

CLAIRVAUX INDOOR CAMPING BRIEFING

Things you need to tell your group:

1. Site staff

You may see property staff who are identified by badge or StayKCC Uniform. They also can be found in the office, which is on the main property.

You can call them about any property issues or concerns on their 24/7 on call mobile 0408 825 588 (no texts please as only calls are forwarded to the staff member rostered on).

Please notify site staff of any strangers, or people you are not sure about on the property.

2. Sleeping accommodation

Please tell your group that wind-down for the night is from 10pm and quiet/lights out from 11pm – for our neighbours as well as other groups.

Fire extinguishers- for use in emergency only, please don't tamper with them.

The number sleeping in each classroom should be no more than the number allocated. Please keep valuables with you. The rooms are provided for changing and sleeping. Other activities including rough games are not permitted in or around the bedrooms in the interest of personal safety and to avoid property damage.

Smoking is not allowed in any of the buildings, including bedrooms. Drugs and alcohol are not permitted on the property.

3. Out of bounds areas

Out of bounds areas are- the workshop and garage, residences, other accommodation, and buildings not allocated to your group for use and neighbouring property.

4. Care of the environment

Please pick up your rubbish. Please don't walk through our garden beds. Beware of snakes and spiders. Please avoid wandering through the bush, and leaving shoes, umbrellas etc., on the ground outside bedrooms.

5. Car- parking areas

Car parking in designated areas only. Please follow NO PARKING signs. Do not park behind the Dining Room, in front of any skip bins or in front of the office.

6. Please use the provided hand sanitiser in entry locations to the building

Hand sanitiser dispensers are either mounted to the wall at external entry points into the building or on table at various locations within the building. Please use them regularly as you pass them.

7. Please stay within your allocated area

Please do not visit other rooms or areas which are not part of your group or aren't necessary to visit. i.e., if you have a friend sleeping in another room, plan to meet them outside or a common area, rather than going into their sleeping room/accommodation.

Things you need to know:

1. Meals

Budget Catering (Blue Wristband)

Meals will be served at Clairvaux in common areas E8 & W9. There will be outdoor seating setup at the front of Clairvaux to use during meals. If you've advised us of any dietary requirements, please speak to catering staff and they will provide further information/instructions.

Deluxe Catering (Red Wristband)

Meals will be served at Mountain Camp Dining Room. If you've advised us of any dietary requirements, please speak to catering staff and they will provide further information/instructions.

Meal times

Friday

9.30pm Supper

Saturday

7.15am Breakfast

12.30pm Lunch

6.00pm Deluxe Dinner

6.15pm Budget Dinner – BBQ in the Plaza (show your blue wristband)

9.15pm Supper

Sunday

7.15am Breakfast

12.30pm Lunch bag pick-up

2. Orderlies

Your group will be allocated to orderlies' duties during the weekend at KYCK (**please refer to the attached orderlies' roster for allocations and timings**).

This will involve:

- Helping caterers with any set-up tasks
- After meals, ensuring all tables are cleared completely
- Wiping down tables
- Picking up any litter around in the dining areas – both inside and outside

3. Phones

An internal phone is located outside the main office near Mountain Camp Dining Room (or call 0408 825 588).

4. First aid

Your group is responsible for all first aid. First aid kits are located in the kitchenettes and marked with a red cross.

5. Out of hours-emergency staff contact

Staff can be contacted out of hours in an emergency by phoning 0408 825 588 or via the internal phone outside the main office near the Mountain Camp Dining Room.

6. Incident reports

In the event of injury, accident or illness, an incident report form needs to be completed. These are available from the site office on the main property.

7. Supervision

A leader must be responsible for supervision of campers on and off-site and at all times. This includes free time when campers are inclined to play rough games in and around the bedrooms. Personal injury and property damage can occur if these times are unsupervised.

8. Notice board

Please read the information on the notice board.

9. Lighting

Please keep all external lights on during the night.

10. Emergency information.

In an emergency, please move into the emergency evacuation area immediately. Emergency information sheets are located on the back of all accommodation doors, on all notice boards, and near all phones.