**Important Fire Safety procedures**

Camp Morley have off-site monitored FIRE – SMOKE sensor system. The sensors are throughout the buildings in the ceilings.

Also in the Cabins, wall mounted “ Break Glass “ and a manual switch to start a loud FIRE signal alarm. These alarms are not off-site monitored, and only used when a FIRE is seen within a cabin.

Within all buildings, we have wall mounted “ Powder “ FIRE extinguishers. If it safe to do so, remove the extinguisher, remove the seal that protects the firing handle, note the instructions of use. *Which,* is simply – point to hose end toward fire and press the handle inward.

Fire houses are located on external walls of all buildings, go and see where these are should they be needed in a FIRE Emergency.

**Note: All of the above devices are for EMERGENCY use only.**

**Most importantly..**

**Get yourself and all others out of the FIRE area.**

**Assemble in the grass area next to the playground “ ASSEMBLY POINT “**

Response:

* Bring the FIRE to the attention of your group adult leaders.
* Bring the FIRE to the attention of the Camp Caretaker, by cell or door knock on the Caretaker house to the rear of the garage.
* In this instance, the decision will be made to phone 111 and ask for local Fire-brigade to respond. They can be onsite in approx. 10 minutes. **Address: Camp Morley 171 Clarks Beach Road**
* During the 10 minutes, group leaders ( **acting as a WARDEN** ), should **check** that all group members are at the ASSEMBLY point, next to the playground.
* ENSURE, the special needs of elderly or disabled people to reach the ASSEMBLY point is achieved.

Responsibilities:

* No cooking in any buildings other than the MAIN HALL KITCHEN.
* No smoking in any buildings.
* NO fires or fire pits to be used, until the Caretaker has been advised.

**Earthquake and Tsunami Safety procedures**

**In the event of an EARTHQUAKE or Tsunami:**

* If in the buildings or grounds, make your way to the Assembly Point next to the playground.
* Group leaders, check each of your group members to ensure they are all safely at the Assembly Point.

**General Responsibilities at Morley**

* Notify the Caretaker – group leader(s) of your arrival at Morley.
* You will not be issued keys, as these are not required whilst at Morley, at this time.
* Be considerate with excessive noise after nightfall and early morning.
* No smoking in buildings and smokers **should not put ANY cigarette butts on the ground.** The Caretakers in-camp and group exit inspection will deem butts to be rubbish and the group will need to deal with this.
* No chewing gum is desirable in-camp for any group members. For some lazy unhealthy reason, often filthy consumers think it is ok to stick gum under tables and chairs. It is **not ok.**
* Any damage or items of Camp Morley property that appears or operates out of order, notify the Camp Caretaker. For damages or loss of Camp Morley property, the group will be financially responsible for such matters if the Camp Caretaker deems it to be accidental or intentional.
* Group adults will be responsible for young and old in the beach – harbour-side spaces. This includes beach walking, swimming, kayak use if used as a paid activity during the whole of stay. **Do NOT use kayaks during windy periods.**
* We do **NOT permit** and group members climb onto the golf green clearly visible at the beach, in the water during high tide.
* Your group is fully responsible for **thorough cleaning of all Camp Morley spaces during your stay and on exit.** The Camp Caretaker will conduct an inspection at midday and final inspection at 12.30pm, prior to your group departure before 1pm. Full cleaning details can be found in the Camp Morley.co.nz website in the Documents tab.
* All of the products required to complete acceptable in-camp cleaning can be found in each building space.
* Food scraps should be placed in the black bins on the landing next to the kitchen deck area, on the right hand-side.
* All of waste, irrespective of normal recyclables, should be bagged and placed into the driveway entrance large metal bins.
* OUT of BOUNDS areas are:

1. Pump shed and gated space with tin storage shed inside.
2. Garage under Main Hall and garage with Caretakers tools inside.
3. The Caretakers private space of the garage and house behind the garage, unless you require camp attention. Either cell phone call or knock on the house door for attention.
4. The driveway caravan and blue cabin, unless agreed for use with the Camp Caretaker.
5. The driveway “ Thy Kingdom Come “ hydroponics growing area.
6. The creek to the rear of the Camp cabins.
7. Neighbouring paddocks and livestock.
8. Fenced brown water leach field – wire fenced to the rear side of the 2nd Upper Room hall closest to the beach.

* Camp Morley has a range of **FIRST AID** kit of medical items onsite. Commonly, this may be bandages or burn cream type products.

1. **FIRST AID** kit can be found in the Main Hall kitchen area.
2. **FIRST AID** kits are also available with the Camp Caretaker.

**Special requirements / Building Assistance register for persons either elderly or with disabilities.**

Name of Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These locations have been identified as areas where group stay people or visitors to Morley, require special assistance to evacuate any Camp building during an emergency event.

Date Likely location of assistance What is required ? Designated Person

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Persons Appointed to assist with any Emergency Event

Name Role ( Warden – Assistant )

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**Emergency**

**Event Procedures and Responsibilities**

**At Morley**

**Caretakers:**

Duncan and Sonia Evans

027 489 3337

Updated: 16 March 2025