

EMERGENCY PROCEDURES

Please note that this is an outline of Tui Ridge Park's fire evacuation scheme document. Tui Ridge Park advises that for full details you should refer to the above-mentioned document stored in the camp kitchen.

GROUP RESPONSIBILITIES

- Group leaders are responsible for informing any late arrivals of emergency procedures.
- Upon arrival, Group leaders must notify TRP staff of any group members that have any disability that may need assistance in the case of an emergency evacuation.
- At least one warden must be nominated for each dormitory in use.
- One building warden must be appointed to be responsible for overseeing an evacuation
- Wardens are responsible for filling out the dorm sleeping plans provided and handing them back to TRP staff at the earliest convenience.
- In the case of disaster,
 1. Locate the nearest alarm switch, break glass and flick switch down.
 2. Contact NZ Fire department via dining room phone by dialling 1 111
 3. Evacuate all buildings quickly and safely.
 4. Assembly point is in the car park.
 5. Wardens must go to the evacuation box located by the fire hydrant, break glass for key and open box to locate sleeping plan/s. Put on Warden armbands. Check all are present and accounted for.
 6. No one should enter buildings until the sirens have been turned off and either TRP staff or the Fire department gives the all clear.
 7. In the case of someone being unaccounted for, only appointed wardens or TRP staff are permitted to go in search. The fire department must be made aware of any missing people.

TUI RIDGE RESPONSIBILITIES

- A Tui Ridge Park staff member will inform group members of the emergency procedure's as soon as possible.
- Tui Ridge Park will distribute and later collect the Dorm sleeping plans, and place them in the evacuation box.
- Tui Ridge Park will, on a regular basis, check and inspect all safety alarms, emergency exits and fire fighting equipment to ensure that the safety of all guests is never compromised.
- Tui Ridge Park will give clear verbal instructions to clients on what to do in an emergency at the welcoming in of the group.

Disclaimer

As group leader, I have read the above procedures and understand them completely. I accept responsibility for maintaining that these procedures are followed while staying at Tui Ridge Park.

Signed (Group Leader)_____

Group Name_____ Date _____