

Camp Bentzon activity sheet Emergency response Plan

- Also refer to Incident Management procedures section 8.3.3/8.4.1 of CB SMS.
- **Water/Land Activities Injury (CB Instructors)**
- Assess, patient, environment, location, group situation – DRs ABCs
- Call other CB Instructor for by UHF, make it clear what has happened and what you need
- Once able the 2nd instructor will respond to the scene or the location directed with equipment requested by RHIB, Polaris, kayak or by foot. They would ensure their groups safety first before responding.
- Contact external emergency services if required
- Plan appropriate treatment and transport if necessary or possible. Ideally get balance of Group away and back to camp only if suitable supervision is available use Adult activity helpers
- Assess severity of injury and if required evacuate to the mainland plan option Ferry, Water taxi. Westpac helicopter. Assist emergency services as required
- Once patient away follow points above and read/follow section 8.3.3

Bush walk Injury

- Refer above but be prepared for the longer time it may take to move/treat or evacuate patient. You may well have a large group that ideally needs to be escorted back to Camp by either a competent and trained group Adult or do you call in another Camp instructor.
- Establish good secure communications with camp and emergency services you may have to use a relay of UHF to an area with good cell phone reception eg Rocky bay. As with all incidents good, clear and accurate communication but it is especially important away from the Camp

Missing person search (CB staff called in by group)

- Get good accurate information how many, last location, what wearing, how long ago, what equipment resist the temptation to rush off and look.
- Get an accurate head count how many are missing and probably how many are already out looking who and where.
- Organised with the Head Teacher or Group leader for those not involved to stay in a central location and not roam
- Make a plan and follow it for a systematic search. Gather well equipped, suitably clothed and sensible adults to help, every team to have a UHF radio and cell phone.
- Have a reporting time every 15 minutes and one person in a central location using UHF to coordinate Make a written record of search details and calls.
Have a planned time cut off to call in more support KIVFF or Police.

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- Once found bring everyone back and make a head count ensure no one is still out looking

Camp based incident shore or land (Adult/Teacher run)

- With an Adult run activity incident, contact Camp Instructors if on the water use the Teacher UHF.
- Once contacted ask simple clear short questions to understand incident
- Communicate with other instructor for one to attend incident the other to oversee safe return of groups to Camp with Adult help

Fire building and bush

- Remove all students and Adults from the fire area or potential area. Schools and Youth groups have designated fire wardens to effect quick evacuation from building. Student and Guest safety a priority ensure complete evacuation from building or area before addressing fire alarm or fire
- If necessary, notify emergency services as soon as possible (111)
- Staff are only to attempt to extinguish a fire with extinguishers or hoses if trained and safe to do so
- If evacuation from the island maybe required the Managers will plan and organise early so stay near the wharf and maintain quick access to the sea.

Earthquake/Tsunami

- In the event of a noticeable earthquake exit and stay out of the buildings until they are deemed safe by the Managers or suitable qualified people.
 - In the case of an earthquake a Tsunami is a real possibility so in that case or when there is a Tsunami warning stay off the water, keep away from the foreshore and be prepared to immediately go to higher ground.
- **If any situation demands it call 111(Note location; Camp Bentzon, North Cove, Kawau island).**

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Emergency Plan flow chart

