office to use Eastercamp site radio station to calmly announce there is a fire. Instructions will be to:
  - immediately assemble at the Village area Open Stage (or Sports Fields, or on Heyders Rd – depending on location of fire)**
  - do not panic.**
  - do not go back to your tents or collect any gear.**If this occurs in the middle of night a loud siren (from Police onsite) will be used to wake up the camp.
4. **Youth Group Parents are Fire Wardens** for their respective Youth Group Areas and are wearing orange vests (should be wearing 24/7). They will **check every tent in their area and then report to camp management** (who will be wearing Blue Vests at the assembly area) that their campsite is clear.
5. Activities *and* site managers to check their areas for all clear
6. **Easter management** are to:
  - put on their blue vests
  - use the portable sound system to further instruct and calm the crowd
  - take the "youth group at camp roll" printout so each group can check roll of people with them.
  - take one laptop with updated database on to assembly area
  - provide pen pack for youth leaders to check off names with.
  - 4-5 of Team "Blue" will rove the site checking that everyone is coping and moving out.
7. **Youth group leaders** (as per leaders guide) to bring their updated "at camp" roll, and assemble their youth group and **start taking roll** and keeping their group calm and together. **Sitting them down** stops them wandering away. If people are missing, Youth Group leaders are to search camp area for them.
8. **Management set up check in area** under Open Stage to provide further attendee information if required.
9. Once assessed where the fire is and which way it is moving etc Easter Management *or* NZ Fire Service will make decision on safest process:
  - to **evacuate** the site away from fire area or
  - to **stay put** in the assembly area

10. If required this will be negotiated with the Fire Service, Spencer Park management or Civil Defence.
11. If the fire is sufficiently large and immediately threatening the Eastercamp site, Management may instruct a **different assembly point** – such as on Heyders Rd, exiting through the carpark exit point or main entrance – depending on location and direction of fire body.

## **EASTERCAMP SITE FIRE EVACUATION PLAN**

**DATES:** 1 –5 April 2010

**ADDRESS:** Spencer Beach Holiday Park. Heyders Rd, Spencerville

**CHIEF WARDEN:** Adrian Palmer

**DEPUTY WARDENS:** Mike Dodge, Jeff Ward, Sam Perry, Arnika Knight, Paul Holmes,

### **AREAS SEARCH WARDEN**

A. Campsite A NAME: Chris White, Adrian Palmer

B. Campsite B NAME: Aaron Stewart, Mike Dodge

C. Sports/Activities 1 NAME: Jeff Ward

C. Sports/Activities 2 NAME: Sam Perry

**FIRE EVACUATION PLAN SITE MAP ATTACHED BELOW**

