

PLEASE LEAVE THIS FOLDER WHEN YOU DEPART



Phones

There is a phone for campers use in the **kitchen pantry**. Parents can call 03 205 3087 if they wish to speak with one of your campers.

To make a call **dial 9** wait for a dial long tone, multiple short tones indicates voices messages, hold till you hear a long tone then the number you wish to call.

If you make a call please record it in the log book in the kitchen. Once we receive the phone bill your call will be charged out to your camp.

If you need assistance after hours, dial 15 on the kitchen land line to get Bruce the Camp Manager.



Hot water

Water in the lodges is heated by **gas**. If at any time the hot water runs out please notify staff so the gas cylinders can be switched over – you don't have to have cold showers! Please be good stewards of water, electricity and gas. If you aren't using them...turn them off.

Try to avoid using the sterilizer and cooks showers at the same time as all the hot water comes from one hot water cylinder.



Laundry

Please use only **biodegradable washing powder**, as our septic system will not appreciate other powders.

If you are in need of the Laundry Facilities, please go to the office during office hours for laundry powder. There is a clothes line outside of the laundry for drying clothes. For the winter months, a clothes dryer is available.



Garbage

Please empty full rubbish bins into skip in front of wood shed and next to laundry.

Food scraps are sometimes collected separately, depending on if being collected for pig food excluding Banana skins, onion skins, pork, citrus fruits or skins. Please check with camp staff if you have not been advised.



Boundaries

The Camp Columba boundaries are quite obvious and we would ask that you respect them. **Please stay off the neighbour's property;** this includes the pond paddock (unless you are with a Camp Instructor) and the driveway.

We encourage children to **stay away from staff residence, trees, fences and gates** – that way they can't go out of bounds.

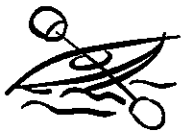
Please note that there is a permanent fence between the forest and Kaiwera road and it is fencing off the disposal fields for the waste water treatment plant (Septic). It is a biohazard area and under no circumstances should anyone be in that area.



Sterilizer

Please read the instructions before operating. Be sure to **wait for the green light to go off before opening it.** Children must be supervised around the steriliser – it gets very hot and steamy.

If you have any problems please don't try and fix them, call the Manager.



Adventure Activities

Camp Columba does not ensure the use of its adventure activities if they are not pre-booked. Due to the nature of these activities you must receive training on them before they may be used. If you have not booked an instructed program but would still like to use the adventure activities e.g. flying fox, team building etc please talk to the Camp Manager at the start of your camp.



Adventure Program

Before each activity starts it is easier if the children, after having been to the toilet, line up in their groups at the front of the main hall, ready to go in the correct clothing.

Clothing standards:

1. Dress for comfort and warmth (no skirts please). Please make sure your hair is tied up if long, you are wearing closed toe shoes.
2. For water activities togs or wet suit is helpful, since you may get wet wearing poly pro will help keep you warm in cooler weather. There is a good chance you will get muddy. **Please don't wear nice new clothes!**
3. Sunscreen, hat and sunglasses are necessary for skin protection.

Please keep children in their groups during the program. Encourage them to do things even if they don't want too. It's good for the go be stretched beyond their comfort zone.



Rules

The rules are necessary for your safety and enjoyment and the sustainability of our campsite. It is the responsibility of the person in charge to ensure that all campers are fully aware of our Camp rules.

A breach of the rules may result in a group being asked to leave site or may incurring extra charges.

1. THE SIGNS

At all times, obey the 'Go', 'Wait' and 'Stop' signs around Camp.



- | | |
|-----------------|---|
| • Go (green) | You are free to go here |
| • Wait (orange) | Children must be supervised (adult/leader) |
| • Stop (red) | <u>Only accessible with a Camp staff member</u> |

The following areas are only accessible with a Camp staff member:

1. High Ropes Course
2. Climbing Tower
3. Rock Abseil Face
4. Motorized climbing wall
5. Pond
6. Gear Sheds / Workshops

2. PERSONS



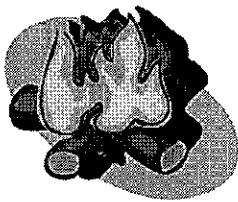
- Alcohol, drugs, firearms and domestic animals are not permitted on the Camp property. (**No smoking** inside the buildings or on the Campsite. Those who wish to smoke may do so at the front gate.
- **The Managers Residence** is out of bounds. If you need the Manager dial 9 027 444 1376
- **Swearing** (especially the improper use of God and Jesus) within the campsite is not permitted.

3. CAMP PROPERTY



- Please **do not** use adhesive tape, staples or drawing pins on walls, bunks, doors or furniture.
- Mattresses must not be taken out of lodges.
- Any breakages or damages must be reported to the Camp Manager and declared on the Campers Declaration Form.
- The land around the pond is not Camp property and therefore access to this is only granted with prior permission of the landowner.

4. FIRE



- No fires are to be lit in any area of the campsite without permission from the Camp Manager. We are required to have a fire permit for all fires.
- The forestry area behind the Camp buildings is a fire hazard, so there is to absolutely no smoking in this area.
- Fire hoses are for fire fighting only.
- See the Fire Evacuation Procedures for what to do in an emergency.

5. SPEED SLIDE

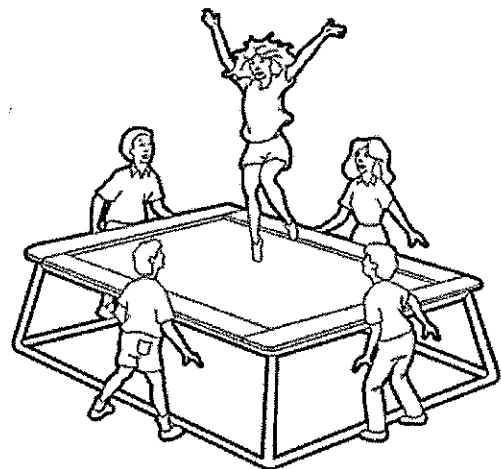
- SWEEP the slide for debris before use
- Please ask a staff member for sacks. Sit in a white or on a brown sack
One at a time, do not begin sliding until the previous person is off the slide and out of the way
- No water or lubricants to be poured down the slide
- When sliding, lean back with arms across chest
- Rubber soled footwear is dangerous.
- Please be careful on the steps, especially at night

6. WATER SLIDE

- Unroll slide down hill slope
- Clear any rocks under slide and on slide surface
- Slide may need to be pegged down. Use pegs and mallet provided
- Attach hose to tap behind boys dorm
- Sit or lay on slide to descend the slope
- When finished activity, turn tap off. Allow to dry if possible and sweep any debris off.
- Roll slide back up with the drum it is stored on.

7. TRAMPOLINE

- One person at a time
- No shoes please.
- Do not move the trampoline

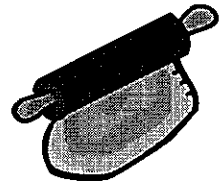


8. FLYING FOX TOWER

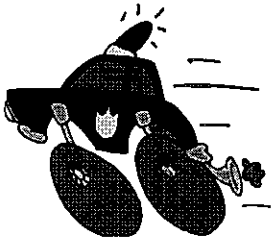
- Only to be used by adults who have been trained
- No children standing on the steps
- No one is to sit on the walls of the tower

9. KITCHEN / Dining AREA

- For hygiene reason you are required to wear shoes.
- Keep the floors dry – they get slippery when wet
- Only the camp caterers are allowed in the kitchen area.
- Wash hands in the small basin provided in the pantry.
- Please ensure all 'pilot' lights are **off** on the gas ovens at the end of your stay.

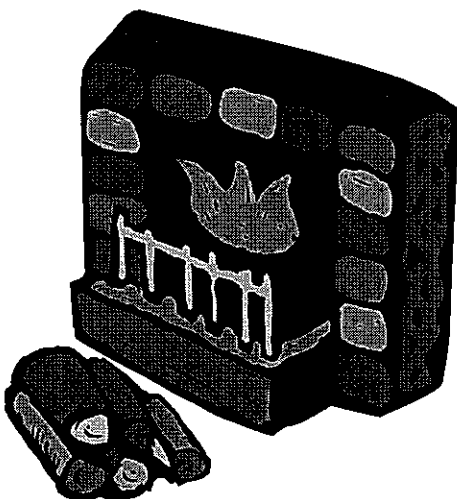


10. DRIVEWAY



- Speed limit is strictly 20km/h
- Watch for pedestrians and other traffic
- Park in an orderly fashion, away from the skip and meeting hall

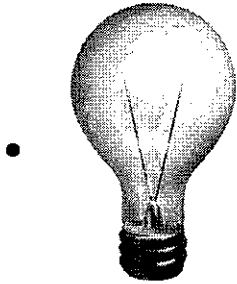
11. MULTIFUEL BURNERS



- Keep the area around the fireplaces swept and free of ashes.
- Keep doors on the burners closed.
- Never put anything on top of the burners
- Use the fireguard. Do not sit or lean on it.
- Do not leave anything (including wood inside the fireguards).
- Do not leave matches around for children to play with.
- Empty ashes into ash drum beside main fire in dining hall.

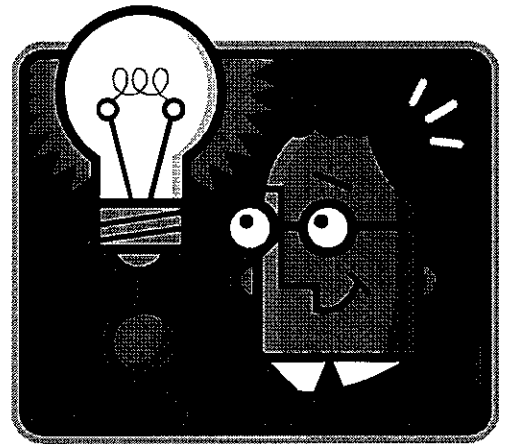
12. OUTSIDE LIGHTS

There is ample outside lighting on all buildings at camp but finding the switches to turn it on and off is sometimes a challenge. Below please find a list of buildings with a description and switch location of the outside lights.



- **Gordon Pullar Lodge Veranda Lights** – There are 2 lights under the veranda. The switch is located on the mains power board and is labelled “veranda lights.”
- **Pathway Light** – There is a spotlight located on the corner of the building to light the pathway from the dining hall. This switch is also on the mains power board and is labelled “pathway.”
- **Upper Hall Entranceway** – There is a light just outside the door. The switch is inside to the left on the lower panel and is labelled “entrance.”
- **Outside Front** – This light is mounted on the corner of the building by the ramp up to the front door. The switch is inside to the left, on the upper panel and is labelled “outside front.”
- **Outside Back** – This light is mounted on the corner of the building by the back door, near the car park. The switch is inside to the left on the upper panel and is labelled “outside back.”
- **Staff Block Veranda Lights** – There are two lights under the veranda. The switch is located on the mains power board and is labelled “verandah.”
- **Chapel Outside Lights** – There are two lights, one on each front corner of the chapel. They are controlled by the same switch. This switch is just inside the door and labelled “outside.”
- **Ritchie Kelly Hall Veranda Lights** – There are two lights operated by two different switches. The switches are each located just inside the two entrance doors to the dining hall and are labelled “veranda.”

- *Outside Corner* – There is a light on the corner of the dining hall by the office. This switch is located inside the nearest dining hall entrance door and is labelled “outside corner.”
- *Dish Room Entrance* – There is a light by the outside entrance to the dishroom. This switch is located just inside the door to the left and is labelled “entrance.”
- *Outside Floodlight* – There is a light switch on the wall of the dish room to the right of the kitchen door labelled “outside floodlight.” This light illuminates the carpark near the dishroom entrance.
- *Backdoor* – There are lights located by the back entry to the kitchen. The switches to there are located to the right of the doorway to the laundry room. The one labelled “veranda” operates a light by the extra washing sinks. The one labelled “outside” operates a light by the unloading area.
- **Graeme Cook Lodge Veranda** – There are two lights under the veranda and one on the front of the building by the pathway. These are all operated by one switch which is located on the mains power board and is labelled “veranda.”





Fire Evacuation Procedures

Visiting a new place can be very disorienting for children and the fire safety program is put in place for their safety. We would ask for your co-operation with the following:

Person in charge of group:

1. Please appoint a Lodge warden for each sleeping area you are using (girls lodge, boys lodge and staff block)
2. Fill in Fire Register **before the first night of camp** & hand this in to the office
3. Prepare your group in case of a fire (run a mock evacuation if you wish – let Camp staff know beforehand!)

Head Warden: Camp Manager (Deputy: another staff member)

Lodge Wardens: A responsible adult. In the event of a fire the lodge wardens will check their assigned area making sure there is no one in the buildings. When the buildings are clear they take the tag from the Wardens station and hand it to the Head Warden at the flagpole.

In the case of a fire:

- Sound alarm and ring for the fire brigade
- Lodge wardens make sure every room in their assigned area is clear and all doors are shut
- When their area is clear they take the tag from the Wardens Station and hand it to the head warden to indicate their building is clear. These tags are then hung on the assembly point tag board.
- Head warden makes sure all lodge wardens report back and that campers are kept safe at the meeting place. Also that campers requiring assistance are safe.

Lodges wardens to check:

Gordon Pullar Lodge: *Check through every room and bathroom in the block
Check through the New Hall*

Graeme Cook Lodge: *Check through every room and bathroom in the block
Check the Ritchie Kelly Hall, kitchen*

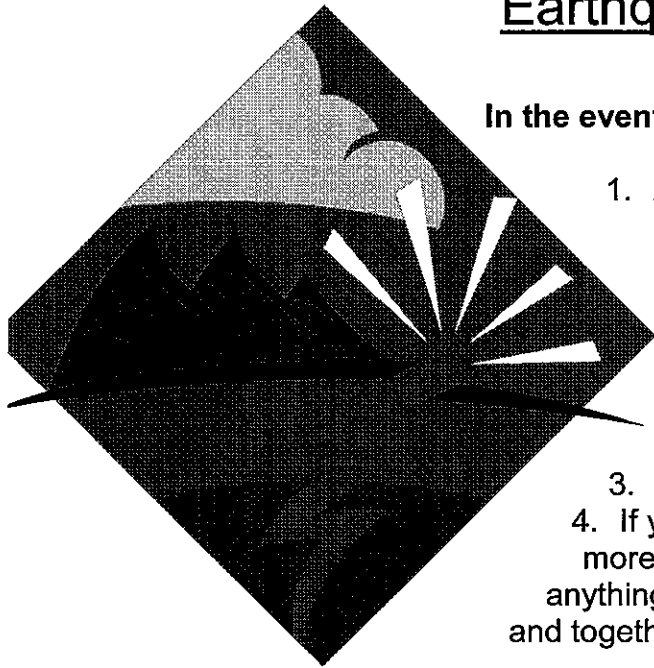
Staff Block: *Check through every room and the bathrooms
Check the Chapel*

Persons giving assistance to campers who may need help:

Any campers requiring assistance in the case of a fire (physical or mental disability, elderly, young children, injured campers) must have a person appointed to helping them out of any buildings and getting to the meeting place. This includes anyone who removes a hearing aid to sleep.

If you discover a fire dial 9 for a line out then 111

Earthquake Evacuation Procedures



In the event of an earthquake:

1. All staff, leaders or other adults on the camp are responsible for whatever children are with them at the time of the earthquake.
2. If you are inside keep yourself and all children with you safe by taking shelter under a close doorframe, bench or table or close to an interior wall. Move no more than a few steps to a safe place.
3. Do not run outside if you are indoors.
4. If you are outside when an earthquake occurs do not move more than a few steps to a safe place. Stay away from anything overhead that may collapse. Keep children with you and together.

Once the earthquake stops

1. Check for any injuries in staff or children. Give first aid if necessary or call in an ambulance. If there is a serious injury requiring attention by an EMS the Group supervisor should be notified and he/she or a delegated adult will call for an ambulance.
2. The Group supervisor (or a delegated person) sounds the alarm by ringing the camp bell continuously. Move the group to the assembly point (Flagpole on top field). Group supervisor is responsible for accounting for all group members (children and adults). It is important to move the children away from the pond and bottom field quickly in the case that the dam walls around the ponds should break.
3. Head fire warden at Camp (usually the Camp Manager) initiates a fire evacuation to ensure that all rooms are clear of people (whether or not there is a fire). Follow fire evacuation procedure if there is a fire that cannot be put out with the extinguishers.
4. Camp Manager (or staff member appointed by manager) checks all off power, water and gas. Switch off at main switches if any damage is noted.
5. Expect some aftershocks.
6. If there are any damaged buildings – keep staff and children away from them – an aftershock could collapse them.
7. Normal activity may resume after all campers (children and adults) are accounted for and safe and all buildings and facilities are given the okay by the Camp Manager.

EMERGENCY EVACUATION PROCEDURES

In the event that the camp has to be evacuated:

- This may be initiated by local authorities or the army. In such case the group supervisor (e.g. head teacher or group leader) remains responsible for the safety of all children. This is important to remember as they have been given this authority by the parents. At no time are Camp staff to take on this responsibility unless the group supervisor is incapacitated and there are no other responsible adults with the group.

- Camp staff may assist with an evacuation. Camp staff may be asked to evacuate at the same time as campers. In this case camp staff should ensure their own readiness before assisting the group.
 - When the campers have left site Camp Columba is no longer responsible for their safety or well-being.
1. Group supervisor is responsible for ensuring: that any essential medicines or toiletries are taken with the group. Camp Supervisor will have a list of essential medication for children on camp.
 2. Camp Columba will have an Evacuation Kit including bottled water a torch with a spare set of batteries, first aid kit, blankets, matches, paper, tarpaulin and emergency food. This EK will cover camp staff. The Group supervisor is responsible for ensuring the group has their own EK including essentials (food, water and shelter). Extra gear may be taken if there is time to muster it (e.g clothing, bedding, footwear etc)
 3. Camp Manager will turn off all power, water and gas.
 4. Camp Manager will lock doors and close windows.
 5. Camp Manager and Group supervisor are must follow any civil defence instructions. These may be available over the radio.
 6. No one may return to site until the all clear is given by local authorities. When this is given the Camp Manager and staff will work with the Group supervisor to decide if it is appropriate to continue the camp or for the group to go home. It is hard to anticipate what will happen, but the Camp Manager and staff will always work with the Group supervisor to ensure a satisfactory outcome and as always to ensure the safety of the children onsite.

THE BIG CLEAN UP

The following guidelines are provided to assist you in this most delightful part of camp. It is important that the clean up is carried out satisfactorily as failure to do so may result in your group being charged extra. You may request a 'check up' from camp staff prior to your departure (if they are on site) to ensure your clean up is to the necessary standard.

PLEASE NOTE:

All cleaning products are in buckets in the appropriate rooms. Cleaning product for the hall are by the cook's bathroom.

- ☐ Clean all toilets, showers and hand basins including those in the hall, dormitories and the staff block.
- ☐ Sweep and wash floors of hall, cooks toilet and staff toilets – it is important particularly in the hall that the water is changed regularly during mopping, or large dirty streaks will be left behind to haunt you!
- ☐ Vacuum all carpeted areas used, ie: chapel, staff block, meeting hall, bedrooms, and dormitories.
- ☐ Sweep concrete areas in front of halls, and in front of dormitories if necessary.
- ☐ Pick up any rubbish, lost clothing etc around the campsite.
- ☐ Empty blue rubbish drums into skip.
- ☐ Return everything back to its rightful place, eg: slide sacks back to the chapel, picnic tables, blue rubbish bins back to dorms etc.
- ☐ Turn off all heaters and lights. Close doors and windows.



INSTRUCTIONS FOR KITCHEN PERSONNEL

- ☐ Put all rubbish to be put in skip at the end of the hall.
- ☐ Wash out scrap drums and buckets and stand to dry.
- ☐ Thoroughly clean all ovens, stove tops and drip trays.
- ☐ Leave all benches, sinks and tables clean and dry.
- ☐ Turn off all ovens and ensure the pilot light is out on the gas oven.
- ☐ Sweep and wash floors of kitchen and dishwasher areas.
- ☐ Rubber Floor mats to be hung outside and hosed down.



Please have one person check off cleaning check list and sign and return with camp declarations.

This form has been included with your booking confirmation so that you are aware of the cleaning requirements after your stay here at Camp Columba. This is simply so that you can plan it into your schedule.

CLEANING CHECKLIST

ROOM 1

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 2

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 3

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 4

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 5

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 6

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 7

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 8

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 9

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

ROOM 10

TOILET ☐
 SHOWER ☐
 SINKS ☐
 FLOORS MOPPED ☐
 VACUMMED ☐
 MATTRESSES UP ☐
 RUBBISH OUT ☐
 CLOTHES LINE ☐
 LIGHTS OUT ☐

CHAPEL

FLOORS SWEEPED ☐
 MOPPED ☐
 CHAIRS TIDY ☐
 RUBBISH OUT ☐
 GAMES AWAY ☐
 EQUIPMENT BACK ☐

UPPER HALL

FLOOR MOPPED ☐
 VACUMMED ☐
 RUBBISH OUT ☐
 SINKS ☐
 OVENS CLEAN ☐
 FRIDGE CLEAN ☐
 BENCHES WIPED ☐

DINING HALL

FLOORS SWEEPED ☐
 MOPPED ☐
 RUBBISH OUT ☐
 BENCHES AWAY ☐
 TABLES AWAY ☐
 STAGE SWEEPED ☐
 STAGE MOPPED ☐
 WOOD REPLACED ☐

DISH ROOM

FLOORS SWEEPED ☐
 MOPPED ☐
 DISHES WASHED ☐
 AND PUT AWAY ☐
 RUBBISH OUT ☐
 BENCHES WIPED ☐
 DISH TRAYS AWAY ☐

OUTSIDE

PATH SWEEPED ☐
 DORMS SWEEPED ☐
 VERANDAH SWEEPED ☐
 RUBBISH CHECK ☐
 POND ☐
 FIELD ☐
 BINS ☐

ADVENTURE

EQUIPMENT AWAY ☐
 HELMETS ☐
 FLYING FOX ☐
 HORIZONTAL-BUNGEE ☐
 ORIENTEERING ☐
 SLUG GUNS ☐
 SPEED SLIDE ☐
 WATERSLIDE ☐
 RAFT BUILDING ☐
 ARCHERY ☐
 MOTORIZED WALL ☐
 BIKES ☐
 FRISBEES/BALLS ☐
 BOOKS BACK ☐
 SHED KEYS ☐
 AIR ROCKETS ☐

KITCHEN

TOILETS ☐
 SHOWER ☐
 SINKS ☐
 FLOORS ☐
 MOPPED ☐
 SWEEPED ☐
 RUBBISH OUT ☐
 PANTRY SWEEPED ☐
 OVENS CLEAN ☐
 FREEZER CLEAN ☐
 FRIDGE CLEAN ☐
 BENCHES ☐
 POTS & PANS ☐
 CLEANED AND TIDY ☐
 SHELVES WIPED ☐
 ALL PILOT LIGHTS OFF ☐
 HANG MATS OUTSIDE ☐
 AND HOSE DOWN ☐

Other rooms

ROOMS A,B,C,D,E,F ☐
 VACUMMED ☐
 RUBBISH OUT ☐
 BENCH CLEANED ☐
 DISHES AWAY ☐

Please empty all rubbish into the skip in-between the laundry and Graeme Cook Lodge. Thank you.

CAMP EVALUATION



Camp Columba
doing learning growing

Group Name: _____

Date of Camp: _____

We hope you enjoyed your stay.

We would greatly appreciate it if you would complete the following evaluation.

Your response is valuable, as we are always looking to improve what we have to offer at Camp Columba.

1. How did you feel about Camp Columba's pre-visit communication?

Inadequate 1----2----3----4----5 More than Adequate

Comments: _____

2. Do you feel you received sufficient information to plan your program? i.e accommodation layout, programs etc

Inadequate 1----2----3----4----5 More than Adequate

Comments: _____

3. How well did our catering and dining facilities meet the needs of your group?

Poorly 1----2----3----4----5 Extremely Well

Comments: _____

4. How adequate was the standard of accommodation for your group?

Inadequate 1----2----3----4----5 More than Adequate

Comments: _____

5. What was your impression of the grounds and maintenance?

Inadequate 1----2----3----4----5 More than Adequate

Comments: _____

6. How would you rate the cleanliness of the facilities and site?

Inadequate 1----2----3----4----5 More than Adequate

Comments: _____

7. How did you find the signage and instructions?

Inadequate 1----2----3----4----5 More than Adequate

Comments: _____

8. Overall, how would you rate your experience at Camp Columba?

Terrible 1----2----3----4----5 Great

Comments: _____

9. In your opinion, how well was the Adventure program organised?

Absolute shambles 1----2----3----4----5 Like clockwork

Comments: _____

10 How well did the selection of activities meet the needs of your group?

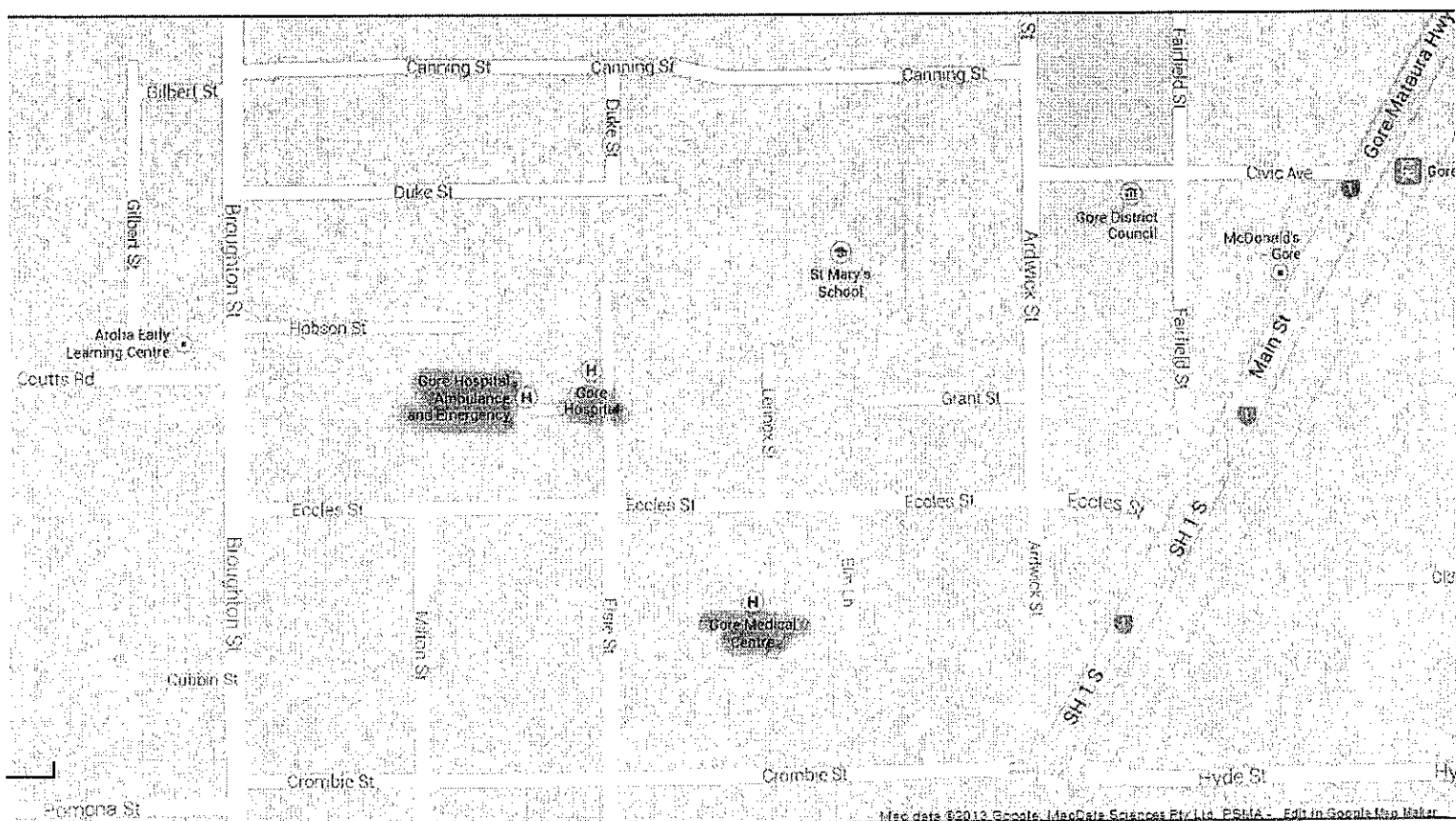
Poorly 1----2----3----4----5 Extremely Well

Comments: _____

PTO ...

Procedures and contact details for medical emergencies

- To get out of the camp phone system you must dial 9 and then the number you are trying to ring.
- **For an urgent emergency dial 9-111**
- **For less urgent medical treatment there are the following options:**
 - Gore Hospital
 - 9 Birch lane, Gore
 - Dial 9-208 3030
 - Gore Health (Next to the hospital)
 - Dial 9-209 3022
 - Gore Medical Centre
 - 12 Eccles st, Gore
 - Dial 9-208 9222



Camp Columba Holiday Camp Medication Consent Form

This form must be filled in by the parent/caregiver when the child is dropped off at camp. The form must be filled in and signed by the Camp First Aid person or other designated person when the medication is administered.

Consent for medication to be administered to_____

Parent/Caregivers Signature _____

Medication	
Dosage	
Medical Condition	
Time to be administered	
Any other information	
Medication	
Dosage	
Medical Condition	
Time to be administered	
Any other information	

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