



CANTERBURY
YOUTH SERVICES

Eastercamp Emergency Evacuation Procedure

EASTERCAMP 2021 | FIRE EVACUATION PLAN

Background

Eastercamp works hard to ensure that the event is safe for everyone to enjoy. We ask that you read and understand this Emergency Evacuation Procedure. Please print it and bring it with you to Eastercamp 2021.

Procedure

Fires of any sort are NOT PERMITTED at any time during the event.

If a fire is discovered in the tent area or in the forest surrounding Spencer Park:

- REMAIN CALM.
- Call 111 on a mobile phone or from the telephone in the site office.
- Ask for FIRE and inform the call taker you are at: Spencer Beach Holiday Park, Spencerville, Christchurch).
- Inform EC Management by using an RT (Any crew member or safety team will have access to one). Advise on the RT "FIRE, FIRE, FIRE".
- EC Management to use the PA System to announce there is a FIRE. Relay instructions to: 1. Immediately assemble at the Village area Open Stage (or Sports Fields, or at the Heyders Rd Exit (depending on location of fire). 2. Not Panic 3. Do not go back into any tent to collect gear.
- If an incident occurs in the night a loud siren will be used over the PA to wake campers and then relay the above messaging.
- Youth Group Parents are designated Fire Wardens for their youth group campsite.
- Youth Group Parents should be wearing their supplied orange vest at all times (24/7).
- They will check their area and then report to EC Management (who will be wearing pink vests at the assembly area) that their campsite is clear.
- Youth Group Parents will use a roll of names provided at the start of camp to check off attendees.
- Activities and site managers to check their areas and report if all clear.
- EC Management are to: Put on their pink vests; Use the portable sound system to inform the crowd and calm the crowd.

- EC Management will check the entire site, checking that everyone is informed and moving to the correct area.
- Youth Group Leaders to ensure roll is taken by YGP; Sit all campers down and stop people from moving away from the meeting area.
- Youth Group Leaders to identify any missing persons and report to EC Management.
- EC Management set up an emergency check in desk at the meeting area to provide assistance to Youth Group Leaders and YGP.
- Once assessed where the fire is and which way it is moving; EC Management and/or Fire and Emergency NZ will make a decision on the safest process to evacuate the site (or stay at the meeting area).
- It is important that all attendees are accounted for and remain calm and follow all official instructions.

DATES: 1 - 5 April 2021

ADDRESS: Spencer Beach Holiday Park, 100 Heyders Road, Spencerville

SEARCH WARDEN ZONES

Campsite A

Campsite B

Sports/Activities 1

Sports/Activities 2 (Incl Village Green)

Bigtop