



Christian Youth Camps Inc

Emergency Response Policy

V1

2025

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1.0 Version History

Version	Amendments made	Date
1.0	Removed from Ops and updated	Jan 2025

2.0 About

This document sets out how we prepare for and respond to an emergency. The purpose of our structured emergency preparedness and response plan is to:

- preserve life and property, and prevent further loss in an emergency situation
- provide guidance, so we know what to do in an emergency situation.

2.1 Information for all Emergencies

- Potential emergency situations are Flood, Fire, Earthquake and Lockdown
- Responsibilities and procedures to be followed in an emergency will be identified.
- Employees are involved in the development of emergency procedures.
- Adequate first aid supplies are available to all employees and guests, located in the office and at all activities. Extra supplies for staff and emergencies are located at the First Aid Room Camp 2, kitchens at Camp 2 and Camp 1, and in all CYC vehicles.
- Fire extinguishers and hoses are located around site outside every major building, in the main kitchens, and in all CYC vehicles.
- All staff receive training and information in relevant emergency procedures and hold valid first aid certification.
- Any staff member or guest organiser can call an emergency and involve outside agencies if necessary.
- In the event of an emergency, the CYC Director and Board are to be informed as soon as practicable.
- CYC Board has sole authority for communication with the media.

2.0 General Information for Evacuations

- On arrival at camp the group will be made aware of evacuation procedures (Hosting Documents).
- Groups need to complete Evacuation Cabin Lists prior to the first night and have a copy for themselves and a copy to be available in the office during their stay.
- On sounding of fire alarms, persons are to make their way to the emergency evacuation area
- If there is need for emergency services, they will be called.
- Groups must inform CYC Staff of any emergency as soon as practical. Groups will be given contact information of CYC Staff.
- All persons must be accounted for and this information conveyed to the senior CYC staff member present at the time.
- If any person/s are found to be missing CYC staff will arrange a search party if it is safe to do so. Otherwise, emergency services will be contacted and advice sought from the appropriate team leader.
- No one is to re-enter buildings until emergency services or CYC Staff say it is safe to.

3.0 Specific Procedures by Type

Due to the nature of every emergency that may occur, different types of emergencies have varying protocols to protect staff and guests alike and assist emergency services in providing aid. Each potential emergency that could affect Christian Youth Camps Inc, is detailed bellow.

3.1 Accident or Medical Emergency

In the event of an accident or medical emergency certain protocols must be followed. Please make sure that a CYC staff member is told of the event as soon as practicable so that they can assist in the care of patient or directing of emergency services.

Steps are as follows:

- Follow standard First Aid Procedures such as DRSABCD (Danger, Response, Send, Airway, Breathing, CPR, Defibrillator), recovery position (if injuries do not include broken bones), etc.
- Ask for assistance from available people around you (control any crowds, remove guests from danger)
- Call Emergency Services if necessary (111, notify them of what you need, ambulance, fire, or police, and give the address, 148 Waingaro Rd, Ngaruawahia) or look at nominating a team to drive the patient to an Accident and Emergency clinic.
- If needed administer any patient required medication (e.g. EpiPen, aspirin, inhaler, etc)
- Follow all First aid training and/or advice from 111 operator
- Notify a CYC staff member as soon as practicable so that they can aid in shutting down the activity (if required) or assist in assessing the emergency (all CYC staff are first aid trained and can assist in providing first aid gear that the group may not have, for example EpiPens, Defib, tourniquet, bandages, CPR masks, etc and/or directing emergency services on arrival).
- If a CYC staff member is not readily available a defib can be found outside the front of the camp office.
- Once the emergency is dealt with, fill in an incident report form, provided by your CYC Host.

3.2 Missing Child

There can be many reasons and associated dangers for a missing child including:

1. the proximity of dangerous hazards to the camp site
2. the possibility of abduction
3. the possibility that the child has been picked up by a parent or caregiver
4. the child has decided to leave CYC for the day
5. the child has felt unwell and simply gone home.

Until the child has been found or confirmed in a safe location, action must be taken to locate them.

Procedure

1. Confirm
 - That the child had been present at some time during the day, and if so,
 - When they were last seen.
2. The office is informed of the disappearance so a search can be coordinated. The director/highest CYC authority is informed as early as possible.

3. All available staff are mobilised to search the camp with main effort starting around water hazards and cabins for 10 minutes, and a visual check is made at the camp entry/exit
4. If appropriate, involve other adults in the search.
5. Undertake a check of security camera footage.
6. From 10 minutes into the search the staff should continue to search the camp, focusing on camp grounds, hiking trails, and buildings.
7. At this point notify guardians and confirm that the child is not with them, ask guardians whether they would like to involve police at this point.
8. Regardless, at 20 minutes notify the police of a missing child.
9. Notify the CYC Director or Chairman of the Board of the situation.
10. If the child is still missing, some staff leave the camp and begin combing the local area, while the rest of staff continue to review security footage and search CYC site and local tracks.

All instances of a child going missing from camp have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts.

If child is found

1. If the child is found injured or ill, call for medical assistance if required.
2. Notify Director and searchers.
3. Establish what happened and complete incident report.
4. Arrange for child's parents or caregivers to be advised.

If child is not found

1. After 15 mins, notify the parents/caregivers/guardians.
2. After 20 minutes, the police are called to assist.

3.3 Fire

1. Activate fire alarms by breaking glass and switching on call points, even if alarms have already gone off.
2. All campers (including adults) must leave the buildings immediately by the nearest exit and proceed to the assembly point. Camp Waikato's assembly point is by the bell, and Camp Waipa's assembly point is by the tree at the Camp Waipa Playground. If the fire is too close to these areas for safety reasons, a CYC staff member or Group Fire Warden may move the group to a safer location.
3. Inform camp staff of fire, staff will instruct group on what to do.
4. Dial 111 immediately and follow instructions given.
5. The adults' first responsibility is to ensure that guests are all accounted for and supervised at the assembly point. This will be done by the group designated fire warden, or group organiser, and aided by CYC staff, using the fire evacuation cabin lists for names of guests.
6. A staff member will ensure that the fire department has been called and then attempt to put the fire out if this can be done safely.
7. The staff member will report to the senior fire officer when they arrive about any missing guests and/or where the fire is located.
8. Once all guests are accounted for, the group will be moved to a safe location onsite, especially if at night, before working with the group organiser on next steps.

All staff must refer to the 'Fire & Smoke Alarms – Info for Staff – 2025' document for more information on who to call for false call outs, resetting the system, and what type of alarm systems are in different parts of camp.

3.4 Earthquake

1. If the earthquake is small enough, exit building and remain in an open space away from potential hazards, e.g. trees, buildings, waterways, powerlines.
2. If it is sudden and violent take cover under strong furniture or in doorways during the shaking, covering your head with your arms.
3. As soon as the quake stops, move to the assembly point. Camp Waikato's assembly point is by the bell, and Camp Waipa's assembly point is by the tree at the Camp Waipa Playground. If there seems to be a potential for aftershocks or the earthquake has resulted in new hazards (fallen trees, liquefaction, etc), the group may be relocated to an open clear space away from other hazards.
4. The adults' first responsibility is to ensure that guests are all accounted for and supervised at the assembly point. This will be done by the group designated fire warden, or group organiser, and aided by CYC staff, using the fire evacuation cabin lists for names of guests.
5. Adults are to assist children as required.
6. Do not go back in buildings until advised by camp staff.
7. The camp director or staff will contact emergency services if required.
9. Once all guests are accounted for, If re-entering certain buildings is not an option, the group will be moved to a safe location onsite, especially if at night, before working with the group organiser on next steps.

3.5 Flood

This procedure will be put in place in conjunction with the Waikato Region Emergency Management group (Civil Defence) notifying the camp that such a threat is present.

1. If flooding at or near the camp are caused by a burst pipe or similar, turn off the water at the mains and advise the City Council.
2. If flooding is caused by flash floods or a broken CYC dam, combined with blocked drains, guests will be advised to stay indoors until drains are cleared, council informed (if the drain is one of theirs), and water subsides.
3. Due to local dammed rivers, major flood risk could occur, especially after earthquakes or major rain events. Upon notification by the Waikato Region Emergency Management group (Civil Defence) that children should be sent home due to the imminent danger of flooding the following steps will occur:
 - Notification will be broadcast over all major Waikato Radio stations informing parents to report to pick up their child. If the group on site is from out of Ngaruawahia we will work with the group to ensure all visitors get home safe.
 - Parents/caregivers/or a person on the child's emergency contact form will be text/telephoned and arrangements made for the child to be picked up. They are not to go with anyone other than a person listed by the parent/caregiver.
 - Children will not be released until a parent/caregiver/emergency contact person comes to collect them.
 - In the advent of children not being able to be collected for a prolonged period of time e.g. overnight, arrangements will be made with a person nominated by the parent/caregiver/emergency contact person to care for them.

- If the flood is sudden and without enough warning, all guests will be moved to high ground (towards the CYC Hay Barn), and guardians/emergency contacts informed.

3.6 Lockdown

A lock-down would be used any time a group needs to be contained and protected inside camp buildings. This could include; an armed or dangerous person roaming the campground, a dangerous animal on the campground, siege, or hostage situation.

Procedures

1. In the event of an incident, the person witnessing the incident must notify the camp staff immediately to raise the alarm. The Camp Director or designated person in charge will be advised and a decision made about the need for a 'lock-down'. Police should be advised if a lockdown is required.
2. An emergency lock-down will be announced via methods eg. Messenger or text as follows:

“This is a LOCK-DOWN!

This is NOT a fire drill

Everyone is to stay inside and carry out lockdown procedures.”

3. At this signal, all guests will remain in the room they are in
4. Should the emergency lock-down occur while guests are outside, then guests will move to the closest accessible building if it is safe to do so, or the closest safe building. All staff will supervise this, and leaders/teachers/staff and support people will proceed to the main hall or closest safe building as quickly as possible.
5. Camp staff will lock doors, close and lock windows, turn off lights and anything else that may draw attention (e.g. music, computers) and where possible blinds and curtains should be closed.
6. **Everyone should remain under tables or chairs, below window level and out of sight**
7. Staff/leaders/teachers should remain calm and quietly reassure the children.
8. **NO ONE SHOULD MOVE ABOUT THE CAMP** or put themselves at risk.
9. Keep phone extensions clear and mobile phones turned on and switched to silent
10. Remain in this position until the 'all clear' communication is received. This will also be a messenger/text message as well as a walk around by the Camp Director or designated person.
11. Carry out a roll call as soon as the emergency is over.
12. Where a lock-down lasts for an extended period of time or beyond normal camp hours, parents will be notified via local media and with the assistance of the police.
13. A lock-down practice drill will be carried out at least once a year and processes reviewed.

In the event of an actual 'lock-down' an explanatory letter will be sent home inviting further information if requested.

3.7 Pandemic

In the event of a pandemic/epidemic employees and guests at CYC should refer to the CYC Pandemic Plan 2022, and any future versions of this document, for further details on our pandemic procedures during different pandemic levels in New Zealand. As both an employer and provider of facilities, CYC must follow all procedures and advice laid out by the government, and therefore our Pandemic Plan remains a living document, to be updated when amendments are made to different lockdown levels and procedures.

Procedure

Every situation is different, as we have found with the Covid-19 pandemic and the different types of Government reactions. Therefore, if an outbreak takes place in the community we will:

1. Mitigate the chance of sick individuals coming on site, encouraging individuals, whether staff, groups, or contractors, to stay at home if they feel unwell.
2. Encourage the use of the masks and hygiene to all individuals while they are on site
3. Wait to hear advice from the government before deciding what action to take
4. Once we have all relevant information, we will inform our staff and any groups on site of the next step
 - a. If we are able to proceed operating under any new changes
 - b. If the government has asked all people to return home in an allotted amount of time before a country wide lockdown takes place
 - c. If staff that remain on site in a lockdown can continue to work, and if staff on site can perform any work from home
 - d. If any extra cleaning measures need to be taken before other groups can come back on site
5. After this has taken place, we will remain vigilant at operating according to any government updates, making sure both our staff and facility users can remain safe.

If we had an outbreak at CYC other procedures and precautions would have to be followed to prevent a further community outbreak and spread within CYC facilities, between different groups, staff, and outside contractors/contacts, and the rest of New Zealand.

1. Mitigate the chance of sick individuals coming on site, encouraging individuals, whether staff, groups, or contractors, to stay at home if they feel unwell.
2. Encourage the use of the masks and proper hygiene to all individuals while they are on site
3. In the event of an outbreak, first, isolate all sick individuals and those that have been in contact with them in separate facilities at camp, to individuals who are well, this could be in a designated cabin block. Do this in conjunction with the individuals running the camp/s.
4. Prevent spread happening to any other groups, staff, or contractors on site, by halting the use of any previously shared facilities and equipment.
5. Inform health authorities of the outbreak and await further information and recommendations on how to proceed.
6. Encourage those running the camp to contact guardians of any campers onsite, and communicate all information, keeping them informed when new information arrives.
7. Make sure that anybody that leaves the site from this point onwards has approval to do so by health experts/the authorities.
8. Continue to follow all directions given by health authorities.

4.0 Emergency training

All new staff will receive emergency procedures information as part of their induction. Regular emergency training will take place, and wherever possible involve all staff, and include practice scenarios. This training is recorded and debriefed.

Emergency procedures will be reviewed after training, practice, and actual emergency events.

The refinement and improvement of Emergency Plans is the responsibility of all staff with ultimate responsibility being with the CYC Director.

Continual updating and refinement of these plans is encouraged.

5.0 Emergency Phone Numbers

Ambulance, Fire, Police	111
National Poisons Centre	0800 764 766
Anglesea Accident & Emergency Clinic	07 858 0800
Waikato Hospital	07 839 8899
Occupational Safety & Health Office	0800 209 020