

Motutapu Outdoor Education Camp  
Emergency Plan

**EMERGENCY NUMBERS**

**Call 111 for Emergency Services Ambulance Fire Police**

**Location: Motutapu Outdoor Education Camp, Administration Bay,  
Motutapu**

**MOEC STAFF ON CALL 027 233 3056**

**Other important numbers:**

Auckland Central Police Station	- 09 302 6400
Auckland Civil Defence	- 0800 222 200
Auckland Hospital	- 09 375 4300
Auckland Starship Hospital (15 yrs or under)	- 09 307 4949 ext 22651
Chem-Call Hazardous Substances	- 0800 243 622
Coastguard Emergency	- 0800 303 4303 or 0800 BOATIE
Department of Conservation Hotline	-0800 362 468
Healthline	- 0800 611 116
Lifeline Aotearoa – Mental Health	- 0800 54 33 54
Maritime NZ Serious Harm Reporting Line	- 0508 22 55 22
National Poisons Centre	- 0800 764 766
Emergency Dental – The Tooth Company	- 09 379 0099
Worksafe Serious Harm Reporting	- 0800 030 040

**EMERGENCY NUMBERS**

# Motutapu Outdoor Education Camp Emergency Plan

## STABLISING THE SITUATION

1. **STOP AND ASSESS:** Safety of self and others
2. **SEND FOR ASSISTANCE:** Report 4 P's **Position Problem People Progress**
3. **SECURE THE GROUP:**  
Stop activities; Complete head count, Manage patient and group  
Contact MOEC Staff
4. **SECURE THE SITE:** Isolate, minimise, eliminate hazards
5. **STABILISE PEOPLE**  
Prioritise Patients: Visual Verbal, Physical  
Watch for Shock  
Do not move if spinal or head injury
6. **REFER TO SPECIFIC EMERGENCY PLAN**

## STABLISING THE SITUATION

# Motutapu Outdoor Education Camp

## Emergency Plan

### **POISONING**

#### **Either by inhalation of a gas or ingestion of poisonous substances**

1. Secure the area; protect yourself from any potential poisoning, especially if smoke, fumes or chemical spills are still present
2. Remove the patient from harm if necessary and appropriate keeping yourself safe at all times
3. Check consciousness and vital signs of the patient
4. React accordingly with appropriate First Aid Response. Recovery position with oxygen or CPR using a face shield if not breathing.
5. Identify the substance.
6. Retrieve Material Safety Data Sheets (MSDS) from folder in the island office, for more information on how to treat patients if substance of poisoning is identified
7. Call 111 for urgent medical attention
- 8. Call National Poisons Centre on 0800 764 766**
9. Debrief incident with all parties involved
10. Write up Incident report and file

### **POISONING**

# Motutapu Outdoor Education Camp Emergency Plan

## MEDICAL EMERGENCY

**ALL MOEC STAFF ARE FIRST AID TRAINED**  
**CONTACT THE ON CALL PHONE FOR AN IMMEDIATE RESPONDER ON 027 2333 056**

1. **STOP AND ASSESS:** Safety of self and others
2. **Dial 111** and ask for an ambulance
3. **Relay details:** Position, Problem People Progress
4. **First Aid**, CPR and oxygen (as appropriate)  
**Think DRSABCD**  
**Danger, Response, Send for help, Airway, Breathing, CPR, Defib**
5. **Notify Facility Manager on 021 967 855**
6. Notify the appropriate agency as required eg WorkSafe NZ or Maritime NZ
7. Debrief incident with all parties involved
8. Fill out incident report, circulate and file appropriately

**For medical advice, call the Healthline on 0800 611 116**

## MEDICAL EMERGENCY

# Motutapu Outdoor Education Camp

## Emergency Plan

### SPILLS/ CONTAMINATION

#### Chemical, Oil or Fuel Spillage

**First Response MOEC ON CALL 027 233 3056**

**Spill kits are located in the generator shed and boat shed**

1. In a major event **Raise Alarm – Air horn**
2. Pinpoint origin of spill
3. **ASSESS RISK TO SELF AND OTHERS**  
Fire, Poisoning, Asphyxiation and personal, group and facility safety
4. Shut off source of spill only **IF SAFE TO DO SO**
5. Contain spill using spill kit, water with detergent and/ or saw dust or other sorbent material
6. Prevent seepage and contain spill by blocking off possible leakage points i.e. drains, doorways etc
7. Locate appropriate Material Safety Data Sheet (in immediate surround or from MSDS Folder in office)
8. Obtain any other significant information
9. Contact MOEC Facility Manager ASAP on 021 967 855 who will report to Auckland City Council 09 301 0101 if more than 50 litres or the Maritime Safety Authority 0508 472 269 if spill breaches into the sea.
10. Note materials used during clean up, inform appropriate people to order more supplies
11. Debrief incident, write up Incident report, circulate and file

### SPILLS/ CONTAMINATIONS

# Motutapu Outdoor Education Camp

## Emergency Plan

### LPG GAS LEAK

#### CYLINDER OR APPLIANCE LEAK

1. Raise Alarm – **FIRE ALARM**
2. **Evacuate People**
3. Turn off gas at source
4. **ENSURE PERSONAL SAFETY**
5. Ventilate area
6. Check for leaks...**LISTEN FOR HISS, SMELL, SOAP & WATER TEST, CONNECTIONS**
7. **ISOLATE** by...
  - Turning off appliance and/ or cylinders at power point/ valve
  - Turning off gas at nearest shut off valve
  - Removing cylinder and/or appliance to outside area
8. Debrief
9. **Inform Facility Manager on 021 967 855** of incident and fill in incident report
10. Do not use appliance until fault has been fixed and approved for use

#### **If there is a possibility of a fire...**

11. Keep cylinders cool with continuous water spray (from safe distance)
12. Remove appliance or cylinder from any heat source (if safe to do so)
13. Ventilate area thoroughly until air is clear
14. Debrief incident and procedures with all people involved
15. Inform Facility Manager of incident and fill in incident report
16. Do not use appliance or cylinder again until fault has been fixed and approved for use

#### **BULK STORAGE SYSTEM LEAK...**

1. Activate FIRE ALARM and evacuate area (see fire plan)
2. Call 111 and ask for fire service
3. Remove all possible sources of ignition i.e. turn off all appliances, shut down fuse boards etc.
4. Activate any fire protection systems within area i.e. sprinkler system
5. Close isolation valves if safe to do so
6. Debrief incident and procedures with all people involved & fill in incident report
7. Do not use appliance or cylinder again until fault has been fixed and approved for use

### LPG GAS LEAK

# Motutapu Outdoor Education Camp

## Emergency Plan

### FIRE

**Raise FIRE Alarm if you see a FIRE activate the FIRE ALARM SWITCH NEAREST**

#### **Commence Evacuation Procedure**

- MOEC Staff meet in the Resource Room with radios, keys, phones etc.
- **Guests and Clients assemble at the Evacuation Assembly Point immediately**
- MOEC Appointed Fire Marshall will coordinate and issue instructions
- Notify Facility Manager 021 967 855 as soon as practicable

Fire Present	False Alarm
<ul style="list-style-type: none"><li>• Ring 111</li><li>• Ring DOC and request fire truck</li><li>• Turn off all LPG (at mains), Machinery and Electrical Equipment</li><li>• Contain/ Put Out Fire<ol style="list-style-type: none"><li>1. If fire small use fire hoses and fire extinguishers to put fire out</li><li>2. Using pack hoses from fire boxes located on driveway edge</li></ol></li><li>• Ring Facility Manager</li></ul> <p><b>STAY SAFE AT ALL TIMES!</b></p>	<ul style="list-style-type: none"><li>• Identify if it is an activated alarm or sprinkler</li><li>• <b>ALARM;</b><ol style="list-style-type: none"><li>1. Turn off activated</li><li>2. Open alarm board (keys located in rafters above board)</li><li>3. Switch <u>off 2 x isolate</u> switches</li><li>4. Press <u>reset</u> switch</li><li>5. Switch <u>on 2 x isolate</u> switches</li></ol></li><li>• <b>SPRINKLER;</b><ol style="list-style-type: none"><li>1. Shut off sprinkler valve in dorm 1 (will require a set of staff keys)</li><li>2. Call Maintenance Coordinator to assist with replacement of sprinkler valve</li><li>3. Clean up area(s)</li><li>4. Turn on sprinkler valve and check for leaks</li><li>5. Lock sprinkler valve</li></ol></li><li>• <b>Reset Alarm Board</b><ol style="list-style-type: none"><li>1. Steps 2-5 from above (ALARM)</li></ol></li><li>• <b>Fire Hydrant Used (no fire)</b><ol style="list-style-type: none"><li>1. Turn off Hydrant – follow Fire Pump Room “Re-setting System” #5, parts D and C only</li></ol></li></ul>

**Important;** Do not attempt to fight fires in the flammable liquids shed, chemical store and or workshop unless it is of a minor nature and can be controlled very quickly. These types of fires will require specialist training and protective gear.

### FIRE IN CAMP

# Motutapu Outdoor Education Camp

## Emergency Plan

### MISSING PERSON

**Inform MOEC staff member as soon as person or group is suspected missing or overdue**

1. The Group Liaison is who the initial missing person information is relayed to. Stay with the person who is reporting the missing person. They will contact a MOEC manager to start the Missing Person procedures as below.
2. Available MOEC staff will assemble in the Resource Room. A Search Coordinator will be appointed. Radios and keys must be carried at all times.
3. The Search Coordinator will map search areas and become a central point of communications for the Group Liaison and the searchers. They will be responsible for contacting the Facility Manager on 021 967 855.
4. The Search Coordinator should record times and actions. Together with the Facility Manager (if available) consider calling DoC and the Police for assistance.
5. The Search Coordinator will keep in regular contact with searchers to ensure health and safety of all parties.
6. MOEC staff to search area and report back via radio to base. Search areas may be expanded depending on the duration of time passed.

**The Search Coordinator may consider the following:**

1. Shut down camp with Air Horn
2. Liaise with Doc Rangers onsite if appropriate and notify external island users
3. Split into search groups, ensuring each group has 1-2 members that are very familiar with the area
4. Ensure all search parties have communication back to base
5. Allocate areas to search using maps
6. Search
7. Once found conduct a full debrief session with all involved, Fill out incident report and email to Facility Manager.

### MISSING PERSON



# Motutapu Outdoor Education Camp

## Emergency Plan

### INJURED PERSON EVACUATION

1. A **MOEC Staff member** call 111 and ask for ambulance.

Location of camp (Motutapu Outdoor Education Camp, Administration Bay, Motutapu Island, Hauraki Gulf, Auckland).

- **GPS Coordinates for the Helicopter landing pads**  
**Airfield if patient can be easily moved**  
Latitude: 36° 45'34.66" S  
Longitude: 174°55'03.53" E  
Elevation 102m

**WaterTanks if patient cannot be easily moved**  
Latitude: 36° 45'09.08" S  
Longitude: 174°54'36.37" E  
Elevation 39m

Provide details including name and age of patient using the MOEC Incident Report.

2. A **MOEC Manager** or Senior Staff member will become the **Evacuation Coordinator**. This person will liaise with the Group's Leader.
3. The 111 Operator will inform you of evacuation method
  - a) Fullers ferries
  - b) Deodar from Islington Bay
  - c) Helicopter – Sound Air Horn if necessary

Inform 111 operator of landing areas – Airfield / Water Tanks (see above for GPS coordinates)

**Staff will be appointed tasks by the Evacuation Coordinator. Consider the following:**  
*First Aider (111 caller), Driver, Group Control. The Evacuation Coordinator should record times of events. Consider patient history eg. what he/she last ate and when, pre-existing medical conditions, report any medication taken and note the time....*

### INJURED PERSON EVACUATION

# Motutapu Outdoor Education Camp

## Emergency Plan

### CIVIL DEFENCE EMERGENCY

## Activate the Air Horn in all Civil Defence Emergencies

DURING THE EVENT	BEFORE / AFTER THE EVENT
<b>Earthquake</b>	
<ul style="list-style-type: none"><li>Indoors DROP COVER HOLD. Get under a sturdy table or heavy structure immediately.</li><li>If <u>OUTSIDE</u> move away from potential hazards.</li><li>Keep updated through civil defence radio and MOEC staff</li></ul> <p><b>Stay in safe area until notified it is safe to return to camp by MOEC staff member</b></p>	
<b>Tsunami</b>	
<i>Evacuate if you feel an Earthquake that lasts longer than 1 minute or is difficult to stand up in</i>	
<ul style="list-style-type: none"><li>Move to Main Camp Mess Hall deck</li><li>Head count all staff and guests</li><li>Move to higher ground</li><li>Identify missing people and search last known location</li><li>Keep updated through civil defence radio and MOEC staff</li><li>Stay in safe area until notified it is safe to move by a MOEC staff member</li></ul>	

### AFTER THE EVENT

- Head count all staff and guests
- Initiate Missing Persons plan if safe to do so
- Assess health and safety of all parties and initiate first aid as required
- Turn off all water, electricity and gas if appropriate and safe to do so
- Identify hazards, isolate and minimise
- Staff and Group Leaders to assess situation and decide on plan of action i.e. evacuate or continue as normal

**Tune radio station onto 756 AM (National Programme) 1080 AM or 89.4 FM (1ZB).**  
**Use VHF channel 16 to maintain up to date information**

### EARTHQUAKE / TSUNAMI

# Motutapu Outdoor Education Camp

## Emergency Plan

### CIVIL DEFENCE EMERGENCY

VOLCANIC ERUPTION
<ul style="list-style-type: none"><li>• Move and stay indoors, close windows and doors</li><li>• Place damp towels over door and window openings</li><li>• If outside seek shelter and cover eyes, nose and mouth</li><li>• Conserve water and supplies</li><li>• If you <b>must</b> go outside; use protective clothing, cover head, breath through a mask and carry a torch</li><li>• Stay in safe area until notified it is safe by MOEC staff member</li></ul>
Flood
<ul style="list-style-type: none"><li>• Move together to higher ground</li><li>• Keep updated through civil defence radio (if applicable)</li><li>• Stay in safe area until notified it is safe to return to camp by MOEC staff member</li></ul>
Cyclone
<ul style="list-style-type: none"><li>• Stay indoors and away from windows and doors</li><li>• Take shelter in ablution blocks if necessary</li><li>• If outside and away from buildings take shelter wherever possible</li><li>• Head count group and staff</li></ul>

#### AFTER THE EVENT

- Head count all staff and guests
- Initiate Missing Persons plan if safe to do so
- Assess health and safety of all parties and initiate first aid as required
- Turn off all water, electricity and gas if appropriate and safe to do so
- Identify hazards, isolate and minimise
- Staff and Group Leaders to assess situation and decide on plan of action i.e. evacuate or continue as normal

**Tune radio station onto 756 AM (National Programme) 1080 AM or 89.4 FM (1ZB).**

**Use VHF channel 16 to maintain up to date information. Phone App will be useful too.**

**VOLCANIC ERUPTION / FLOOD / CYCLONE**

# Motutapu Outdoor Education Camp

## Emergency Plan

### POST EMERGENCY

#### : Accident Follow Up Numbers – Part 1

<p><b>Counselling Services and Third Party Services:</b></p> <p><b>Ministry for Children:</b> Making a report of concern: 0508 326 459 General enquiries: 0508 326 459</p> <p><b>Youth Line:</b> (Phone counselling 24hrs, for 18-25yr olds.) National Help Line: 0800 376633</p> <p><b>Lifeline Aotearoa:</b> Services 0800 54 33 54</p> <p><b>Victim Support-</b> <a href="http://www.victimsupport.org.nz">www.victimsupport.org.nz</a> Toll Free: 0800 842 846</p>	<p><b>Government Agencies:</b> Auckland Central Police: (09) 302 6400</p> <p><b>Maritime New Zealand:</b> Auckland Office: (09) 307 1370 Accident and Emergencies: 0508 472 269 Marine Pollution Response Service: (09) 834 3908 Oil Spill Duty Officer: (04) 473 6369 Rescue Coordination Line: (24hours)- 0508 472269 Free 406 Beacon Registration: 0800 406 111</p> <p><b>WorkSafe NZ</b> Serious Harm Notification: 0800 030 040</p> <p><b>Department of Conservation:</b> Conservation Emergencies: 0800 362468 Auckland Area Office: (09) 445 9142</p> <p><b>New Zealand Food Safety Authority:</b> <a href="http://www.nzfsa.govt.nz">www.nzfsa.govt.nz</a> Customer Information and Enquiries: 0800693721</p> <p>NZ Historic Places Trust: Advice and Info line: (09) 307 8896</p> <p><b>Work and Income NZ –</b> Job support/Redundancy support/Job placement Toll Free: 0800778 008</p> <p><b>Hospital and Health Care Numbers:</b></p> <p><b>ACC:</b> Claim Enquiries: 0800 101996 Treatment Providers: 0800 222070 Sensitive Claims: 0800 735566 Auckland Branch: 18 Freemans Bay- (09) 915 9400</p> <p><b>Auckland Hospital</b> 2 Park Road, Grafton- (09) 367 0000</p> <p><b>Starship Children's Hospital</b> 2 Park Road, Grafton – (09) 367 0000 Children's Emergency Department: (09) 307 4902</p> <p>Southern Cross Health Care: (09) 638 9121</p>
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# Motutapu Outdoor Education Camp

## Emergency Plan

### POST EMERGENCY

#### Accident Follow Up Numbers – Part 2:

<b>Law Services and Employment Numbers:</b>  <b>Employment Relations</b> Employment Relations Authority: (09) 970 1550 Worksafe Health and Safety: 0800 030 040  <b>Disputes Tribunal: (for Civil law disputes)</b> Enquiries 0800 268 787	<b>Industry Training and Development Numbers:</b>  <b>Search and Rescue:</b> Rescue Co ordination Centre: 0508 472 269 Land Search and Rescue NZ: (04) 473 6108  <b>St Johns:</b> National Call Line: 0800 785 646 Northern Region- 2 Harrison Road, Mt Wellington (09) 579 1015  <b>Coast Guard:</b> Emergency: 0800 303 4303 or 0800 BOATIE (09) 303 1303  <b>Citizens Advise Bureau:</b> 0800 367 222  <b>Water Safety NZ :</b> Wellington info line: (04) 801 9600  <b>Fire and Emergency NZ:</b> National Office: 04 496 3600  <b>Maritime NZ:</b> General Enquiries: 0508 225522
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